CAROLINAS BARBERSHOP HARMONY

NSC DISTRICT

SPEBSQSA, Inc.
(DBA) Barbershop Harmony Society

POLICY MANUAL



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Title And Scope

This Policy Manual of the Carolinas Barbershop Harmony contains policies that have been approved by the Carolinas Barbershop Harmony Board of Directors by a majority vote in each circumstance. These policies shall be in alignment with the Society and District Bylaws and the District Code of Regulations.

Amendments shall be approved by the District Board of Directors by a majority vote in each circumstance.

This Policy Manual addresses three primary areas:

- Administration & Governance
- Reimbursements Policies
- Contests & Conventions

Carolinas Barbershop Harmony Guiding Principles

Carolinas Barbershop Harmony, a District of the Barbershop Harmony Society, was chartered in 2010 after a multi-year process of justifying and planning for a new District. There is a detailed history that chronicles the events, thought processes and actions taken to establish the District which can be found on the District web site at www.carolinasdistrict.org/history.

The founding concept for the creation of the District was that a smaller district, both in terms of its geography and its number of Chapters, could better serve its Chapters and Members. The District was defined as "chapter-driven" to emphasize the importance of Chapters in setting priorities and providing leadership for the District.

The Chapter Presidents and other Chapter Leaders that they identified were intimately involved from the beginning in defining the Mission, Vision and Values of the District. The Bylaws and Code of Regulations of the District were written with the intentional purpose of assuring that:

- the power to govern the District would reside primarily with the Chapters by limiting the voting power of the elected Board of Directors in the House of Delegates
- requiring that quorums be based on Chapter representation
- placing term limits on elected Board of Directors position

Because the House of Delegates is the primary governing body of the district, House of Delegates meetings are designed to encourage meaningful participation from the Chapters, with thorough discussion and decisions of important topics, in day-long working sessions not associated with or diluted by Conventions.

The Mission, Vision and Values statements of the District very clearly place the health and well-being of every Chapter and its Members as the District's first priority. The District Leadership is to keep the needs of the Chapters and Members foremost in its planning and conduct of all events and activities sponsored by the District. Some examples of doing so include:

- Leadership Academies which offer comprehensive opportunities for development of leadership at all levels, both administratively and musically, conducted at minimal cost to the chapters and attendees. The response from the chapters has been phenomenal in terms of participation levels and positive feedback.
- Conventions designed with cost-consciousness, appeal to spouses and family, and well-run contests have been largely successful, resulting in higher levels of participation than under the previous District design.
- The District led the call for Society rule changes that allowed for a single International Qualifying Convention to reduce the cost to Chapters and Members to support two fully staffed competitions.
- Fifth-man teams have been made available to provide coaching and advice to Chapter leadership who request help with problems hindering the success of their Chapters.
- Musical coaching opportunities are made available to registered Quartets and Chapters of all levels of ability at festivals, quartet retreats and individual chorus events at very affordable or no cost.
- The District attempts to assure that every Chapter is visited at least once a year by a leader in the District to let the membership know that the District is interested in them; to

attempt to answer any questions they may have about the District, and to identify potential District leaders.

District leadership should always be on the lookout for members with leadership, technical, musical or other skills that might be helpful, and should pass that information to the Nominating Committee.

The District also has a high priority to identify interest and opportunities for the formation of new chapters. Since its inception thru 2015, the district has chartered four new chapters (Mt Pleasant, Brunswick County, Fayetteville and Bluffton) in the District. District Leaders must encourage the formation of new chapters where they make sense and support the efforts of local spark plugs to generate interest and develop the strategies to be successful.

Successful Chapter Quartets are also an important part of healthy Chapters. A Chapter with one or more active quartets is more likely to be successful musically, which can lead to success in other aspects of the Chapter. While the Leadership is to be ever mindful of the needs of Chapters and individual Members, the needs of Quartets in those chapters should always be considered as well.

Finally, in all they do, District leaders are to:

- honor the uniqueness of each Chapter
- conduct themselves with honesty and integrity
- hold themselves accountable
- display a consistent standard of excellence
- communicate openly and transparently
- show respect, teamwork, initiative and professionalism
- seek to develop their leadership and personal skills

District Reimbursement Policies

Effective September 15, 2024
Care must be taken to use limited District resources efficiently and reasonably. Thus, the following policies for reimbursement of expenses are put into practice by the Board of Directors as of September 15, 2024.

Based on a written request, exceptions to the reimbursement policies outlined below can be approved by the Board of Directors.

The Carolinas Barbershop Harmony Board of Directors and Committee members are volunteers donating their time and talents to the efficient operation of the District. It is not expected that these volunteers should incur an undue financial burden as a result of their willingness to serve the District. Nor is it expected that volunteers should profit financially from their service to the District.

The District will reimburse officers and designated committee members for their out-of-pocket expenses for activities directly related to the conduct of district business. However, some commonsense guidelines include:

Reimbursement for event expenses should be limited to those expenses that are incurred on behalf of the District that are not otherwise:

- Reimbursement by individual chapters as part of chapter event participation and chapter policies that wholly or partially reimburse chapter members for travel and registration costs for district events.
- Incurred by individuals primarily as a result of participating in district contests/events. In other words, if an individual's chorus or quartet is competing or participating in festivals, workshops or like events then the individual is deemed to have incurred those expenses as part of their attendance and not part of district business.

Reporting Expenses for Reimbursement

Convention activities resulting in district business expenses should be enumerated and pre-approved by the VP of Events. Items like transporting risers, merchandise, staging materials and the like may entail equipment rental or abnormal mileage. This should be determined ahead of time and included in event budget considerations.

With regard to merchandise in particular, entire inventories need not be moved. Only those items that can reasonably be expected to sell should be transported to event sites. The inventory manager should determine in advance, based on past sales, what needs to be moved and what does not. In most cases the bulk of items can be transported in an individual's vehicle and not in rented equipment such as trailers.

Local mileage is not reimbursed by the District. Mileage up to 25 miles one way or 50 miles round trip is considered to be local.

Reporting Expenses as Donations in Kind

Many members of the Board and/or committees absorb significant expenses at their own expense for the conduct of District business. While this is desirable and appreciated, it obscures the true cost of operating the District and may create an operating budget wherein members must be able to afford to serve the District before they can do so. This may limit the talent pool available to the District. Thus, Board and committee members are encouraged to provide reimbursement expense reports for these expenses, but to denote those expenses as Donations in Kind so that the District Treasurer can accurately reflect the total costs of operating the district. The donated amounts can then be reflected as both a donation to the District and a corresponding expense item as appropriate.

