CAROLINAS DISTRICT
SPEBSQSA, Inc.

Barbershop Harmony Society

CODE OF REGULATIONS

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TITLE AND SCOPE

This Code of Regulations of Carolinas District (the District) of SPEBSQSA, Inc. (the Society) is the compilation of governing policies and procedures determined and approved by the chapters of the district as represented in the District House of Delegates. These operational policies and processes shall be in alignment with the Society and District Bylaws.

GOVERNANCE DOCUMENTS

The documents which define the governance and practices of the District in order of precedence are:

1 – The Society Bylaws and Statements of Policy issued from time to time by the Board of Directors of the Society;

2 – The District Bylaws as derived from and in compliance with the Society Bylaws;

3 – The District Code of Regulations as compiled and approved by the Chapters represented in the District House of Delegates and not in conflict with the Society or District Bylaws;

4 – The District Statements of Policies as compiled and approved by the District Board of Directors and not in conflict with the Society or District Bylaws or the District Code of Regulations;

5 – Procedures and instructions that various committees may compile from time to time to aid in the orderly and efficient accomplishment of tasks and duties under their jurisdiction which are not in conflict with any of the above.

ADOPTION AND AMENDMENT

The adoption and amendment of this Code of Regulations shall require at least a 2/3 majority vote of the delegates in a duly constituted session of the House of Delegates.

PART 1

DISTRICT HOUSE OF DELEGATES

Carolinas District is to be operated as a Chapter Driven District by design. One of the implications of this is that the Chapters must drive the District. The House of Delegates is therefore designed to assure that the chapters have a proportionate degree of influence over the actions of the District and are intimately involved with the work of the District. The House of Delegates shall meet at least twice annually.

HOW CONSTITUTED

The House of Delegates (HOD) is the supreme representative legislative and governing body of Carolinas District and shall be constituted as follows:

(A) Each Chapter of the District shall be entitled to appoint, elect, or otherwise select one (1) voting Chapter Delegate to each HOD meeting who is a member in good standing of the Society, the District and the Chapter that they represent. Additional Chapter members are welcome and encouraged to attend and participate in the discussions and work sessions of the HOD. Each Chapter shall be limited to one (1) vote in the official business conducted by the HOD. Votes by proxy or absentee voting shall not be allowed.

In the event that more than one (1) representative from a Chapter is present at a meeting, the following priorities shall be utilized to determine which representative shall vote for his Chapter:

1 – The current Chapter President who is present shall always be presumed to be the Chapter Delegate to the HOD unless the Chapter expressly states otherwise in written correspondence to the District Secretary.

2 – A Representative bearing letters of credentials from the Chapter President or Secretary naming him as the Chapter Delegate that are presented to the District Secretary upon entering the meeting location.

3 – In the absence any of the above, then any Chapter members present shall decide separately which one of them shall be the voting Chapter Delegate and inform the District Secretary of their selection along with evidence that they are a member in good standing of the Society, the District and their Chapter (unexpired membership card, or electronic verification by Secretary, for example).

These provisions are designed to assure that any Chapter that is represented at a HOD meeting shall have a voice in the work of the HOD at that meeting regardless of the state of the paperwork they bring with them. A Chapter that sends a representative to a HOD meeting shall only have one vote, and a Chapter that sends no representative shall have no vote. Voting members of each Chapter are to identify themselves to the District Secretary upon arrival. All efforts should be made to do so prior to commencement of the meeting, but late arrival shall not disqualify a Chapter representative from being a voting participant.

(B) The District President, Executive Vice President, Secretary, Treasurer, and Immediate Past President shall be the voting representation of the Board of Directors (BOD) in the House of Delegates. Other members of the Board of Directors may serve as their Chapter delegates within the provisions of part (A) above. This provision shall in no way limit the full voting representation of all board members named herein in the proceedings of the Board of Directors.

(C) Only the Immediate Past President shall be a voting member of the House of Delegates by virtue of his past presidency. Other past presidents may be voting representatives of their chapters per part (A) above, or voting representatives of the current Board of Directors per part (B) above, but not by virtue of their past presidency.

