

Chapter Secretary EXHIBITS Manual

2012 Edition

LEADERSHIP ACADEMY

“Together In Harmony”



©Barbershop Harmony Society
110 - 7th Avenue N. • Nashville TN 37203-3704
1-800-876-SING (7464) • www.barbershop.org
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= Form downloadable from the Society website www.barbershop.org Document Center or ebiz link

Editor's Note: The book is a guide. Many of these forms are also located on the <http://ebiz.barbershop.org> website as individual documents. The BHS Document Center forms will usually have a better appearance and be more up to date than these shown in the 2012 Chapter Secretary EXHIBITS Manual. **All secretaries are encouraged to monitor the barbershop.org website Document Center for the most current forms.**

Membership Application

new • reinstate • dual • transfer

110 7th Ave N

Nashville, TN 37203

www.barbershop.org

800-876-SING (7464)

Fax applications: 615-313-7620

Email applications: membership@barbershop.org*"The world's largest all-male singing organization!"*

SECTION I - Personal Information (please print clearly)			for office use only	MN	CC
First Name	Middle Name or Initial	Last Name	Nickname (if preferred, check box) <input type="checkbox"/>		
Street Address		City	State/Province	Zip/Mailing Code	
Email		Birth Date (MM/DD/YYYY)	Country		
<input type="checkbox"/> Opt in to LiveWire email publication					
Home Phone	Mobile Phone	Work Phone (+ ext)	Spouse/Significant Other		
***Sponsor Info - Who brought you into the Society?		Previous Membership Information	Years of Service	Previous Member Number	Previous Chapter
Name/Mem. Number					
SECTION II - Membership Options and Fees (please check one)			Important CHAPTER Information		
<input type="checkbox"/> Regular NEW Membership	\$10 enrollment fee + full-price dues for one year		What chapter are you joining?		
<input type="checkbox"/> Regular REINSTATING Membership	\$10 reinstatement fee + full-price dues for one year		Chapter Name: _____		
<input type="checkbox"/> Youth 1 Membership (Y1) **Age 25 & younger and not a previous member.	\$10 enrollment fee + \$0 dues for one year		Chapter Code: _____		
<input type="checkbox"/> Youth 2 Membership (Y2) **Age 25 & younger and was a previous member.	\$10 reinstatement fee + 1/2 price regular dues		METHODS OF PAYMENT <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Credit Card Enroll/Reinst/Dual Fee: _____ \$10 _____ Society Dues: _____ District Dues: _____ Chapter Dues: _____ Canadian Exchange: _____ (see pg. 3) Total (USD): \$ _____		
<input type="checkbox"/> EZ Dues Autodraft	**see page 4 for EZDues explanation		credit card number _____ / exp. date _____		
<input type="checkbox"/> Dual Membership* *see page 2 for more info	\$10 Dual fee + \$0 chapter dues until next renewal.				
SECTION III - Transfer (new or duals skip to Section IV)		SECTION IV - Authorization			
If a member requests to transfer to your chapter and is unexpired 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. *AUTHORIZATION may be granted by the former chapter secretary via email, phone or letter. Chapter to which the member is TRANSFERRING: _____ Date _____ Chapter the member is LEAVING: _____ Date _____		Applicant: I hereby agree, upon being accepted, to abide by the Code of Ethics, bylaws and policies of the Barbershop Harmony Society. Signature of Applicant _____ Date _____ Officer: Chapter approval for this application is hereby granted (signature required by chapter secretary or president, or in headquarters office by Society Executive Director for Frank H. Thorne Chapter-At-Large). Signature of Officer _____ Member Number _____			

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

Revised 10/2010 bbox - Society Stock #3010

Updated Dec 2011

Barbershop Harmony Society

Important Information

Regarding Your Membership

NEW MEMBERS: Upon receipt of your new member kit, please take some time to visit our members only website. This site will allow you to renew your membership online, register/renew a quartet, update contact information, register for contest, and much more.

The website address is: <https://ebiz.barbershop.org/> To create a password, click the link that reads “Forgot password or New User? Click here.”. You only need your member number. An email will be sent to the email account that you provided for us, and will instruct you from there.

SECRETARIES: In order to have your new member update his interests and talents, please note the following: We no longer have them fill out the codes on the application.

Occupational/Expertise Codes are now found on eBiz, the members only page for various functions. The new member can sign in (upon receipt of his new kit) and update his talents, interests, and occupational codes for chapter service opportunities.

Upon successful login, place your mouse on the MY RECORDS link. You can click on Skills/Interests and update them effectively.

Thanks for your cooperation, and welcome to the Barbershop Harmony Society!

Sincerely,
Membership Operations
Barbershop Harmony Society

CANADIAN EXCHANGE: This is listed on the Barbershop Harmony Society website in the Document Center. Please see www.barbershop.org and open the Document Center for the current exchange rate.

EZDues Payment Plan

explanation.installation.how to get started!

How the NEW plan works:

Let the explanation begin:

Mr. Joe Barbershop has decided to join the Barbershop Harmony Society.

HOORAY!

He is now interested in the EZDues Payment Plan, and would like to sign up for this plan. *OK, LET'S DO IT!*

FIRST STEP:

The first month that Joe joins he pays the membership enrollment or reinstatement fee of \$10., plus he pays for his first membership year at **HALF THE PRICE.**

(Yep. You read that right.)

So, the first month he pays for his enrollment fee and Membership dues *(at half the price)* and that sets him up for the entire year.

THEN....

SECOND STEP:

The next month Joe starts paying monthly towards his next year of membership.

When you are on this payment plan, you are paying toward the future year of membership so you are **ALWAYS** up-to-date with your membership dues!

Frequently Asked Questions:

How can I pay?

For this plan we accept VISA, Mastercard, and Discover. If paying by check, you must provide two checks: one for the first year's payment and a voided check for all future payments..

****We no longer accept American Express for the monthly payment plan.**

When should I see the money withdrawn from my account?

EZDues withdrawals are taken out of your account near the end of each month.

****Specific changes to your account (Exp. Date, Account Numbers) are to be communicated to the Membership Department at:**
membership@barbershop.org or 800.876.SING.

If my bank changes my account information does this automatically update my BHS membership account?

No. Please contact us directly.

Can I make a payment or changes to my account information on the ebiz website?

No, not as of right now.

Can current members pay monthly?