Definitions of Travel Expenses

Airfare

Airfare includes actual fees charged for economy travel to approved events, including the ticket price, taxes and fees and normal baggage expenses. Whenever possible, travelers should avoid baggage handling fees. These expenses must be substantiated with receipts for the amounts paid.

Lodging

Lodging includes the actual cost of medium-quality or headquarters hotel rates, including local taxes and fees, and should be shared-room rates whenever possible. These expenses must be substantiated with receipts for the amounts paid.

Meals

Meals include the actual cost of meals procured while traveling limited to the rates used by the Barbershop Harmony Society per their BHS Expense Report for Volunteers. Receipts for actual expenses should be provided. Alcoholic beverages are excluded from reimbursement.

Mileage

Mileage in personal vehicles will be reimbursed at the current rate used by the Barbershop Harmony Society per their BHS Expense Report for Volunteers. The approved hauling of risers and or shells for events will be reimbursed at a rate to be determined at least annually by the Board of Directors.

Rental vehicles

Rental vehicles and gas are reimbursed at the actual rate charged, including the rental cost, taxes and fees, and actual gasoline cost which should be minimized according to your rental contract. These expenses must be substantiated with receipts for the amounts paid. Care must be taken to minimize the use of any rental vehicle, especially for events where it will only be parked for the

majority of the time. Usually, hotel shuttles and/or taxi services are a more efficient option for out-of-town transportation to and from events.

Miscellaneous

Other miscellaneous expenses must be substantiated with receipts for the actual amounts paid.

Reimbursements for Board Activities

As a general policy, it is not intended for Board Members to bear personal expense for serving on the board. At the same time, we wish to maintain a culture that encourages each member to be willing to "give back" something to the hobby – according to their own means and completely at their discretion. (*All in-kind expenses absorbed by anyone must be reported on an expense sheet to the Treasurer so they can track the actual cost of running the District.)*

Travel

- **BOD Meetings:**
  - Board members are entitled to reimbursement for miles traveled.
- **HOD Meetings:**
  - All Board members are expected to attend and are entitled to reimbursement for miles traveled.
- **District Conventions:**
  - Only the President, Executive Vice President (EVP), VP Events, and VP Contests & Judging are entitled to reimbursement for miles traveled.

Hotel Accommodations:

- **BOD Meetings:**
  - Any Board member who must travel three hours or more to a meeting is entitled to hotel accommodation for one night at a moderately priced hotel (to include the location of the meeting.)
- **HOD Meetings:**
  - Only the President, Executive Vice President, Secretary, Treasurer, and Immediate Past President are entitled to reimbursement for hotel accommodations for one night in a shared room at a moderately priced hotel, provided they must travel three hours or more to the meeting (to include the location of the meeting).
- **District Conventions:**
  - Only the President, Executive Vice President, in the last year of their term, VP Events, and VP Contests & Judging are entitled to complimentary hotel rooms at the convention.

Meal Expense:

- **BOD Meetings:**
  - All Board members are entitled to a noon meal expense for a Board meeting that lasts through that part of the day.

    - A Board member who is also entitled to a one-night stay at a hotel is entitled to an evening meal.
    - It is assumed the hotel will provide a free breakfast.
- **HOD Meetings:**
    - Board members pay for their lunch, the same as Delegates. An officer who qualifies for one night in a hotel is also entitled to their evening meal.
- **District Conventions**: Board member meals are not a reimbursable expense.

Board of Directors Meetings

In the event that it is necessary to rent a suitable facility for a Board meeting, the venue owner or their agent must present an invoice to the Treasurer for direct payment. Efforts should be made to find suitable venues that require minimal cost to the District.

House of Delegates Meetings

There are two types of HOD meetings to be considered:

- **HOD meetings held in conjunction with a District Convention.**
    - Since it presumed that all attendees at such a meeting would be at the Convention anyway, no additional reimbursement of travel expenses for Board Members, Delegates or guests is justified for this type of meeting, with the exception of an international representative that may be present as required by the BHS policies and procedures.
- **HOD meetings held as stand-alone events.**
    - These meetings are typically designed as single-day events not requiring overnight lodging or meals. However, in the event that circumstances require a Board Meeting the day before or after a HOD meeting, then Board members may be entitled to overnight lodging in a shared-room medium priced hotel.

ATTENDANCE BY GUESTS AT HOD MEETINGS

- **Invited Guests**
    - Guests or committee members who are invited by the Board as necessary to address specific agenda items are also eligible for reimbursement of mileage expenses. Typically, meal expenses are not reimbursed for a HOD meeting.
- **Ineligible for Reimbursement**
    - Chapter delegates to the HOD meeting will not receive reimbursement from the District for their expenses. If reimbursement is required for their attendance, then it should be given by the chapter they represent.

The District may be required to reimburse the BHS for expenses associated with an international representative at these meetings.

Portfolio Expenses

Each Board member has a budget for expenses associated with accomplishing their portfolio of duties. Care should be taken to control spending for overall travel and supplies within that budget.

Reimbursement for District Conventions

Host Chapter Considerations

The Host Chapter will be paid $1,500, and will be given 15 ALL EVENT tickets, which are strictly intended for non-members who work during the convention.

In addition, if approved in advance by the Vice President of Events, the Host Chapter will share in up to one half of the ad revenues generated for the convention by the Host Chapter or its members.

Board Members and Convention Team

No member of the Board should expect reimbursement of travel expenses simply by virtue of their attendance at the convention.

District conventions are a key activity of the District. It is presumed that members of the Board will attend each convention as a part of their chapter participation and/or as an independent attendee.

Eligible Convention Expenses for Board Officers

- **District President and EVP:**
  - The District President and EVP serve special duties as the leader of the District at conventions. The District will reimburse the President and EVP for up to two (2) nights lodging at the headquarters hotel. Additionally, if the President's or EVP's duties require that they occupy a hospitality suite or incur additional expenses for receptions, then the District will reimburse the incremental additional costs for such arrangements.
- **Vice President of Events:**
  - The Vice President of Events is a key participant in the operations of the convention to the point that their enjoyment of the convention is often significantly encumbered by their duties. Thus, the District will reimburse the VPE for up to three (3) nights in the headquarters hotel.
- **Vice President of Contest and Judging:**
  - The Vice President of Contest and Judging (VPC&J) is a key participant in the operations of the convention to the point that their enjoyment of the convention is often significantly encumbered by their duties. Thus, the District will reimburse the VPC&J for up to three (3) nights in the headquarters hotel. The District will also reimburse necessary expenses for hosting the judges, including provisions for a Judges' hospitality room and an official Judges' meal within the pre-budgeted limits and substantiated with receipts for actual expenses.
- **Complementary Rooms:**
  - In the event that complementary rooms are provided by any of the convention hotels, they should be used to provide for the rooms listed above and then for Judges' rooms in order to minimize the expenses of the District.
- **Miscellaneous Expenses**:

- Other convention expenses must be submitted to the VP of Events for approval and then to the Treasurer for reimbursement with actual receipts. All efforts should be made to operate District conventions within the budget guidelines that have been pre-approved by the House of Delegates.

