

ed with:


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**Chapter Secretary  
Manual**

**2010 Edition**

**LEADERSHIP  
ACADEMY**

**“Together in Harmony”**



**Effective November 2010**  
1127 W. Avenue H • Escondido, CA 92025-3704  
1-800-876-6263 • [www.nacs.org](http://www.nacs.org)  
Business: 627 • (email: [info@nacs.org](mailto:info@nacs.org), [2010info@nacs.org](mailto:2010info@nacs.org))

# LEADERSHIP

**“A good objective of leadership is to help those who are doing poorly to do well and help those who are doing well to do even better.”**

Jim Rohn





# 2009-2010

**Leadership Academy / COTS Training**  
**UNABRIDGED EDITION**

**Chapter Secretary Track**

# Course Description



**The Secretary Track prepares new or veteran chapter secretaries to handle the numerous operational functions of the chapter. The class covers all areas of chapter operation in overarching areas of: the role of the chapter secretary, membership record keeping and function, legal responsibilities and requirements, and communication services to chapter members and between the chapter, district and Society. He will also be trained to utilize the Society web page [www.barbershop.org](http://www.barbershop.org) links to the Document Center and EBIZ areas to complete chapter operational functions on-line. Leadership training is imbedded in the chapter secretary curriculum and will encourage and provide tools and positive leadership skill sets to be used when working with the membership and fellow chapter officers.**

# Course Objectives



## Each chapter secretary will be able to:

- Demonstrate how to navigate the [www.barbershop.org](http://www.barbershop.org) web site and locate documents and forms.
- Demonstrate the process of completing and submitting the Membership & Transfer application form.
- Describe the factors determining the correct membership classification.
- Describe the show clearance and licensing process.
- Describe the need and claim process for liability/bonding insurance.
- Outline the legal documents that should be stored by each chapter.
- Describe the reasons why the Youth Policy and Incorporation are needed.
- Describe the various roles of the CS in efficient chapter operation.
- Outline the CS priorities and proper relationships with the CP and CT.
- Outline the process for transferring to a new chapter.
- Identify the qualities of a leader.
- Identify the ways a CS can be an effective chapter leader.
- Describe the four different EasyDues plans available to the members.
- Outline how a chapter roster can be generated by using the Society web site.
- Discuss and demonstrate the fundamentals of Parliamentary Procedure.

# Distinctions of Powerful Leadership

# Listening – really listening

# Creating an exciting vision

# Enrolling others in your vision

# Being unstoppable



# Leadership vs. Management



## Leadership

- Inspires a shared vision
- Provides a purpose
- Promotes values
- Creates change
- Creates an environment where people can motivate themselves
- Challenges the process
- Models the way
- Encourages the heart

## Management

- Plans
- Organizes
- Produces orders
- Implements systems
- Conforms to goals
- Controls
- Allocates resources
- Focuses efforts



# **MODULE #1**

## Secretary Role & Membership



### **Session 1** (40 minutes)

#### **Class Introductions/Chapter Secretary Job Description**

- **Introductions**
- **Role of Chapter Secretary**
- **Roberts Rules of Order, Quorum, Motions, & Meeting Responsibilities**

### **Session 2** (40 minutes)

#### **Membership Reporting – Part 1**

- **The Membership Application**
- **Membership Classifications**
- **New Member Membership Process**
- **Dues Structure**

# **Session #1**

## **Introductions**

*Welcome to Chapter Secretary  
Leadership Training!*

*To be shared with others...*

- Your name and where you're from?
- Number of years in barbershopping?
- Number of years as a chapter secretary?
- Two highlights of my barbershop life?
- What do I hope to get from this training?

# Role of the Chapter Secretary



- Serves as the business manager/Operating Officer for the chapter
- Maintains and updates all chapter membership records
- Provides “behind the scenes” operational support so other members can enjoy their hobby to the fullest
- Handles the announcing, writing and distribution of minutes for all chapter meetings
- Registers others in the chapter for schools, contests, and other district- and Society-sponsored activities
- Communicates with all levels of the Society
- Makes sure the chapter stays legal and maintains the legal files
- Handles licensing paperwork and clearances for shows
- Strives to keep other chapter officers on task
- Assists the chapter treasurer and helps to keep the chapter financially in the black
- Orders chapter supplies and merchandise
- Provides leadership and is an active participant in chapter meetings and activities

# Secretary's Yearly Schedule

(see page 6 Chapter Secretary Manual for additional details)

## Monthly

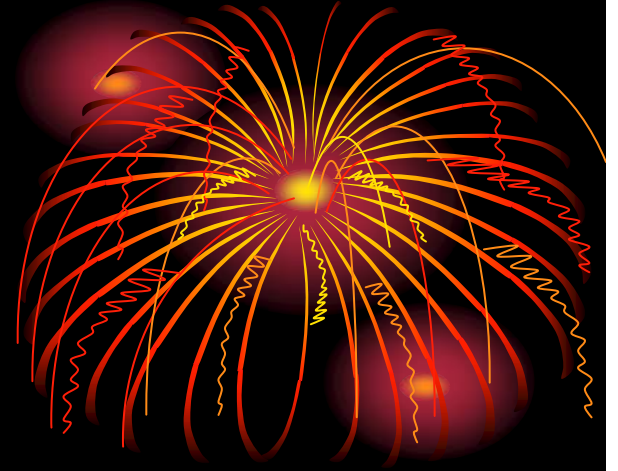
- Processes all Membership Applications and distribute membership cards and items to new members
- Processes dual membership and transfer requests
- Verifies Society invoices with treasurer
- Announces chapter board meeting
- Writes, publishes, and distributes meeting minutes
- Notifies members of monthly renewal
- Notifies Chapter Development officer of members failing to renew their membership.
- Distributes renewed membership cards

## Annually

- Jan – Bonded members in minutes
- Jan – Remind CP to appoint nominating and Financial Review committees
- Mar – Contest Entry for spring contest
- Apr – Verify Continued Existence Certificate (incorporation) and fee to State or Province
- Apr – Share info on International
- May – Verify Audit and IRS 990 forms filed (in U.S.) by chapter treasurer
- Aug – Contest Entry submitted
- Oct – Hold chapter elections
- Oct – Complete Chapter Leadership Report to Society
- Oct – Complete chapter officer registration to COTS
- File show clearance (BMI/ASCAP in U.S; SOCAN in Canada) forms

# A leader is...

- ... a visionary
- ... sets an example
- ... builds supportive relationships
- ... understands what motivates every member of the team
- ... empowers others to reach their full potential
- ... understands the power of communication



# Build the team through leadership



- Leadership — Who is the leader and what qualities make the person a leader?
- Decision making — How were decisions made?
- Planning — Were you prepared adequately?
- Effective following — Were members good followers?
- Evaluative progress — Did the group evaluate progress as a group?

# Robert's Rules of Order




**Robert's Rules of Order (revised) is an excellent resource to assist your chapter in running their business meetings,**

***-- however --***

**Your meetings do not need to follow strict Parliamentary Procedures (found in Robert's Rules of Order) to be run effectively.**

- **Use consensus, rather than motions, whenever possible**
- **Use motions, in writing, when dealing with all money matters**
- **It's unnecessary to list makers of a motion and second or voting results, unless a roll call vote is called for or a dissenting vote wants to have his vote recorded in the minutes**
- **Insist on written reports from chapter vice-presidents or committee chairmen; delivered well in advance of the meeting**
- **Always publish your agenda ahead of the meeting**

# Why use Parliamentary Procedures?



## Parliamentary Procedures allow for...

- ... everyone to be heard at a meeting;
- ... a decision-making process without confusion;
- ... a fair hearing of an issue/motion;
- ... flexibility to address most meeting situations;
- ... protection of the rights of everyone; and,
- ... democratic process at meetings.



# Quorum & Motions



## Quorum

A quorum is the minimum number of officers or members required at a meeting in order to conduct business

-----

**At Chapter Board Meeting**  
50% (or more) of voting officers present

**At Annual Membership Meeting**  
30% (or more) of all general membership present

## Types of Motions

- **Main motions**
- **Subsidiary motions**
  - Amendments to the motion
  - Motions to table
- **Privileged motions**
  - Personal privilege
  - Point of order
- **Incidental motions**
- **Motions to reconsider**
  - Requires 2/3 majority and special requirements to reconsider

# Your role at Chapter Board Meetings

- **YOU** are the recording secretary and you take minutes.
- **YOU** are the voice of reason and procedures.
- **YOU** represent the members and have a voice in deliberations.
- **YOU** are the man “in the know”.
- **YOU** accurately share information with the members.
- **YOU** share information from the district and Society.
- **YOU** work closely with the chapter president and treasurer.



# Meeting Responsibilities



## BEFORE the meeting

- Announce to the membership that the meeting will take place, its time and location.
- Design and publish the agenda with the chapter president,
- Seek input from the chapter membership.
- Copy and make available all documents and reports needed for the meeting.
- Prepare a membership status report.

## DURING the meeting

- Record accurate minutes.
- Provide input during meeting discussions.

## AFTER the meeting

- Promptly prepare and publish minutes.
- Share the minutes and information with the bulletin editor.
- Answer questions coming from the chapter membership.

## SAMPLE Agenda

### Anytown (C-001) Chapter Board of Directors Meeting

January 15, 2010

1. Call to Order/"The Old Songs"
2. Review and set the Agenda
3. Secretary's Report  
*Action: Motion needed to "accept"*
4. Treasurer's Report  
*Action: Motion needed to "receive"*
5. Functional Vice-President Written Reports – Consent Agenda
  - Chapter Development (Membership)
  - Music and Performance
  - Marketing and Public Relations
  - Program
6. Standing Committee Written Reports – Consent Agenda
  - Spring Show
  - Audit Committee
7. Special Committee Written Reports – Consent Agenda
  - Singing Valentines
  - Installation Dinner*Action: Motion to receive Consent Agenda Reports*
8. Communications Report
9. Old or Unfinished Business
  - Singing Valentines Music*Action: Motion to spend \$45.00 to purchase Singing Valentine music by Music Librarian*
10. New Business
  - Bonding*Action: Motion for bonding a list of members handling money in 2008*
11. Announcement/Good of the Order  
Bob Smith is in the hospital.  
Harry Jones' wife passed away over the holidays
12. Date, time and location of next meeting
13. Adjournment/"Keep The Whole World Singing"

## Anytown (C-001) Chapter Board Meeting Minutes

The January 15, 2010 Board of Directors Meeting of the Anytown Chapter (C-001) was called to order by Bill Jones at 7:04 p.m. with the singing of "The Old Songs."

The agenda was reviewed by the Directors and set for the meeting.

The following Board members were in attendance: Bill Jones (President), Harry Gray (Secretary), Steve White (Treasurer), Sam Smith (Chapter Development), John Doe (M&P), Larry Peters (MPR), Jim Johnson (Board Member at Large). The following Board members were not present: Jim Powell (Program) and Herb Thyme (Board Member at Large). Guests present were: Ken Tuckfriedticken and Ben Dover.

### Secretary's Report

- Harry Gray reported that a quorum of directors was present.
  - Motion - M/S/Approved: The Minutes of the December 15, 2009 Board meeting was accepted (copy attached).
- Gray reported that we currently have 44 members. Len Awayback has failed to renew his membership at the end of the 4th Quarter. All other members whose dues were due on December 31 have renewed. Buck Wheat has been placed on the suspension list for non payment of dues.
- Gray reminded the Chapter President that an Audit and Nominating Committee needs to be appointed.

### Treasurer's Report

- Steve White reported that since his last report the chapter had income of \$545.00, Expenditures of \$777.35 and a balance of \$4,323.88 in the checking and savings accounts.
  - Motion - M/S/Received: The January 15, 2010 Treasurer's Report is received (copy attached)

### Consent Agenda Items

- Written reports (copies attached) were received from Chapter Development, Music and Performance, Marketing and Public Relations, Spring Show Committee, Audit Committee, Singing Valentines Committee, and Installation Dinner Committee.
- John Doe reported that members will need to submit and pass a tape in order to sing on the Spring Show and only quartets who sing at contest will be invited to sing on the show.
  - Bob Bobbington reported that there will be a program to establish pick-up quartets and practice the songs for Singing Valentines.
    - Motion - M/S/Approved: Receive the reports of the Consent Agenda (all reports attached to these minutes)

### Communications:

Bill Jones read a letter from the Shady Park Nursing Home thanking the chapter for singing over the holidays.

### Old and Unfinished Business

- John Doe (M&P) sought authorization for purchase of sheet music from the Harmony Marketplace for Singing Valentines.
- Motion - M/S/Approved: Authorize Music Librarian to purchase sheet music for "Sweet and Lovely" not to exceed \$45.00.

### New Business

The Board of Directors discussed officers and chairmen that need to be bonded during 2010.

- Motion - M/S/Approved: Authorizing the bonding of Steve White (Treasurer) Sam Spade (Show Ticket Chairman), Bob Forapples (Show Treasurer) for 2010.

### Announcement/Good of the Order

- Bob Smith is in the hospital and will be there for about three weeks. Harry Jones' wife passed away
- Motion - M/S/Approved: Authorize the purchase of flowers and cards for Bob Smith and Harry Jones not to exceed \$25.00 for each.

Bill Jones set the next meeting of Directors on February 12, 2010 at his home beginning at 7:00 p.m.

The meeting was adjourned with the singing of "Keep The Whole World Singing" at 8:15 p.m.

Respectfully submitted,  
/s/  
Harry Gray  
Chapter Secretary



### Board Meeting Minutes Template

Chapter, # \_\_\_\_\_  
The Barbershop Harmony Society  
An International Organization

Minutes for \_\_\_\_\_ meeting of the ☐ Board of Directors or ☐ Executive Board.

The meeting was called to order by \_\_\_\_\_ at \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ p.m.

The following directors were present:

The following directors were absent:

Guests:

#### A. Secretary Report

There ☐ was ☐ was not a quorum of voting directors present.

The minutes of the meeting of the directors held on \_\_\_\_\_, 20\_\_ were read (copy attached). There was a motion to approve the minutes.

- The current number of members in the chapter is \_\_\_\_\_. The following members have not renewed at the end of this Quarter \_\_\_\_\_.
- The following members have been suspended for non-payment dues: \_\_\_\_\_.

#### B. Treasurer's Report

The treasurer made his monthly report showing \$ \_\_\_\_\_ income the past month and expenses of \$ \_\_\_\_\_  
With a balance of cash in the bank of \$ \_\_\_\_\_ (copy attached). There was a motion to receive the Treasurer's Report.

#### C. Consent Agenda (Written reports attached)

##### 1. Chapter Functional Vice Presidents (added items not in written report)

- Chapter Development (Membership):

- Music and Performance:

- Marketing and Public Relations:

- Program:

- Other: \_\_\_\_\_

- Other: \_\_\_\_\_

##### 2. Standing Committees (added items not in written report)

- Nominating:

- Audit:

- Show:

- Community Service:

- Interchapter:

- Other: \_\_\_\_\_

##### 3. Special Committees added items in written report)

- Other: \_\_\_\_\_

- Other: \_\_\_\_\_

#### D. Communication received since the last meeting was read and action taken as follows (copies attached)

#### E. Old or Unfinished Business

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### F. New Business

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### G. Announcement/Good of the Order

- \_\_\_\_\_
- \_\_\_\_\_

The next meeting of the Directors will be held on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ p.m. at the following location \_\_\_\_\_.

The meeting adjourned at \_\_\_\_\_ p.m.

Chapter President \_\_\_\_\_

Chapter Secretary \_\_\_\_\_

Attachments:

## Session #2

# Membership & Transfer Form

The new form:

- **Replace all previously used forms;**
- **Is a one sheet/one sided form;**
- **Handles all applications for regular, seniors, student, dual and transfer memberships; and,**
- **Will help to lead the way for online application processing in the future with application fees paid using a credit card.**



# Membership & Transfer Application

www.barbershop.org

110 7th Ave N

Nashville, TN 37203

800-876-SING (7464)

To the Application: 615-313-7620

To Email Application: [membership@barbershop.org](mailto:membership@barbershop.org)

the largest all-male singing organization in the world!



<b>SECTION I - Personal Information</b> (Please print clearly)		For office use only: <input type="checkbox"/> New <input type="checkbox"/> Transfer	
First Name	Middle Name or Initial	Last Name	Nickname (if preferred, LAST NAME)
Street Address		City	State/Province Zip/Postal Code
Country	Home Phone	Work Phone (+ Int.)	
E-mail	Mobile Phone	Birth Date (month/year)	Spouse/Significant Other
Years of Service	Previous Member Number	Previous Chapter	Spouse Info - Did anyone living in the household?
Barbershop Membership Information		Name/Title: Member	
<b>SECTION II - Membership Options and Fees</b> (Please check one)		Voting Priv. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> BORN 1920 <input type="checkbox"/> (check parent)	
<b>IMPORTANT - WHAT CHAPTER ARE YOU JOINING?</b>			
Chapter Name:		Chapter Code (if known)	
<input type="checkbox"/> Regular NEW Membership Age 20 or older paying by Cash, Check, or Credit Card. Select this if you're a NEW member.	Also known as: \$10 Enrollment/Reinstatement, Full-price dues for one year.	<b>METHODS OF PAYMENT</b>	
<input type="checkbox"/> Regular REINSTATING Membership Age 20 or older paying by Cash, Check, or Credit Card. One can join as new, or reinstate as a former member of the Society.	Also known as: \$10 Enrollment/Reinstatement, Full-price dues for one year.	<input type="checkbox"/> Check/Money Order <input type="checkbox"/> Credit Card	
<input type="checkbox"/> Youth 1 Membership (Y1) Age 25 or younger, and a first-time member.	Also known as: \$10 Enrollment, \$0 Dues for one year.	Enroll/Reinst/Dual Fee: _____	
<input type="checkbox"/> Youth 2 Reinstatement (Y2) Age 25 or younger and was a previous member.	Also known as: \$10 Reinstatement Fee, 1/2 Price Reg. Dues	Society Dues: _____	
<input type="checkbox"/> EZ Dues Autodraft (great monthly option!) Get 12 months for the price of 12 with an easy automatic withdrawal from your bank account, or major credit card. And you never receive late.	Also known as: \$10 Enrollment Fee. During the first 6 months, we collect next year's dues in monthly withdrawals. By month 7, you're completely paid for the next full year.	District Dues: _____	
<input type="checkbox"/> New Member 6-Month Option A 6-month membership, at the end of which, you receive a renewal notice for the regular 12-month.	Also known as: \$10 Enrollment fee, pay 1/2 price for a 6-month membership.	Chapter Dues: _____	
<input type="checkbox"/> Dual Membership - Membership in more than one chapter.	Also known as: \$10 Dual fee, no dues until next renewal.	Cautious Exchange: (see page 2)	
<b>Section III - Transfer to Another Chapter</b> (former dual ship this section)		Credit Card Type: (please circle)	
If a member requests transfer to your chapter and is accepted in membership, fill out this form and send it to Society Headquarters. Upon authorization by the former Chapter, the transfer will occur into the new chapter. "Authorization" means the member is in good standing for release from the old chapter. There are no fees to transfer from one chapter to the other.		<input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISC <input type="checkbox"/> OTHER Enter CC Number and Exp. Date Below: _____ Card Number: _____ Exp. Date: _____	
*AUTHORIZATION may be granted by the former chapter secretary via email, phone, or letter.		Total Fees Enclosed: \$ _____ (in U.S. Dollars)	
<b>Section IV - Authorization</b>		<b>Section III</b>	
Applicant: I hereby agree, upon being accepted, to abide by the Code of Ethics, bylaws and policies of the Barbershop Harmony Society.		Chapter to which the member is transferring: _____	
Chapter approval for this application is hereby granted (signature required by chapter secretary or president or its headquarters office by Society Executive Director or Frank H. Thomas Chapter At-Large).		Chapter the member is leaving: _____	
Signature of Applicant: _____ Date: _____		Date: _____	
Signature of Member Number of Chapter Secretary or Chapter President: _____		Date: _____	

Distribution - White (Society File), Yellow (Keep for Chapter)

Revised 6/2007 DEIR - Society Doc #5014

## Combined Purpose Application Form

New/Dual Member...