MEETINGS OF THE HOUSE OF DELEGATES

A quorum for the transaction of business by the HOD shall be based on a delegation being present from 30% of the Chapters in the District. Voting members of the BOD may be counted as representatives of their Chapters for purposes of establishing a quorum if no other Chapter Delegate from their Chapter is present. However, there must be at least as many independent Chapter representatives who are not members of the BOD present as BOD members for the HOD to conduct business. This provision is to prevent establishment of a quorum made up of more than 50% BOD members. This in no way implies that a single member of the HOD shall be entitled to cast more than a single vote in any business that is conducted.

At least one meeting of the HOD each year shall be designed as a day-long working session where topics of import are addressed in detail by the members as a working and planning group. Topics to be addressed shall be determined by the District President considering the input of the Chapters and Board as to which areas would benefit most from a working session at that time. Meetings need not be limited to single topics, but to be useful, adequate time and resources should be allowed to develop effective plans of action for each topic covered. Such meetings shall be scheduled at a date and time that does not coincide with any other District event or the annual show date for a member Chapter.

Shorter meetings may be scheduled in conjunction with District events to conduct necessary business of the District. However, they must be scheduled at a time and place during the event schedule that assures the maximum Chapter representation available.

Roberts Rules of Order shall be utilized for conducting the business sections of HOD meetings.

Roll call, checking of credentials, and establishment of a quorum shall be accomplished by the District Secretary immediately prior to the commencement of the meeting. The Secretary shall document these activities and announce that they have been accomplished satisfactorily. That documentation shall be immediately available for review upon request by any member of the HOD.

Minutes of the previous meeting shall have been distributed to the chapters and the meeting attendees as soon after that meeting as practical. Copies shall also be made available upon request. The preferred method of transmittal is via email and/or by posting in a members-only

section of the District web site. Only objections and corrections need be dealt with at the current meeting. A reading of prior meeting minutes will not be in order.

Reports of officers and committees as necessary shall be given to the HOD. These reports shall consist of actions taken by the Board or committees, their results and expected financial implications. This is not a time for self congratulation. Only items relevant to the business of the HOD should be addressed.

Items of unfinished business as listed by the District secretary shall be addressed or tabled.

Items of new business as identified by the District Board shall be addressed or tabled.

Items of new business as identified by representatives to the HOD shall be addressed or tabled.

At the last scheduled HOD meeting of the calendar year (fall meeting usually), the nominating committee shall reiterate its slate of candidates for the Board of Directors for the following year. The floor shall be opened for additional nominations at that time. If additional nominations with documentation that the nominee agrees to serve if elected are received for any office, then an election for that office shall occur by secret ballot of the voting members of the HOD present. Otherwise, the HOD shall vote by voice for or against the slate of candidates presented.

The Board shall publish a proposed agenda for each HOD meeting no less than thirty (30) days prior to the scheduled meeting.

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

- Roll call, checking of credentials, and establishing a quorum.
- Minutes of previous meeting approved.
- Reports of officers and committees.
- Unfinished business.
- New business.
- Report of Nominating Committee (fall meeting only).
- Election of officers (fall meeting only).
- Adjournment

The agenda for working sessions should include elements of business as necessary, but be structured to accomplish work-tasks at hand.

PART 2

DISTRICT BOARD OF DIRECTORS

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, 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.

The District Board of Directors shall meet at least twice each year. Special meetings of the Board may be held on call of the District President, or as otherwise provided by applicable corporate law. Such special meetings should either provide 48 hours notice to each board member, or documentation that each board member was contacted directly and given the opportunity to participate. Board members may participate in Board meetings and cast votes by electronic means. A member attending by electronic means shall not be considered absent. Otherwise, absentee and proxy voting are not permissible.

The membership of the Board of Directors shall consist of each officer named below. Each officer shall be a fully voting participant of the proceedings of the Board of Directors. A simple majority of the membership in attendance, including electronic attendance, of the District Board of Directors constitutes a quorum.

Each officer of the District shall be an active member in good standing of a member Chapter situated within the District other than the Frank H. Thorne Chapter.