Leadership Academy

The annual Leadership Academy is designed to be a day event not requiring overnight stays by members of the District. The VP of Chapter Support appoints the Dean, Leadership Academy. Members of the Faculty may be reimbursed for expenses for training material with the approval of the Dean, Leadership Academy. Faculty from NSC travel in excess of 3 hours each way and Faculty from outside the District may require lodging and meals in addition to the above with pre-approval of the Dean, Leadership Academy and budgeting by the VP of Chapter Support.

International Conventions

District President & EVP

The **District President and EVP** or designated representatives are expected to attend the Districts Presidents Council (DPC), and Society Board of Directors (SBOD) meetings held in conjunction with International and Midwinter conventions. District VP of Contests and Judging is expected to attend the annual District Representative of Contest and Judging (DRCJ) meetings at International Convention via electronic means unless making a formal presentation. The Carolinas Barbershop Harmony District will pay the following for the District President every year and the EVP in the last year of their term or designated representatives:

- All nights inclusive of the meetings in the HQ hotel
- Meals during travel time before, through breakfast the day after the meetings
- Mileage or airfare to the convention limited to the lowest cost option
- Convention registration fee, limited to early-bird member pricing in the event the District President and/or EVP decides to upgrade their registration.

Reimbursement will be consistent with rates established elsewhere in this policy document.

Eligible Contestant Convention Stipends

Attending Choruses
All choruses representing the District at the International Chorus Competition and Midwinter Seniors Chorus Competition shall receive a stipend of $3,200 from the District.
Attending Quartets
All District Quartets representing the District at the International Quartet Competition shall receive a stipend of $800 from the District.
Attending District Senior Quartets at Midwinter
All District Senior Quartets representing the District at the Midwinter Senior Quartet competition shall receive a stipend of $800 from the District.
Attending District Youth Choruses at Midwinter

All Youth Choruses that compete in the Midwinter Youth Chorus competition shall receive a stipend of $2,500 from the District. Such stipends shall be paid from the District Youth in Harmony Fund.

Attending District Competing Youth Quartets at Midwinter

All District Youth Quartets representing the District at the International Youth Quartet Competition shall receive a stipend of $800 from the District. Such stipends shall be paid from the District Youth in Harmony Fund.

Committees

Key committees have expenses budgeted. Committee members may be entitled to reasonable reimbursement of travel expenses if pre-approved by the Board Member and/or committee chair responsible for that activity.

Chapter Visits

Board members and committee members are often requested to visit chapters for developmental and feedback purposes. This may include presence at chapter meetings or chapter board meetings. Necessary expenses to accomplish the visits may be reimbursed and should be charged to the appropriate activity budget.

Chapter Shows Clearance Policy

Chapter Shows are considered to be a key competency of a performing chorus and a key indicator of chapter health. They demonstrate:

- an active and thriving music program
- a revenue stream for chapter financial health
- a community outreach relationship

District Clearance

Chapters are strongly encouraged to schedule shows and other activities on dates that do not conflict with other Carolinas Barbershop Harmony Events. This should be done in advance as soon as a date has been chosen and before any contracts are signed to prevent conflicting show dates within the district. In the case of unavoidable conflicts, they will receive clearance on conflicting dates if no other dates are available.

The Secretary then places the show/event on the District calendar.

The Secretary will clear the show(s) and update the District Events calendar, sign the form, make copies for BHS, District files, notify the Chapter Support VP, forward the check and forms to BHS and return a signed copy to you via e-mail unless you request a hard copy to retain in your legal file. The VP of Chapter Support will schedule a Chapter Advocate or other designee to attend your show.

The Carolinas Barbershop Harmony supports chapter shows through attendance by a Chapter Advocate or other designee in support of the Standing Ovation Program AND promotion of the chapter show on the District website Events Page.

ASCAP/BMI/SESAC Reporting Requirements

Links to all forms and instructions for BMI/ASCAP reporting are found at the Carolinas Barbershop Harmony website under “Resources” and in the BHS Document Center at https://www.barbershop.org/docs/music/copyright-and-legal/show-clearance-forms.

You may also email Secretary@carolinasdistrict.org with any questions.

ASCAP Annual Reporting

All chapters are required to submit an ASCAP annual report regardless of whether they had a performance during the year.

ASCAP reporting form is found on the BHS web site listed above. Complete reporting instructions are included in the report forms.

ASCAP Licensing for Benefit and Free Performances

Benefit Events
“Benefit Event" means a concert which is held to raise money for a specific, bona fide, charitable institution or cause not affiliated in any way with licensee (your chapter or the Society), to which all the proceeds from the concert, after deducting the reasonable costs of producing the concert, are donated.

Free Events
Even a free-will offering or “free” event generally should be licensed. Otherwise, you are giving away the copyright owners’ rights without their permission. A “fair use” exemption for live performances “without commercial advantage” can be misinterpreted as that code provision also provides “otherwise than in a transmission to the public” and contains specific statutory requirements. Unless a chapter produces only shows fitting this limited exemption, they are subject to the minimum annual fee.

There are reduced ASCAP license fees for “Free and Benefit Events.” See the ASCAP current year’s form for schedule of costs and parameters. Only if you do a “free or benefit show” should you contact the Copyright and Licensing Manager at HQ (library@barbershop.org) for assistance.

Clearance for Free will/Benefit Concerts –

When a chapter produces a show, whether or not they charge admission, ASCAP is required. If they did not charge admission and it was for a cause such as a "free-will" or "benefit" then they should complete the respective form.

BMI/SESAC Clearance and Reporting

When a chapter produces a show involving the public as audience members regardless of whether it is classified as a "free-will" or "benefit" then they also should complete a BMI/SESAC form.

If the chapter is holding a party and chooses to sing, they are not responsible to complete a BMI/SESAC form. If they are hired to appear on a show, or sing in public but are not producing, they are not responsible to complete a BMI/SESAC form.