• Complete Sections I, II, & IV

Transfer Member...

• Complete Sections I, III & IV

• No fees required

### TIPS:

- Neatness Counts... Print or Type
- Be accurate with information
- Be complete
- Explore payment options with applicant
- Sign the Application (Applicant AND Chapter Secretary)
- Always make a copy for Chapter records
- File in an organized way
- Send to Society immediately with fees
- Follow-up if no response (a phone call) from the Society Membership Department within two weeks.

# 2010 Membership Classifications



All members join the Society under one of the following classifications. Further details about each classification can be found in the Chapter Secretary Manual. 2.3 & 2.4.

## MEMBERS OF THE SOCIETY

- **Regular Member (RG)** - a member who is neither a student nor senior member
- **Youth Member [Y1]** - a member who is new who is under 26 years old and his dues are waived for one year  
(does not affect district and chapter dues)
- **Youth Member [Y2]** - a member under 26 years old and pays 50% of the current annual dues of a regular member
- **Senior Member [SN]** - a member who's 70-years old and a member for 10 years
- **Life Member [LF]** - a member who pays 20X the current dues rate
- **Life Senior [LS]** - a member who pays 20X the current dues rate and is a senior
- **Regular Senior/50-year [R5/S5]** - a regular or senior member who has been a member for 50 years or more.
- **Regular/Student 6-month [R6]** - a regular or student member who has joined under a special membership promotion of 18-month membership for a 12-month fee
- **Regular Promotional [RP]** - a member who joins under a promotional rate not covered by other classifications.

## NON-MEMBERS OF THE SOCIETY

- **Active Non-member** - a female person active in your chapter as a director, assistant director or who acts in chairmanship role, but is not a member of the Society.



## Application for Student/Senior Society Dues Reduction Form Cancellation of Student Society Dues Reduction Form

Mark all appropriate boxes...

- ☐ **Application for Student/Senior Reduced Dues Rate**
- ☐ **Cancellation of Student Reduced Dues Rate**

**Send to:** Barbershop Harmony Society, Membership Services Department, 7930 Sheridan Road, Kenosha, WI 53143

Date \_\_\_\_\_, 20 \_\_\_\_

This form must accompany the Member Renewal Card or Member Renewal Notice for each member eligible for 50% reduction of Society dues. Provide information as indicated (Please Print)

☐ (Renewal Only) Member is 70-years old or older and has been a member of the Society for ten (10) or more years *at the time of current expiration date*.

☐ Member is a full time student as of the date of expiration date (Renewal) or as of this date (New, Reinstated, Late Renewal, or Dual).

☐ Member is no longer a full-time student as of \_\_\_\_\_ (Renewal, Late Renewal, or Dual).

\_\_\_\_\_  
Member's Name

\_\_\_\_\_  
Member's Number

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Verified (Chapter Secretary)

\_\_\_\_\_  
Chapter

\_\_\_\_\_  
Chapter Code #



*This document certifies that*

*has been accepted as a member in good standing of the*

*chapter of the*  
**BARBERSHOP HARMONY SOCIETY**

*and that he is hereby granted all rights and privileges in accordance with the bylaws of his chapter and of the Society, and he is entitled to harmonize at any time, day or night, subject only to the Code of Ethics and other rules and regulations of the Society and conforming always to the applicable laws pertaining to the preservation of the public peace.*

*In witness hereof, this certificate  
has been signed and presented*



\_\_\_\_\_  
EXECUTIVE DIRECTOR/CE

\_\_\_\_\_  
CHAPTER SECRETARY

\_\_\_\_\_  
DATE



**Congratulations!**  
We're glad you're with us!

John Smith  
TEST ACCOUNT  
Kenosha, WI 53143

10/1/2009

Dear John,

Thank you for your membership with the Barbershop Harmony Society. Simply peel your new card from the page and carry it proudly. Your membership helps the Society, which is in keeping with Canon #1 of the Code of Ethics shown on the back of your card. In addition your membership brings:

**Publications:** subscription to The Harmonizer (6-Monthly Magazine and Livewire, on the QT and Directly Involved, electronic newsletters)

**Online Resources:** Members-Only website eBiz, which gives you access to member information; chapter information; district information; Society information; and content and judging information

**Conferences:** Access to annual International and Midwinter conventions; all district and division conventions

**Professional Development and Education:** Harmony University, district offerings like leadership academy, Mini-HEP schools, Top Gun and Pop Gun quartet coaching weekends

**Assistance from Headquarters Staff:** advice on shows and scripts, help with copyright clearances, general information and records research, interpretation of rules and regulations, interpretation of bylaws and statements of policy, reservation of your quartet's name, staff visitations to chapters and districts, access to Society music catalog

**Member Pricing:** for events like Harmony University; for Harmony Marketplace items, including published and unpublished music arrangements; for exhibitors at the International Convention; and for advertising in The Harmonizer

**Competition:** guaranteed entry into Society-sanctioned contests for quartets and choruses  
**Use of the Name and Logo:** Use the Barbershop Harmony Society name and emblem to identify affiliation with the world's largest all-male singing organization

**Other Benefits:** Chapter insurance and bonding at a fraction of normal cost; performance license clearance; non-profit classification under section 501(c)(3) of US tax code; membership development assistance; access to patron lists and former singers

If you have questions or comments, please contact me at [ewatson@barbershop.org](mailto:ewatson@barbershop.org)

  
E. D. Watson  
Executive Director



Service  
**2**  
Years

John Smith  
Member: 312387  
Chapter: 1099 Frank Thorne - IH  
Expiration: July 28, 2010  
a list of Note Awards

10/16/2009

2009-2010

LA/COTS Training

26

A large, vibrant firework exploding in the upper right corner of the slide, with numerous orange and yellow streaks radiating outwards against a dark background. Several smaller, glowing red and orange spheres are scattered around the main explosion.

# **Annual Dues for 2010**

**\$101.00**

# 2010 Dues Structure



- Regular [RG] Society Dues - \$101.00
- Life Member [LF] Dues – 20 X annual dues of a Regular [RG] member
- Seniors [SN] Society dues - \$50.50
- Youth [Y2] Society dues - \$50.50
- Dual Membership Society dues - \$101.00 (paid only once no matter the number of chapters a member belongs to)
- Multi-year dues - 3-years – Save 5%, 5-years – Save 10%, and 8-yers – Save 15%
- Frank H. Thorne Chapter dues - \$101.00 + district dues
- <insert> District dues - \$xx.xx
- Chapter dues – varies

# MODULE #2

## Membership & Legal Requirements



### *Session 3 (30 minutes)*

#### **Membership Reporting – Part 2**

- **EasyDues payment options**
- **Renewals**
- **Lapsed Membership**
- **Transfers**
- **Rosters and personnel changes**

### *Session 4 (30 minutes)*

#### **Legal Requirements – Part 1**

- **Youth Policy Requirements**
- **ASCAP/BMI/SOCAN & show clearance**
- **Insurance, Bonding & other options**
- **Chapter Incorporation**

## Session #3

# 4 EasyDues Payment Options

### EasyDues Annual Payment

- Member pays his full dues upon receipt of the invoice from the Society.

### EasyDues New Member Installment Plan

- Plan designed for NEW members only.
- Member pays \$10 Enrollment fee upon joining.
- New member either pays one-half the dues upon joining with balance dues 6-month later or has 1/6<sup>th</sup> of his dues paid monthly with Autodraft payment through checking account or credit card payment.
- Completes Autodraft payment form and submits it with Application, if he chooses to pay in six increments.
- Upon full payment member receives New Member Kit, Membership Certificate, lapel pin, and membership card with expiration date 12 months from the end of the 6-month installment membership.

### EasyDues Autodraft Plan

- Monthly prepayment plan collected via Visa/MasterCard credit card only.
- Put into effect for the following year after you pay the current year's invoice.
- Autodraft application in CS Exhibits Manual.
- Beginning in 2008 no AutoDraft EastDues using share draft from checking account for new members.

### Easy Dues Escrow Plan

- Sometimes called "Pay As You Go Joe".
- Member pays a portion of his dues weekly or monthly to the chapter treasurer or his designee.
- Chapter treasurer or designee issues a receipt for cash received from the member.
- When renewal notice is received by the member he submits this notice to the chapter treasurer who issues a check to cover the amount on the notice. The member sends the check to the Society.
- Major disadvantage of this plan is that it requires a large amount of bookkeeping for the chapter treasurer.





# AUTODRAFT ENROLLMENT FORM

Please charge my membership dues on a pro-rated monthly basis to my:

## 1. Credit Card

- ☐ MasterCard Credit Card Number \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_
- ☐ VISA Account Credit Card Number \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_
- ☐ AMEX Credit Card Number \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_
- ☐ Discover Credit Card Number \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

## 2. Checking Account – a voided blank check is enclosed

Name (print): \_\_\_\_\_

\_\_\_\_\_ I am a new Society member

\_\_\_\_\_ I am a current Society member

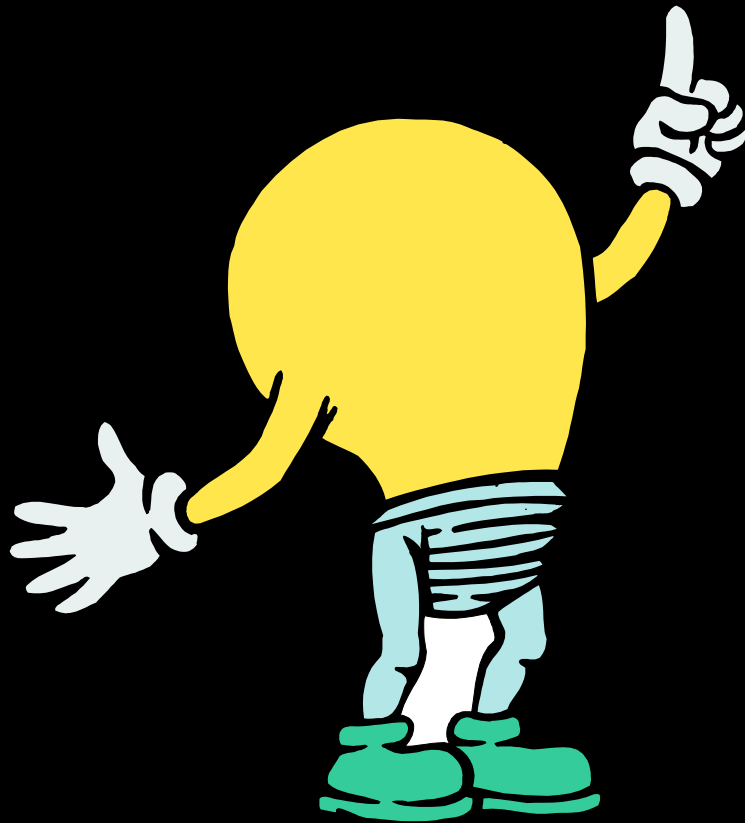
Member No. \_\_\_\_\_

Signature \_\_\_\_\_

Date : \_\_\_\_\_

# Leadership Linkages

Ways to show leadership in  
your chapter...



**Tell members about  
the various options  
for paying  
their dues or programs  
that will  
save them money on  
their annual dues**



# Annual Renewals



## U.S. Chapters

- 6-8 weeks before expiration date the member receives a renewal notice by e-mail or U.S. mail.
- Member sends his annual dues to the Society or may renew online using a MasterCard, Visa, American Express, or Discover credit card.
- New membership card is sent to the chapter secretary.

## Canadian Chapters

- 6-8 weeks before expiration date the member receives a renewal notice by e-mail or Canadian postal mail.
- Member pays dues in CDN funds to chapter treasurer or may renew online with MasterCard, Visa, American Express, or Discover credit card.
- Chapter Secretary sends renewal card to Society.
- New membership card is sent to the chapter secretary.

**ebiz.BARBERSHOP.ORG**  
customer portal to the Barbershop Harmony Society

**Your Dues Renewal Invoice Is Now Online**  
*Renew now to extend your membership!*

Member	John Smith
Member ID	912387
Order ID	800823
Order Date	10/1/2009
Balance Due	\$ 128.00

Your membership is important to us! Right now, your Society Dues are current through **12/31/2009**.

**How can you renew online?**  
For speed and convenience, you can login to <http://ebiz.barbershop.org/ebusiness> right now, using your Visa, MasterCard, American Express or Discover card.

**If you don't prefer to pay online**, rest assured that your paper invoice will be arriving soon. If you want to mail your payment early, feel free to print this email and send a check to Harmony Hall in Nashville: 110 7th Ave. N, Nashville, TN 37203 (When your paper invoice arrives, please disregard it if you have mailed this form.)

After logging in, use the big red button that says "click to RENEW NOW."

**If your dues items quoted are incorrect**, or you would like to change a particular membership item, email [membership@barbershop.org](mailto:membership@barbershop.org) with request to change it.

**Want to renew online but don't know your password?**  
(Or, if you've never logged in on ebiz please use the instructions below)  
Go to <http://ebiz.barbershop.org/ebusiness>  
-Click "forgot your password"  
-Enter your member number, and click submit  
-Follow the instructions on screen to set up your password once, and each time you return the password will be the same. (Note, even if you had a password in the old system, this must be set up the first time as NEW)

Thanks for renewing your membership in the Society and supporting the greatest hobby on the planet!

-Barbershop Harmony Society Membership

E: 800.876.7464 | F: 615.313.7620  
✉ [membership@barbershop.org](mailto:membership@barbershop.org) | W: [ebiz.barbershop.org/ebusiness](http://ebiz.barbershop.org/ebusiness)

# Use ebiz to renew membership

- Go to Member's page on [www.ebiz.barbershop.org](http://www.ebiz.barbershop.org)
- On the ebiz page click on the large red easy button
- Member must pay with a credit card

MasterCard

Visa

American Express

Discover Card

- Posting will take a few days, but once paid your membership is renewed.
- Consider EasyDues payment options .

From: [membership@barbershop.org](mailto:membership@barbershop.org)  
Date: Fri, November 18, 2005  
To: [billthesinger@xxx.com](mailto:billthesinger@xxx.com)  
Subject: Barbershop Harmony Society Dues Renewal

Hi Bill,

This email notification is your first notice that your Barbershop Harmony Society Dues are up for renewal. You can now renew online with your Visa or MasterCard on the Society's Members Only site (<http://www.barbershop.org/members>) or using the link listed below. Please make sure that your address information is up-to-date. If you have already mailed your payment, please disregard this message.

You make use this secure link to go directly to the Online Dues Payment Page:  
<https://secure.barbershop.org/members/duesPay.asp...>

If you wish to pay by check, you may print out this message and mail it along with payment to: The Barbershop Harmony Society  
Dues Renewal  
7930 Sheridan Rd  
Kenosha WI 53143

Name: Bill Jones  
Member Number: 987987

Here is a summary of your membership items that are due:

C-001 Anytown (RG) Expires 20051231 Billed \$50.00 Paid: \$0.00 Due: \$50.00  
District EVG Dues (RG) Expires: 20051231 Billed \$27.00 Paid: \$0.00 Due: \$27.00  
Society Dues (1 Year) (RG) Expires: 20051231 Billed \$82.00 Paid: \$0.00 due: \$82.00

Total due: (US) \$159.00

Remittance: (US Funds ONLY)


☐ Visa ☐ MasterCard ☐ Check or Money Order

Card Number: \_\_\_\_\_

Expiration: \_\_\_\_/\_\_\_\_

Amount: \_\_\_\_\_

Signature: \_\_\_\_\_

**Membership Dues Notice 10/01/2009**

MemberID: 312397  
OrderID: 600623

Need to update your records? Here's what we have on file. Please correct and extend as needed.

John Smith  
TEST ACCOUNT  
Kenosha, WI 53143

Proper name:	John	Home phone:	-
Middle name:		Work phone:	-
Nickname:	John	Cell phone:	-
Preferred name:			
Date of Birth:	January 01, 1800	Email:	
		Additional email:	

RENEW ONLINE!  
Login to <https://www.barbershop.org>  
Enter your MemberID and password  
click on the big red RENEW NOW button

Forgot password / need a password?  
Follow link under the login button.

MEMBERSHIPS TO RENEW			AT-WILL CONTRIBUTIONS	
Item	Current expiration date	Amount	Harmony Foundation Gifts	_____
Barbershop Harmony Society Dues	07/20/2009	\$0.00	General Fund	_____
H000 Frank Thorne - H	07/20/2009	\$0.00	Keep A Melody Ringing Endowment	_____
			Total Contributions	_____
Renewal Subtotal		\$0.00		
Balance Due		\$0.00		

Please do not fold or staple your payment.  
Return this form with your payment to:  
**Barbershop Harmony Society**  
110 7th Ave. N.  
Nashville, TN 37203-3704  
Phone 800.876.8860 (7464)

Amount Enclosed: \$ \_\_\_\_\_

Circle Payment Type: Check or Money Order  
Visa MasterCard Discover American Express

Account# \_\_\_\_\_

Expiration \_\_\_\_/\_\_\_\_

Statement for MemberID: 312397  
OrderID: 600623  
Renewal Date: 07/20/2009  
Renewal Subtotal: \$0.00  
Balance Due: \$0.00

JOHN SMITH  
TEST ACCOUNT  
KENOSHA, WI 53143

# Lapsed Memberships



## Late Renewal

Member dues that are less than  
6-months late

- Member pays dues and adds a \$3.00 late charge fee to amount owed.
- Renewed membership card is sent to chapter secretary.
- There is no new expiration date... so, member needs to be reminded that it may appear to him he gets fewer months before next renewal.