The District Board of Directors shall be constituted of the following officers elected by the District House of Delegates:

PRESIDENT

The President shall be the Chief Executive Officer of the District and shall exercise general Supervision over all of its activities. He/she shall perform such other duties as may be imposed upon him by the District Bylaws, or as may be assigned to him by the House of Delegates. The District President shall be Chairman of the House of Delegates and a member of and Chairman of the Board of Directors. He/she shall preside at all meetings of both of these bodies and shall perform all duties incident to his office. After consultation with the Board, he/she shall appoint committees and shall be an ex-officio member of each committee except the Nominating Committee. He/she shall have the power to make decisions in matters of executive or administrative character where the policy of the District Board or House of Delegates has been established or where emergency exists. Duties of the President include:

- Chief Executive Officer of his District
- Supervise and monitor all administrative functions and activities of the District
- Maintain knowledge of all governing documents

- With the assistance of the District Leadership Team, establish annual priorities and goals for the district, and be responsible for achieving them
- With the assistance of the District Leadership Team, develop a District work plan, for which the District Management Team has responsibility, and approve of all financial matters
- Chair all meetings of the BOD and HOD
- Appoint Committees as needed to carry on the business of the District immediately following officer elections each year
- Supervise and monitor all work activity and be fully knowledgeable of all functions and their responsibilities
- Attend Society-sponsored training seminars
- Directly communicates with the BOD and HOD , District Management Team, and Committee Chairmen

The President shall be elected for a two (2) year term and shall be limited to one (1) years in succession. After sitting out from any other office other than that of the Immediate Past President for at least one (1) year after his term ends, he/she shall once again be eligible to be elected to the post of President or any other office on the Board for subsequent terms.

IMMEDIATE PAST PRESIDENT

The retiring President automatically shall become the Immediate Past President (IPP) and shall hold office until a successor is made available by the election of a new President, but no more than two (2) years. He/she shall be a member of the Board of Directors during his term of office.

EXECUTIVE VICE PRESIDENT

The Executive Vice President (EVP) shall act as Chairman of any meeting of the District Board or the House of Delegates, in the absence of the President, and shall perform such other duties as may be assigned to him by the President or District Board. The Executive Vice President shall be a member of the Board of Directors during his term of office. Duties of the EVP include:

- Preside at meetings in the absence of the District President
- Maintain knowledge of all governing documents
- Perform such duties as may be assigned him by the District President
- Do everything in his power to assist the president and the Board in carrying out the policies and objectives of the Board
- Directly communicates with the District President, District Board, District Management Team

The Executive Vice President shall be elected to a term of one (1) year and may serve up to four (4) terms in succession. Service as Executive Vice President shall not limit eligibility to be elected to any other office in subsequent terms.

SECRETARY

The Secretary shall assist the President and the Board in conducting the business of the District and shall perform such duties as are specified or implied in these regulations. Other powers may

be assigned to him by the Board of Directors. He/she shall attend all meetings of the Board of Directors and the House of Delegates and shall act as the Secretary thereof. He/she shall sign all documents requiring his signature, and his/her records and books shall at all times be open to the inspection of the President and the District Board of Directors. The Secretary shall be a member of the Board of Directors during his term of office. Duties of the Secretary include:

- Acts as the Recording and Corresponding Secretary for the District
- Calls all the District Officials and Chapter Delegates to their appropriate meetings
- Records and transcribes the minutes of all District meetings
- Prepares minutes on all Board actions and distributes them, as well as District regulations and statements of policy, to Chapter Delegates
- Serves as the custodian of the District Calendar and District Documents
- Issues chapter show clearances and licenses and maintains a list of and publicizes Chapter shows
- Prepares and distributes the annual District Directory
- Attends all district board and HOD meetings

The Secretary shall publish minutes of meetings of the Board of Directors and the House of Delegates in a members-only section of the District web site, and/or shall transmit minutes to Board Members, Chapter Delegates, and Chapter Presidents via email or postage as requested.

The Secretary shall be elected to a term of two (2) years (as amended April 28, 2018) and may serve up to two (2) terms in succession. Service as Secretary shall not limit eligibility to be elected to any other office in subsequent terms.