General Requirements

A public performance is one that occurs either in a public place or any place where people gather (other than a small circle of a family or its social acquaintances). A public performance is also one that is transmitted to the public; for example, radio or television broadcasts, music-on-hold, cable television, and by the internet. Generally, those who publicly perform music obtain permission from the owner of the music or their representative. However, there are a few limited exceptions, (called "exemptions") to this rule. Permission is not required for music played or sung as part of a worship service unless that service is transmitted beyond where it takes place (for example, a radio or television broadcast). Performances as part of face to face teaching activity at a non-profit educational institution are also exempt.

According to BHS Records, the blanket agreements in place between the Society and the performing rights organizations cover our chapters in informal situations such as street/sidewalk singing, Singing Valentines, holiday caroling situations, etc. For restaurants, retail operations, and other establishments where the public conducts business or uses services, those businesses/entities are responsible for ensuring they have public performance licenses in place (unless exempt).

Do not hesitate to contact ASCAP, BMI, or SESAC who can discuss your group's specific needs or inquiries. Their respective websites have easy-to-understand FAQ sections as well as live online chat services with their representatives."

There is also a rate sheet and "Free and Benefit Concert Reporting Form" available on the BHS Online Document Center - ASCAP Process.

Under the ASCAP agreement, each chapter's fees are based upon gross revenue from ticket sales for the whole year. According to the terms of the contract, "Gross Revenue" means all monies received by each Licensed Chapter from the sale of tickets for their concerts. Gross Revenue shall **NOT** include the following: per ticket entertainment, amusement or sales taxes; commissions or fees paid to automated ticket distributors (such as Ticketmaster); per ticket theater restoration or other facility fees; parking fees when included in the ticket price; or revenue from the sale of merchandise. *See the current ASCAP form for minimum revenue and fee values***.** BHS will collect all fees and make all payments to ASCAP. Chapters should NOT send any payments to ASCAP directly.

A chapter that performs in any show which is not exempt under U.S. Copyright law must pay at least the minimum fee *as shown on the ASCAP form for the year in question.*

Contests & Judging Policies

Reimbursement of Judges Expenses

Travel expenses, including flights, mileage, parking and other travel related items incurred by judges for District contests are paid for directly by the Society and are only reimbursed based on a BHS specified standard fee. Judges will only be required to submit an expense form after the convention if additional reimbursable expenses (approved by the VP C&J) were incurred by the judge that was not already reimbursed.

District Support of Judge Candidates

The Carolinas Barbershop Harmony recognizes the importance of development and training of Society-Certified contest judges. Judge candidates commit to 2 ½ years of training, and they travel at their own expense to candidate school, and to numerous contests, for training and practice judging. To support candidates within our District, NSC will assist in the cost of Candidate School by paying for the tuition to the school, including room and board. The candidate will pay for their own travel.

Carolinas Barbershop Harmony Contest and Judging Program

The purpose of the NSC District Contest and Judging Policy is to clarify competitor eligibility and contest structure for all International and District competitions held within the Carolinas Barbershop Harmony.

Program Contents:

- Eligibility – Choruses and Quartets
- NSC District and International Preliminary Contest Formats
- Quartet Names

Eligibility

See also "International Contests Qualification Matrix" – on page 17-1 of Society Contest and Judging Handbook for full qualifications.

Choruses

All choruses in the Carolinas (NSC) District who are in good standing with the Barbershop Harmony Society, with at least 9 members on stage, are eligible to compete in District and International Preliminary contests. All NSC chorus and quartet contests and International qualifying events are held within the district in the spring of each year. All contest participant members who are on the contest risers must have unexpired membership with BHS.

District Chorus Champions – The Carolinas Barbershop Harmony Chorus Championship is presented to the highest scoring chorus that has not won the District Chorus Contest the previous calendar year, though they may compete in International Chorus Preliminary each year.

It is recognized that Mixed choruses who compete under MBHA auspices to qualify for the World Harmony Championship in Germany may compete in the NSC/BHS contest the following year as these are different events and the one-year exclusion does not apply.

International Chorus Representative – There are no NSC District restrictions on choruses returning in consecutive years as NSC Chorus Representatives to International.

Quartets
Except for Youth quartet competitors, all quartets must be registered with the Barbershop Harmony Society. Also, all individual quartet members must be identified in the Member Center quartet registry and hold membership in good standing with the BHS and the Carolinas Barbershop Harmony.

International Quartet Representative – All registered NSC District quartets may compete each year in the International Quartet preliminary contest, which are held at the Annual convention each year.

International Senior Quartet Representative – All registered NSC District quartets who meet age Requirements may also compete each year in the International Senior Quartet preliminary contest, which is held at the Annual convention each year. Per Society rules, all members must be at least 55 and the cumulative age of the quartet must be at least 240, as of birthdays on the date of the International Senior Quartet contest held at Midwinter convention in January.

International Youth Quartet Representative – For youth ages 15 – 25 there are no Barbershop Harmony Society membership requirements to compete in Youth quartet contests. However, quartets must register with BHS Headquarters.

District Quartet/District Senior Quartet/District Youth Quartet – All quartets who have not previously won the NSC/BHS District Quartet Contests in their respective category (General, Senior, Youth) will be eligible to compete for the District Quartet Champion title in that category. Quartets may compete with no more than two members from the same previous District Champion Quartet (in any district).

Novice Quartet – Registered quartets with no more than two members who have ever competed in any BHS or other barbershop organization contest will be eligible.

NSC District And International Preliminary Contest Formats

The Carolinas Barbershop Harmony (NSC) will have at least one contest event per year. The NSC annual convention will include all NSC Championships and International Preliminary sessions.

Annual Convention - International Preliminary Contests

Any chorus or quartet can qualify for International Contests using BHS standards.

Annual Convention – NSC District Contests

The NSC District Contests will determine the District Chorus and Quartet Champions.

District Chorus Contests (All single round – Saturday)

1. District Chorus Contest
2. Chorus Plateau Awards – determined on the basis of contestants on stage (not counting the Director) – 12-18=Plateau A; 19-25=Plateau AA; 26 and up=Plateau AAA.
3. Most Improved chorus – awarded to the individual chorus with the largest improvement from the previous year's contest using the Society's statistical method.
4. NSC District Youth Chorus Contest - (Single round – Friday) - Contest open to all Youth choruses (ages 25 & under). The winner is declared the NSC Youth Chorus Champion.

District Quartet Contests

1. District Quartet Contest
2. District Senior Quartet Contest
3. Novice Quartet Contest
4. NSC District Youth Quartet Contest

Choruses and quartets may compete in all contests simultaneously for which they are eligible.