## Reinstated Membership

Member dues that are more than  
6-months late

- Member completes a new Application for Membership and submits fees with application.
- New Member Kit, Membership Certificate, lapel pin, and membership card is sent to chapter secretary.
- Member will have a new membership expiration date.

# Leadership Linkages



Ways to show leadership  
in your chapter...

**Follow-up on members  
who fail to renew and thank  
them for participating in  
the barbershopping  
experience and ask them  
how the chapter could  
have better met  
their needs.**

# Roster & Personnel Changes



## Chapter Roster

Publishing a chapter roster regularly is a duty of the chapter secretary

- Publish a roster quarterly after renewals have been processed.
- Generate a chapter membership list from Society's "*Members Only*" page.
- Ask members to review their information and update, if necessary.
- Society web page link to "*Members Only*" can generate a final roster for you, or you can use the information to construct your own Roster in Word or Excel.
- Distribute to the membership.

## Officer Changes

Notify the Society and District Secretary of officer changes

- Not necessary to notify Society or District Secretary of changes for the general membership.
  - Notification is intended for chapter officer personnel changes or changes in officer's information profile.
  - Complete and submit a Report Change form or notify Society and District Secretary by e-mail.
- Notify the Society Immediately in the case of a member who passes away.



C001 Anytown, WA

[Meetings](#) - [Reports](#) - [Edit Chapter](#) - [Officers](#) - [Download Data](#) - [Dues Prices](#)

First United Methodist Church  
194 18th Ave. NE  
Bellevue, WA 98004

Chapter Website: [WWW.NWSOUND.ORG](http://WWW.NWSOUND.ORG)

#### Chapter Members

Member Number	Name	Address	Home Phone / Work Phone / Cell Phone	Email	Chapter Dues Paid Thru	Society Dues Paid Thru
987654	William Anderson (Florence)	131 7th Ave W Seattle, WA 98119-3316	h206-222-5227 w206-444-8446	billanderson@msn.com	09-30-2008 <b>OVERDUE</b>	09-30-2008 <b>OVERDUE</b>
986432	Stan Baxter (Bettie)	2005 14th Ave SE Auburn, WA 98002	H425-555-5445 w425-622-4448 c206-708-2111	sbaxter@iship.com	12-31-2009	12-31-2009
976541	Anthony Ascarino (Barbara)	9715 NE 198th St Bothell, WA 98011-2329	h425-481-0438 c206-818-7694	tobaras@juno.com	12-31-2008	12-31-2008
142573	John Doe (Ann)	97 SE 98th Terrace Issaquah, WA 98029	h425-444-1113 c425-820-5448	Doe.John@cablespeed.com	03-31-2010	03-31-2010
942573	Ben Dover (Charlene)	8333 NE 23rd St Bothell, WA 98011-2117	h425-433-0600 w206-644-2000	Barbershop37@comcast.net	12-31-2009	12-31-2009
922222	Ima Dummy (Barb)	232 SE Twinkle Way Redmond, WA 98053	h425-86-0110 w425-440-2333	dumb@verizon.net	03-31-2009	03-31-2009
912345	Harry Gray	6400 Main Ave S Seattle, WA 98144-5228	h206-444-5111		12-31-2008	12-31-2008
976237	Jim Johnson	11810 73rd Pl NE Kirkland, WA 98034-2430	h425-888-1111 w425-873-9737	Jim.Johnson@aol.com	06-30-2008 <b>OVERDUE</b>	06-30-2008 <b>OVERDUE</b>

## ebiz CAN ASSIST YOU!

- Helps keep chapter membership records organized
- Readily shows which members have lapsed membership
- It will help you with rosters
- Gives an accurate count of membership in the various membership classifications
- Easy to read and interpret
- Can assist you to determine which members are eligible to compete
- Provides capabilities to find information about members who:
  - have dropped out of the hobby
  - live within your area, but are not affiliated with a chapter
  - need current information to update their membership profile



## Anytown Chapter Roster (C-001)

1/15/06

Member#	FirstN	LastN	Bickname	SoouseN	Address 1	City	State	ZIP	Phone#	E-mail Address
987654	Bill	Anderson	Bill	Marry	1234 Center St.	Anytown	WA	98111	234-1234	<a href="mailto:BillA@aol.com">BillA@aol.com</a>
986432	Stan	Baxter	Bax		2341 Center St., B-37	Anytown	WA	98111	234-2456	<a href="mailto:StanBari@msn.com">StanBari@msn.com</a>
976541	John	Doe	John	Claire	3424-1 <sup>st</sup> SW	Anytown	WA	98112	123-2345	<a href="mailto:JDoe@comcast.net">JDoe@comcast.net</a>
976543	Ben	Dover	Ben	Cleo	234-15rg Ave., Apt. 3	Anytown	WA	98110	456-7654	<a href="mailto:BShop37@aol.com">BShop37@aol.com</a>
879675	Harry	Gray	Harry	Sue	5400 Main St.	Anytown	WA	98111	456-7654	
879890	Jim	Johnson	Jim	Sue	1435 Baxter Rd.	Anytown	WA	98111	456-1232	<a href="mailto:Johnson234@aol.com">Johnson234@aol.com</a>
987987	Bill	Jones	Bill		RR 37, Box 255	Ruraltown	WA	98122	456-3434	<a href="mailto:billsinger@msn.com">billsinger@msn.com</a>
999988	Harry	Jones	Harry	Grace	35 Sudden Valley Dr.	Anytown	WA	98112	349-1749	<a href="mailto:lead.singer@aol.com">lead.singer@aol.com</a>
898989	Larry	Peters	Larry	Sarah	8745 W. Wright St.	Anytown	WA	98112	456-4545	
999999	James	Powell	Jim	Mandy	4678 Wright St.	Anytown	WA	98111	345-6521	<a href="mailto:JPPowell@nwlinc.net">JPPowell@nwlinc.net</a>
879999	Robert	Smith	Bob	Samantha	1647 Oak Ave.	Anytown	WA	98111	123-6754	<a href="mailto:mittyZ23@aol.com">mittyZ23@aol.com</a>
888888	Samuel	Smith	Sam		2233 Maple Ave., Apt. 23	Anytown	WA	98111	456-9876	
877778	Sanuel	Spade	Sam	Elizabethy	5464 Center St.	Anytown	WA	98112	234-1556	
989898	Herbert	Thyme	Herb	Marilyn	345 Walnut St., Soace 334	Anytown	WA	98111	349-5634	<a href="mailto:H.Thyme@msn.com">H.Thyme@msn.com</a>
999888	Ken	Tuckyfriedchicken	Ken	Cora	2324 Center St.	Anytown	WA	981s12	234-8675	<a href="mailto:chickenman@msn.com">chickenman@msn.com</a>
888889	Steven	White	Steve	Mary Lou	RR 15, Box 201	Ruraltown	WA	98122	456-5835	<a href="mailto:SteveW@Aaol.com">SteveW@Aaol.com</a>



# **Session #4**

## **Society Youth Policy**



**It is the policy of the Society that all youth under 18-years old must have the permission of their parent or guardian to participate in all chapter activities and that an adult member must supervise the youth at all times at the activities**

- **A parent or guardian must complete and sign a Youth Policy Membership form.**
- **A parent or guardian must complete and sign a Youth Policy Participation form for each activity.**
- **The chapter secretary must file all forms in chapter legal file.**
- **Each youth member must be supervised by an adult member at all chapter-, district- or Society-sponsored activities at all times.**

[Sample Form - Youth Membership]  
**YOUTH MEMBERSHIP FORM<sup>1</sup>**  
\_\_\_\_\_  
Chapter, SPEBSQSA, Inc.

Youth [Name] \_\_\_\_\_ Date of Birth: \_\_/\_\_/\_\_ SS# \_\_\_\_\_  
Parent/Guardian [Name] \_\_\_\_\_  
Supervisor(s) [Chapter Member(s) Name(s)] \_\_\_\_\_

**Consent and Agreement by Parent/Guardian**

I, am the parent or legal guardian of the Youth named above. The Youth desires to apply for membership in the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (SPEBSQSA), as a member of the Chapter named above. I acknowledge that I have received a copy of the SPEBSQSA Youth Policy Statement \*\* [and the Youth Policy Statement of the Chapter]<sup>2</sup>, have reviewed and understand the same, and have had the opportunity to discuss the same with officers of the Chapter. I have also carefully reviewed and discussed the Policy Statement(s) with the Youth, particularly his obligations and responsibilities as a member of SPEBSQSA and the Chapter. I understand that the Youth's participation in the activities of the Chapter and SPEBSQSA may involve local or long distance travel to and from events, and attendance by the Youth at events or activities which may take place late at night, and/or where alcohol may be consumed by adults. I further understand that my consent and agreements, as set forth below, are conditions to the approval of the Youth's membership.

I hereby consent to the Youth joining and becoming a member, and participating in all activities of SPEBSQSA and the Chapter. I agree to be responsible for, and promptly to discharge, all financial obligations of the Youth to the Chapter and SPEBSQSA. I assume and accept full responsibility for the active supervision of the Youth, and for all actions of the Youth, during or arising out of all activities in which the Youth participates. If I am a member of the Chapter I will diligently perform such supervision at all times. If I am not a member of the Chapter (or in my absence, if I am a member), I hereby designate the Chapter member(s) named above as Supervisor(s) to supervise the conduct and activities of the Youth as a participant in any or all Chapter and SPEBSQSA activities, including (but not limited to) participation in meetings, performances, conventions, social events, and any associated travel. I hereby grant to such Supervisor(s) my permission, full authority and responsibility, in my place and stead as a parent, to supervise the Youth, as fully and completely as I might do if I were personally present, as deemed necessary and appropriate in the reasonable judgment of such Supervisor(s). I agree that the Supervisor(s), when providing such supervision, will be performing that function in an individual and personal capacity, and not as an agent or representative of the Chapter or SPEBSQSA. I understand and agree that any of the following may result in the Youth being denied the right to participate in Chapter and SPEBSQSA activities and events, and/or in the suspension of the Youth=s membership: (i) my failure and/or the failure of such Supervisor(s) to provide effective supervision of the Youth; (ii) the failure of the Youth to abide by the Bylaws, and Code of Regulations (if any), of the Chapter, and the Bylaws, Code of Ethics, Statements of Policy, or other governing documents of the SPEBSQSA, or (iii) the failure of the Youth to accept and comply with my supervision and/or the supervision of such Supervisor(s).

In the event of any medical emergency involving the Youth, in my absence I further hereby authorize such Supervisor(s) to obtain, provide, give consent, or furnish authorization for, any necessary emergency medical services or treatment to the Youth, including (but not limited to) surgical procedures which may be recommended by a physician, it being my desire that the Youth be provided with such emergency medical services or treatment as soon as reasonably possible, after a need arises.

\_\_\_\_\_  
Parent/Guardian (Signature)

DATE: \_\_\_\_\_ [Printed Name]: \_\_\_\_\_

<sup>1</sup> Signed copy of Form to be retained in Chapter file

<sup>2</sup> \*\*Delete if inapplicable

Youth [Name] \_\_\_\_\_ Date of Birth: \_\_/\_\_/\_\_ SS# \_\_\_\_\_  
Parent/Guardian [Name] \_\_\_\_\_  
Supervisor(s) [Chapter Member(s) Name(s)] \_\_\_\_\_

**Acceptance of Responsibility by Supervisor(s)**

I, the Supervisor(s) named and designated above, hereby accept responsibility for, and agree to perform, the supervision of the conduct and actions of the Youth as a member of the Chapter and SPEBSQSA. I understand that my responsibility shall cover all aspects of the Youth=s participation in the activities of the Chapter and of SPEBSQSA, including (but not limited to) participation in meetings, performances, conventions, social events, and any associated travel. I agree that my responsibility shall continue for so long as the Youth is a member of the Chapter and under the legal age of majority, or until I rescind this Acceptance by written notice to the Chapter President or Secretary. I understand that my failure to provide effective supervision of the Youth, or my rescission of this Acceptance, may result in the Youth being denied the right to participate in Chapter and SPEBSQSA activities and events, and/or in the suspension of the Youth's membership in the Chapter and SPEBSQSA. [If more than one Supervisor is named, the foregoing statements and agreements are separately made by, and shall separately apply to, each.]

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Supervisor(s) (Signature)

[Printed Name(s)]: \_\_\_\_\_

DATE: \_\_\_\_\_

**Acknowledgment by Youth**

I, the Youth named above, understand that my membership in the Chapter and SPEBSQSA, and my participation in Chapter and SPEBSQSA activities and events is conditioned upon the supervision of my conduct and actions by my Parent/Guardian and/or the Supervisor(s) named above. I understand that my failure to accept and comply with such supervision, or the failure of my Parent/Guardian and/or the Supervisor(s) to provide the same, may result in my being denied the right to participate in Chapter and SPEBSQSA activities and events, and/or in the suspension of my membership in the Chapter and SPEBSQSA.

\_\_\_\_\_  
Youth (Signature)

[Printed Name]: \_\_\_\_\_  
DATE: \_\_\_\_\_

Youth Policy Membership frm\0-02.doc

[Sample Form - Specific Activity]  
**YOUTH PARTICIPATION FORM<sup>1</sup>**  
\_\_\_\_\_  
Chapter/District - SPEBSQSA, Inc.

Youth [Name]: \_\_\_\_\_ Activity: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Location: \_\_\_\_\_  
SS# \_\_\_\_\_ Date(s): \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_  
Supervisor(s) [Name(s)]: \_\_\_\_\_

**Consent and Agreement by Parent/Guardian**

I, am the parent or legal guardian of the Youth named above. The Youth desires and/or has applied to participate in the Activity referenced above. I acknowledge that I have received a copy of the Youth Policy Statement of the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (SPEBSQSA) \*\*[and the Youth Policy Statement of the \_\_\_\_\_ Chapter/District] <sup>2</sup>, have reviewed and understand the same, and have had the opportunity to discuss the same with persons responsible for the Activity. I have also carefully reviewed and discussed the Policy Statement(s) with the Youth, particularly his/her obligations and responsibilities as a participant in the Activity. I understand that participation by the Youth is conditioned upon the consent, agreements, and other provisions contained in this document.

I hereby consent to the Youth participating in the Activity. I hereby designate the Supervisor(s) named above (if other than the undersigned Parent/Guardian) to supervise the conduct and activities of the Youth as a participant in the Activity, including (but not limited to) participation in any associated travel. I hereby grant to such Supervisor(s) my permission, full authority and responsibility, in my place and stead as a parent, to supervise the Youth as fully and completely as I might do if I were personally present, as deemed necessary and appropriate in the reasonable judgment of such Supervisor(s). I understand and agree that the failure of the Youth to accept and comply with such supervision, and/or the failure of such Supervisor(s) to provide effective supervision of the Youth, may be grounds for the denial or immediate termination of the Youth's participation in the Activity. I understand and agree that if any Chapter, District or SPEBSQSA member provides such supervision, such member will be performing that function in his individual and personal capacity, and not as an agent or representative of the Chapter, District or SPEBSQSA.

I accept full responsibility for all actions of the Youth and such Supervisor(s) during or arising out of the Youth's participation in the Activity. In the event of any medical emergency involving the Youth, I further hereby authorize such Supervisor(s) to obtain, provide, give consent, or furnish authorization for, any necessary emergency medical services or treatment to the Youth, including (but not limited to) surgical procedures which may be recommended by a physician, it being my desire that the Youth be provided with such emergency medical services or treatment as soon as reasonably possible, after a need arises.

\_\_\_\_\_  
Parent/Guardian (Signature)

[Printed Name]: \_\_\_\_\_

DATE: \_\_\_\_\_

<sup>1</sup> Signed copy of Form to be retained in Chapter/District file

<sup>2\*\*</sup> Delete if inapplicable

**YOUTH PARTICIPATION FORM**

Page 2

Youth [Name]: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS# \_\_\_\_\_  
Activity: \_\_\_\_\_  
Location: \_\_\_\_\_ Date(s): \_\_\_\_\_  
Supervisor(s) [Name(s)]: \_\_\_\_\_

**Acceptance of Responsibility by Supervisor(s)**

I, the Supervisor(s) named and designated above, hereby accept responsibility for, and agree to perform, the supervision of the conduct and actions of the Youth as a participant in the Activity. I understand that my responsibility shall cover all aspects of the Youth's participation in the Activity, including (but not limited to) participation in any associated travel. I agree that my responsibility shall continue for the entire duration of the Activity, or until I rescind this Acceptance by written notice to the Chapter, District, or SPEBSQSA officer (or designated representative) in charge of the Activity. I understand that my failure to provide effective supervision of the Youth, or my rescission of this Acceptance, may be grounds for the denial or immediate termination of the Youth's participation in the Activity. [If more than one Supervisor is named, the foregoing statements and agreements are separately made by, and shall separately apply to, each.]

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)  
Supervisor(s)

[Printed Name(s)]: \_\_\_\_\_

DATE: \_\_\_\_\_

**Acknowledgment by Youth**

I, the Youth named above, understand that my participation in the Activity is conditioned upon the supervision of my conduct and actions by the Supervisor(s) named above. I understand that my failure to accept and comply with such supervision, or the failure of such Supervisor(s) to provide the same, may result in the denial or immediate termination of my participation in the Activity.

\_\_\_\_\_  
(Signature)  
Youth

[Printed Name]: \_\_\_\_\_

DATE: \_\_\_\_\_

# Chapter Insurance



## Liability Insurance

- Each chapter automatically carries general liability insurance (bodily injury, and property damage).
- Protects the chapter, district and Society from third-party liability claims.
- Does not cover chapter members.
- Limit of the policy is \$10 million for each occurrence.
- The annual fee for the liability insurance is invoiced on the December Society statement to the chapter.
- Chapters may not opt out of this insurance policy.

## Bonding Insurance

- Each chapter is automatically covered by Bonding Insurance.
- Those covered by Bonding Insurance must be written into the minutes at the January meeting of the chapter board or at subsequent meetings when another individual becomes known who handles money.
- Chapter is covered to \$50,000 for losses by an individual misappropriating funds.
- Chapter may not opt out of this coverage and fee is paid in December
- There is \$1000 deductible on each claim.