TREASURER

The Treasurer shall disburse the funds of the District in a manner prescribed by the Board of Directors. He/she shall maintain a record of District valuables and receipts of the District funds placed in the official depository. He/she shall require monthly statements from the official depository or depositories of the District. He/she shall make such reports to the Board of Directors as it may require and shall make a semi-annual report to the House of Delegates and the Society Board of Directors. He/she shall give bond, at the expense of the District, for the faithful discharge of his duties, in a sum and with such sureties as are required by the Board. His/her records and books shall be open at all times to the inspection of the President and any auditors approved by the Board of Directors. Current (updated on a quarterly cycle) summary financial performance reports are to be viewable on the District's "Members Only" section of the web site. Given reasonable notice, any district member in good standing shall have access to any of the District's financial records. The Treasurer shall be a member of the Board of Directors during his term of office. Duties of the Treasurer include:

- Manage the District budget, income, and expense disbursements
- With input from the President and other officers and Committees, prepare an anticipated income and expense budget for the District's annual operation
- Maintain financial records, analyze expenditures and be cognizant of state/federal policies regarding non-profit organizations

- Serve on the District Finance Committee, which reviews policy and financial accounting
- Submit appropriate financial reports to the District and Society Board
- Attend all district BOD and HOD meetings
- Directly communicates with the District President, District Board, Committee Chairmen, and Society counterpart responsible for finance.
- Mandatory Reports: (To be provided by the Treasurer)

The Treasurer shall be elected to a term of two (2) years (as amended April 28, 2018) and may serve up to four (2) terms in succession. Service as Treasurer shall not limit eligibility to be elected to any other office in subsequent terms.

VICE PRESIDENT OF CHAPTER SUPPORT(includes leadership training & development)

The Vice President of Chapter Support shall work to provide programs and opportunities for chapters and members to improve musically and administratively. He/she shall be responsible for planning and budgeting all Leadership Academies in the District to break even financially, budget, coordinate, and manage the 5th Man Teams. He/she shall be empowered to form committees and working groups to achieve this. The Vice President of Chapter Support shall be a member of the Board of Directors during his term in office. The Duties of the Vice President of Chapter Support include:

- Coordinate, monitor, and maintain effective 5th Man Teams to support the Chapters in the District.
- Remove any non-performing 5th Man Team members
- Work directly with corresponding Society leadership committees to coordinate the recruitment and training of potential 5th Man Team members and trainers in and for his District and communicate and coordinate its policies
- Disseminate related Chapter 5th Man Teams and training materials within the District
- Recommend the certification of Chapter 5th Man Teams and trainers from the District, when appropriate
- Coordinate and assist corresponding Society leadership committees with managing Leadership Academies (formerly COTS – Chapter Operations Training Seminars) in his District
- Participate in training provided by corresponding Society leadership committees
- Report three times a year to the District President and corresponding Society Committees on progress toward achieving Society and District work plans, and on the success of Chapters assigned each 5th Man Team
- Attend all BOD and HOD meetings
- Provide inspiration and ideas in the district to promote membership recruitment and retention of members and the formation of Chapters
- Use, develop, refine, and implement programs that will stimulate target-marketed members to join the Society in District Chapters
- Seek out attractive extension sites for new Chapters within the District, and use Society extension programs
- Monitor members' perceptions of services provided by District and Society and bring them to appropriate Society committees and staff attention
- Effectively communicate and promote district activities in collaboration with the VP Communications
- Liaison between the District and the corresponding Society Committees
- Directly communicates with the District President, District Board, 5th Man Teams, Chapter Presidents, corresponding Society Committees, and Chapter Vice Presidents.

The Vice President of Chapter Development shall be elected to a term of one (1) year and may serve up to four (4) terms in succession. Service as Vice President of Chapter Support shall not limit eligibility to be elected to any other office in subsequent terms

VICE PRESIDENT OF EVENTS

The Vice President of Events shall be responsible for the planning, administration, and execution of major District-sponsored events such as conventions and festivals that are in conjunction with a Society-sanctioned contest. His priority shall be to work with Chapters and Committees to bring about events that are productive for the Chapters and members in attendance and to do so in a cost-effective manner striving to make each event self-supporting financially. The Vice President of Events shall be a member of the Board of Directors during his term in office. The duties of the Vice President of Events shall include:

- Assure that District Convention Manuals are up-to-date and used and Society contest sound and lighting system guidelines are followed
- Maintain a comprehensive convention history file on past and potential convention sites
- Liaison with the corresponding Society Committees
- Chair meetings of the District Events Committee
- Participate in training carried out by the Society
- Report to the District President and corresponding Society Committees on progress toward achieving Society and District work plans, as requested
- Attend all BOD and HOD meetings
- Directly communicates with the District President, District Board, and corresponding Society Committees

The Vice President of District Events shall be elected to a term of two (2) years term (as amended April 28, 2018) and may serve up to four (4) terms in succession. Service as Vice President of District Events shall not limit eligibility to be elected to any other office in subsequent terms.