Yes, existing members can pay towards a future year. Please contact the Membership Department at **membership@barbershop.org or (800).876.SING.**

For Your Information:

If you need to change your credit or bank account information, please contact the Membership Department directly. Either call or email us with any changes.

VISUAL BREAKDOWN

Joe Barbershopper joins the Society 1/1/2012. In this example, his Society, District, and Chapter dues total \$150.

2012

January - \$10 enrollment fee
\$75 (half dues)
Total - \$85 for entire 2012 year

February - \$13.64
March - \$13.64
April - \$13.64
May - \$13.64
June - \$13.64
July - \$13.64
August - \$13.64
September - \$13.64
October - \$13.64
November - \$13.64

December - \$13.60
February - December payments are applied to the 2013 year and at the end of December 2012, he is up-to-date through December 2013. *Monthly payments continue in January of the next year, and so on...*

Membership Reporting and Dues Calculation for 2012

****Please discard or check for revisions after 12/31/2012**

Category	Dues Structure		Qualifications	Expiration Dates
New Member	Enrollment fee	\$10.00	Enrollee has never been a member of the Barbershop Harmony Society.	Expiration date is one year past the date the member enrolls.
	BHS Dues	\$110.00		
	Subtotal	\$120.00 <i>(plus district & chapter dues)</i>		
Renewal (RG, SN, SL, Y2)	BHS Dues	RG: \$110.00 SN: \$82.50 SL: \$55.00 Y2: \$55.00	Renews in same chapter and is reported to Society office no later than the expiration date.	Expiration is extended one year from previous expiration date.
Reinstated (RG)	Reinstatement fee	\$10.00	Re-enrolls later than six months after expiration date. Member can reinstate even years later.	Expiration date is one year past the date the member reinstates.
	BHS Dues	\$110.00		
	Subtotal	\$120.00 <i>(plus district & chapter dues)</i>		
Reinstated (SN) <small>**Senior member over the age of 70 with 10 or more years of service as of 1/1/2010.**</small>	Reinstatement fee	\$10.00	Must be at least 70 years old and have been a BHS member for more than 10 years as of current expiration date.	Expiration date is one year past the date the member reinstates.
	BHS Dues	\$82.50		
	Subtotal	\$92.50 <i>(plus district & chapter dues)</i>		
Reinstated (SL) <small>**Senior member over the age of 70 with 10 or more years of service BEFORE 1/1/2010.**</small>	Reinstatement fee	\$10.00	Must be at least 70 years old and have been a BHS member for more than 10 years as of current expiration date.	Expiration date is one year past the date the member reinstates.
	BHS Dues	\$55.00		
	Subtotal	\$65.00 <i>(plus district & chapter dues)</i>		
Youth 1 & Youth 2 (Y1 & Y2) <small>**Y1 - FREE for the first year.**</small>	Enrollment fee	\$10.00	*Y1 members are under 26 years old, and pay only \$10 to enroll for the first year. *Y2 members are any member under 26 who has been a member for more than a year.	Youth 1 & 2 are under the age of 26 only. Any member who has more than one year of service is NOT eligible for to be Y1.
	BHS Dues	\$55.00		
	Subtotal	\$65.00 <i>(plus district & chapter dues)</i>		
Senior and Youth 1 & 2 rates apply to Barbershop Harmony Society membership dues only. Some chapters and districts may elect to offer dues reductions as well. Additional fees (district, chapter, etc.) may be at full rate.				
Dual Members	Enrollment fee	\$10.00	Membership enrolls in new chapter for first time and retains membership in another chapter.	Expiration date remains same as current expiration date. Dues for the chapter are NOT due at time of dual enrollment, but upon renewal date.
	District duals require district dues + enrollment fee.			
Transfer Members	No charge		Member presents current membership card from another chapter & requests transfer. Requires clearance by secretary of chapter the member is leaving.	Expiration date remains same as current expiration date.
Lifetime Members	Twenty times current regular Barbershop Harmony Society dues rate.		Life members continue to pay district and chapter dues annually.	Life membership terminates with member death, and are non-refundable.

Revised December 2011



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/CEO

CHAPTER SECRETARY

DATE

Unchanged Dec 2011

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 : _____

Form found at: <http://www.barbershop.org/document-center/category/1-membership-documents.html?download=126%3Aautodraft-enrollment-form>

Form Current as of Dec 2011

Requests for Membership Transfer are accomplished by completing **Sections I, III and IV**

Membership Application

new • reinstate • dual • transfer

110 7th Ave N
Nashville, TN 37203
www.barbershop.org

800-876-SING (7464)

Fax applications: 615-313-7620

Email applications: **membership@barbershop.org**

"The world's largest all-male singing organization!"

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Street Address		City	State/Province	Zip/Mailing Code	
Email		Birth Date (MM/DD/YYYY)	Country		
<input type="checkbox"/> Opt in to LiveWire email publication					
Home Phone	Mobile Phone	Work Phone (+ ext)	Spouse/Significant Other		
***Sponsor Info - Who brought you into the Society? Name/Mem. Number		Previous Membership Information	Years of Service	Previous Member Number	Previous Chapter
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Chapter to which the member is TRANSFERRING: _____ Date _____			Signature of Applicant _____ Date _____		
Chapter the member is LEAVING: _____ Date _____			Officer: Chapter approval for this application is hereby granted (signature required by chapter secretary or president, or in headquarters office by Society Executive Director for Frank H. Thorne Chapter-At-Large). Signature of Officer _____ Member Number _____		

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

Revised 10/2010 bbox - Society Stock #3010

Barbershop Harmony Society

C001 Anytown, WA

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

Chapter Website: 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 OVERDUE	09-30-2008 OVERDUE
986432	Stan Baxter (Bettie)	2805 14th Ave SE Auburn, WA 98092	H425-555-5445 w425-622-4448 c206-708-2111	sbaxter@iship.com	12-31-2009	12-31-2009
97654`	Anthony Ascanio (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 w206-644-200	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 OVERDUE	06-30-2008 OVERDUE

Reviewed October 2011

Anytown Chapter Roster (C-001)