- Required for most facility rentals
- Contact agent to receive one certificate specific for your event
- Outlines proof of coverage
- Certificate will change on January 1, 2010
- Check Document Center for new certificate – generic copy downloadable – after 1/1/2010.

AC 000 25 (2004/05) 1 of 2 #9118503/0111853



# Optional Insurance

## **Chapter Property Insurance**

- Recommended for chapters with risers, sound equipment and uniforms.
- Recommended for chapters with vehicles or trailers to transport risers, uniforms and other chapter property.
- Contact Society Insurance agent or a local agent.

## **Liability Insurance for Members**

- Available to cover members as separate coverage.
- Contact Society Insurance agent or a local agent.

Brochures for various plans  
are available online at  
[www.barbershop.org](http://www.barbershop.org) Document  
Center



# Insurance Claims Process



- Contact Director of Finance Administration at the Society.
- **Share the following information:**
  - Name, address and phone number of the individual(s) involved
  - Date and location of the incident
  - Pertinent details of the accident or incident
- **Insurance Agent for the Barbershop Harmony Society is:**  
**The Crichton Group for: Acc't #17891**  
3011 Armory Drive, Suite 250  
Nashville TN 37204  
1 (615) 383-9761  
attn: Phil Barnes

## **IMPORTANT**

**Do not make any statements (written or otherwise) to anyone except the Barbershop Harmony Society's insurance agent or investigating police officials.**

- **The Society and its insurance agent will do any follow-up.**



# **7 Habits of Highly Effective People**



## **Personal Leadership**

- 1. Be productive and have a vision**
- 2. Begin with the end in mind**
- 3. Put first things first**

## **Interdependent Leadership**

- 4. Think Win/Win**
- 5. Seek first to understand and then to be understood**
- 6. Synergize – Build relationships and work together**

## **Balanced Self-renewal**

- 7. Preserve and enhance your greatest asset – YOU!**

**Stephen R. Covey – The 7 Habits of Highly Effective People**

# ASCAP/BMI/SESAC/SOCAN

## BMI/SESAC Clearance

- Show clearance form used by U.S. Chapters and submitted to the district secretary and then returned

## ASCAP Licensing

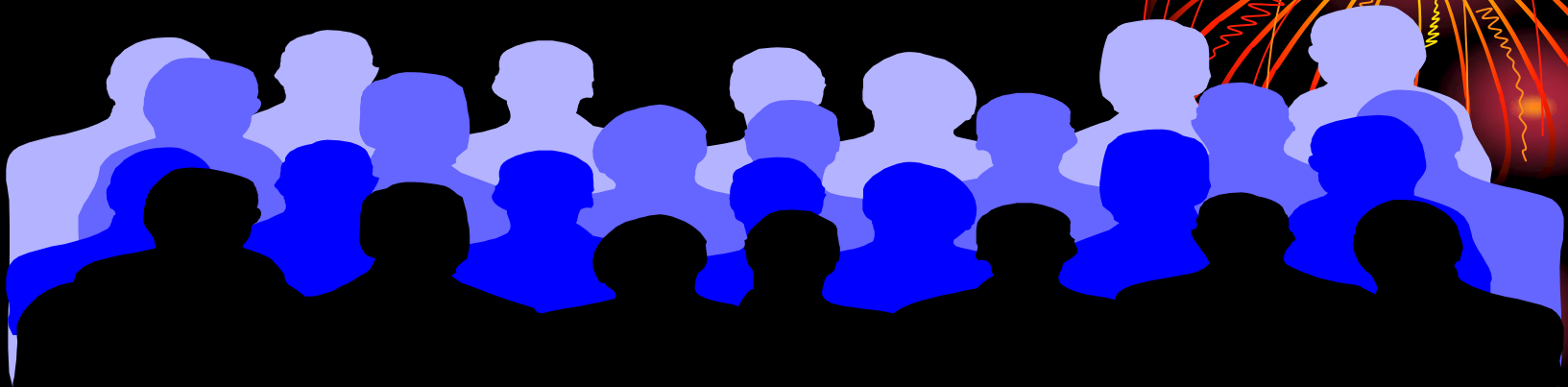
- Submitted online at Society web site [www.ebiz.barbershop.org](http://www.ebiz.barbershop.org) after show is completed by U.S. chapters.

## SOCAN Licensing

- Initially submitted with details about the show to district secretary for clearance by Canadian chapters.
- Completed form, after the show, is submitted directly to SOCAN along with the computed fees.



# BMI/SESAC Show Clearance Process



- Complete BMI/SESAC form and fees from table on the form.
- Send the completed form to your district secretary.
- District secretary returns a signed copy of the form back to the chapter clearing the show date and places the show date on the district calendar.
- The chapter is free to finalize venue and talent contracts.
- Signed form is stored by chapter secretary in chapter legal file.

**SPEBSQSA, INC.**  
**THE BARBERSHOP HARMONY SOCIETY**  
*An International Organization*



**APPLICATION FOR SHOW CLEARANCE BMI AND SESAC LICENSE\***

The \_\_\_\_\_ Chapter \_\_\_\_\_ of the \_\_\_\_\_  
Name No. Name  
 district requests a show clearance and BMI License and SESAC License for \_\_\_\_\_  
Date(s)

Our chapter show will be held at \_\_\_\_\_ which has the capacity of \_\_\_\_\_ seats.  
Location No.

The highest ticket price for our concert will be \$ \_\_\_\_\_ and we will present \_\_\_\_\_ performance(s).

A check is enclosed in the amount of \$ \_\_\_\_\_ payable to S P E B S Q S A, Inc. which represents  
 our fees for the BMI License and for the SESAC License. (See attached rate schedule to determine fee.)

We understand that upon receipt of our chapter's copy of this form, endorsed by the district secretary, our  
 show clearance and BMI License and SESAC License have been granted.

\_\_\_\_\_ for \_\_\_\_\_ Chapter

\_\_\_\_\_ for \_\_\_\_\_ District

BMI \_\_\_\_\_

SESAC \_\_\_\_\_

*W. Kimmel*

National Director Musical Attractions

BMI

*[Signature]*

Director General Licensing

SESAC

Form 3016

(WHITE CHAPTER COPY/CANARY DISTRICT COPY/PINK BMI COPY/GOLDEN ROD-SESAC COPY/GREEN INTERNATIONAL OFFICE COPY)

**BMI/SESAC Rate Per Concert**  
 Highest Price of Admission (exclusive of tax)

Seating Capacity	\$0.00-\$3.00	\$3.01-\$6.00	\$6.01-\$9.00	\$9.01-\$12.00	\$12.01-\$15.00	\$15.01-\$18.00	\$18.01-\$21.00	\$21.01-\$25.00	\$25.01-\$30.00	Over \$30.00
0-250	28	28	28	28	28	28	28	28	28	28
251-500	28	28	28	28	28	28	28	28	28	28
501-750	28	28	28	28	28	28	28	28	28	28
751-1000	28	28	28	28	28	28	28	28	28	28
1001-1500	28	28	28	28	28	28	28	28	28	28
1501-2000	38	38	38	38	38	38	38	38	38	38
2001-3000	38	38	38	38	38	38	38	38	38	38
3001-4000	58	58	58	58	58	58	58	58	58	58
4001-5500	58	58	58	58	58	58	58	58	58	58
5501-7500	76	76	76	76	76	123	123	123	123	123

# ASCAP Licensing Process



**All performances in the United States, where the public is asked to pay admission, must be licensed by ASCAP.**

**It is the responsibility of the chapter to follow licensing procedures. Failure to do so could result in copyright infringements, possible monetary penalties and/or cancellation of the show.**

- 1. Register your show on the Society website members section [www.barbershop.org/ascap](http://www.barbershop.org/ascap) after the show is done.**
- 2. Any chapter who has a show will annually pay \$201.00. If the fees for the year exceed that amount you will be billed by ASCAP. If your fees for the year do not rise to the amount, you will have to pay the minimum \$201.00 fee.**
- 3. There are special rates for benefit shows.**
- 4. There are special additional fees for scripted shows or shows dedicated to a specific composer.**
- 5. Keep a copy of all completed forms in the chapter legal file.**

# SOCAN Licensing Process



**All performances in CANADA, where the public is asked to pay admission, must be licensed by SOCAN.**

**It is the responsibility of the chapter to follow licensing procedures. Failure to do so could result in copyright infringements, possible monetary penalties and/or cancellation of the show.**

- 1. Complete SOCAN Licensing form and mail to your district secretary.**
- 2. The district secretary will sign the form, clearing the show and placing it on the district calendar, and send it back to the chapter secretary to hold until the show is done.**
- 3. Every song performed on the show must be listed on the Programme of Musical Works Performed form and accompany the submission of the SOCAN Licensing form.**
- 4. Compute the fees owed to SOCAN and send the completed licensing form and fee directly to SOCAN for processing.**
- 5. Keep a copy of the completed form in the chapter legal file.**

**Please note: The SOCAN Licensing form in Ontario District is different. Contact the Ontario District Secretary if your chapter is in Ontario District.**



## Application for Show Clearance and SOCAN License #14022-39 (4a)

- The \_\_\_\_\_ Chapter \_\_\_\_\_ of the \_\_\_\_\_ District requests a show clearance and  
(name) (number) (name)  
SOCAN License for \_\_\_\_\_. Our performance will be held at \_\_\_\_\_.  
[dates(s)] (location)  
We will present \_\_\_\_\_ performance(s) at ticket prices(s) of \$ \_\_\_\_\_ and \$ \_\_\_\_\_.  
(number) (amount) (amount)
- The applicant shall furnish programmes showing the titles and other available particulars of the musical selections performed at all concerts.  
Name of venue: \_\_\_\_\_ Actual attendance: \_\_\_\_\_
- Fees:  
Events charging admission:  
3% gross receipts from ticket sales (excluding taxes) or \$20.00 per event whichever is greatest \_\_\_\_\_  
Events without admission:  
Where no admission is charged, the minimum fee of \$20.00 per day applies \_\_\_\_\_  
G.S.T. calculated at 5% of fee(s) Registration # R101077931 \_\_\_\_\_  
Total Fee \_\_\_\_\_
- Chapter will compute the fees and send the SOCAN form and fees by cheque (in Canadian Dollars) directly to SOCAN.
- We understand that upon receipt of our chapter's copy of this form, endorsed by our district secretary, our show clearance has been granted.

\_\_\_\_\_ for \_\_\_\_\_ Chapter.  
(date) (signature) (name)

\_\_\_\_\_ for \_\_\_\_\_ District.

Drive \_\_\_\_\_  
(date) (signature) (name)

2SL

SOCAN  
41 Valleybrook

Don Mills, ON M3B

CANADA

Rev. 11/08

White-Chapter Copy/Yellow-District Copy/Green and Goldenrod-International Office Copy

Form 3018

PLEASE NOTE IF YOUR CHAPTER IS IN ONTARIO – Ontario District's SOCAN Form is slightly different. Contact the Ontario District Secretary for a copy of the appropriate [SOCAN Licensing form](#).

## For Canadian Chapters

- **Complete after show or performance**
- **Fees are determined and sent directly to SOCAN**
- **Keep a copy for your chapter records**

- **It's the chapter responsibility to:**
  - **Clear the show date with the district secretary.**
  - **Keep accurate records of attendance and admissions charges.**
  - **Accurately records ALL songs performed.**
  - **Complete and compute the SOCAN fees.**
  - **Send the fees and form directly to SOCAN**



Please complete and return with completed SOCAN Form  
Return to: SOCAN, 41 Valleybrook Dr., Don Mills, ON M3B 2S1 CANADA

## PROGRAMME OF MUSICAL WORKS PERFORMED

File # \_\_\_\_\_

Location of Performance \_\_\_\_\_

Date of Performance \_\_\_\_\_

Title of Work (Full Name)	Composer (Full Name)	Author (Full Name)	Publisher (Full Name)	Arranger (Full Name)

Signed Approved \_\_\_\_\_

Date \_\_\_\_\_

# Chapter Incorporation



**It is the policy of the Society that each chapter is incorporated in the State or Province where they reside**

**Incorporation protects individual members from lawsuits brought against the chapter**

- **Contact the Secretary of your State or Province to determine if your chapter is incorporated. Often this can be done online.**
- **Incorporation must be confirmed annually (usually in April) by receiving a Certificate of Continued Existence and the payment of an annual fee to the State or Province.**
- **Review with the chapter treasurer to determine if the annual fee has been paid.**
- **Each chapter needs a Resident Agent to monitor the continued annual incorporation of the chapter.**

# Leadership Linkages

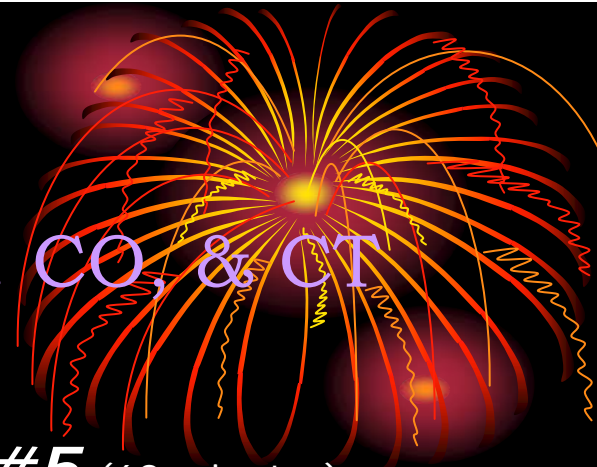
Ways to show leadership  
in your chapter...

Educate your chapter  
members regarding  
programs and  
procedures that will help  
them enjoy their bobby  
more.



# MODULE #3

## Key Three Joint Meeting – CP, CO, & CT



### **Session #5** (60 minutes)

#### **Joint/Combined Meeting**

- **Priorities of the Chapter President**
- **Priorities of the Chapter Secretary**
- **Priorities of the Chapter Treasurer**



### **Session #6** (50 minutes)

#### **Legal Requirements – Part 2**

- **Copyright Law**
- **Chapter Legal Files**
- **Show talent contracts**
- **Chapter elections**

# **Session #5**

## **Priorities of the President**



# Priorities of the Secretary



- **Membership recordkeeping and processing**
- **Youth Policy recordkeeping**
- **Incorporation follow-through**
- **Show Clearances and submission of appropriate licensing applications (ASCAP and BMI/SESAC [U.S.] and SOCAN [Canada])**
- **Liability/Bonding Insurance for chapter**
- **Meeting responsibilities**



# Priorities of the Treasurer



# MODULE #4

## Legal Requirements (Continued)



***Session #6*** (50 minutes)

### **Legal Requirements – Part 2**

- **Copyright Law**
- **Chapter Legal Files**
- **Show talent contracts**
- **Chapter elections and Annual Meeting of the corporation.**



# Session #6

## Copyright Law

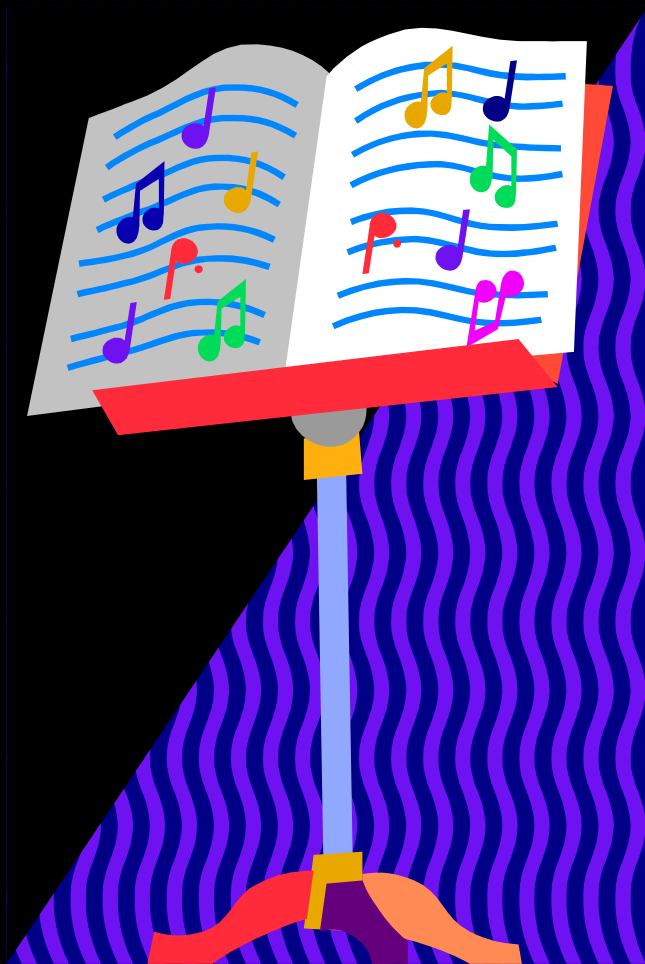


### IT IS AGAINST THE LAW TO...

- reproduce the copyrighted works in copies and recordings;
- prepare derivative works based on the copyrighted work;
- perform the copyrighted work publicly;
- distribute the copyrighted work publicly; and
- display the copyrighted work publicly.

**It is YOUR duty to remind your chapter officers of these copyright restrictions**

# Copyright Infringement



**\$50,000 per copy  
of printed  
or recorded  
material**

**If you have questions regarding  
copyright law, process for  
making audio tapes, video tapes,  
DVDs, printed sheet music  
contact Barbershop Harmony  
Society (Joe Liles) at 1-800-SING  
(7464).**



## Permission to arrange

Please complete one form per song or medley, and submit to  
[library@barbershop.org](mailto:library@barbershop.org) or mail to  
Barbershop Harmony Society  
110 - 7<sup>th</sup> Ave. N.  
Nashville, TN 37203

song title (list all songs if medley)	
writer(s)	
copyright date	
current publishers (see <a href="http://www.ascap.com">www.ascap.com</a> or <a href="http://www.bmi.com">www.bmi.com</a> )	
number of copies	
arranger name	
person submitting filling	
email	
phone	
Choose payment method)	<input type="radio"/> MasterCard, Visa, Discover or American Express card number and expiration
	<input type="radio"/> Check enclosed
	<input type="radio"/> Chapter charge: Name and chapter number

These prices and times are customary but can be greater for a quote, please  
send an email to [library@barbershop.org](mailto:library@barbershop.org) or call the Music Library  
800-875-7464

Generally, the fee is \$60 per song, with 5 copies included.

- additional copies are \$2.65 each or \$2.49 for 40+ copies.
- medleys are generally \$30 per song, with 5 copies included.
- additional copies of medleys are \$3.15 each or \$2.98 for more than 40 copies
- processing time is usually 30-60 days but can be longer, especially if medleys or multiple publishers are involved.