VICE PRESIDENT OF MUSIC AND PERFORMANCE

The Vice President of Music and Performance shall be responsible for planning activities such as harmony education camps, director education, coordinating festivals not in conjunction with a contest, and executing a break even budget for each event. He/she shall be empowered to form committees and working groups to achieve this. The Vice President of Music and Performance shall be a member of the Board of Directors during his term of office. Duties of the Vice President of Music and Performance:

- Be 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:
    - Quartet and chorus coaching programs, including music coaches' guilds, and music and performance coach training
    - Developing and administering performance evaluation programs for quartets and choruses
    - District music education schools
    - Coordination of all Society music representative visitations to the District
    - Communications with local music educators and developing student participation in college and high school quartet contests

- Participate in training carried out by the corresponding Society Music Committees
- Report three times a year to the District President and corresponding Society Committees on progress toward achieving Society and District work plans
- Recruit and develop a District faculty for chorus director training and maintain and disseminate chorus director training materials within the District
- Recruit Chorus Director Workshop Intensive (CDWI) trainers for certification
- Responsible for promoting, administering, and recruiting participants for the CDWI chorus director certification, and chorus director training programs in his District, and reporting on and publicizing accomplishments of participants Chapter chorus directors,
- Communicate, promote, and coordinate all functions of chorus director recruitment and development programs in the district, including promotion of the program and its materials to non-Society musicians in the District
- Maintain records on the CDWI, chorus director certification and Chorus Director Development (CDD) programs in the District and recommend the certification of chorus directors from the District, when appropriate
- Liaison with the Society CDD Committee and communicate and coordinate its policies within the District
- Develop an effective chorus director guild in the District and chair its meetings
- Participate in training carried out by the Society CDD Committee
- Report three times a year to the District President and Society Chorus Director Development Committee on progress toward achieving Society and District work plans
- Attend all BOD and HOD meetings
- Directly communicates with the District President, District Board, corresponding Society Committees, 5th Man Teams, members of the District Coaches' Guild and Society CDD Committee

The Vice President of Music and Performance shall be elected to a term of one (1) year and may serve up to four (4) terms in succession. Service as Vice President of Music and Performance shall not limit eligibility to be elected to any other office in subsequent terms.

VICE PRESIDENT OF COMMUNICATIONS

The Vice President of Communications shall be responsible for ensuring that the District, its Chapters, choruses, and quartets have the marketing and image/awareness-building tools to increase community awareness and stature. Duties of the Vice President of Communications include:

- Provide programs and materials to enhance public perception of Barbershopping and the value of music education for personal enrichment
- Provide Chapters with guidelines for improving public awareness and appreciation of the Society through support of unified service projects and local charities
- Receive Chapter plans and assist with achievement of Chapter Communications goals
- Promote the sale and distribution of Society (Harmony Marketplace) merchandise to advertise in the Society and promote pride in the art form
- Develop, execute, and track an effective District plan, including budget, for Communications

- Communicate internally directly with Chapter Presidents and corresponding Chapter Board Members on a regular basis
- Communicate externally directly with radio and television stations and print media (newspapers and magazines)
- Supervise newsletter content for propriety, timeliness, and accuracy of District activity.
- Supervise District webmaster to build/maintain the District website, monitor content and budget for the website
- Effectively communicate and promote District activities through regularly distributed bulletins, and encouraging development of informative Chapter bulletins
- Submit plans to and serve on corresponding Society Committees as required
- Submit District Chapter Summary Reports to corresponding Society Committees semi-annually
- Act as a liaison between the District and corresponding Society Committees
- Support and promote communications leadership development training and activities within the District
- Report several times a year to the District President and corresponding Society Committees on progress toward achieving District work plans and Society AIMS
- Attend all BOD and HOD meetings
- Develop and oversee a Committee to assist in carrying out duties/responsibilities

The Vice President of Communications shall be elected to a term of one (1) year and may serve up to four (4) terms in succession. Service as Vice President of Communications shall not limit eligibility to be elected to any other office in subsequent terms. He/she shall be a member of the Board of Directors during his term of office.