1/15/10

Member#	FirstN	LastN	Nickname	SpouseN	Address1	City	ZIP	Phone #
987654	Bill	Anderson	Bill	Mary	1234 Center Rd.	Anytown	98111	234-1234
986432	Stan	Baxter	Bax		2341 Center St., B-37	Anytown	98111	234-2456
976541	John	Doe	John	Claire	3424-1 st SW	Anytown	98112	123-2345
976543	Ben	Dover	Ben	Cleo	234-15 th Ave., Apt. 3	Anytown	98110	456-7654
879675	Harry	Gray	Harry	Sue	5400 Main St.	Anytown	98111	456-7654
879890	Jim	Johnson	Jim	Sue	1435 Baxter Rd.	Anytown	98111	456-1232
987987	Bill	Jones	Bill		RR 37, Box 255	Ruraltown	98122	456-3434
999988	Harry	Jones	Harry	Grace	35 Sudden Valley Dr.	Anytown	98112	456-3434
898989	Larry	Peters	Larry	Sarah	8745 SW Wright St.	Anytown	98112	456-4545
999999	James	Powell	Jim	Mandy	4678 Wright St.	Anytown	98111	345-6621
879897	Robert	Smith	Bob	Samantha	1647 Oak Ave.	Anytown	98111	123-6754
888888	Samuel	Smith	Sam		2233 Maple Rd., Apt. 23	Anytown	98111	456-9876
877778	Samuel	Soade	Sam	Elizabeth	5464 Center St.	Anytown	98112	234-1556
989898	Herbert	Thyme	Herb	Marilyn	345 Walnut St., Space 334	Anytown	98111	349-5634
999888	Ken	Tuckfriedchicken	Cora		2324 Center St.	Anytown	98112	234-8675
888889	Steven	White	Steve	Mary Lou	RR 15, Box 201	Ruraltown	98122	456-5835

Revised October 2011

1/15/06

Anytown Chapter Roster (C-001)

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	BillA@aol.com
986432	Stan	Baxter	Bax		2341 Center St., B-37	Anytown	WA	98111	234-2456	StanBari@msn.com
976541	John	Doe	John	Claire	3424-1 st SW	Anytown	WA	98112	123-2345	JDoe@comcast.net
976543	Ben	Dover	Ben	Cleo	234-15rg Ave., Apt. 3	Anytown	WA	98110	456-7654	BShop37@aol.com
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	Johnson234@aol.com
987987	Bill	Jones	Bill		RR 37, Box 255	Ruraltown	WA	98122	456-3434	billisinger@msn.com
999988	Harry	Jones	Harry	Grace	35 Sudden Valley Dr.	Anytown	WA	98112	349-1749	lead.singer@aol.com
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	JPPowell@nwlink.net
879999	Robert	Smith	Bob	Samantha	1647 Oak Ave.	Anytown	WA	98111	123-6754	mittyZ23@aol.com
888888	Samuel	Smith	Sam		2233 Maple Ave., Apt. 23	Anytown	WA	98111	456-9876	
877778	Samuel	Spade	Sam	Elizabethy	5484 Center St.	Anytown	WA	98112	234-1556	H.Thyme@msn.com
989898	Herbert	Thyme	Herb	Marilyn	345 Walnut St., Soace 334	Anytown	WA	98111	349-5634	
999888	Ken	Tuckyfriedchicken	Ken	Cora	2324 Center St.	Anytown	WA	981s12	234-8675	chickenman@msn.com
888889	Steven	White	Steve	Mary Lou	RR 15, Box 201	Ruraltown	WA	98122	456-5835	SteveW@Aaol.com

SAMPLE Agenda
Anytown (C-001) Chapter Board of Directors Meeting
January 17, 2012

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 2006*
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, 2012 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 Tuckyfriedchicken 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, 2011 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 \$4,323.86 in the checking and savings accounts.
 - **Motion** - M/S/Received: The January 15, 2012 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 ding on the Spring Show and only quartets who sing at contest will be invited to sing on the show.
- Bob Bobbinalong 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 2012.

- **Motion** - M/S/Approved: Authorizing the bonding of Steve White (Treasurer) Sam Spade (Show Ticket Chairman), Bob Forapples (Show Treasurer) for 2012.

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, 2012 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

Revised October 2011



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:

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- Other: _____
- Other: _____

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

- Nominating:
- Audit:
- Show:
- Community Service:
- Inter-chapter:
- 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:

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SOCIETY YOUTH POLICY STATEMENT

It is the mission of the Society "to enrich lives through singing." In fulfilling that mission, the Society, its subsidiaries, districts, chapters, and members sponsor and/or participate in a wide range of activities involving young persons. As provided in the Society bylaws and statements of policy, young men may be considered for Society membership. In keeping with the Society's commitment to maintain high standards of personal conduct by its members and to provide a wholesome environment in which the activities of the Society and its subordinate units take place, and in order to support and sustain the Society's good name and reputation in the communities that it serves, the Society Board of Directors has adopted this Youth Policy Statement.

1. **POLICY APPLICATION.** This Youth Policy shall apply to all activities of the Society or any of its subsidiaries, districts, and chapters, and to all activities of Society members where they are (or may reasonably be expected to be) identified as being members of, or acting on behalf of, the Society or one of its subordinate units, when such activities (as used in this Youth Policy, an "Activity," or "Activities") involve (or may be anticipated to involve) participation by Youth. Activities may include (but are not limited to) meetings, performances, clinics or schools, social events, or other public or private events. For the purpose of this Youth Policy, "Youth" are defined as persons who have not attained the legal age of majority in the jurisdiction in which the Activity takes place, and Youth involvement may include (but is not limited to) participation as a guest, student or enrollee, or participation as a Society member.

2. **GENERAL STANDARDS OF CONDUCT.** Society members shall conduct themselves as men of good character and good ambassadors of the Society, being careful to avoid the use of inappropriate language and actions either directed to, or within the sight and/or hearing of Youth. All persons attending any Activity are expected to comply with all laws of the jurisdiction in which the activity takes place.

3. **MEMBERS' RESPONSIBILITY.** It is the responsibility of **every** Society member to be aware of the impact that his conduct may have upon Youth who may be present at any Activity. It is also the responsibility of **every** Society member to bring to the attention of any member whose conduct at any Activity may seem inappropriate, the need to correct the situation immediately. In the event the situation is not promptly corrected, or if the nature of the conduct (whether corrected or not) is deemed serious enough to warrant further action, it is the responsibility of the Society member(s) observing such conduct to report the same to an appropriate Society, district or chapter officer. Upon receipt of any such report, it is the responsibility of the Society, district or chapter officer to evaluate the same, and to take such further action, pursuant to the Society's Code of Ethics, or otherwise, as is deemed necessary or appropriate.