## Arrangement And Reproduction Request

TO: \_\_\_\_\_  
(Name of Publisher)

\_\_\_\_\_  
(Address of Publisher)

As a member of SPEBSQSA Inc., I hereby request permission, pursuant to the terms of this agreement, to arrange for barbershop quartet and chorus, and reproduce a limited number of copies of the Arrangement (hereinafter referred to as **the Arrangement**) the following Song (hereinafter referred to as **the Work**):

\_\_\_\_\_  
(Name of Work/Author/Composer)

If the aforesaid request is granted, I agree that this permission shall be subject to the following terms and conditions, with the express understanding that no permission beyond that granted hereby shall exist:

1. I shall have the right to arrange the Work solely for barbershop quartet and chorus.
2. I shall have the right to make 5 copies of the Arrangement. I agree to pay, by remittance to SPEBSQSA, Inc., with this request, the sum of \$\_\_\_\_\_ covering the costs to SPEBSQSA, Inc. for handling and mailing, and the royalty fee of \$\_\_\_\_\_ for the privilege of arranging and making 5 copies. If I wish to make more than 5 and no more than 200 copies of the Arrangement, I may be permitted under this agreement to do so by paying additionally to SPEBSQSA, Inc. the royalty fee of \$\_\_\_\_\_ per copy for all copies over 5 and up to 200. Under no circumstances shall I make more than 200 copies of the Arrangement.
3. I agree to submit one of the finished copies to SPEBSQSA, Inc., for archival and study purposes, with the express understanding that unless you give permission, such copy shall not be made available to any person other than employees of SPEBSQSA, Inc. and the publisher and author and/or composer of the Work (if requested).
4. The Arrangement shall be automatically the copyright of the copyright owner of the Work, and I agree that I shall seek no registration of such copyright in the name of the copyright owner or any other name unless authorized by you.
5. I agree no recording use, or public performance for profit use, or any other use requiring authorization shall be made of or from the Work or the Arrangement unless licensed by you or an agent or organization acting on your behalf.
6. SPEBSQSA, Inc. shall remit to you, under an agreed procedure, the royalty fees paid by me hereunder.
7. I shall not undertake to grant any permission to others to arrange and/or reproduce any additional copies of the Arrangement.
8. On the first page of music of each copy of the Arrangement produced hereunder, I shall place the following:

Copyright \_\_\_\_\_ by \_\_\_\_\_. This Arrangement authorized.  
(year) (Name of Copyright owner)

ⒶNo recording use, public performance for profit use, or any other use requiring authorization, or reproduction or sale of copies in any form shall be made of or from the Arrangement unless licensed by the copyright owner or an agent or organization acting on behalf of the copyright owner.Ⓐ

9. This permission is strictly limited to the Work and to the terms and conditions expressly set forth herein and shall not grant any right to print, publish or vend any other right, it being understood that all rights in the Work are reserved by you, subject to this permission.

\_\_\_\_\_  
Arranger(s)

Date \_\_\_\_\_

AGREED TO: \_\_\_\_\_  
(Name of Publisher)

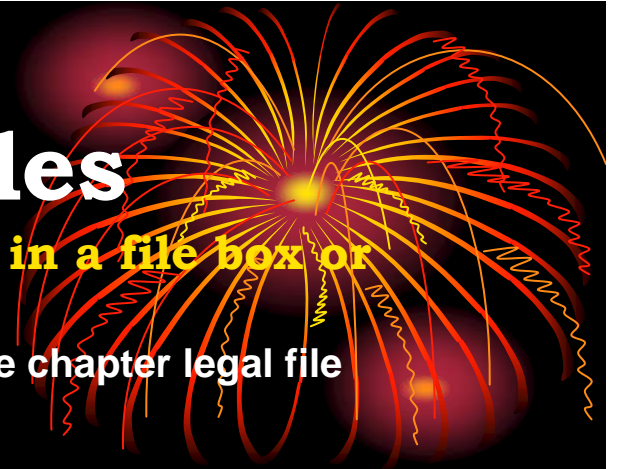
By \_\_\_\_\_ Date \_\_\_\_\_

Mail this form to SPEBSQSA, Inc., Old Songs Library, 7930 Sheridan Road, Kenosha, WI 53143,  
who will process it with the publisher.  
[library@spebsqsa.org](mailto:library@spebsqsa.org)

# Chapter Legal Files

**Store all chapter legal documents together in a file box or cabinet at a safe location**

The chapter secretary is responsible for maintaining the chapter legal file



- Incorporation records
- Certificate of Continued Existence
- Resident Agent Certificate
- Chapter Charter
- Chapter Bylaws
- Chapter Rules and Regulations
- Chapter membership reports
- Membership applications
- Chapter Statement of Policy
- Copy of transactions and meeting minutes
- Insurance and bonding records
- Year-end treasurer report and IRS 990 forms
- Annual financial reports
- Director contracts
- Show talent contracts



# How long do I keep our chapter records?



- In general, keep documents and records for your chapter FOREVER
- Review Table 3 (Section 4.8.6) in the 2010 Chapter Secretary Manual
- Discuss with your Chapter Board of Directors the best way to store your chapter records
- Explore saving your documents electronically and store in a safe location

# Preparing for a natural disaster

As chapter secretary you are responsible for the safekeeping of ALL chapter records and files

- Plan ahead for a disaster.
- Consider scanning your documents and storing them on a CD ROM.
- Store your chapter documents in a location safe from the elements.
- Keep chapter records and legal file according to the table in the 2007 Chapter Secretary Manual (4.8.6, Table 3)



# Leadership Linkages

Ways to show  
leadership in your  
chapter



**Be the conscience for  
your chapter and be  
concerned they stay  
legal by maintaining an  
organized and up-to-  
date legal file**

# Is your U.S. chapter prepared for a visit from the IRS?



- All legal documents for your chapter in order
- Financial reports and records and minutes in order

## VERY IMPORTANT

- A running formal list of service and community activities your chapter has participated in

# Show Talent Contracts

## IMPORTANT

**NEVER sign any contracts with talent or venue until the show date is cleared by district secretary.**

- Get everything in writing!
- Utilize talent contract to finalize and clarify details.
- Stipulate a deadline to return signed contract
- In Canada, withhold payment of fee until list of songs is given.
- In U.S., remind chapter treasurer of IRS 1099 form responsibilities for reporting fees paid to talent in excess of \$600.
- File contracts in chapter legal file.

**Information Request For Chapter Show Appearances**

The \_\_\_\_\_ Chapter is holding its annual show on \_\_\_\_\_ at the \_\_\_\_\_  
(name of chapter) (dates)  
\_\_\_\_\_ in \_\_\_\_\_. Show time is \_\_\_\_\_ p.m.  
(name of auditorium)

We would like to have your quartet supply information relative to all expenses for:

\_\_\_\_\_ one appearance on one show \_\_\_\_\_ two appearances on one show  
\_\_\_\_\_ two shows on the same night \_\_\_\_\_ two shows on successive nights  
\_\_\_\_\_ Afterglow \_\_\_\_\_ Other appearances as follows (chapter dinner, radio & TV, etc.) \_\_\_\_\_

As a guest artist on our show, you will be required to:

- be backstage 30 minutes before the show.
- provide the chapter with the necessary publicity material and glossy pictures.
- abide by the rules of the auditorium where the show is held (no smoking, drinking, etc.).
- limit your performance on stage to the time allotted by the chapter.
- notify the chapter if your quartet has any change in personnel prior to show date.
- request written permission from the chapter, if district and chapter policy permits, to sell recordings if it is your practice to conduct such sales.
- notify the chapter of your arrival time and mode of transportation.

.....

The \_\_\_\_\_ quartet (U.S. quartet tax reporting number \_\_\_\_\_) hereby  
(quartet name)  
agrees to appear on the \_\_\_\_\_ chapter show as listed above.  
(chapter name)  
We agree to reserve these dates for your chapter for \_\_\_\_\_ days from \_\_\_\_\_ awaiting your confirmation.  
(No.) (date of signing)  
Our fee for this guest appearance is as follows:

Travel	\$ _____	SIGNED FOR THE QUARTET
Housing & Meals	\$ _____	
Talent Fee	\$ _____	
Other Expense	\$ _____	
Total	\$ _____	(date)

\* For U.S. quartets, regardless of the amount paid, under backup withholding a chapter **must** withhold 20% of the payment if the tax reporting number is not provided. (The tax reporting number can be a social security number or an employer identification number.)  
.....

The \_\_\_\_\_ chapter hereby contracts for the \_\_\_\_\_ to appear as a guest artist at the  
(name of chapter) (name of quartet)  
time, place and expense as shown above.

SIGNED FOR THE CHAPTER

\_\_\_\_\_  
(Chapter Show Chairman or Talent Coordinator)

\_\_\_\_\_  
(date)

This contract is signed by both parties with the understanding that no tape recording will be made until all requirements of the Society's recording policy have been met. Copies of this policy may be obtained from the international office of SPEBSQSA, 7930 Sheridan Road, Kenosha, WI 53143

# Chapter Elections



- Chapter elections must be held by October 15.
- Chapter elections are held to coincide with the annual membership meeting, which is a requirement for continued existence as a not-for profit incorporated organization.
- Candidates must be announced twice in the two-weeks prior to the annual membership meeting.
- The announcement of candidates and annual membership meeting shall be done by written notice through e-mail, letters to those without e-mail or chapter bulletin, and verbally at chapter meeting/rehearsal.
- Elections are to be conducted with secret ballot, unless the slate of officers is uncontested.
- The chapter secretary must report the new officers online no later than December 15.
- Failure to report new officers is grounds for suspension of the chapter charter.

# How to be a good leader



- **#1 Leaders relentlessly upgrade their team.**
- **#2 Leaders make sure people not only see the vision, they live and breathe it.**
- **#3 Leaders get into everyone's skin, exuding positive energy and enthusiasm.**
- **#4 Leaders establish trust with candor, transparency and credit.**
- **#5 Leaders have the courage to make unpopular decisions and gut calls.**
- **#6 Leaders probe and push with a curiosity that borders on skepticism, making sure their questions are answered with action.**
- **#7 Leaders inspire risk and learning by setting the example.**
- **#8 Leaders celebrate.**

Winning Jack Welch, CEO – General Electric



# **MODULE #5**

[www.barbershop.org](http://www.barbershop.org) & ebiz



## ***Session 7*** (30 minutes)

### **Society Online Services**

- Contest entry, Officer reporting, and signing up for COTS/LA Training.
- The Society website and Document Center
- The Member's area on the website
- Understanding and navigating ebiz

## ***Session 8*** (50 minutes)

### **Society Online Services**

- Procuring a password
- Practical use of the website by going online at [www.barbershop.org](http://www.barbershop.org) in class.
- Learning what ebiz can and cannot do.
- The future of ebiz for the chapters and chapter secretary

# New Leadership Reporting

## Update Chapter Officers Information

Back to [menu](#)

1. Choose an office and enter the member number of the person holding that office.
2. Select "[Delete]" for the office to remove a person from the list
3. You can [show a chapter member list](#) if you need to find the member number of one of your members.
4. Make sure you press "Save" at the bottom of the form to save your changes
5. PROBE Membership is encouraged and is a legitimate chapter expense. Visit PROBE online at <http://www.harmonize.com/probe/> or contact Secretary/Treasurer [Dick Gir](#) to enroll chapter officers.
6. If your director is not a member and you don't know his/her ID, drop a note to [membership@spebsqsa.org](mailto:membership@spebsqsa.org) and give their name and your chapter number.

[Click Here To Copy Officers From 2005](#)

Please note: This will overwrite and replace any existing entries you have for 2006.

**Do Not Use Your Enter Key. Use Mouse and Click Please.**

C-057 Bellevue officers for 2006

Office	Member Number or ID	Name
[Choose an office]	<input type="text"/> <a href="#">Look-up</a>	click "Save" to show name
[Choose an office]	<input type="text"/> <a href="#">Look-up</a>	click "Save" to show name
[Choose an office]	<input type="text"/> <a href="#">Look-up</a>	click "Save" to show name
[Choose an office]	<input type="text"/> <a href="#">Look-up</a>	click "Save" to show name
[Choose an office]	<input type="text"/> <a href="#">Look-up</a>	click "Save" to show name
<input type="button" value="Save"/>		

- **Now reported online at [www.ebiz.barbershop.org](http://www.ebiz.barbershop.org) Members link.**
- **Reporting is to be completed by December 15.**
- **The basic leaders for most chapters are:**
  - President
  - VP Chapter Development
  - VP Music & Performance
  - VP Mktg./PR (25+ members)
  - Secretary
  - Treasurer
- **Additional officers/leaders are at the discretion of the chapter**

# Quartet Registration

- **NOT** a chapter secretary duty to register quartets, however, chapter secretary can distribute registration forms and answer questions
- Quartet completes hardcopy form or online at [www.ebiz.barbershop.org](http://www.ebiz.barbershop.org)
- There is an annual fee of \$40 to initially register or maintain registration of your quartet.
- Quartets must have a name that is not the same of past Society International Quartet Champions or currently used by a registered quartet.
- Registered quartets receive a card and registration number.

**QUARTET REGISTRATION RENEWAL FORM**  
 QUARTET REGISTRY, Barbershop Harmony Society  
 1107 1/2 Avenue N  
 Nashville, TN 37203-3704  
 615-823-3993 FAX 615-313-7619  
 quartet@barbershop.org

Please fill out this form completely. Enclose a remittance of \$40.00 Annual Registration Fee (U.S. Funds only). The fee is payable by check, MasterCard or Visa and may be mailed to address above, or register/renew on line at [www.ebiz.barbershop.org](http://www.ebiz.barbershop.org)

☐ **NEW QUARTET REGISTRATION**

First Choice \_\_\_\_\_ All names must be approved by the Society Office \_\_\_\_\_ District in Which Quartet Intends to Compete \_\_\_\_\_  
 Second Choice \_\_\_\_\_  
 Third Choice \_\_\_\_\_

**CONTACT MAN**

(name) \_\_\_\_\_ (membership number) \_\_\_\_\_  
 (address) \_\_\_\_\_ (city, state, postal code/zip) \_\_\_\_\_  
 (home phone number) \_\_\_\_\_ (work phone number) \_\_\_\_\_ (fax phone number) \_\_\_\_\_  
 (e-mail address) \_\_\_\_\_ (quartet e-mail address) \_\_\_\_\_ (quartet web-site address) \_\_\_\_\_

**QUARTET PERSONNEL**

Tenor \_\_\_\_\_ Member # \_\_\_\_\_  
 Lead \_\_\_\_\_ Member # \_\_\_\_\_  
 Bari \_\_\_\_\_ Member # \_\_\_\_\_  
 Bass \_\_\_\_\_ Member # \_\_\_\_\_

☐ **QUARTET RENEWAL**

Quartet Name \_\_\_\_\_ Quartet No. \_\_\_\_\_

**PAYMENT INFORMATION**

MasterCard/Visa \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name/membership # \_\_\_\_\_ Amount \_\_\_\_\_

Please be aware of the following:

- All members of the quartet must be enrolled on the membership records at the Society Office. (If a membership is questionable the contact man will be notified.)
- To assure there will be no duplication of a quartet name with any other registered quartets, **ALL** names must be approved by the Society Office.
- The contact man will be sent a registration packet after the above requirements are met and verified.
- **THIS FORM MUST BE COMPLETELY FILLED OUT, OR IT WILL BE RETURNED.**

# Characteristics of an effective team

- Encouraging and supportive
- Expression of concern
- Listening skills
- Solicitation of ideas
- Building consensus
- Trust
- Equal participation
- Appropriate use of power and influence
- Willingness to disagree



# Who do I contact at HQ?

(COVER) Dick Van Dyke's quartet has been together for 10 years. (THIS PAGE) The quartet's progress over time.
   
 Photo: Robert G. Smith

# THE HARMONIZER

OFFICIAL PUBLICATION OF THE HARMONIZER QUARTET

## Dick Van Dyke



10 years later, he's still quartetting, still giving back to youth

## MEMBER SERVICES DIRECTORY

How can we help you better today? Get answers from your staff

### Society Headquarters

110 7th Ave N • Nashville, TN 37203-5704 • 615-476-7464 (SWN)  
 615-922-9990 • Fax 615-476-7915 • [info@barbershop.org](mailto:info@barbershop.org)  
 Office hours: 9 a.m. - 5 p.m. Central or any time at [www.barbershop.org](http://www.barbershop.org)

#### Executive Officers

**Ed Wilson**  
 Executive Director/CEO  
[edwilson@barbershop.org](mailto:edwilson@barbershop.org)  
**Patty Lewille**  
 Executive Assistant/Office Manager  
[patlewi@barbershop.org](mailto:patlewi@barbershop.org)  
**Saba Hageit**  
 Member Service - Administration  
[sah@barbershop.org](mailto:sah@barbershop.org)  
**Karl Bowser**  
 Member Service - Receptionist  
[kabow@barbershop.org](mailto:kabow@barbershop.org)  
**Mary Jo Cozic**  
 Member Service - Receptionist  
[mjcozic@barbershop.org](mailto:mjcozic@barbershop.org)  
**Doranne Szafranski**  
 Member Service - Receptionist  
[dszafr@barbershop.org](mailto:dszafr@barbershop.org)

#### Education and Service

**Paul Wiedelbach**  
 Director of Education  
[pwiedel@barbershop.org](mailto:pwiedel@barbershop.org)  
**Jim DalBasso**  
 Member Service - Music  
[jimdal@barbershop.org](mailto:jimdal@barbershop.org)  
**Mike O'Stall**  
 Member Service - Music  
[mikeos@barbershop.org](mailto:mikeos@barbershop.org)  
**James Bates**  
 Member Service - Music  
[jmbates@barbershop.org](mailto:jmbates@barbershop.org)  
**Joe Lusk**  
 Member Service - Music  
[joelusk@barbershop.org](mailto:joelusk@barbershop.org)  
**Sherry Lusk**  
 Executive Assistant  
[sherry@barbershop.org](mailto:sherry@barbershop.org)

#### Finance and Administration

**Paul Szafranski**  
 Director of Finance/CEO (int'l 10/00)  
[pszafr@barbershop.org](mailto:pszafr@barbershop.org)  
**Heather Nyble**  
 Director of Finance/COO (after 10/00)  
[hnyble@barbershop.org](mailto:hnyble@barbershop.org)  
**Julie Carver**  
 Member Service - Accounting  
[jcarver@barbershop.org](mailto:jcarver@barbershop.org)  
**Nick Peterson**  
 Member Service - Information Technology  
[nickp@barbershop.org](mailto:nickp@barbershop.org)  
**Sam Bowser**  
 Member Service - Information Technology  
[sabow@barbershop.org](mailto:sabow@barbershop.org)

