

# Guide for Regional Standing Rules

## TABLE OF CONTENTS

	<b><u>Page(s)</u></b>
Introduction .....	1_2
Form for Regional Standing Rules .....	3-6
Section I _ Regional Management Team .....	3
Section II _ Regional Management Team Meetings.....	3
Section III _ Regional Management Team Duties.....	3-4
Section IV _ Committees.....	4
Section V _ Regional Meetings .....	4
Section VI _ Finances.....	4-5
Section VII _ Annual Regional Competitions .....	6
Section VIII _ Other.....	6
Section IX _ Amendments.....	7

## INTRODUCTION

The *Guide for Regional Standing Rules* and the suggested rules included outline the regulations necessary for the smooth operation of a region. It is important that each region have a workable set of standing rules to support its adopted Regional Bylaws.

You will note some items marked with an asterisk (\*). This alerts you that there are bylaws or international policies addressing that subject which must be followed. You should refer to the bylaws or *Policy Book* in each case. Note the applicable bylaws or *Policy Book* section in the standing rules as a cross\_reference. Keep in mind that the items and format suggested by this guide are flexible and can be adjusted to the particular needs of your region. Bylaws and international policies can be amended only by the International Board of Directors.

### **What are standing rules?**

According to *Robert's Rules of Order, Newly Revised*, "Standing rules are motions or resolutions governing actions of an organization. They are adopted from time to time as needed to support the bylaws." If the region has no additional rules or explanations for any section referred to in this guide, simply refer to the bylaws: "See Standard Form Regional Bylaws, Article X, Section X."

### **Do standing rules require approval of the international organization?**

Yes, regional standing rules should be submitted in duplicate by the Regional Team Coordinator (or her designee) to the Director of Meetings and Corporate Services at international headquarters for examination and approval. This must be done before the standing rules, or revisions thereto, are formally adopted by the Regional Management Team. One copy of the approved standing rules is returned to the Regional Team Coordinator and one copy is retained in the region's file at headquarters.

After the standing rules (or proposed revisions or amendments to the standing rules) have been adopted by the Regional Management Team, one copy of the adopted standing rules is sent to the International Bylaws and Rules Specialist, one copy is sent to the Director of Meetings and Corporate Services at headquarters, one copy is sent to each chapter in the Region and one copy is sent to each Regional Management Team member, International appointees, and regional standing committee chairs.

### **What is the procedure for adopting standing rules?**

Prior notice of the meeting to adopt standing rules (or proposed revisions to the standing rules) along with a copy of the standing rules (or proposed standing rules revisions) is sent to the Regional Management Team. Thirty (30) days' notice is suggested. It may be necessary to give less notice, but it should never be less than 10 days. The standing rules are adopted by consensus of the Regional Management Team members present at the meeting.

**How are they  
rescinded or  
amended?**

See Section IX, page 7 of this Guide.

**How are they  
suspended?**

Standing rules may be waived (suspended) for only one meeting by consensus of the Regional Management Team members present at the meeting. Adopted standing rules should be followed to the letter. Change them when necessary, but have rules and abide by them.

## FORM FOR REGIONAL STANDING RULES

### SECTION I \_ REGIONAL MANAGEMENT TEAM

- \*A. Term of office, election and appointment (see Standard Form Regional Bylaws, Article IV, Sections 1 and 2.)

### SECTION II \_ REGIONAL MANAGEMENT TEAM MEETINGS

- \*A. Place, Date, Number of Meetings (see Standard Form Regional Bylaws, Article IV, Section 3) Note: Additional provisions necessary for the smooth operation of the Region may be inserted here. For example: clear meeting sites with Events Coordinator, clear dates with Team Coordinator, etc.
- B. Attendance Requirements of Management Team:
  1. Each management team member is expected to be in attendance at each Regional Management Team Meeting.
  2. Any management team member absent from \_\_\_\_\_ (number) consecutive meetings, regardless of cause, shall be expected to tender her resignation from the Regional Management Team.
  3. If a management team member has prior knowledge that she will be absent from the \_\_\_\_\_ meeting in sequence (number to correspond with that chosen in B.2.), she is expected to advise the Team Coordinator in sufficient time so that a successor may be selected.
  4. Each potential nominee must agree to comply with this attendance requirement at the time her qualifications are submitted to the Communications/Technology Coordinator and Regional Nominating Committee.
- C. Quorum (see Standard Form Regional Bylaws, Article IV, Section 7)
- D. Additional provisions should be added here for standing committee chairs who are not serving on the Regional Management Team to attend Regional Management Team meetings.

### SECTION III - DUTIES (See Standard Form Regional Bylaws, Article V)

\*Duties of the Regional Management Team may be set out here as prescribed by the *Policy Book* and the *Regional Management Team Handbook*. Any additional duties established by the Regional Management Team should be set out here or in a job description addendum.