Quartet Names

The Barbershop Harmony Society officially "retires" the name of an International Quartet Champion so that the quartet name is never duplicated by a future quartet. Carolinas Barbershop Harmony (NSC) will invoke the privilege of retiring the quartet names of all NSC District Champion Quartets.

Appendix A – Awards Program

Carolinas Barbershop Harmony Awards Program

This document describes the various awards that are given out during the year for the Carolinas Barbershop Harmony of the Barbershop Harmony Society, including awards for quartet and chorus competition, and various recognition awards as determined by the District Board of Directors. A general job description for the District Awards Chair is also included.

This document provides standard descriptions of all awards, and it is expected that the Awards Chair shall refer to this document for officially approved design details when negotiating with trophy suppliers as needed and ordering awards for each year. The aim is to maintain standards in District awards year to year, and to simplify and streamline the task of providing awards for the District.

This document will be updated as needed by the Awards Chairman, as directed by the Carolinas Barbershop Harmony Board of Directors, and the officially approved version of this document shall be kept on the District web site, and available to the District leadership as needed.

Awards Chair –Job Description

The Awards Chair for the Carolinas Barbershop Harmony is appointed annually by the District President and is a member of the District Conventions and Contests Committee. It is assumed that it is in the best interest of the District that this job be held by the same person year after year, for as long as they are willing to serve the District in this capacity.

The Awards Chair is responsible for having the proper awards ready for presentation when scheduled at each annual convention. Specific duties include:

- Requesting and obtaining competitive bids from potential awards vendors and suppliers, using the award specifications in this document to obtain comparable bids. The intent is to establish a long-term working relationship with a reliable supplier, who will be used consistently to supply awards for our annual contest(s). The Awards Chair is not required to seek new bids every year, but to use the established provider at their discretion.
- Informing the District Convention and Contests Committee of any changes in established supplier relationships, being sure to stay within the budgeted guidelines for the total cost of all awards.
- Contacting award vendors and placing orders for awards prior to each convention on a timely basis, using the specifications detailed in. this document, and arranging for their delivery or pickup, and payment.
- Examining each award for correct design and wording and working with the vendor or supplier to correct problems or errors as needed.
- Ensuring that all awards are physically delivered to the convention site in time for presentation when needed. The Awards Chair can delegate this task to another person but is still responsible for making sure all awards are available and ready to present.
- For traveling trophies and other awards that are returned by past winners and presented again each year, the Awards Chairman will contact the current award holders to ensure that these awards are returned in acceptable condition for presentation to the next winners.

- In cases where award recipients are not present to receive their awards, the Awards Chair will make sure that the award is presented to the recipient as soon as reasonably possible, either in another appropriate public setting (for example a chapter meeting or other barbershop event) or by mail if a personal presentation is not available.
- Updating and maintaining this document to keep all award descriptions current and sufficiently detailed for vendor or supplier reference, and adding to this document as new District awards are created. The Awards Chair will work with the Conventions and Contests Committee to design new awards or alter existing designs as directed by the committee.
- Maintaining an up-to-date history of all award recipients, for future reference by the District as needed and published on the District Web Site after each convention.

The Awards Chair is considered the District “expert” on the subject of awards, and is expected to personally attend all District conventions unless prior arrangements are made with the District Vice President for Events

Contest Awards

Annual Contests

District Youth Quartet Champion:	6x8 Plaque for each quartet member
District Youth Quartet 2nd Place:	5x7 Plaque for each quartet member
District Youth Quartet 3rd Place:	5x7 Plaque for each quartet member
District Youth Chorus Champion	
District Quartet Champion	District Quartet Champion Trophy (traveling) Lapel pins for each quartet member
District Quartet 2nd Place:	5x7 Plaque for each quartet member
District Quartet 3rd Place:	5x7 Plaque for each quartet member
District Chorus Champion:	Rudy Partin Memorial Award (traveling trophy) Lapel pins for each chorus member 6x8 Plaque
District Senior Quartet Champion:	Charles F. Rose Award (traveling trophy) 6x8 Plaque for each quartet member

Contest Award Descriptions

District Representative(s) to the International Quartet Contest

This award is an engraved plaque presented to the members of each quartet that qualifies to represent the Carolinas Barbershop Harmony at the next International Quartet Contest. Assume that at least one quartet will qualify each year (requiring four (4) plaques to be ordered for each qualifying quartet). Consult with the District Vice President for Contest & Judging to determine if additional quartets are anticipated to quality.

Number of Awards to order: 4 (per qualifying quartet)
Description: 6" x 8" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Silver
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
International
Quartet Representative

Note: Make sure the YEAR specified is the current year!

District Youth Quartet Champion

This award is an engraved plaque presented to each member of the District Youth Quartet Champion. Note that past Champion Quartets are not eligible to compete for the same award again (unless they have replaced at least two members and change the quartet name).

Number of Awards to order: 4 (one for each quartet member)
Description: 6" x 8" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Light Blue
Engraving: Oxidized
Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
Youth Barbershop Quartet
Champion

Note: Make sure the YEAR specified is the current year!

District Youth Quartet – 2nd Place

This award is an engraved plaque presented to each member of the Second Place District Youth Quartet.
Number of Awards to order: 4 (one for each quartet member)
Description: 5" x 7" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Red
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
. Barbershop Harmony Society

2020
Youth Barbershop Quartet
Second Place

Note: Make sure the YEAR specified is the current year!

District Youth Quartet – 3rd Place

This award is an engraved plaque presented to each member of the Third Place District Youth Quartet.

Number of Awards to order: 4 (one for each quartet member)

Description: 5" x 7" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Green
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
Youth Barbershop Quartet
Third Place

District Representative(s) to the International Chorus Contest

This award is an engraved plaque presented to the highest scoring chorus that qualifies to represent the Carolinas Barbershop Harmony at the next International Chorus Contest. Assume that at least one chorus will qualify each year. Consult with the District Vice President for Contest & Judging to determine if additional choruses are anticipated to qualify for an available wild card slot based on overall Society-wide rankings.

Number of Awards to order: 1 (per qualifying chorus)

Description: 7" x 9" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Silver
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

District Representative
2020 International
Chorus Contest

Note: Make sure the YEAR specified is the NEXT year (the award won at the Annual convention 2020 contest should refer to the 2021 International Convention the following summer)

District Representative to the International Seniors Quartet Contest

This award is an engraved plaque presented to each member of the quartet that qualifies to represent the Carolinas Barbershop Harmony at the next International Seniors Quartet Contest.