VICE PRESIDENT OF CONTEST AND JUDGING

The Vice President of Contest and Judging (C&J) shall be responsible for the following:

- Liaison between the corresponding Society committees and the District
- Attend all Society VP C&J meetings
- Interpret all Society regulations as they apply to District Contests, communicate, and coordinate Society C&J policy within the District and ensure that District adheres to the current Society Contest and Judging Committee policy regarding guidelines and limitations on use of judges at Society contests
- Organize and administer all contest judging activities within the District
- Communicate with all potential contestants in District Contests
- Promote and handle all applications of judging candidates from the District and schedule practice panels at District Contests
- Work with the District Vice President of Events to ensure that all contest venues have suitable sound and lighting systems for contests, and satisfy appropriate Society specifications
- Participate in training carried out by the corresponding Society committees
- Report three times a year to the District President and corresponding Society committees on progress toward achieving Society and District work plans
- Attend all BOD board and HOD meetings

The Vice President of Contest and Judging shall be elected to a term of one (1) year and may serve up to four (4) terms in succession. Service as Vice President of Contest and Judging shall not limit eligibility to be elected to any other office in subsequent terms. He/she shall be a member of the Board of Directors during his term of office.

VICE PRESIDENT OF YOUTH IN HARMONY AND OUTREACH

The VP of Youth in Harmony and Outreach (VP YIHO) shall oversee all programs and efforts of the Society and the District aimed at high school and college age men and women. These duties shall include coordination of the District Youth Barbershop Quartet Contest, Harmony Explosion camps, youth festivals, high school contests for men and women, and such other programs to promote barbershop harmony.

The VP YIHO shall be elected to a term of one (1) year and may serve up to four (4) terms in succession. Service as VP YIHO shall not limit eligibility to be elected to any other office in subsequent terms.

VICE PRESIDENT OF MARKETING

The Vice President of Marketing shall specialize in developing marketing plans to effectively identify and develop strategies to reach the target markets of the District. Marketing strategies are designed to build awareness and stature of the District within each target market, promote events and activities that the District is undertaking and promote the objectives of the BHS and the Carolinas District to make a positive impact on our society through musical harmony.

The Vice President of Marketing shall be elected to a term of one (1) year and may serve up to four (4) terms in succession. Additional terms may be approved for the same individual by the House of Delegates if that individual is willing to serve longer than four (4) years, the District would benefit more from his continuity of services versus rotation of the position, and/or there are no other qualified individuals willing to serve in the position. Service as Vice President of Marketing shall not limit eligibility to be elected to any other office in subsequent terms.

BOARD MEMBERS AT LARGE

The HOD may vote to elect a maximum of six (6) Members at Large (BMALs) when deemed useful to the District. Board members at large shall represent the overall concerns and interests of the member chapters and be available to perform special assignments as determined by the President.

Board Members at Large shall be elected to a term of one (1) year and may serve up to four (4) terms in succession. Service as a Board Member at Large shall not limit eligibility to be elected to any other office in subsequent terms. He/she shall be a member of the Board of Directors during his term of office.

NOMINATIONS AND ELECTIONS

The Nominating Committee shall submit its slate of Nominees for all officers to the District Secretary at least 45 days prior to the Fall Meeting of the House of Delegates. The District Secretary shall furnish each delegate a list of the nominees at least thirty (30) days prior to the Fall Meeting.

Additional nominations may be made from outside the nominating committee. Ideally, the member of the House of Delegates who makes such nominations shall notify the District Secretary in writing at least ten (10) days in advance of the Fall Meeting of his intentions to make such nomination. The notice should include the name of the nominee and office sought, qualifications, and written evidence that his nominee will serve if elected so that this information can be transmitted to the Chapters for consideration prior to the meeting. However, such documentation may be provided at the HOD meeting by the nominating member along with sufficient copies for each attendee when the nomination is made from the floor. If additional nominations are received for any office, then an election for that office shall occur by secret ballot of the voting members of the HOD present. Otherwise, the HOD shall vote by voice for or against the slate of candidates presented.