4. **YOUTH RESPONSIBILITY.** Parents are responsible for the conduct of their Youth participating in Activities. For the purpose of this Youth Policy, "Parent" is defined as the parent, guardian, school or institutional representative, or other person or persons having parental or supervisory responsibility and authority for the Youth. Neither the Society nor any of its subsidiaries, districts or chapters shall have or assume the role or responsibility of Parent for any Youth participating in any Activity. In the event a Youth's Parent is not, or will not be personally present during an Activity in which the Youth is participating other than an "Exempt Activity" described in paragraph 8 below, the Parent must provide a written designation, naming and authorizing another person who will be present, to act in place of the Parent to fulfill the role and responsibility of the Parent. The designation must include the specific authority to obtain, provide, or give consent for any necessary emergency medical treatment to the Youth, including (but not limited to) surgical procedures that may be recommended by a physician, in the event of any medical emergency involving the Youth. A Society member who is also a Parent, or who has been named and authorized to act in place of a Parent, performs that function in his individual and personal capacity, and not as an agent or representative of the Society, or any of its subsidiaries, districts, or chapters.

5. **ALCOHOL.** Youth may not be permitted to attend any Activity where alcohol is served, made available, or being consumed, unless accompanied by a Parent or other person having parental responsibility and authority for the supervision and control of the Youth. Youth shall not be permitted to consume alcohol at any Activity, whether or not the Youth's Parent consents to such consumption. Society members who consume alcohol at Activities where Youth are present must be particularly careful to demonstrate responsible usage.

6. **SOCIETY MEMBERSHIP.** Under the provisions of the Society bylaws and statements of policy, Youth may become Society members, although it is recommended (but not required) that 16 years be considered as the minimum age for membership. From and after January 1, 2003, where membership is to be extended to or renewed by a Youth,

as a condition to the approval or renewal of the membership (i) the Youth's Parent must give written consent to the Youth becoming a member of the Society and the chapter; (ii) the Youth's Parent must agree in writing to be responsible for, and promptly discharge, all financial obligations of the Youth to the chapter, district and Society; (iii) the Youth's Parent (if a member of the chapter which the Youth will join), or a designated and authorized chapter member (if the Youth's Parent is not a member of the chapter) must agree in writing to assume, accept responsibility for, and diligently perform the active supervision and control of the conduct of the Youth in connection with all Activities in which the Youth participates; and (iv) the Youth must acknowledge in writing that his membership and participation is conditioned upon his acceptance of, and compliance with such supervision and control. It shall be the responsibility of each chapter to obtain and retain in the chapter files, a signed and currently effective consent, agreement and designation form for each Youth Member. In the event a chapter member (including a Parent) who is responsible for the supervision and control of any Youth ceases to be a member of the chapter to which the Youth belongs, becomes inactive, or is otherwise unable or unwilling to provide such supervision and control, or fails (in the opinion of the chapter, district or Society board of directors) to provide the supervision and control in a diligent and effective manner, then another chapter member must be designated and authorized, and agree in writing to assume and perform the supervision and control of the Youth.

7. YOUTH PARTICIPATION. No Youth (as a member, or otherwise) shall be permitted to participate in any Activity, other than an "Exempt Activity" described in paragraph 8 below, unless and until all designations, consents and agreements provided for in this Youth Policy Statement have been obtained and filed in the appropriate chapter, district, subsidiary or Society permanent records, and remain currently effective.

8. EXEMPT ACTIVITY. An "Exempt Activity," for which no signed designation, consent and agreement form is required shall include (but is not limited to) the following:

(a) any Activity in which Youth perform or otherwise participate solely as members of an identifiable non-Society related entity or group, so long as such Youth are, at all times, accompanied by and under the control, supervision and/or direction of, one or more adults who, as teacher, director, or leader acting in an official capacity on behalf of the entity or group (or of the organization sponsoring the entity or group), have primary supervisory responsibility for the Youth (such as a school, church or community class or choir, scout troop, or other organized youth or civic organization); or

(b) any interactive workshop, clinic, or demonstration of short duration conducted or provided as part of an event which is organized or sponsored by, and under the leadership of, a non-Society related entity or group, so long as (i) the event is not held on Society premises, or at the meeting place of any Society subordinate unit, and (ii) neither the Society nor any Society subordinate unit receives any portion of any registration fee or similar charge paid by the participating Youth (other than a performance fee not based upon the number or amount of registrations); or

(c) any scheduled or unscheduled public or private performance in which Youth participate solely as spectators or members of an audience, whether or not any admission or fee is charged; or

(d) occasional infrequent attendance at a chapter meeting, as a guest.

Harmony Explosion, or other camps or similar events, however designated, shall not be an "Exempt Activity," whether or not the participation by Youth is limited to participation as set forth in (a) or (b) above.

9. INTERPRETATION. The Society Governance & Bylaws Committee is authorized to issue binding regulations and/or determination letters interpreting and applying this Youth Policy consistent with the intent and purpose hereof, including the further definition of "Exempt Activity," or otherwise.

[Sample forms are available from the Society Governance & Bylaws Committee, for use as guidelines. Chapters, districts, and Society subsidiaries should consult local counsel for advice concerning local law provisions that may be applicable to Youth participation or Youth membership in their jurisdiction, and the suitability of the forms for use in their jurisdiction.]

Adopted by the Society Board: July 2, 2002; revised November 2, 2002.

Youth Policy Statement
Page 2

[Sample Form - Specific Activity]
YOUTH PARTICIPATION FORM¹
 _____ Chapter/District - SPEBSQSA, Inc.

Youth [Name]: _____ Activity: _____
 Date of Birth: ____/____/____
 SS# _____ Location: _____
 Parent/Guardian: _____ Date(s): _____
 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] ², 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.

_____(Signature)

 Parent/Guardian
 [Printed Name]: _____ DATE: _____

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

^{2**} Delete if inapplicable

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: _____

Youth Policy Membership Form

4.2 c.

[Sample Form - Youth Membership]

YOUTH MEMBERSHIP FORM³

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] ⁴, 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.

_____(Signature)

Parent/Guardian

DATE: _____

[Printed Name]: _____

³ Signed copy of Form to be retained in Chapter file.

⁴ 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)

_____(Signature)

Supervisor(s)

[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.