Number of Awards to order: 4 (one for each qualifying quartet member)

Description: 6" x 8" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Silver
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

District Representative
2020 International
Seniors Quartet Contest

Note: Make sure the YEAR specified is the NEXT year (the award won at the Annual convention 2020 contest should refer to the 2021 International Convention the following January)

District Quartet Champion

This award is a Traveling Trophy that is presented to the highest scoring quartet in the District Quartet Contest. The winning quartet is responsible for having the trophy engraved with their quartet name and year and maintaining it in excellent condition. The winning quartet is responsible for returning the trophy to the following year's convention and is expected to be available to present it to the next year's winning quartet.

This trophy is donated and maintained by Let's Sing! Quartet (contact: Steve Tremper or Mark Chandler). The Awards Chair must contact the previous year's winners and remind them to ensure that their quartet name has been engraved on the trophy (at their expense), and to bring the trophy to the convention with them or make other arrangements for you to pick it up and ensure that it is available to present to the next champions.

PLAQUE:
This award is an engraved plaque presented to each member of the District Champion Quartet.

Number of Awards to order: 4

Description: 6" x8" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Light Blue
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
District Quartet
Champion

(Donated by Let's Sing! Quartet)

Note: Make sure the YEAR specified is the awarded year!

District Quartet Champions (cont'd)

LAPEL PINS:
Each member of the District Champion Quartets will receive a District Quartet Champion Lapel Pin for their category. The Awards Chair should ensure that these pins are ordered ahead of time to present to the winning quartet. If additional pins are requested (for example, if a member later loses their pin and needs it replaced), the Awards Chair shall have the authority to make that decision on behalf of the District.

District (Category) Quartet – 2nd Place

This award is an engraved plaque presented to each member of the Second Place District (category) Quartet.

Number of Awards to order: 4 (one for each quartet member)

Description: 5" x 7" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Red
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
District (Category) Quartet
Second Place

Note: Make sure the YEAR specified is the awarded year!

District (Category) Quartet – 3rd Place

This award is an engraved plaque presented to each member of the Third Place District Quartet.

Number of Awards to order: 4 (one for each quartet member)

Description: 5" x 7" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Green
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
District Quartet
Third Place

Note: Make sure the YEAR specified is the awarded year!

District Chorus Champion

RUDY M. PARTIN MEMORIAL TROPHY:
This award is a Traveling Trophy that is presented to the highest scoring chorus that has not won the District Chorus Contest in either of the past year. (Past chorus champions can continue to qualify for International each year. As a result, the highest scoring chorus in the contest might or might not also be the District Chorus Champion). The winning chorus is responsible for having the trophy engraved with their chorus name and year, and maintaining it in excellent condition, and must return it to the following year's Annual convention to present it to the next year's winning chorus.

This trophy is donated in honor and in memory of Rudy Partin, and is maintained by the Research Triangle Park, NC Chapter. The Awards Chair must contact the previous year's winners and remind them to ensure that their chorus name has been engraved on the trophy (at their expense), and to bring the trophy to the convention with them or make other arrangements for the trophy to be available to present to the next champions. A representative (typically the Chapter President or Director) of the previous year's winning chorus should be available to present the trophy to the new District Chorus Champion.

LAPEL PINS:
Each member of the District Champion Chorus will receive a District Chorus Champion Lapel Pin. The Awards Chair should ensure that these pins are ordered ahead of time, in sufficient quantity to present a bag of pins to the winning chorus director, for later distribution to their members. Use the official count of men on stage (including the Director) in the contest results to determine the number of pins to provide. If additional pins are requested (for example, if the count of men on stage was incorrect, or a member later loses their pin and needs it replaced), the Awards Chair shall have the authority to make that decision on behalf of the District.

District Chorus – Second Place

PLAQUE:

This award is an engraved plaque presented to the second highest scoring chorus in the Annual District Chorus Contest.
Number of Awards to order: 1
Description: 6” x 8” Solid Walnut Double Plate Plaque Inner Engraving Plate: Brushed Gold Outer Plate: Red
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
District Chorus
Second Place

Note: Make sure the YEAR specified is the awarded year!

RIBBONS:
Each member of the District Second Place Chorus will receive a suitable red cloth ribbon in recognition of their participation and achievement. The Awards Chair will order these ribbons ahead of time, in sufficient quantity to ensure that each member of the second-place chorus that was on stage receives a ribbon. Use the official count of men on stage (including the Director) in the contest results to determine the number of ribbons to provide. If additional ribbons are requested (for example, if the count of men on stage was incorrect, or a member later loses their ribbon and needs it replaced), the Awards Chair shall have the authority to make that decision on behalf of the District.

District Chorus – Third Place

PLAQUE:
This award is an engraved plaque presented to the third highest scoring chorus in the Annual District Chorus Contest.

Number of Awards to Order: 1

Description: 6” x 8” Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Green
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
District Chorus
Third Place

Note: Make sure the YEAR specified is the awarded year!

RIBBONS:
Each member of the District Third Place Chorus will receive a suitable yellow cloth ribbon in recognition of their participation and achievement. The Awards Chair will order these ribbons ahead of time, in sufficient quantity to ensure that each member of the third-place chorus that was on stage receives a ribbon. Use the official count of men on stage (including the Director) in the contest results to determine the number of ribbons to provide. If additional ribbons are requested (for example, if the count of men on stage was incorrect, or a member later loses their ribbon and needs it replaced), the Awards Chair shall have the authority to make that decision on behalf of the District.

District Chorus – Plateau A

This award is an engraved plaque presented to the highest scoring chorus in the Plateau A Category, as defined by District contest criteria.

Number of Awards to order: 1

Description: 6” x 8” Solid Walnut Double Plate Plaque Inner Engraving Plate: Brushed Gold
Outer Plate: Light Blue
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
District Chorus
Plateau A Champion

Note: Make sure the YEAR specified is the awarded year!

District Chorus – Plateau AA

This award is an engraved plaque presented to the highest scoring chorus in the Plateau AA Category, as defined by District contest criteria.

Number of Awards to order: 1

Description: 6” x 8” Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Light Blue
Engraving: Oxidized
Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
District Chorus
Plateau AA Champion

Note: Make sure the YEAR specified is the awarded year!

District Chorus – Plateau AAA

This award is an engraved plaque presented to the highest scoring chorus in the Plateau AAA Category, as defined by District contest criteria.

Number of Awards to order: 1

Description: 6” x 8” Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Light Blue
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
District Chorus
Plateau AAA Champion

Note: Make sure the YEAR specified is the awarded year!