## SECTION IV - COMMITTEES

- \*A. Standing Committees/Appointments (see Standard Form Regional Bylaws, Article VII, Section 1)
  - \* 1. Finance Committee
  - \* 2. Bylaws and Rules Chair
  - 3. Any other standing committees, as prescribed by the Regional Management Team, may be added here. For example: Competition, Newsletter, Leadership Database, Printing and Duplicating, Membership, Public Relations, Ways and Means.
  
- B. Duties of Standing Committee Chairs (Job descriptions may be included in an addendum to these standing rules):
  - \* 1. Finance (see Standard Form Regional Bylaws, Article V, and Article VII, Section 1, item B)
  - \* 2. Bylaws and Rules Chair
  - 3. Any others as prescribed by the Regional Management Team
  
- \*C. Special Committees (see Standard Form Regional Bylaws, Article VII, Section 2)
  
- \*D. Nominating Committee (see Standard Form Regional Bylaws, Article VII, Section 3)

Note: Additional information concerning the Nominating Committee is included in the *Regional Management Team Handbook*.

## \* SECTION V \_ REGIONAL MEETINGS

(See Standard Form Regional Bylaws, Article III, Sections 3, 4, 5, 7) Additional provisions may be defined here, providing they do not conflict with the Regional Bylaws.

## SECTION VI \_ FINANCES

- A. Income
  - 1. Regional assessment
  - 2. Regional convention registration fees - amount, who approves
  - 3. Any other sources of income

### Expenses

- 1. Regional Competition:
  - a. If a percentage of the net proceeds of the Regional Convention is paid to the Regional treasury or to a host chapter, it should be set out here.
    - b. If the Region is to assume a percentage of the loss incurred by the host chapter of a Regional Convention, it should be set out here.
  - c. Expenses reimbursed to Competition Coordinator, CRC, etc.

**SECTION VI \_ FINANCES (continued)**

2. Management Team

- a. Travel and housing allowance for required management team meetings
- b. Travel and housing allowance for regional meetings
- c. Travel, housing, and incidental expenses allowance for regional management team training
- d. Travel and housing allowance for counseling purposes
- e. Travel and housing allowance for special travel
- f. Travel and housing allowance for international conventions
- g. Expense allowed for internationally sponsored education events
- h. Other expenses allowed such as registration fees, per diem and incidental fees
- i. Method of authorization of payment

3. Other Officers and Committee Chairs:

- a. Travel allowance for required meetings
- b. Housing allowance for required meetings
- c. Method of authorization of payment

4. Education Programs

- a. Travel and housing allowance for chapter visits made by the Education Coordinator or other persons authorized by her
- b. Expense allowed for training workshops for Regional Faculty
- c. Provisions for the funding of musical and administrative education programs
- d. Expense allowed for special appointees for counseling visits

5. Membership Program

- a. Travel and housing allowance for visitations made by the Membership/ Marketing Coordinator or persons authorized by her
- b. Provisions for extension programs for prospective chapters
- c. Provisions for growth and retention programs for chartered chapters

\*6. General Expenses (see Standard Form Regional Bylaws, Article VIII)

Annual Budget

Audit



**SECTION VII \_ ANNUAL REGIONAL COMPETITIONS** (Following is a suggested outline.)

- A. Regional Competition Planning Committee or Host Chapter
  - 1. Define selection procedure for host chapter or committee members
  - 2. Financial statement presented to Regional Management Team
- B. Convention Photographer
  - 1. Explain procedure for selecting photographer
  - 2. Define approval process
- C. Registration Fee
  - 1. Define who is required to purchase; e.g., whether competitors are required to pay the Regional Convention registration fee, complimentary registration for VIPs, etc.
  - 2. All other provisions concerning the competition registration fee may be set out here including:
    - a. Registration fees are transferable but not refundable
    - b. Single tickets
- D. Awards: Allowances and eligibility requirements for special regional awards may be provided for here.
- E. Schedule of Events (See Guidelines for Regional Conventions [GRC]):
  - 1. International approval required
  - 2. Approval of Events Coordinator, CRC, and Regional Management Team, if desired
- F. Site Selection (See Guidelines for Regional Conventions [GRC]):
  - 1. When
  - 2. Who decides
    - \* 3. Finance Coordinator signs contracts (see *Policy Book*, Section 7, Division A6, #2d and p. 7-1 of *Regional Management Team Handbook*)
- G. Miscellaneous Convention Procedures

**SECTION VIII \_ OTHER**

Additional provisions may be added and set out here.

**SECTION IX \_ AMENDMENTS** (see Standard Form Regional Bylaws. Article XI)

These standing rules may be amended or rescinded as follows:

1. By consensus of the Regional Management Team members present at any meeting of the Management Team.
2. By a two-thirds (2/3) affirmative vote by mail of the Regional Management Team, with ratification at the next Regional Management Team meeting.

Revised/adopted by \_\_\_\_\_ Region # \_\_\_\_\_ on the  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed: \_\_\_\_\_  
Team Coordinator

Reviewed and approved by: \_\_\_\_\_  
Director of Meetings and Corporate Services, Sweet Adelines International

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