_____(Signature)

Youth

[Printed Name]: _____

DATE: _____

**Chapter and District
Insurance Program Coverage**

**Barbershop Harmony Society
Policy Period: 01/01/11 – 01/01/12**

The following liability coverage is provided by the Society for all chapters
(Subject to the terms, limitations and conditions of the individual policies)
**Philadelphia Indemnity Insurance Company/Federated Insurance Company
of Canada**

A.M. Best Rating		A+ XIV (Philadelphia) A VII (Federated)
General Liability	\$3,000,000 General Aggregate \$3,000,000 Products & Completed Operations Aggregate \$1,000,000 Personal & Advertising Injury \$1,000,000 Each Occurrence (Bodily Injury and Property Damage) \$ 100,000 Fire, Explosion, Smoke, Water Damage Liability \$ 5,000 Medical Expense (Any One Person) \$1,000,000 Employee Benefits Liability (Per Claim) \$1,000,000 Employee Benefits Liability (Aggregate Limit) \$1,000,000 Liquor Liability(Per Claim) \$1,000,000 Liquor Liability (Aggregate Limit)	
	\$1,000,000 Abuse or Molestation Sublimit (per person) \$2,000,000 Aggregate-Abuse or Molestation Important: Should any activity involve the selling or serving of beer or liquor at non-society events, you must contact The Crichton Group to discuss in advance.	
Automobile-Non Ownership Liability	\$1,000,000 Hired and Non Owned Liability \$ 100 Comprehensive Deductible \$ 1,000 Collision Deductible Actual Cash Value, Cost of Repair or \$35,000 max whichever is less <u>Chapter Vehicles are to be insured for liability and physical damage coverage by each Chapter</u> When renting a vehicle you should purchase Liability and Physical Damage Coverage from the Rental Car Company	

Umbrella	\$10,000,000 Any one Occurrence \$10,000,000 Aggregate Limit of Liability \$10,000,000 Products/completed Operations Aggregate \$10,000,000 Personal Injury and Advertising Injury Liability \$ 10,000 Self-Retained Limit
Inland Marine	Provided to Chapters signed up for coverage under the Property/Inland Marine Policy

Crime	\$50,000 Employee Theft \$10,000 Forgery or Alteration \$20,000 Theft of Money, Securities-Inside \$10,000 Theft of Money, Securities-Outside \$40,000 Computer Fraud \$ 1,000 Deductible
--------------	--

Definitions:

Employee Theft

Provides protection for loss caused by embezzlement or wrongful abstraction of your money, securities and other property by your employees

Forgery or Alteration

Provides protection for loss caused by forgery or alteration of your checks, drafts, notes or promises for money

Theft, Disappearance and Destruction / Money and Securities

Provides protection for loss caused by theft, disappearance, or destruction to money and securities from inside the insured premises or a banking premises, or in the care and custody of a messenger outside the premises

Computer Fraud

Provides protection for theft of property following and directly related to the use of any computer to fraudulently cause a transfer of that property

Certificates of Insurance and Additional Insured Request

Chapter name, date and location of event/activity, description of activity plus the legal name and address of the facility owner is required in order to issue a Certificate of Insurance. Please contact The Crichton Group for certificates using the certificate of insurance request form on our website at www.barbershop.org

Certificate of Liability Insurance (Sample/Example)

4.3.1

Client#: 17891

BARBHAR

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/07/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Crichton Group 3011 Armory Drive 615-383-9761 Nashville, TN 37204 615 383-9761	CONTACT NAME: PHONE (A/C, No, Ext): 615 383-9761 FAX (A/C, No): 615 383-4628 E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:
INSURED S.P.E.B.S.Q.S.A., Inc. c/o Barbershop Harmony Society 110 7th Avenue North Nashville, TN 37203	INSURER(S) AFFORDING COVERAGE INSURER A : Philadelphia Indemnity Ins.Co. NAIC # 18058 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			PHPK662836	01/01/2011	01/01/2012	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB330137	01/01/2011	01/01/2012	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Managers or Lessors of Premises are included as Additional Insured when required by written contract executed prior to a loss with respect to liability arising out of the ownership, maintenance or use of that (See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

SAMPLE - Venue Name Street Address City, State	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2009/09) 1 of 2 The ACORD name and logo are registered marks of ACORD
#S171273/M170338

AEC

Revised October 2011

2012 CS EXHIBITS Manual 23

Editor's Note: Update all these forms before use by going to BHS Document Center.

DESCRIPTIONS (Continued from Page 1)

part of the premises leased to the insured. General Liability Coverage for Additional Insureds is primary and non-contributory when required by written contract or agreement. Subject to all of the terms, conditions, exclusions and definitions of the above referenced policies as issued by the carrier(s).

Revised October 2011

Safety Checklist for Barbershop Facilities

The Society and its chapters have both a moral and legal responsibility to provide safe facilities for the general public, non-members and members. Injuries distract from and interfere with the enjoyment of barbershop quartet singing. Each chapter can help ensure safe facilities through self-inspection. Many self-inspection items are merely "common sense." However, someone must exercise that common sense.

The Society's insurance carrier recommends that each chapter appoint or elect a safety officer who will have duties including self-inspection. All chapter members and chairman of events should also be aware of hazards. However, it should be the responsibility of the safety officer to perform formal self-inspections.

Those self-inspections should be performed well before any event that might involve non-members. Assuming that these events are at non-owned locations, the management of the facility should be contacted for correction of hazards. Safety items should be considered before the facility is rented. Then on the day of the event, the safety officer should perform a second inspection, correct or eliminate the hazards noted and/or contact management of the facility for those corrections.

It is hoped that all chapters will appoint a safety officer who can take a few moments to make sure hazards are controlled. It takes a few moments for safety, but many weeks to recover from a fall or other injury.

It is a common belief that the management or owner of the building or other facility is responsible for safety at that facility. However, this is not usually true in a legal sense. The chapter or the Society is usually the responsible party or parties, because most leases or rental agreements contain a clause shifting the liability to the renter, in this case, the chapter and Society.

The following are items that should be considered:	Please Circle	
Seating should be sturdy, and no seats or chairs should be broken.	Yes	No
Adhesive strips should be used to prevent slips on stairs and risers	Yes	No
There should be sufficient exits with lighted signs and with properly operating doors, including panic hardware.	Yes	No
Any stairs should be well-lighted and in good condition with secure handrails.	Yes	No
Parking lots should be well lighted with no hazards presented by holes.	Yes	No
Walking surfaces that are slippery due to rain or snow should be made safe by the use of mats, mops, and signs indicating that the surface is slippery.	Yes	No
Any spills should be cleaned up immediately.	Yes	No
All cords should be taped down to eliminate tripping hazards	Yes	No
Walkways to and from the stage should be well lighted.	Yes	No
Stage stairs should be well lighted and provided with a handrail	Yes	No
Loose carpeting should be anchored.	Yes	No
Curled carpeting and other loose carpeting edges should be taped down	Yes	No
No stairs, scaffolding or catwalks should have items stored on them.	Yes	No
Large sections of stationary glass should be marked to prevent	Yes	No

persons walking into or through them.