District Chorus – Most Improved Chorus

This award is an engraved plaque presented to the District chorus with the most improved score compared to the previous Annual Chorus Contest, as defined by District contest criteria.

Number of Awards to order: 1

Description: 6” x 8” Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Black
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
District Chorus
Most Improved Chorus

Note: Make sure the YEAR specified is the awarded year!

District Senior Quartet Champion

This award is a Traveling Trophy that is presented to the highest scoring Senior quartet in the District Senior Quartet Contest. The winning quartet is responsible for having the trophy engraved with their quartet name and year and maintaining it in excellent condition. The winning quartet is responsible for returning the trophy to the following year's convention and is expected to be available to present it to the next year's winning quartet.

This trophy is donated and maintained by Village Green Quartet in honor of Charlie Rose (contact: Jim Nappier). The Awards Chair must contact the previous year's winners and remind them to ensure that their quartet name has been engraved on the trophy (at their expense), and to bring the trophy to the convention with them or make other arrangements for the trophy to be picked up and ensure that it is available to present to the next champions.

PLAQUE:
This award is an engraved plaque presented to each member of the District Senior Quartet Champion. Note that past Champion Quartets are not eligible to compete for the same award again (unless they have replaced at least two members and change the quartet name).

Number of Awards to order: 4 (one for each quartet member)

Description: 6" x 8" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Light Blue
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
Senior Quartet
Champion

(Donated by Village Green Quartet)

Note: Make sure the YEAR specified is the awarded year!

District Novice Quartet Champion

This award is a Traveling Trophy that is presented to the highest scoring Novice quartet in the Annual District Quartet Contest, as determined by District Contest Policy. The winning quartet is responsible for having the trophy engraved with their quartet name and year and maintaining it in excellent condition. The winning quartet is responsible for returning the trophy to the following year's Annual convention.

This trophy is donated and maintained by Front Page Quartet. The Awards Chair must contact the previous year's winner and remind them to ensure that their quartet name has been engraved on the trophy (at their expense), and to bring the trophy to the convention with them or make other arrangements for the trophy to be picked up and ensure that it is available to present to the next champions.

PLAQUE:
This award is an engraved plaque presented to each member of the District Novice Quartet Champion. Note that past Champion Quartets are not eligible to compete for the same award again (unless they have replaced at least two members and change the quartet name).
Number of Awards to order: 4 (one for each quartet member)
Description: 6" x 8" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Light Blue
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

2020
Novice Quartet
Champion

(Donated by Front Page News Quartet)

Note: Make sure the YEAR specified is the awarded year!

Non-Singing Awards

District Board of Director's Name Badge

District Barbershopper of the Year Award

District Hall of Fame Award

District Chapter of Note Award

District Unsung Hero Award

District Board of Directors Service Award

District Board of Director's Name Badge

This is not an award, but an identification for other NSC members to see in order to recognize the person as a member of the NSC Board of Directors, and the office they hold on the board. The Secretary of the NCS district will order a badge for the BoD members as they become members of the BoD or change positions on the board.

Name Badge: 3.5" x 1.25" Silver Plastic with Black letters
Barbershop Harmony Society logo at left side of the badge
Magnetic clasp (preferred), or Pin on back of badge

OFFICER'S NAME
OFFICE HELD
CAROLINAS BARBERSHOP HARMONY

District Barbershopper Of The Year

This award is presented to an individual who has done outstanding work in promoting Harmony on a District and/or Society level. It can also be presented to an individual who has made an outstanding contribution to the work of the District.

The recipient will be named by a committee comprised of the District President, the District Immediate Past President and the District Executive Vice President. The District President will notify the Awards Chair of the recipient.

The award is presented for the previous year at the Annual Convention. All previous BOTY awardees will be invited to come to the stage before the new awardee is announced to assist in the presentation ceremony. This provides ongoing recognition to previous awardees.
Number of Awards to order: 1

Description: 8" x 10" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Light Blue
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

FOR THEIR OUTSTANDING CONTRIBUTIONS TO BARBERSHOP
IN THE CAROLINAS

CAROLINAS BARBERSHOP HARMONY BHS PROUDLY NAMES
JOHN DOE
BARBERSHOPPER OF THE YEAR
2020

Note: Make sure the YEAR specified is the awarded year!

In addition to the plaque award, each recipient will also receive a name badge:

Name Badge: 3.5" x 2" Satin Silver Plastic
Carolinas Barbershop Harmony logo in lower left corner
Pin or magnet on back of badge

Sample text for Name Badge:

BARBERSHOPPER OF THE YEAR
CAROLINAS BARBERSHOP HARMONY
JOHN DOE
2020

Note: Make sure the YEAR specified is the year the award is made!

Carolinas Barbershop Harmony Hall Of Fame Award

This award is presented to individuals who are deserving of recognition for exemplary dedication to the purposes of the Carolinas Barbershop Harmony, and who have made sustained outstanding contributions to the barbershop hobby in the Carolinas Barbershop Harmony. This award is not necessarily presented every year.

A District Hall of Fame committee composed of all available Hall of Fame recipients and the current District President will recommend future Hall of Fame recipients to the District Board of Directors. The District President will serve as chair of this committee.

The District President will notify the Awards Chair of the recipient.

The award is presented for the previous year at the Annual Convention. All previous Hall of Fame awardees will be invited to come to the stage before the new awardee is announced to assist in the presentation ceremony. This provides ongoing recognition to previous awardees.

Number of Awards to order: 1 per recipient.
Description: 8" x 10" Solid Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Light Blue
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

HALL OF FAME AWARD
Presented to

JOHN DOE

FOR THEIR OUTSTANDING DEDICATION AND CONTRIBUTIONS TO BARBERSHOP IN THE CAROLINAS

March 27, 2020

Note: Make sure the DATE specified is the DATE THE AWARD IS PRESENTED!

In addition to the plaque award, each recipient will also receive a name badge:

Name Badge: 3.5" x 2" Satin Gold Plastic
Carolinas Barbershop Harmony logo in lower left corner
Pin on back of badge

Sample text for Name Badge:

HALL OF FAME
CAROLINAS BARBERSHOP HARMONY
JOHN DOE
INDUCTED (DATE)



CHANGE TO NEW LOGO AND DISTRICT NAME

District Chapter Of Note Award (Membership Recruitment)

This award will be presented during the Annual Convention to the Carolinas Barbershop Harmony Chapter sponsored the most new Society members in the preceding calendar year. The Chapter receiving the award will be selected by the VP of Chapter Support based on membership data obtained from the Society database.