#### Book Sponsor

**Director of Operations/COO**  
 41-21 • [jed@barbershop.org](mailto:jed@barbershop.org)  
**Membership Director**  
 Chapter, Learning, dues, int'l, renewals,  
 officers, members, officers and non  
 members  
**Manager, Membership Service**  
 41-21 • [jmorris@barbershop.org](mailto:jmorris@barbershop.org)  
**Member Service - Membership**  
 41-29 • [jmorris@barbershop.org](mailto:jmorris@barbershop.org)  
**Manager, Book Sponsor**  
 41-13 • [jmorris@barbershop.org](mailto:jmorris@barbershop.org)

#### Event

**Duany Schiller**  
 Manager, Meetings & Conventions  
[dschill@barbershop.org](mailto:dschill@barbershop.org)  
**Communications**  
 Danielle Cole  
 Member Service - Marketing & PR  
[dcole@barbershop.org](mailto:dcole@barbershop.org)  
**Eddie Holt**  
 Member Service - Music Developer  
[eddieh@barbershop.org](mailto:eddieh@barbershop.org)  
**Lois May**  
 Member Service - The Harmonist  
[loismay@barbershop.org](mailto:loismay@barbershop.org)

#### Harmony Marketplace

**Justin Evans**  
 Member Service - Marketing, Retail  
[j.evans@barbershop.org](mailto:j.evans@barbershop.org)  
**Joanna Wilson**  
 Member Service - Retail  
[jwilson@barbershop.org](mailto:jwilson@barbershop.org)  
**Nancy Carter**  
 Member Service - Retail  
[ncarter@barbershop.org](mailto:ncarter@barbershop.org)  
**Paul Carpenter**  
 Member Service - Shipping/Reception  
[paulc@barbershop.org](mailto:paulc@barbershop.org)

#### Music Library

**Julie Szafranski**  
 Member Service - Library/Library  
[julies@barbershop.org](mailto:julies@barbershop.org)

#### Cover Center

**Justin Gray**  
 Member Service - Cover Center  
[jgray@barbershop.org](mailto:jgray@barbershop.org)  
**Joe Rau**  
 Member Service - Cover Center  
[jrau@barbershop.org](mailto:jrau@barbershop.org)

### Board of Directors

#### Finance

**Bill Edgett** • Memphis, TN  
 905-246-0000  
[bill@barbershop.org](mailto:bill@barbershop.org)  
**Alan Lee Thomas**  
 Treasurer  
 906-647-9523  
[alanlee@barbershop.org](mailto:alanlee@barbershop.org)  
**Jim Lusk** • Northridge, MN  
 612-448-4050  
[jiml@barbershop.org](mailto:jiml@barbershop.org)

#### Local Area Presence

**Noah Paulding** • Nashville, TN  
 615-254-1220  
[npaulding@barbershop.org](mailto:npaulding@barbershop.org)

#### Event

**Ed Wilson** • Nashville, TN  
 615-922-7464  
[edwilson@barbershop.org](mailto:edwilson@barbershop.org)

#### Communications

**Charles Caldwell** • Nashville, TN  
 (Ex-Officio, Harmonist Foundation)  
[ccaldwell@barbershop.org](mailto:ccaldwell@barbershop.org)

#### Education

**Don Bradley** • Bensenville, IL  
 708-477-3736  
[donbradley@barbershop.org](mailto:donbradley@barbershop.org)  
**Greg Cantano** • Chicago, IL  
 773-355-3752  
[gca@barbershop.org](mailto:gca@barbershop.org)  
**Tom Davidson** • Fort Hills, ON  
 905-753-2102  
[tomdavidson@barbershop.org](mailto:tomdavidson@barbershop.org)  
**Shannon Eubank** • Carrollton, TX  
 407-646-7051  
[Shannon.Eubank@barbershop.org](mailto:Shannon.Eubank@barbershop.org)  
**Cosette Rial** • Toronto, ON  
 416-291-5575  
[CosetteRial@barbershop.org](mailto:CosetteRial@barbershop.org)  
**Skipp Kopp** • Cheshire, CT  
 203-442-2458  
[skippk@barbershop.org](mailto:skippk@barbershop.org)  
**Jeffrey Szafranski** • Miami, FL  
 615-439-1318  
[Jeff@barbershop.org](mailto:Jeff@barbershop.org)  
**John Szafranski** • Miami, FL  
 972-982-0905  
[johns@barbershop.org](mailto:johns@barbershop.org)  
**Jim Szafranski** • Belmont, NJ  
 901-485-3128  
[jimszafranski@barbershop.org](mailto:jimszafranski@barbershop.org)  
**Ed Szafranski** • Dallas, TX  
 726-981-1246  
[edszafranski@barbershop.org](mailto:edszafranski@barbershop.org)  
**Alan Wile** • Arlington, VA  
 703-536-6526  
[Alan.W@barbershop.org](mailto:Alan.W@barbershop.org)

34 THE HARMONIST • July/August 2010



118 Seventh Avenue North, Suite 280  
 Denver, CO 80202  
 888-756-8821 / 303.740.1181  
 Fax: 303-756-8812, 800.875.6821  
[info@harmonyfoundation.org](mailto:info@harmonyfoundation.org)

**Charles Caldwell**  
 President/CEO  
[charles@harmonyfoundation.org](mailto:charles@harmonyfoundation.org)

**Dr. Nani**  
 Director of Major Gifts  
[nani@harmonyfoundation.org](mailto:nani@harmonyfoundation.org)

**Sara Denker**  
 Director of Major Gifts  
[sara@harmonyfoundation.org](mailto:sara@harmonyfoundation.org)

**Bryan Hillman**  
 Director of Major Gifts  
[bryan@harmonyfoundation.org](mailto:bryan@harmonyfoundation.org)

**Colleen Fitzpatrick**  
 Chief Financial Officer  
[colleen@harmonyfoundation.org](mailto:colleen@harmonyfoundation.org)

**Debie Strick**  
 Annual Campaign Manager  
[debie@harmonyfoundation.org](mailto:debie@harmonyfoundation.org)

**Hank Hirsch**  
 Financial Analyst  
[hank@harmonyfoundation.org](mailto:hank@harmonyfoundation.org)

**Chad Wilson**  
 Development Associate  
[chad@harmonyfoundation.org](mailto:chad@harmonyfoundation.org)

**Harmony Foundation Board of Trustees**

**Bob Brinkman** - Chairman  
 612-568-3771  
[brinkman@harmonyfoundation.org](mailto:brinkman@harmonyfoundation.org)

**Heath Brinkman** - Secretary  
 210-225-0835  
[heath@harmonyfoundation.org](mailto:heath@harmonyfoundation.org)

**Mike Deary**  
 210-225-0835  
[mike@harmonyfoundation.org](mailto:mike@harmonyfoundation.org)

**Paula Fawcett**  
 210-225-0835  
[paula@harmonyfoundation.org](mailto:paula@harmonyfoundation.org)

**Roger Lewis**  
 208-655-2714  
[roger@harmonyfoundation.org](mailto:roger@harmonyfoundation.org)

**Sharon Miller**  
 315-655-6004  
[sharon@harmonyfoundation.org](mailto:sharon@harmonyfoundation.org)

**Donna McTaggart**  
 612-568-3771  
[donna@harmonyfoundation.org](mailto:donna@harmonyfoundation.org)

**David Pines**  
 505-771-3527  
 personal address at:  
 1. Henry Plummer  
 812-945-1742  
[pines@harmonyfoundation.org](mailto:pines@harmonyfoundation.org)

**James Thompson**  
 210-225-1038  
[jthompson@harmonyfoundation.org](mailto:jthompson@harmonyfoundation.org)

**Sharon Thompson**  
 205-472-4248  
[sharon@harmonyfoundation.org](mailto:sharon@harmonyfoundation.org)

**Sing Canada Harmony Board of Directors**

**J.R. MacGregor-McDonald, Chairman**  
 613-656-3300  
[jrm@harmonyfoundation.org](mailto:jrm@harmonyfoundation.org)

**Larry Hamilton**  
 Chairperson, Fundraising Council  
 613-252-6462  
[larry@harmonyfoundation.org](mailto:larry@harmonyfoundation.org)

**Gerry Brooker**  
 613-656-3300  
[gerry@harmonyfoundation.org](mailto:gerry@harmonyfoundation.org)

**Theresa Ernst**  
 613-252-1387  
[teresa@harmonyfoundation.org](mailto:teresa@harmonyfoundation.org)

**John G. McHardy**  
 613-733-7312  
[jgm@harmonyfoundation.org](mailto:jgm@harmonyfoundation.org)

**Barbara Quarter**  
 President/Chairperson  
 Ancient and Modern  
 Society of Harmonists  
 Public Relations Officer and  
 Treasurer  
 613-656-3300

**Society Subdivisions**

**Association of International Harmonists**  
 International Association of Harmonists  
 Association of International Harmonists  
 Society of Harmonists  
 Harmony Society  
 Society of Harmonists

**Alled organizations**

**German Harmonists**  
 HARMONY FOUNDATION  
 American Choral  
 Directors Association



**Official Affiliates**

**AAMBS (American Association of Men's Barbershop Singers)**  
[www.aambs.org](http://www.aambs.org)

**Michael D'Amico**  
[michael@ambs.org](mailto:michael@ambs.org)

**BAES (British Association of Barbershop Singers)**  
[www.baes.org.uk](http://www.baes.org.uk)

**Alan G. Edwards**  
[alan@baes.org.uk](mailto:alan@baes.org.uk)

**BarG (Barbershop in Germany)**  
[www.barg.de](http://www.barg.de)

**Robert Dancy**  
[robert@barg.de](mailto:robert@barg.de)

**DBS (Dutch Association of Barbershop Singers)**  
[www.dbs.nl](http://www.dbs.nl)

**Lou van den Berghe**  
[lou@db.nl](mailto:lou@db.nl)

**FAB (Finnish Association of Barbershop Singers)**  
[www.fab.fi](http://www.fab.fi)

**John Aulisio**  
[john@fab.fi](mailto:john@fab.fi)

**IAHS (Irish Association of Barbershop Singers)**  
[www.iahs.org](http://www.iahs.org)

**Graham Sayers**  
[graham@iahs.org](mailto:graham@iahs.org)

**NZABS (New Zealand Association of Barbershop Singers)**  
[www.nzabs.org.nz](http://www.nzabs.org.nz)

**Andy Hanson**  
[andy@nzabs.org.nz](mailto:andy@nzabs.org.nz)

**SNABS (Society of Nordic Barbershop Singers)**  
[www.snabs.org](http://www.snabs.org)

**Conrad Hansen**  
[conrad@snabs.org](mailto:conrad@snabs.org)

**SBATS (Southern Part of Africa Tenors Singers)**  
[tenors@sbats.org](mailto:tenors@sbats.org)



**General correspondence/Editorial:**  
[harmony@harmonyfoundation.org](mailto:harmony@harmonyfoundation.org)

**Editorial Board:** Ed Watson, Rick Spencer, Donnie Cole, Drew Ellis, Eddie Holt, Lorin May

**Lorin May, Editor**  
 Copy editing: Doug Yoncos (Capital City Chorus)  
 Ottawa, Ont.

**Message**

The Barbershop Harmony Society brings us harmony and fellowship to enrich lives through singing.

• To be the better man, woman or organization for whom we love to sing.

- Printed in each issue of the Harmonizer.
- Accurate at the time of printing.
- Always ready and at your fingertips when you get that special question from a member or need immediate assistance.



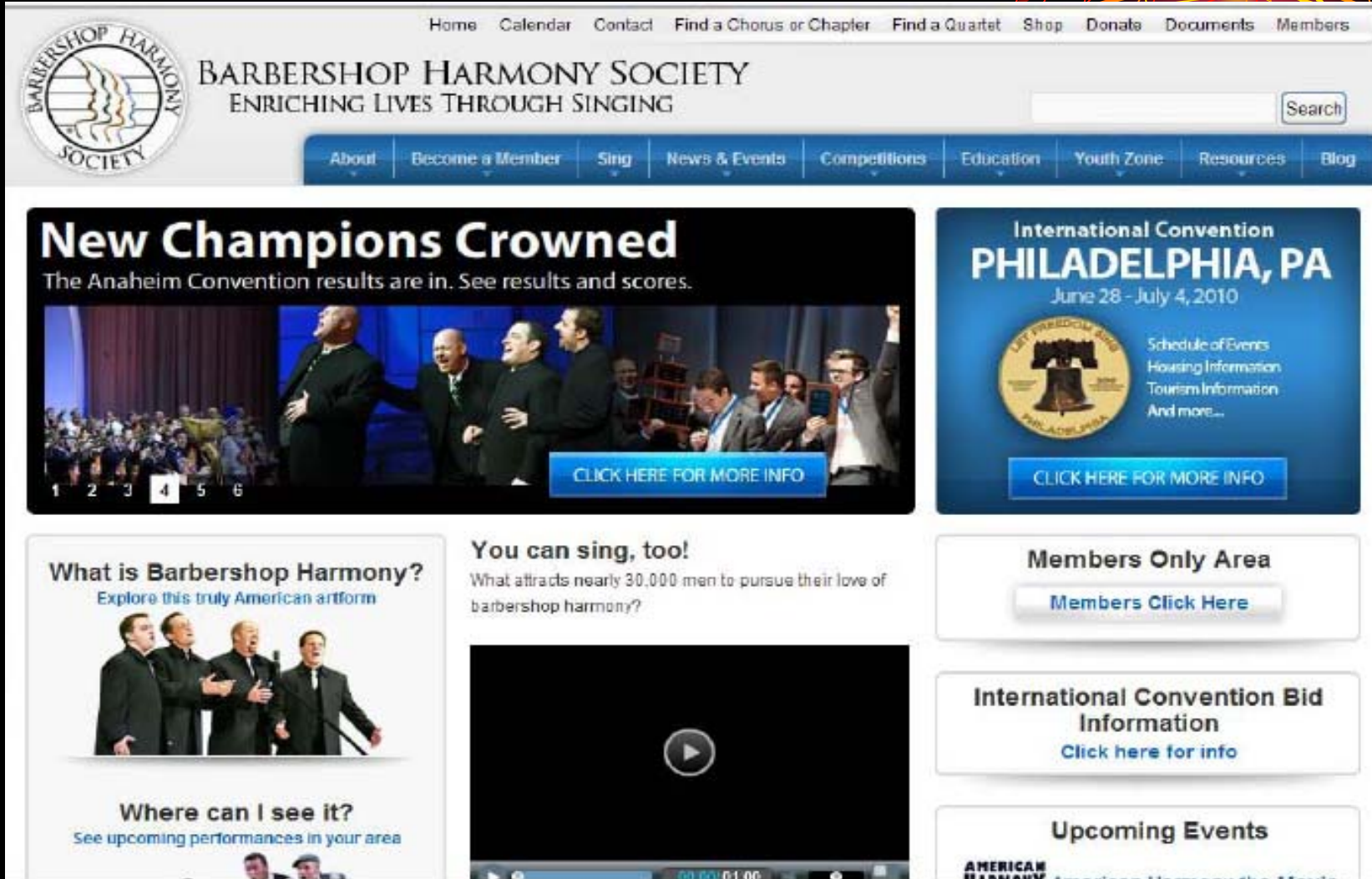
# Session #8

## NEW Society IT System Means Change and Opportunity



- New look to the web home page
- Redesigning of web page documents
- Greater information access for chapters and districts
- Greater capacity to store information about members, chapters, district and Society programs and activities

# Society Web Site – Home Page #1



Home Calendar Contact Find a Chorus or Chapter Find a Quartet Shop Donate Documents Members

**BARBERSHOP HARMONY SOCIETY**  
ENRICHING LIVES THROUGH SINGING

About Become a Member Sing News & Events Competitions Education Youth Zone Resources Blog

## New Champions Crowned

The Anaheim Convention results are in. See results and scores.

1 2 3 4 5 6

[CLICK HERE FOR MORE INFO](#)

### International Convention PHILADELPHIA, PA

June 28 - July 4, 2010

[Schedule of Events](#)  
[Housing Information](#)  
[Tourism Information](#)  
And more...

[CLICK HERE FOR MORE INFO](#)

### What is Barbershop Harmony?

Explore this truly American artform

Where can I see it?  
See upcoming performances in your area

### You can sing, too!

What attracts nearly 30,000 men to pursue their love of barbershop harmony?

### Members Only Area

[Members Click Here](#)

### International Convention Bid Information

[Click here for info](#)


### Upcoming Events

AMERICAN HARMONY





# Society Web Site – *ebiz* page






customer portal to the Barbershop Harmony Society



Home   [RENEW MEMBERSHIP](#)   [Find](#)   [My Records](#)   [My Memberships](#)   [Quartets](#)   [Order History](#)    [View Cart](#)   [Pay Dues Renewals](#)   [Contest Entry](#)

Logged in as Michael Lanctot - 154266   [Logout](#)

Welcome, Michael Lanctot   [Logout](#)



**Help:**  
[How do I find my ebiz password?](#)

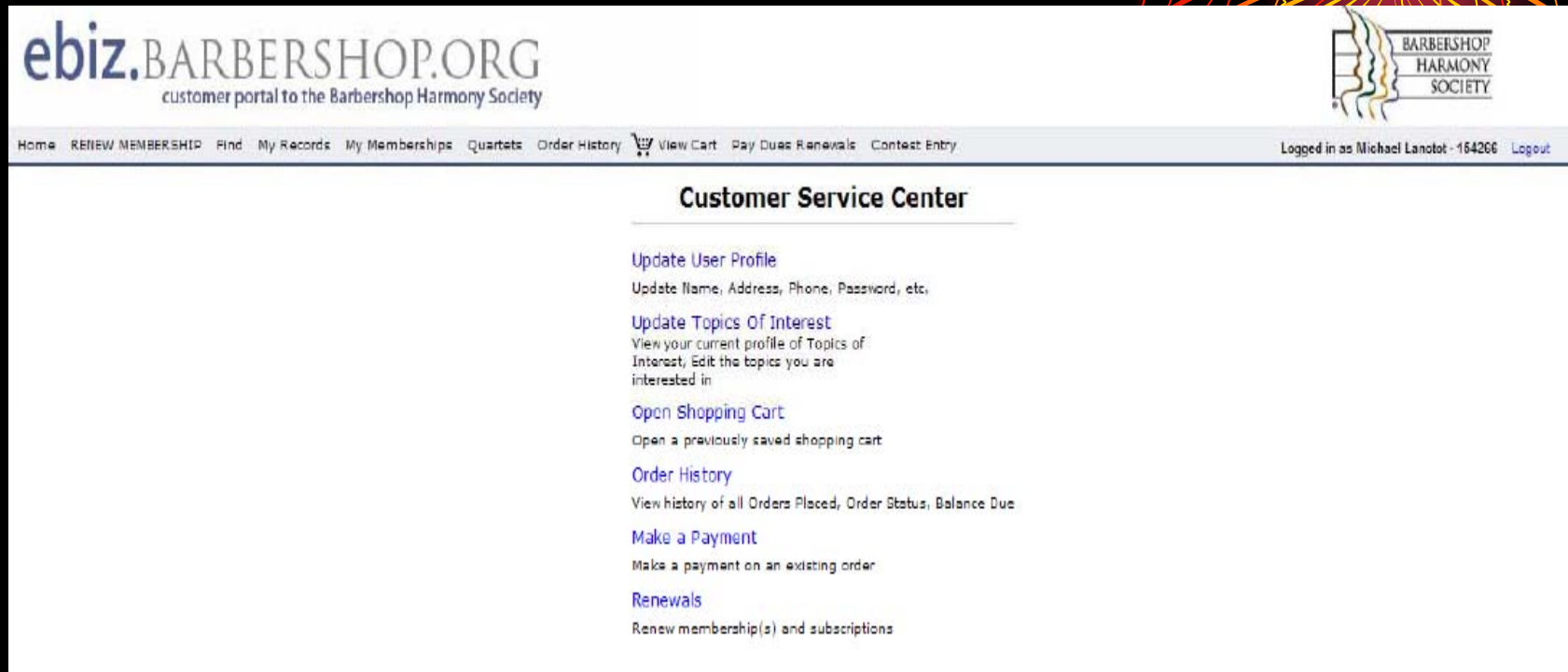
**Find:**  
[Members - Quartets - Chapters](#)  
Locate other Members, Quartets and Chapters using a variety of search options.