The front of the stage should be well delineated by methods similar to marking that edge with tape.	Yes	No
---	-----	----

There should be a functional emergency evacuation plan and it should be well known to all those involved.	Yes	No
---	-----	----

All chapter property should be secure from theft and disappearance.	Yes	No
---	-----	----

Snow and ice should be removed from exterior walking surfaces and sand and salt applied.	Yes	No
--	-----	----

Walking surfaces such as sidewalks and floors should be in good condition, and present no tripping hazard.	Yes	No
--	-----	----

Fire alarms and sprinkler systems should have been tested regularly	Yes	No
---	-----	----

All fire extinguishers should have been serviced in the last year.	Yes	No
--	-----	----

Procedures should be established for contacting emergency authorities.	Yes	No
--	-----	----

Smoking should be restricted to non-hazardous areas.	Yes	No
--	-----	----

General housekeeping should assure that there are no tripping hazards, exits are not blocked, stairs are not used for storage, and fire fighting personnel can easily access all areas,	Yes	No
---	-----	----

The building should be in good general physical condition.	Yes	No
--	-----	----

Emergency auxiliary lighting should be operating and have been tested	Yes	No
---	-----	----

Friends and family, especially children, should be discouraged from participating in set-up and tear-down in order to protect them from injury.	Yes	No
---	-----	----

Most of these items can be covered by visual observation, or by speaking to management of the facility.
Unsafe conditions should be remedied.

Items in Need of Attention:

Reviewed October 2011

Chapter Incorporation Renewal

This is a reminder that **all** chapters must renew their Incorporation **each** year in the State or Province where they reside. The process varies from State to State or Province to Province. The chapter secretary should be familiar with the process in his State or Province.

The Society, by policy, requires that all Chapters be incorporated as a not-for-profit corporation. Incorporation generally protects the chapter members from claims made against the chapter for damages, injuries or debts for which the chapter might be liable. To be chartered by the Society, a chapter must be incorporated in its State or Province.

A chapter that is not incorporated technically is not in compliance with the Society Bylaws Statements of Policy, rules and regulations, and not eligible to compete, have a vote in the House of Delegates meeting in its district, register quartets as part of its chapter (which will affect their ability to compete, too) or be covered under any of the Society's liability insurance coverage.

Chapters must annually file a statement of continued existence or annual report, in order to remain in good corporate standing in your State or Province. There may be fee associated with the annual renewal.

It is the responsibility of the chapter secretary to verify and certify that his chapter is incorporated in the State or Province of residence. If he is unsure of the incorporation status of the chapter, he should contact the Secretary of State or State Corporation Commission of Records.

Chapters Secretaries must also log into EBiz on the Chapter Page/Financial Filings tab - to update their chapter incorporation renewal.

Procedural questions may be addressed to Membership@barbershop.org. Any and all "changes" to chapter incorporation papers must be pre-approved by the Barbershop Harmony Society

Revised October 2011



Permission to Arrange

Please complete one form per song or medley, and submit to library@barbershop.org

Fax to 615.313.7619, or mail to: Barbershop Harmony Society
110 7th Avenue North, Nashville, TN 37103

song title (list all songs if medley)	
writer(s)	
copyright date	
current publishers (see www.ascap.com or www.bmi.com)	
number of copies	
arranger name	MEMBER#
person submitting filing	MEMBER #
If for contest, date of competition	
email	
phone	
Choose payment method)	<input type="radio"/> MasterCard or Visa card number and expiration
	<input type="radio"/> Check enclosed
	<input type="radio"/> Chapter charge: Name and chapter number
PLEASE INCLUDE COPY OF ARRANGEMENT (PREFERABLY IN FINALE FORMAT) WITH THIS SUBMISSION. THANK YOU!	
Fees for permission vary by song and publisher. Please e-mail library@barbershop.org or call the Music Library 800-876-7464 for pricing details.	
PLEASE NOTE: processing time is usually 30-60 days, but can be longer, especially if medleys or multiple publishers are involved. Requests that require special, priority treatment due to time constraints will incur an additional \$50 charge.	

Revised November 2008



LiveWire

October 9, 2011



Welcome to the Barbershop Harmony Society Newsletter

LiveWire brings you a quick read of current and upcoming activities and programs of the Barbershop Harmony Society. We hope you'll share this information with your chapter, quartet and district to help all Barbershoppers get the most from the barbershop hobby.


To view past issues of LiveWire, [click here](#).

Register Your Chapter for the 2012 Singing for Life Project!

If we told you that you and your chapter had a chance to save lives, would you take it? May 2012 offers you the chance to do just that! After a successful two years, with collecting more than 4,500 units of blood and saving approximately 13,500 lives, the Society has decided to continue this project, hoping for an even more successful year!

If your chapter is new to Singing For Life, please go to the [SFL website](#) to read the FAQs and Project Chairman Job Description. After choosing a Chairman for your chapter, you're ready to register using the following information

Reviewed and revised October 2011



X

SEARCH:

[HOME](#)
[REQUEST CATALOG](#)
[SHOW ORDER](#)
[INFO](#)
[HELP](#)
[INDEX](#)

New Fall '08 Items!!

2008 International Convention NASHVILLE

Compact Discs, DVDs, Videos & Audio Tapes

Top Selling Groups

Men's Apparel

Women's Apparel

Barber Tots and the Next Generation

Strike a Note

Travel in Tune

Barbershop Business

Sheet Music

Songbooks, Manuals, Show Scripts, Books, Learning Tools

Barber Pole Cat

Patriotic CDs, Songbooks, Scripts

Inspirational / Gospel CDs and Songbooks

Educational Videos

Tools For Music Directors

Computer Software

Gift Certificates

Ordering Music

Finale Music Notation Software

Barbershop Bargains

Chapter/District Supplies

Subscriptions

Awards

Customer Information

Barbershop Harmony Society
 110 7th Ave. North
 Nashville, TN 37203-3704
 800-876-SING

1. ORDERING
 Please allow 1 - 2 weeks for normal delivery times. All prices and availability of items are subject to change without notice.