REMOVAL, RESIGNATION, DISQUALIFICATION, AND FILLING VACANCIES

Failure to Perform Duties. For good cause, any District Officer who fails to perform his duties adequately may be requested by the District President to resign or in fact may be removed from office by action of a two-thirds majority of the District Board of Directors.

Resignation. The resignation of the District President shall be effective and such office thereupon become vacant when the resignation is accepted by the Board of Directors. The resignation of any District Officer, other than the District President, shall be effective and such office thereupon becomes vacant when the resignation is accepted by the District President.

Leaving District. If a person holding a District office moves out of the District, such office thereupon automatically shall become vacant.

Filling a Vacant Office. The District President shall appoint an active member in good standing of a member Chapter situated within the District other than the Frank H. Thorne Chapter to fill the remaining term of any vacant office.

SOURCES OF REVENUES

Membership Dues

The following table of Society-coded membership classifications and District dues for each classification shall be in effect as of 7/1/2010:

TYPE	MEMBER CLASS	NSC DUES
L5	Life Member with 50 yrs of service	$0.00
LF	Life Member	$0.00
LS	Life Senior-70 years old	$0.00
R5	Regular Member with 50 yrs of service	$0.00
RG	Regular Member	$25.00
S5	Senior Member with 50 yrs of service	$0.00
SL	Senior Legacy-70 yrs old with 10 yrs of service	$12.50
SN	Senior Member-New,70 yrs old with 10 yrs of service	$12.50
Y1	New Member under 26 yrs old,1st yr member	$0.00
Y2	Existing Member under 26 yrs old after 1st year	$10.00

Chapter Per Capita Assessment

Each chapter, based on actual membership (on the rolls) on 1 January annually, will pay $8 per member to the District Treasurer for members of record as of 1 January of that year. Assessments will be paid on or before 30 June annually.

Conventions, Festivals, and Other District Events

District-sponsored events are to be designed and budgeted to break even financially. Reports of the financial results of each major event of the District shall be made available within 60 days of the event in the members-only section of the District website.

ANNUAL BUDGET

The Board of Directors shall submit an annual budget for the upcoming year at least 30 days in advance of the scheduled fall HOD meeting. This budget shall be transmitted via email or post to each Chapter President, and shall be posted on the members-only section of the District web site. The HOD shall vote for approval or modifications at the fall meeting.

ANNUAL REVIEWS

The Board of Directors shall provide for and cause to be made an audit or review of the books and accounts of the District annually. At the BOD's discretion this may be done at more frequent periods, by an audit committee, or if the Board deems it necessary, by licensed, certified public accountants, or auditors of recognized standing in the community in which the audit or review is made. The District Treasurer shall submit his books and vouchers for audit or review whenever required by the Board of Directors.

TRANSPARENCY

The Treasurer shall at all times be open and transparent with respect to how District funds are managed and utilized. Financial reports shall, at a minimum, be transmitted via email or post to each Chapter President at least 30 days prior to each HOD meeting, and shall be posted in the members-only section of the District website.

CONVENTIONS, CONTESTS, and FESTIVALS

Chapters are encouraged to submit a bid to host conventions and festivals. A completed bid, with pricing for rooms and adequate venue spaces must be submitted to either the Events VP or Festivals VP (as appropriate) a minimum of two years in advance of the event. The Events VP or Festivals VP will confirm that the proposal meets the District's requirements. (See the NSC District Conventions manual for the District's requirements and preferences for a convention/festival site.) The convention/festival bid will be presented at the House of Delegates for approval by the meeting that is closest to the two-year deadline (e.g. the convention for Spring 2017 will be decided by the HOD at their Spring 2015 meeting.)

If there are 2 or more competing proposals for the same convention or festival, they will be sent electronically to the Chapters 30 days prior to the next HOD meeting to prepare the delegates to vote. NOTE: Proposals can be generated by the District Events teams, or by any chapter. It will be the Events teams practice not to submit bids that compete with chapter submitted bids that are deemed acceptable by the Events teams.