**Member Management**  
Take charge of your account. Change your address, renew your membership, make payments online.

**Chapter Management**  
Get your chapter roster, Secretaries can manage your members' profiles for them, Enter or Change Chapter Officers, and much more!

**Renew Your Quartet or Register a New Quartet**  
Want to manage your quartet? Now you can online with Barbershop Harmony Society's online Quartet Management capabilities. Register a new Quartet. Renew your Quartet's membership or change Quartet members.

# *ebiz page - Customer Service Center*



**ebiz.BARBERSHOP.ORG**  
customer portal to the Barbershop Harmony Society

Home RENEW MEMBERSHIP Find My Records My Memberships Quartets Order History View Cart Pay Dues Renewals Contest Entry


Logged in as Michael Lanotot - 164266 Logout

### Customer Service Center


- [Update User Profile](#)  
Update Name, Address, Phone, Password, etc.
- [Update Topics Of Interest](#)  
View your current profile of Topics of Interest, Edit the topics you are interested in
- [Open Shopping Cart](#)  
Open a previously saved shopping cart
- [Order History](#)  
View history of all Orders Placed, Order Status, Balance Due
- [Make a Payment](#)  
Make a payment on an existing order
- [Renewals](#)  
Renew membership(s) and subscriptions

- Provides ready access to member to update his information and services like: Pay fees or dues or order things from the Harmony Marketplace.
- Provides services to the chapter secretary and chapter president.
- Secure!
- Easy to navigate even for a computer challenged.

# ebiz page – Members



**ebiz.BARBERSHOP.ORG**  
customer portal to the Barbershop Harmony Society

Home REVIEW MEMBERSHIP Find My Records My Memberships Quartets Order History  View Cart Pay Dues Renewals Contest Entry

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First Name or Nick Name  Begins With   
Last Name  Begins With   
City  Begins With   
State  Begins With   
Email  Begins With   
Home Phone  Begins With

Member No.   
Search   
[search by proximity](#)

Search results will appear below

## TIPS

- Fill in as much known information as possible.
- Partial “key words” are okay , if you are not sure of exact spelling.
- Names O’ (i.e. O’Reilly) enter last name as “O” and remainder of last name
- More information included narrows the search.

# ebiz page – Quartets



**ebiz.BARBERSHOP.ORG**  
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Home RENEW MEMBERSHIP Find My Records My Memberships Quartets Order History  View Cart Pay Dues Renewals Contest Entry

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---

**Search Quartets** **Search Results**

☒ Search by Name

Name Contains

☐ Search by Proximity

Locate Quartets Within  Miles of

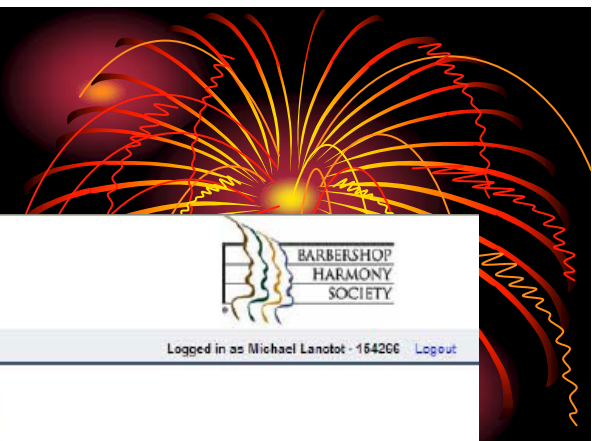
City, State/Province

OR Zip Code

## TIPS

- Enter name of the quartet EXACTLY the way it is spelled.
- Partial “key words” is okay , if you are unsure of exact spelling.
- Be careful. Some quartets deliberately misspell their names.
- Active (paid-up annual registration) registered quartets listed only.
- May locate multiple quartets within a specific geographic location (City/Postal Code).

# ebiz page - Chapter



**ebiz.BARBERSHOP.ORG**  
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### Chapter Search

☒ **By Proximity**

Locate Chapters Within  Miles of

City, State

OR

Zip Code

☐ **By Name**

Chapter Name Contains

OR

Chorus Name Contains

☐ **By District**

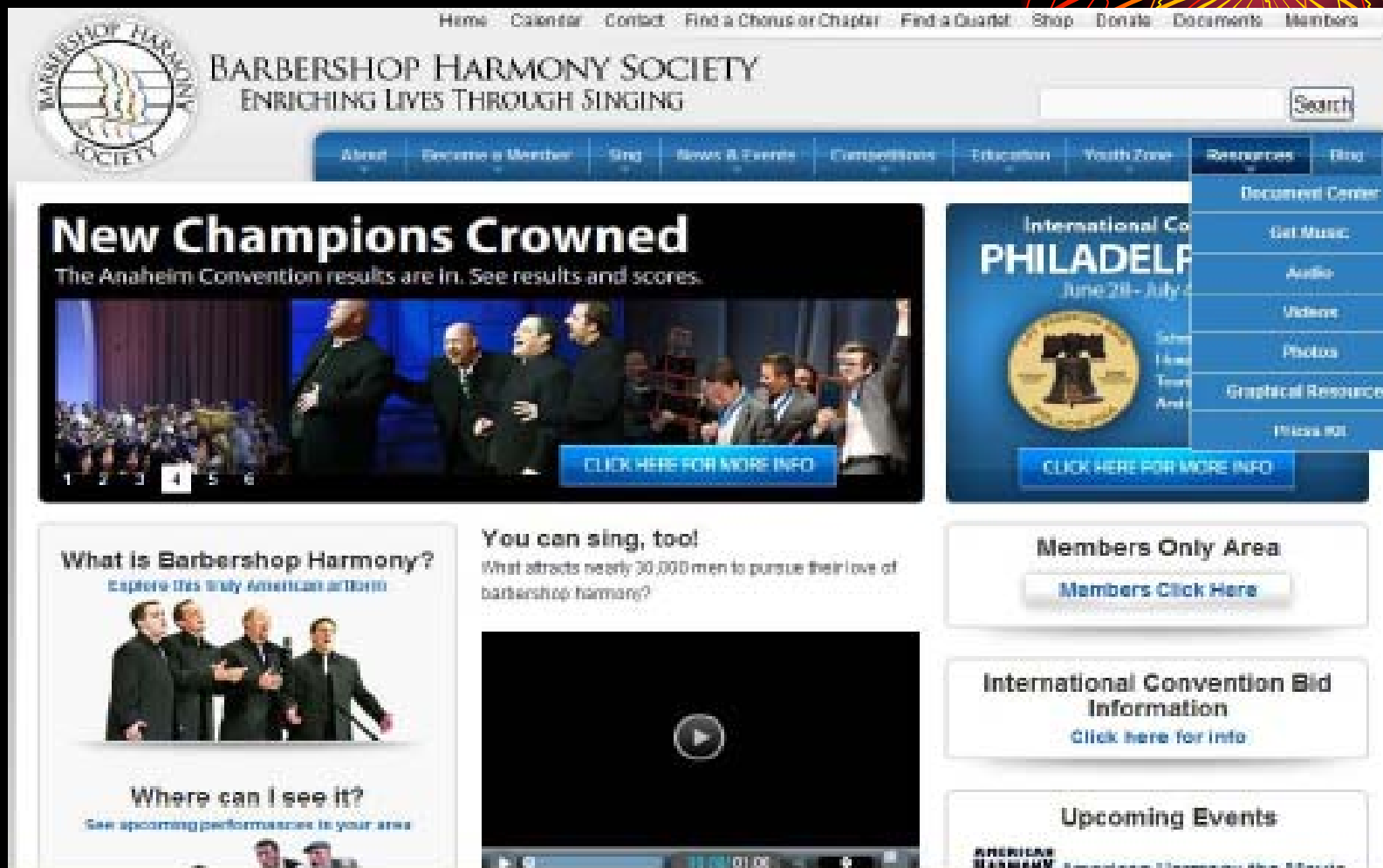
District

### Search Results

## TIPS

- Intuitive approach to finding a specific chapter
- You can obtain a list of all chapters in a specific geographic area or district
- Use of partial "key words]" in name or nickname of chorus is okay.

# Society Web Page – *Document Center*



The screenshot shows the Barbershop Harmony Society website. The header includes the logo and navigation links: Home, Calendar, Contact, Find a Chorus or Chapter, Find a Quartet, Shop, Donate, Documents, and Members. A search bar is located on the right. Below the header is a secondary navigation bar with links: About, Become a Member, Sing, News & Events, Competitions, Education, Youth Zone, Resources, and Blog. The 'Resources' dropdown menu is open, showing options: Document Center, Get Music, Audio, Video, Photos, Graphical Resources, and Press Kit. The main content area features a large banner for 'New Champions Crowned' with a video player and a 'CLICK HERE FOR MORE INFO' button. To the right is a section for the 'International Convention PHILADELPHIA' with a bell logo and another 'CLICK HERE FOR MORE INFO' button. Below the banner are three boxes: 'What is Barbershop Harmony?' with a photo of four men, 'You can sing, too!' with a video player, and 'Members Only Area' with a 'Members Click Here' button. At the bottom right are sections for 'International Convention Bid Information' and 'Upcoming Events'.

Home | Calendar | Contact | Find a Chorus or Chapter | Find a Quartet | Shop | Donate | Documents | Members

BARBERSHOP HARMONY SOCIETY  
ENRICHING LIVES THROUGH SINGING

Search

About | Become a Member | Sing | News & Events | Competitions | Education | Youth Zone | Resources | Blog

Document Center

Get Music

Audio

Video

Photos

Graphical Resources

Press Kit

**New Champions Crowned**  
The Anaheim Convention results are in. See results and scores.

CLICK HERE FOR MORE INFO

**International Convention PHILADELPHIA**  
June 28 - July 4

CLICK HERE FOR MORE INFO

**What is Barbershop Harmony?**  
Explore this truly American art form

**You can sing, too!**  
What attracts nearly 30,000 men to pursue their love of barbershop harmony?

**Members Only Area**  
Members Click Here

**International Convention Bid Information**  
Click here for info

**Upcoming Events**

# Society Web Site – Document Center

Home Calendar Contact Find a Chorus or Chapter Find a Quartet Shop Donate Documents Members

**BARBERSHOP HARMONY SOCIETY**  
ENRICHING LIVES THROUGH SINGING

Search

About Become a Member Sing News & Events Competitions Education Youth Zone Resources Blog

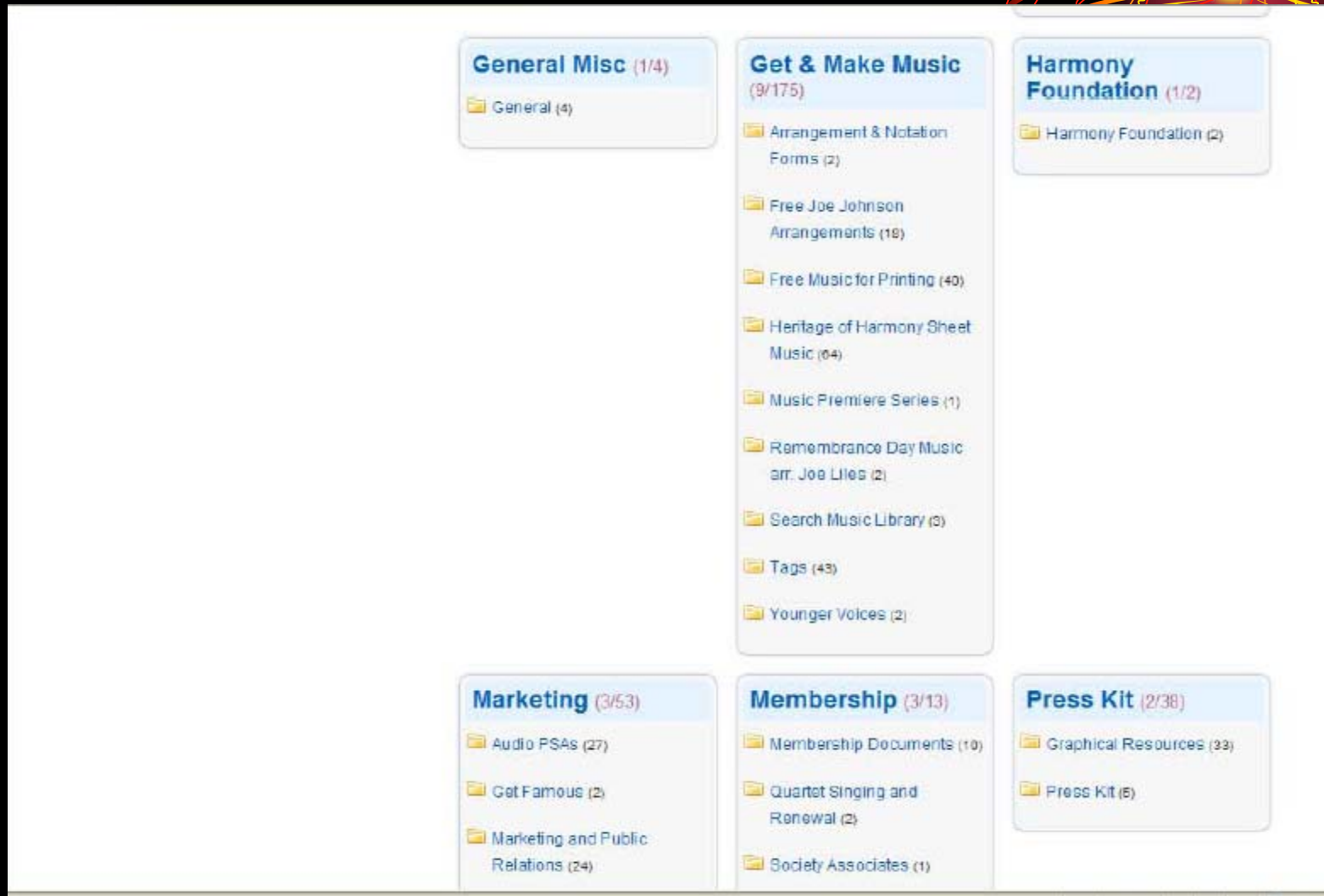
**Search Document Center**  
Note: The document search will search all file names, and not document category or section names. (20 characters max)  
Search

**Documents**

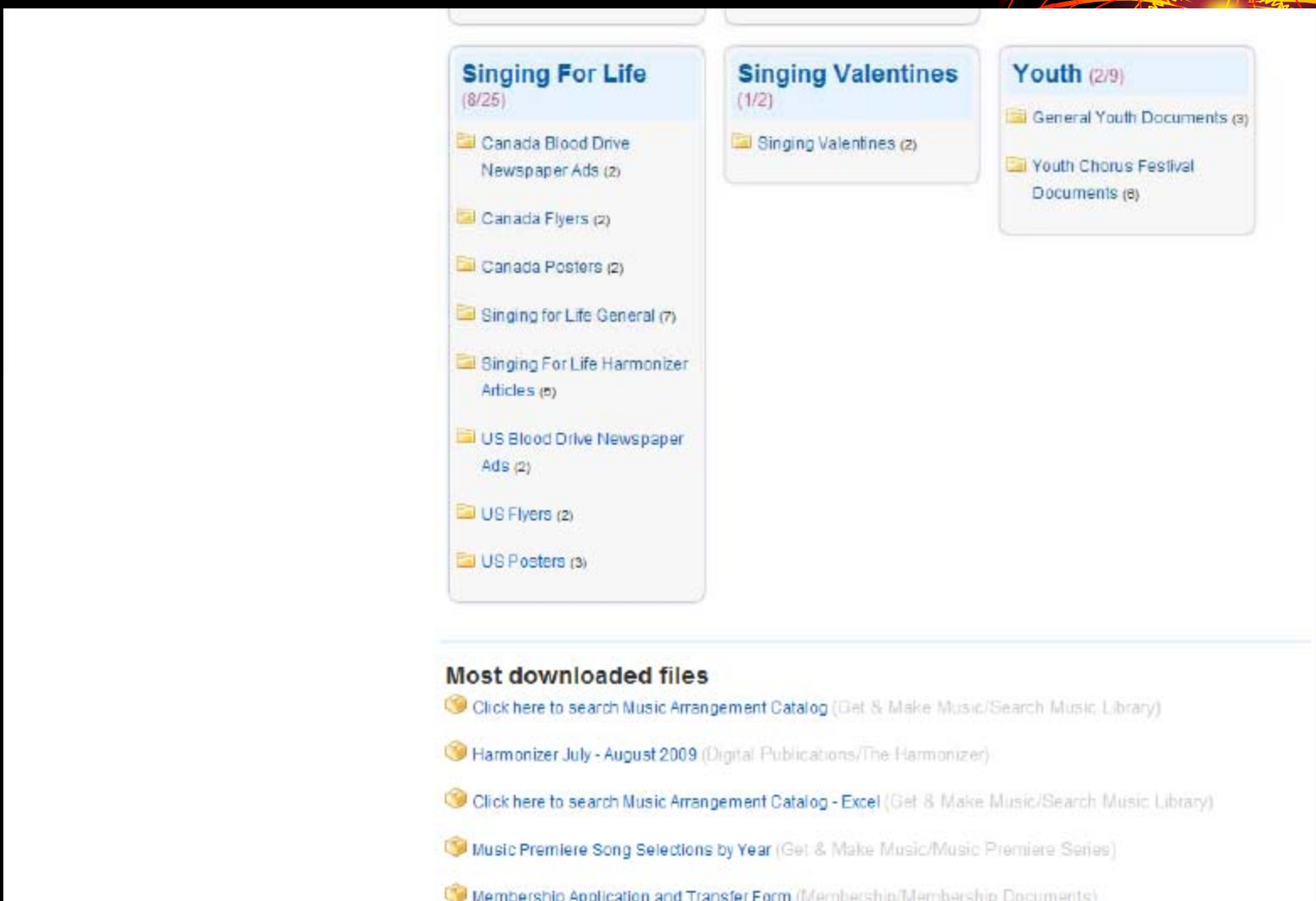
- Board of Directors (1/4)**
  - Board of Directors (4)
- Business & Finance (2/55)**
  - Chapter Business Documents (52)
  - Policy Documents (3)
- Contest & Judging (2/9)**
  - Collegiate Quartet Contest (2)
  - General Contest & Judging (7)
- Copyright/Legal (1/5)**
  - Copyright / Legal (5)
- Digital Publications (1/1)**
  - The Harmonizer (1)
- Education (7/93)**
  - Direct & Teach (31)
  - Harmony University (34)
  - Lead the Chapter (11)
  - Music Scholarships (1)
  - Performance Skills (2)
  - Singing Skills (11)
  - Using Finale (3)