2. RETURNS
 We are no longer accepting returns on unpublished or published music.

3. 10% DISCOUNTS
 You will receive a 10% discount for each item you order in quantity of 40 or more.

4. PAYMENT
 We accept Visa, MasterCard, Discover and American Express for orders from our website. You may also call 1-800-876-SING (7464). Hours of operation are 9am to 5pm Central time / Monday thru Friday or FAX 615-313-7615 to place an order or send check or money order, payable to "Barbershop Harmony Society"

Mail to:
 Barbershop Harmony Society
 110 7th Ave. North
 Nashville, TN 37203-3704, USA
 Please send US funds only.

4. Regular Shipping & Handling
 For domestic orders, a shipping/handling charge determined by amount ordered will be added to each order. Shipping/handling amounts are as follows:

\$0.00 to \$30 = \$6.00
\$30.01 to \$50 = \$8.00
\$50.01 to \$75 = \$10.00
\$75.01 to \$100 = \$12.00
\$100.01 to \$150 = \$13.00
\$150.01 to \$200 = \$15.00
\$200.01 to \$300 = \$16.00
\$300.01 and over = \$17.00

Orders will be shipped via United Parcel Service (UPS), DHL or U.S. Mail. For overseas shipments, the actual cost of shipping plus \$2 for handling will be added to each order.

5. Special Shipping
 We can deliver your order to most areas of the United States, via Express Air (orders received after 12:00 noon CST will be shipped the next business day). For next day delivery, \$15 will be added to the regular shipping/handling fee. For two-day delivery, \$10 will be added to the regular s/h fee. For three day delivery, \$8 will be added to regular s/h fee. Available for in-stock merchandise only. Orders subject to verification. Please note: We must have an actual street address (no P.O. Box) for special shipping requests.


6. Guarantee/Return Policy
 Simply return it within 30 days for a full credit, refund, or replacement. We are no longer accepting returns on unpublished or published music.

7. Members & Non-members

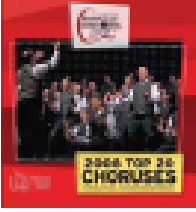
FEATURED PRODUCTS

BRAND NEW
 2008 International Recordings

NASHVILLE DVD
QUARTETS & CHORUSES







CHORUS CD
featuring
Heaters of Harmony



QUARTET CD
featuring
O.C. TIMES

We accept these major credit cards.

JOIN OUR MAILING LIST:
 enter your e-mail address

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

J. H. Jones

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

Reviewed and Unchanged Jan 2012

ASCAP REPORTING FORM – FOR THE YEAR 2012

7.2.3

This form is to be completed to comply with the agreement between The Society and The American Society of Composers, Authors and Publishers (ASCAP). You should submit this form to your District Secretary along with your BMI payments. Checks should be written out to the “Barbershop Harmony Society” NOT ASCAP. DO NOT SEND ANY PAYMENTS DIRECTLY TO ASCAP.

If your chapter does not gross more than **\$51,111.11** in ticket sales for all performance(s) during the year of 2012, please fill out **SECTION A** and mail it with a check written out to BHS for the minimum amount of **\$230.00**. If your Chapter grosses more than \$51,111.11 in ticket sales for all performance(s) during 2012, please fill out **SECTION B** and submit the appropriate fee using the formula below. Please mail checks and forms to your District Secretary along with your BMI payments. You only need to make one ASCAP payment per year.

Chapter #:	Chapter Secretary or Treasurer name: (please print)
------------	---

SECTION A

Chapter will not gross more than \$51,111.11 in ticket sales for all performances during the year 2012.	Is paying the minimum licensing fee of \$230.00 Check # _____
---	--

SECTION B

	Seating Capacity		% applied to Gross Ticket Revenue	
	Low	High		Multiplier
	0	2500	0.45%	0.0045
	2501	5000	0.30%	0.003
	5001	10000	0.25%	0.0025
	10001	25000	0.20%	0.002
	over	25000	0.10%	0.001
		A	B	A X B
	Show Date	Gross Revenue	Multiplier	Fee
Show 1				
Show 2				
Show 3				
Show 4				
Total				

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

1. 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)

2. 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: _____

3. 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 _____

4. Chapter will compute the fees and send the SOCAN form and fees by cheque (in Canadian Dollars) directly to SOCAN.

5. 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.

(date) (signature) (name)

SOCAN
41 Valleybrook Drive
Don Mills, ON M3B 2S1
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](#).

Revised October 2011

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:

- (a) be backstage 30 minutes before the show.
- (b) provide the chapter with the necessary publicity material and glossy pictures.
- (c) abide by the rules of the auditorium where the show is held (no smoking, drinking, etc.).
- (d) limit your performance on stage to the time allotted by the chapter.
- (e) notify the chapter if your quartet has any change in personnel prior to show date.
- (f) request written permission from the chapter, if district and chapter policy permits, to sell recordings if it is your practice to conduct such sales.
- (g) 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 recordings will be made until all requirements of the Barbershop Harmony Society's recording policy have been met. Copies of this policy may be obtained from the International Office of the Barbershop Harmony Society, 110 7th Avenue N., Nashville TN 37203-3704 USA.

Here's a sample to illustrate the New Quartet Registration Form as it would appear on <http://ebiz.barbershop.org>. This form may be completed online by a new quartet.




[Home](#)
[Find](#)
[My Records](#)
[My Memberships](#)
[Quartets](#)
[Order History](#)
[View Cart](#)

Logged in as Mike Lancot - 154266
 [Logout](#)

Quartet Registration Form

Quartet Name *(1st Choice)*
(2nd Choice)
(3rd Choice)

Competing District CAR Cardinal

Contact Member ID 154266

Quartet Email

Quartet Website

Tenor Member ID

Lead Member ID

Baritone Member ID

Bass Member ID

Comments to Registrar
 Include special instructions
 such as additional singers,
 non-singing contact person,
 change of competition district,
 etc.