If no chapter submits a bid for a convention or festival by the two year's prior deadline, the Events VP or Festival VP will have the authority to search for suitable convention sites and develop a proposal or proposals to be approved by the Board of Directors.

COMMITTEES AND SPECIAL ASSIGNMENTS

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.

TERMS OF SERVICE FOR COMMITTEES

All Standing Committees shall serve during the administrative year. All other committees shall serve until assigned tasks are completed or until the Committee is terminated by the District President.

QUORUM

A majority of all of the members of a Committee shall constitute a quorum at any meeting of such Committee unless otherwise provided in Carolinas District Bylaws or by special action of the District President and/or District Board of Directors in establishing such a Committee.

STANDING COMMITTEES

The following committees shall be standing committees of the District:

NOMINATING COMMITTEE

The Nominating Committee is tasked with identification and nomination of leaders from the chapters of the district to serve as officers on the Board of Directors. This committee is appointed by the District President, who shall not serve on this committee.

(A) The District Nominating Committee shall consist of three or more members, and be chaired by a Past District President, if possible. 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.

AUDIT COMMITTEE

The Audit Committee shall be tasked with providing independent oversight of the District financial records and accounting methods. This committee should consist of at least one district member who is a CPA familiar with non-profit accounting and is appointed by the Board of Directors.

CONVENTIONS and CONTESTS COMMITTEE

This committee is tasked with planning and executing District Conventions, Contests, and Festivals held in conjunction with Conventions or Contests. It is chaired by the VP of Events and appointed by the Board of Directors.

FESTIVALS COMMITTEE

This committee is tasked with planning and executing Festivals not held in conjunction with a Convention or Contest. It is chaired by the VP of Music and appointed by the Board of Directors.

ETHICS COMMITTEE

(a) The District Ethics Committee shall be comprised of not less than three or more than five members appointed by the District President.

(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.

FINANCE COMMITTEE

The Finance Committee shall oversee the District budget and investments. This committee will consist of a Chairman, the District Treasurer (who may not serve as Chairman), and up to three additional members who are well-versed in finance and investments. The Chairman and additional members will be appointed annually by the District President. The Finance Committee Chairman will attend all Board of Directors and House of Delegates Meetings.

GOVERNANCE & BYLAWS CHAIRMAN

This committee acts as the consultant to the District on matters related to the District and Society rules and regulations. The chairman shall draft all amendments to the District By-Laws and to the Code of Regulations. The Chairman will be appointed annually by the District President.

HISTORIAN

The Historian shall be charged with maintaining the archives and recording historical data about the District. He/she is to be appointed by the BOD annually and may serve four years.

REVISIONS TO CODE OF REGULATIONS

REVISION	DATE	SYNOPSIS OF CHANGES
00	6/14/10	Original document submitted to House of Delegates for adoption at first meeting scheduled for July 17, 2010
01	7/17/10	Incorporate amendment of HOD requiring 2/3 majority to adopt and amend Code of Regulations. Revision 1 was adopted by HOD.
02	5/21/11	Errata mainly removing specific references to Society committees and staff who change their titles and functions occasionally. Delete the Show Assessment from the Code and add the Per Capita Assessment. Revision 2 was approved by the HOD on May 21, 2011.
03	10/1/11	Revises officer job titles to agree with Organization Charts. Corrected punctuation and capitalization. Revision of VP of Chapter Support job description. Corrected VP of Music duties error on page 16. Established due date for Chapter Per Capita Assessment. Requires Finance Committee Chairman to attend all BOD & HOD Meetings.
04	4/20/13	Removes reference to Awards Chairman and Barbershopper of the Year Committee.
05	10/5/13	Revises certain position titles, position duties, and makes editorial corrections.
06	10/4/14	Establishes procedures for selecting convention sites.
07	4/29/17	Renames the Director of Youth in Harmony to Vice President of Youth in Harmony and Outreach. Corrects the name of the Youth Barbershop Quartet Contest.
08	4/28/18	Changes term limits for three executive positions and VP of Events to 2-year terms, allows for additional terms for non-executive board members when district would benefit for continuity, where the HOD approves and there are no other willing or qualified candidates. Adds the position of VP Marketing. Limits the number of BMALS to a maximum of six (6). Add include gender inclusive pronouns throughout.