Number of Awards to order: I

Description: 6" x 8" Solid Walnut Double Plate Plaque
Inner Engraving Plate: brushed Gold
Outer Plate: Silver
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

District Chapter of Note Award
Presented to

CHAPTER NAME

In recognition of
Outstanding Membership
Recruiting in 2020

Note: Make sure the YEAR specified is the PREVIOUS year!

Unsung Hero Award

This award is presented to one or more Carolinas Barbershop Harmony members for the "unrecognized," or behind the scenes work that the member performs for the benefit of their fellow members or chapter. A committee comprised of the District President, the District Immediate Past President and the District Executive Vice President will determine the winner(s). The award is presented at the Annual convention following the year for which the award is recognized. Should there be a reason that the award cannot be presented at this time, if will be presented at the next convention.

Number of Awards to order: 1

Description: 6" x 8" Walnut Double Plate Plaque
Inner Engraving Plate: Brushed Gold
Outer Plate: Silver
Engraving: Oxidized

Carolinas Barbershop Harmony Logo centered at the top

Sample Text of the Award, centered beneath the logo:

CAROLINAS BARBERSHOP HARMONY
Barbershop Harmony Society

Unsung Hero Award
Presented To

JOHN DOE

In recognition of Outstanding Service to their Chapter, the District and Fellow Members in YYYY (previous year)

District Board of Directors Service Award

This award would be presented to District officers who are retiring from serving on the Board, in recognition of their efforts and contribution to the leadership of the District. Typically, this award would be presented at the Spring House of Delegates meeting (or the first HOD meeting after the date that the recipient steps down from the Board).

This can be an informal or formal award, to be determined at a later date.

Revisions To Policy Manual

REVISION	DATE	SYNOPSIS OF CHANGES
01	4/20/13	Changed to more completely describe the Barbershopper of the Year Award program and added a "Revisions To Policy Manual" page.
02	8/24/12	Section added to establish District policy regarding reimbursement for Board of Directors activities.
03	8/23/14	Establishes District policy for Contests and Judging for all International and District competitions held within the Carolinas Barbershop Harmony. Also, updates Carolinas Barbershop Harmony Awards program to coincide with NSC Contest formats.
03a	8/26/14	Updates the Show Clearance Policy with 2014 information.
03b	11/13/14	Removes a $300 limit for approved hauling of risers for events.
04	02/21/15	Changes to BOTY (page 40) and the Unsung Hero (page 44) selection processes per e-motions in Bob Johns email 1/23/15
05	08/31/15	Incorporate updated show clearance, BMI/SESAC and ASCAP guidance with generalization of fees to negate need to update every year.
06	02/27/16	Incorporate Leadership Guidance Document adopted by BOD at 2/27/16 BOD meeting (page 4-5) Modify "District Hall of Fame" selection committee description as approved by BOD at 2/27/16 meeting (page 43)
07	9/23/16	Table of Contents (Page 2) Incorporate changes to stipends for multiple District International chorus and quartet competitors, to include Mid-Winter (page 11) Update the terms of "College or Collegiate" to "Youth" to agree with BHS changes (multiple pages) Show Clearances, BMI/ASCAP clarifications (page 13) Secretary's name, address and email (pages 13-14) ASCAP reporting for chapters with no shows (page 14) Format changes to properly align content (throughout)
08	4/14/17	Changes to ASCAP reporting; addition of BoD name badge specification; changes to Unsung Hero Award. Change to allow chapters to schedule their shows in priority to district BoD or HoD mtgs. Accept BHS Governance and Bylaw Committee changes.
09	6/18/17	Adds the Dean of the Leadership Academy to be able to approve reimbursement for Leadership Academy instructor expenses.
10	8/21/19	Changed ASCAP reporting to refer to generic Secretary and secretary email address rather than listing current occupant. Modified Fall contests to remove "Festival Contest" description and to reflect addition of Mixed Harmony and Women's contests

		and awards. Modified District Quartet Champion awards descriptions for consistency.
11	Jan 2020	Revised Spring & Fall Contests for 2020 contest season integrating mixed and women's contests, re-defining awards for quartet NSC champion quartets (Men, Women, Mixed). Updated Table of Contents to automatically update when revisions are made.
12	Jul 2020	Changed title of opening section to Guiding Principles. Revised travel authorization for both DP and EVP for DPC and SBOD meetings at International. Revised judges' reimbursement policy to reflect BHS covering all travel to districts then amortizing costs across districts. Revised contest eligibility requirements to accurately reflect current SCJC rules. Revised Hall of Fame awards. Modified date descriptions on presented awards. Added gender neutral references to all entries specifying male gender. , Added and edited new Bluffton chapter information. Revised Show Clearance section to eliminate redundancies and clarify content. Reorganized subject hierarchy to reflect the actual organization of the district functions.
13	Nov 2023	Aligned Non-Singing award presentations to all occur in the Annual convention following the year for which they are awarded. In the event that they cannot be awarded at that time, they will be awarded at the next convention. The logo was updated to new logo and the DBA name of the District was changed globally to Carolinas Barbershop Harmony. Changed the stipend for District representatives to required Society meetings at International Convention, quartets and choruses for applicable International events. Updated description and award details of BOTY and HoF awards. Changed Most Improved chorus to use Society method rather than raw scores. Updated amount the host chapter will be paid for district conventions from $1,000 to $1,500. Administrative and format changes. Separated all Awards to an appendix.
14	Apr 2024	Removed plaques for International Representatives, District 2nd and 3rd place choruses, chorus plateaus, and most improved chorus. Removed ribbons for the members of the District 2nd and 3rd place choruses. Adjusted number of chorus members from 12 to at least 9 members on stage as per BHS bylaws change. Removed males' designation in International Youth Quartet Representative section as per BHS bylaws change. Administrative and format changes.

15	Sep 2024	Added to allow exceptions to reimbursement policies with approval, clarified airfare travel at economy rates, reimbursement for meals and mileage changed rates used by Society, travel reimbursement clarified to speak to District Conventions and covered EVP, not just in their second, for HOD meetings added the EVP and IPP, along with the President, Secretary and Treasurer, EVP's hotel accommodations at District Convention now covered, not just second year, bullet deleted since contradicted complementary rooms, removed to reimburse board members for meals at district conventions, removed general principles section, added conforming change to cover the EVP's lodging at conventions, added 3 days for VP of C&J, clarified travel to International Conventions should be reimbursed at lowest cost option, clarified while District will cover cost of convention registrations at International and Midwinter, it will be the regular early bird rate, clarified District support for choruses competing at International and Midwinter competitions, stipend increased to $3,200, support for competing youth choruses clarified, removed redundant paragraphs