# Society Web Site – Document Center



# Society Web Page – *Document Center*



The screenshot displays a web interface for a document center. It features three main categories of documents, each with a list of items and their counts:

- Singing For Life (8/25)**
  - Canada Blood Drive Newspaper Ads (2)
  - Canada Flyers (2)
  - Canada Posters (2)
  - Singing for Life General (7)
  - Singing For Life Harmonizer Articles (5)
  - US Blood Drive Newspaper Ads (2)
  - US Flyers (2)
  - US Posters (3)
- Singing Valentines (1/2)**
  - Singing Valentines (2)
- Youth (2/9)**
  - General Youth Documents (3)
  - Youth Chorus Festival Documents (6)

Below these categories is a section titled **Most downloaded files** with a list of links:

- [Click here to search Music Arrangement Catalog \(Get & Make Music/Search Music Library\)](#)
- [Harmonizer July - August 2009 \(Digital Publications/The Harmonizer\)](#)
- [Click here to search Music Arrangement Catalog - Excel \(Get & Make Music/Search Music Library\)](#)
- [Music Premiere Song Selections by Year \(Get & Make Music/Music Premiere Series\)](#)
- [Membership Application and Transfer Form \(Membership/Membership Documents\)](#)

# Society Web Page – Document Center

Home Calendar Contact Find a Chorus or Chapter Find a Quartet Shop Donate Documents Members

**BARBERSHOP HARMONY SOCIETY**  
ENRICHING LIVES THROUGH SINGING

Search

About Become a Member Sing News & Events Competitions Education Youth Zone Resources Blog

**Search Document Center**  
Note: The document search will search all file names, and not document category or section names. (20 characters max)  
Search

**Documents**  
**Chapter Business Documents**

2006 Audit (2.15 MB)	Details	Download
2007 Strategic Planning for Your Chapter (79.89 KB)	Details	Download
2008 Exempt Org Business Income Tax Return 990-T (653.27 KB)	Details	Download
2008 Instructions 990-T (5.30 MB)	Details	Download
2008 Instructions 990EZ (7.68 MB)	Details	Download
2008 IRS Tax Form and Instructions (123.06 KB)	Details	Download
2008 Org Exempt Under Section 501-c-3 Schedule A (555.16 KB)	Details	Download

# Society Web Site [www.barbershop.org](http://www.barbershop.org)

## Document Center

- Does not require password to access.
- Provides access to forms and documents in Word or PDF format
- Acrobat Reader for PDF files is downloadable to your computer at no charge
- Many manuals and booklets are downloadable to your computer/printer on this site.

## ebiz for members

- Does require password to access.
- Provides access to reports, lists and specialty entry/registration forms of specific importance to the chapter secretary.
- Provides access to member profiles that can be updated by the member or chapter secretary. A verification posting sent after each profile is updated to CS and member.

# Contest & COTS Registration



## Contest Entry

- Contest Entry Form is completed online at [www.ebiz.barbershop.org](http://www.ebiz.barbershop.org)
- Entry is automatically sent to the District Representative of Contest and Judging for your district, the Convention General Chairman and the contest CAs
- There is a deadline for submission of the Contest Entry form (CJ20) and it varies from district to district. Contact your district Representative of Contest and Judging for the deadline and special rules.

## COTS/LA Registration

- Information about COTS should be received from your district's COTS Coordinator in October.
- Coordinate the list of chapter officers attending and complete and submit the COTS registration form.
- The payment for COTS is a legitimate chapter expense that will require a motion at your chapter board meeting authorizing the expenditure.
- Encourage all chapter officers to attend COTS; both new and veteran officers.
- The billing for COTS will be on the Society monthly invoice to the chapter.

# Certification of songs sung at contest



- Submitted as part of contest entry process
- Chapter Secretary certifies that songs and arrangements are legal according to copyright law.
- Submits song titles, composer, arranger and proof that songs were purchased legally and arranger was paid for services
- Re-enters contest online if the songs chorus plans to sing change.



# Certification of paid-up members at contests



- It is vital that the chapter secretary is able to determine and certify that each member of his competing chorus is a paid-up member of the Society.
- This is especially critical when a member's renewal comes due immediately prior to the spring, fall or International contests.
- Penalties for having non-members or non-paid-up members singing at a contest may be severe, up to and including disqualification of the chorus.



# CONTEST ENTRY PROCESS

## Contest Details

<input type="radio"/> Quartet	<input checked="" type="radio"/> Chorus	<input type="radio"/> VLQ									
<input type="radio"/> International <input checked="" type="radio"/> District or Division											
Where Do you want to Compete?		EVG Evergreen									
Convention :		International Chorus Preliminaries and District Quartet Convention-O									
<table border="1"> <thead> <tr> <th>Chorus Name</th> <th>Subscription End Date</th> <th>CONTINUE</th> </tr> </thead> <tbody> <tr> <td>C057 Bellevue</td> <td>Dec 31 2010</td> <td>CONTINUE</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Chorus Name	Subscription End Date	CONTINUE	C057 Bellevue	Dec 31 2010	CONTINUE			
Chorus Name	Subscription End Date	CONTINUE									
C057 Bellevue	Dec 31 2010	CONTINUE									

Convention Name	International Chorus Preliminaries and District Quartet Convention
Convention Start Date	10/30/2009
Convention End Date	11/1/2009
CJ20 Cutoff Date	10/20/2009
Convention Type	District Only
Note to Entrant	<p>QUARTETS -- Be prepared to state whether your quartet is a novice quartet (by District Contest Rules) when you complete the contest entry (CJ20) Form, which will be confirmed by the EVG DRCJ.</p>
Panel Size	3
Airport Code	
Venue Name	Telus Whistler Conference Center
City	Whistler
State	BC
Country	CANADA
Zip	V0N 1B4

# CONTEST ENTRY PROCESS



## Select from the following list of Directors

PersonID	Name	ADD
101500	Denny Stiers	<input type="button" value="ADD"/>
135907	Stuart Turner	<input type="button" value="ADD"/>
239392	Donny Rose	<input type="button" value="ADD"/>

If the Director is not in the above list, please enter the MemberID and click ADD

[ADD](#)

[Find M](#) Select all applicable contest sub-sessions for your competition from below list.

## List of Directors (Note : Max you can select is 2)

Member ID	Name
239392	Donny Rose
<input type="button" value="Home"/>	<input type="button" value="Continue"/>

If you click a Check box and it does not result in a checked box, that is because the DRCJ will make that decision for you if you are eligible.

**If you are entering both District and Division contests, select applicable contest sub-sessions from each.**

EX: You are entering both District and Division contests, you see selection buttons for each. Select District and enter checks in each applicable box and Save, then Select Division and enter checks in each applicable box and Save.

Enter Contest :

☒ Chorus

Select	SubSession Name
<input checked="" type="checkbox"/>	International Preliminary Chorus
<input checked="" type="checkbox"/>	District Chorus
<input type="checkbox"/>	District Small Chorus
<input checked="" type="checkbox"/>	Most-Improved Chorus
<input type="checkbox"/>	Scores for Evaluation Only
<input type="checkbox"/>	Mic Tester only

# CONTEST ENTRY PROCESS



Evaluation Type :

Select Riser :

Estimated number of Participants on the stage

Give any specific instructions or requests in this area for the DRCJ

## Song Entry Process

The next series of screens will permit you to enter all of the information required to satisfy the clearance requirements for the songs that you plan to sing in the contest. This process can be done quickly if you have all of the information with you when you start the entry process. You may enter as many songs as you want and are not penalized if you enter more than is required for your projected number of rounds but the system will warn you when you have not entered the required number of songs based on the types of contests you have selected in the previous entry screens. A one round contest requires 2 songs, a two round contest requires 4 songs, etc. and you will have to have the required number to compete.

## Instructions about submitting song clearances

### **BHS Marketplace Songs or Medleys carried in the BHS Marketplace**

You will only need the marketplace ID number that came with the song or medley when you purchased it. If you don't know the ID number, you can enter all or a portion of the song title and it will search the marketplace song inventory for the arrangement ID number and you can select the correct one.

### **Other Sources**

These instructions apply to songs that you did not get through the BHS Marketplace. You will need all of the detailed information provided at the time the arranger received the copyright clearance. If it is a medley or song arranged by you or acquired from another arranger, you will need all of the proof of copyright clearance information for all songs in the medley. If the arranger used a marketplace song as part of the medley, you can enter the marketplace ID in that medley submission.

# CONTEST ENTRY PROCESS

Song Entry Process

☒ Market Place    ☐ Other Source

[Show Saved Songs](#)    [Finish Contest Entry](#)    [Exit To Finish Later](#)

Click [HERE](#) to see songs previously saved in other conventions

Enter the ID for the Song Purchased :

Enter SongID or SongTitle and press search

Search for the Song Title :  [Search](#)

Song Entry Process

☒ Market Place    ☐ Other Source

[Show Saved Songs](#)    [Finish Contest Entry](#)    [Exit To Finish Later](#)

Click [HERE](#) to see songs previously saved in other conventions

Enter the ID for the Song Purchased :

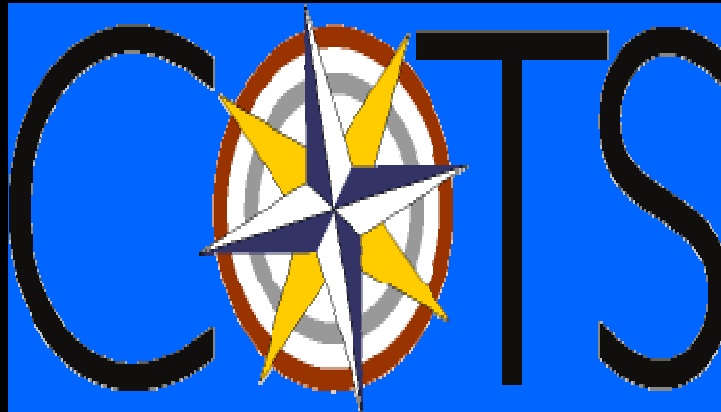
Enter SongID or SongTitle and press search

Search for the Song Title :  [Search](#)

Arrangement ID	Old ID	ProductID	Song Title	Medley	Arranger	Add
6370		202407	Nobody's Sweetheart		1. Kitzmiller, Scott	<a href="#">Add</a>

# **MODULE #5 (Alternative)**

## Grant Writing Seminar



### **Session #7** (30 minutes)

- Role of the chapter secretary in the grant writing process.
- What are you trying to achieve by writing a grant?
- What are the things a chapter secretary should NOT do?

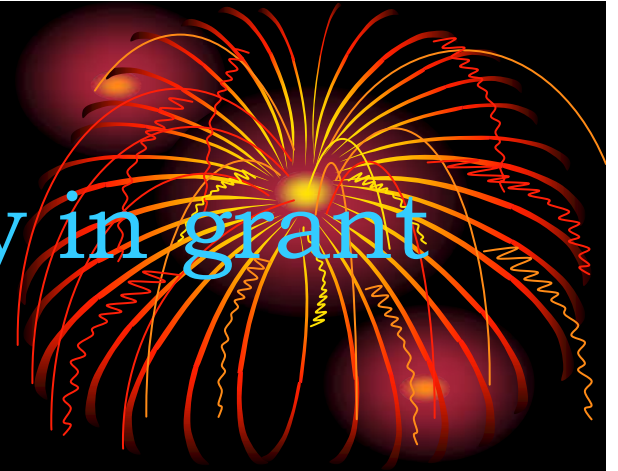
### **Session #8** (50 minutes)

- What are the tools you'll need?
  - Society Grant Writing Booklet



# Session #7

## Role of chapter secretary in grant writing process



- Member of the Grant Writing Team
- Resource for gathering information for the team and helping to keep things organized
- Provide input, as needed
- Provide proofreading support
- Provide suggestions for presentation of the finished product to the group providing the grant
- Provide follow-up support and liaison between the chapter and the funding group.

# Gathering the team



- Seek direction from the chapter board. Have a realistic goal!
- Keep the team small in number.
- Gather a diverse group of members who could work well together.

Leaders with common sense and can motivate the team.

Visionaries that can see and seek the possibilities how a grant may assist the chapter and also promote our hobby.

Writers who can prepare a document for presentation to the funding agency

Front men who can interface in a positive way with the agency

Proofreaders that can pick apart the document that will need to be prepared

- Seek “worker bees” that will commit time and effort to the project.
- Seek those with the qualities you seek for the project – don’t ask for volunteers, personally ask those you want!
- Provide a positive work environment.
- Find members that are positive about the outcomes.



# What are you trying to achieve?



- It's not about \$\$\$\$ , but about building a reputation and a relationship!
- There is no free lunch – You must offer something of value in return.
- The funding agency must like you.
- You must like the funding agency.
- You must be flexible.
- You must reach a wide group of people.
- You must show a return for the funding agency... it's not about the \$\$\$\$

# Preparing the ground work for a successful project



- Identify **potential funding agencies.**
- Research **the funding agencies.**
- Learn **when the funding agency decides on potential grant applications.**
- Meet **with the key people in the selection process.**
- Exceed **what the funding agency is seeking.**
- Listen **to the customer (the funding agency).**
- Follow-through **on what you promise.**
- Seek feedback **from others to improve.**
- Sell **what you do best... BARBERSHOP SINGING.**

# **Session #8**

## Tools Needed for Grant Writing



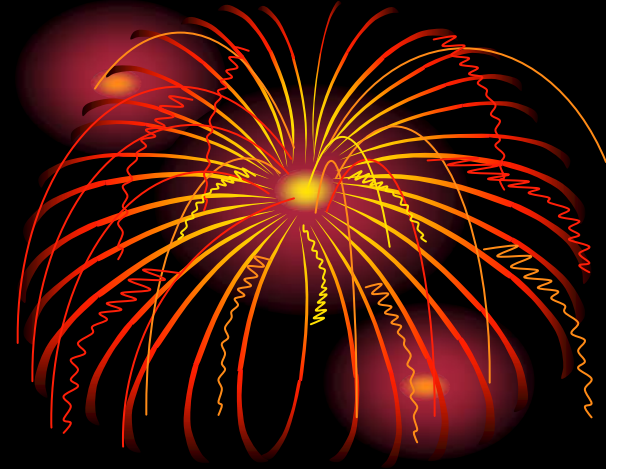
- **Society/HF Grant Writing Handbook.**
- **Library books on grant writing**
- **List of potential grant funding resources and leads**
- **Application for the grant**
- **Computer for word processing**
- **Location to meet regularly and develop the proposal.**

# What not to do!



- **Don't procrastinate... set and meet your deadlines and those of the funding agency.**
- **Submit a grant proposal with typos.**
- **Submit a grant proposal not meeting the specific goals and standards of the funding agency.**
- **Don't just ask for \$\$\$.** Show the funding agency how you propose to earn the grant money by doing something that enhances the funding agency's image in the community.
- **Always give something in return for the grant money.**

# What to do!



- **Build relationships everywhere.**
- **Connect barbershop singing with the funding agency... it's like apple pie and mother.**
- **Promote barbershop singing, but also promote the funding agency.**
- **Get involved with the arts community... cast bread on the water.**
- **Enhance your visibility in the community.**
- **Read and bone-up on grant writing**
- **Start small with your proposal, be successful, and promote a larger proposal next time.**
- **Focus on the arts and youth... that's hot**

# What happens if we don't get the grant?




- Find out why... ask for feedback as to why your proposal was rejected.
- Keep trying and improving the product.
- Refine your presentation.
- Few organizations get grants the first time around... keep trying.
- Continually improve your standing in the local community and the arts community.
- Work for free as an entre for future funding of your projects.
- Build relationships! Know the people you're trying to get a grant from.
- DON'T EVER GIVE UP



# How did we do on the Course Objectives?

Each chapter secretary will be able to:

- Demonstrate how to navigate the [www.barbershop.org](http://www.barbershop.org) web site and locate documents and forms.
  - Demonstrate the process of completing and submitting the Membership & Transfer application form.
  - Describe the factors determining the correct membership classification.
  - Describe the show clearance and licensing process.
  - Describe the need and claim process for liability/bonding insurance.
  - Outline the legal documents that should be stored by each chapter.
  - Describe the reasons why the Youth Policy and Incorporation are needed.
  - Describe the various roles of the CS in efficient chapter operation.
  - Outline the CS priorities and proper relationships with the CP and CT.
- 
- Outline the process for transferring to a new chapter.
  - Identify the qualities of a leader.
  - Identify the ways a CS can be an effective chapter leader.
  - Describe the four different EasyDues plans available to the members.
  - Outline how a chapter roster can be generated by using the Society web site.
  - Discuss and demonstrate the fundamentals of Parliamentary Procedure.



*Thank you!*