QUARTET REGISTRATION RENEWAL FORM

QUARTET REGISTRY, Barbershop Harmony Society
110 7th 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.barbershop.org/



NEW QUARTET REGISTRATION

First Choice _____ All names must be approved by the Society Office _____ District in Which Quartet
Second Choice _____ Intends to Compete
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.**

Reviewed and Unchanged October 2011

Here's a sample to illustrate the Renew Quartet Registration Form as it would appear on <http://EBIZ.barbershop.org>. This form may be completed and submitted on-line by a quartet renewing its registration.



customer portal to the Barbershop Harmony Society



[Home](#) |
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 [My Memberships](#) |
 [Quartets](#) |
 [Order History](#) |
 [View Cart](#)

Logged in as Mike Lancot - 154266 [Logout](#)

Quartet Renewal Form

Quartet ID 500414

Quartet Name Evergreen District Test Quartet

Competing District EVG Evergreen

Contact Member ID 154266

Quartet Email

Quartet Website

Tenor Member ID 154266

Lead Member ID 141824

Baritone Member ID 240414

Bass Member ID 239478

Comments to Registrar
 Include special instructions such as additional singers, non-singing contact person, change of competition district, etc.

The <http://ebiz.barbershop.org> link is used for online contest entry. The chapter secretaries will make every effort to encourage online entry for chapter quartets and choruses entering all division, if applicable, district and Society contests.


The registrar for your chapter's contest entry, usually the chapter secretary, will need to have information regarding the songs to be sung in competition as well as information regarding the chorus (estimated size on stage), director[s], type of evaluation desired, and the preferred riser size when contest entry is made.

Shown below is an example of the first page of the contest entry (CJ20) process. This sample is for Evergreen District. Directions for contest entry are in the body of the contest entry as you proceed through each step of the process.

Directions for contest entry are also located on the www.barbershop.org home page under the 'Conventions' pull down menu ('Conventions' → 'Contest Entry Process' → 'Contest Entry Made Really Simple')



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 Landolt - 154288 [Logout](#)

Contest Details

<input type="radio"/> Quartet <input checked="" type="radio"/> Chorus <input type="radio"/> VLQ			Convention Name: International Chorus Preliminaries and District Quartet Convention	
<input type="radio"/> International <input checked="" type="radio"/> District or Division			Convention Start Date: 10/30/2009	
Where Do you want to Compete? EVG Evergreen			Convention End Date: 11/1/2009	
Convention : International Chorus Preliminaries and District Quartet Convention			CJ20 Cutoff Date: 10/20/2009	
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			Convention Type: District Only	
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			Note to Entrant: 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.	
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			Panel Size: 3	
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			Airport Code:	
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			Venue Name: Telus Whistler Conference Center	
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			City: Whistler	
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			State: BC	
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			Country: CANADA	
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			Zip: V0N 1B4	
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	

Chorus Name	Subscription End Date	CONTINUE
C057 Bellevue	Dec 31 2010	CONTINUE

Revised October 2011

This information must be updated by the chapter secretary, Chapter Secretary (Sub)(On-Line) or the Chapter President on line immediately following the elections.

Log into hydp://EBIZ.Barbershop.org and click on Chapter Management Officers

To ENTER NEW OFFICERS

- 1) Under Adding New Officers (done yearly)*
 - a. Use the drop down to select the number
 - b. Use the drop down to select the role
 - c. Enter the start date (1/1/2011)
 - d. Enter the end date (12/31/2011)
 - e. Click "Add Officer" button

* Note: There is no longer rollover of officers, allowing for better record keeping.



customer portal to the Barbershop Harmony Society



[Home](#) [Find](#) [My Records](#) [My Memberships](#) [Quartets](#) [Order History](#) [View Cart](#)

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

C057 Bellevue Chapter Officers
[Go to Chapter Management](#)
 Current

Current Officers

Page 1 of 2

Role	Person	Start	End	Edit
Chapter President	Paul Renhard	1/1/2008	12/31/2008	Edit
Chapter Secretary	Raymond Steckler	1/1/2008	12/31/2008	Edit
Chapter VP Chapter Development	Gary Ackerman	1/1/2008	12/31/2008	Edit
Chapter VP Mktg/PR	Daniel Keating	1/1/2008	12/31/2008	Edit
Chapter VP Music/Perf	Jeremiah Pope	1/1/2008	12/31/2008	Edit
Chapter Board Member at Large	Dave Schott	1/1/2008	12/31/2008	Edit
Chapter Board Member at Large	Brian Ayers	1/1/2008	12/31/2008	Edit
Chapter Board Member at Large	Barry Knott	1/1/2008	12/31/2008	Edit
Chapter Chorus Director	Donald Rose	1/1/2008	12/31/2008	Edit
Chapter Officer (Other)	John E. Caner	1/1/2008	12/31/2008	Edit

[< Previous](#) [Next >](#)

Add an officer:

Person ID
 Lanctot, Mike - 154266

Role
 Chapter Secy Sub (On-Line)

Start Date

End Date

[Add Officer](#)

To Edit Current Officers:

Circumstance: **Officer is leaving a position**

- 1) Click EDIT at the right of the Officer line to be changed
- 2) Enter the last day he served in the Office End column
- 3) Click IPDATE
- 4) Enter the person replacing him following the directions above for Adding New Officers.

Circumstance: **Officer is inadvertently added, saved and needs to be removed.**

- 1) Click EDIT at the right end of the Officer line to be changed
- 2) Enter the SAME DATE for both the START and END DATE. Ensure that this is a date in the past.
- 3) Click UPDATE
- 4) The Officer will no longer on your listing.

Sample Screen:



Home Find My Records My Memberships Quartets Order History  View Cart

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

C057 Bellevue Chapter Officers

[Go to Chapter Management](#)

Current  **Current Officers** Page 1 of 2

Role	Person	Start	End	Edit
Chapter President	Paul Renhard	1/1/2008	12/31/2008	
Chapter Secretary	Raymond Steckler	1/1/2008	12/31/2008	
Chapter VP Chapter Development	Gary Ackerman	1/1/2008	12/31/2008	 
Chapter VP Mktg/PR	Daniel Keating	1/1/2008	12/31/2008	
Chapter VP Music/Perf	Jeremiah Pope	1/1/2008	12/31/2008	
Chapter Board Member at Large	Dave Schott	1/1/2008	12/31/2008	
Chapter Board Member at Large	Brian Ayers	1/1/2008	12/31/2008	
Chapter Board Member at Large	Barry Knott	1/1/2008	12/31/2008	
Chapter Chorus Director	Donald Rose	1/1/2008	12/31/2008	
Chapter Officer (Other)	John E. Caner	1/1/2008	12/31/2008	

[< Previous](#) [Next >](#)

Add an officer:

Person ID	Role	Start Date	End Date
Lanctot, Mike - 154266 	Chapter Secy Sub (On-Lin 	<input type="text"/>	<input type="text"/>
			

Notes and Changes

[illegible]