

**SOCIETY FOR THE PRESERVATION AND ENCOURAGEMENT OF BARBERSHOP
QUARTET SINGING IN AMERICA, INC.**



**JOHNNY APPLESEED DISTRICT
ASSOCIATION OF CHAPTERS**

STATEMENT OF POLICY



**CONTAINS ALL REVISIONS AND ADDITIONS TO THE STATEMENT OF POLICY
APPROVED BY THE DISTRICT BOARD OF DIRECTORS AND THE HOUSE OF
DELEGATES AS OF []**

STATEMENT OF POLICY

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Revisions submitted by Johnny Appleseed District Laws and
Regulations Committee, E. L. "Skipp Kropp, Chairman

Article I - PURPOSE

1.01 PURPOSE

From time to time the District House of Delegates and the District Board of Directors shall determine policy for the conduct of District affairs which is not appropriate for inclusion in District By-Laws, but which should be readily available to all members serving in an administrative capacity. To fulfill this need, the District House of Delegates and the District Board of Directors have adopted this STATEMENT OF POLICY. All policies adopted by the District House of Delegates in the future will be incorporated herein. An updated copy of the STATEMENT OF POLICY shall be posted on the District web page during the first quarter of each year and provided to District Officers, Chairmen of District Committees, and Secretaries of Chapters electronically by the District Secretary.

Article II - GEOGRAPHICAL BOUNDARIES OF THE DISTRICT AND DIVISIONS

2.01 DIVISIONS

The Society Board of Directors has established the Johnny Appleseed District boundaries. Subject to the approval of the House of Delegates, the District Board of Directors shall determine the number and establish the boundaries of Divisions within the District. Variations from these boundaries and in the number of Divisions, may be effected by the District Board of Directors if, in the District Board of Directors' judgment and with the consent of the Chapter involved, such variations would result in more efficient administration and harmonious service.

Article III - DISTRICT HOUSE OF DELEGATES

3.01 HOW CONSTITUTED

The District House of Delegates shall consist of those members designated in the Barbershop Harmony Society Standard District Bylaws. In addition, it shall be the policy of the Johnny Appleseed District that the three most recent past District Presidents who are still active members in the District shall be members of the House of Delegates.

3.02 TIME

The District House of Delegates shall hold at least two meetings a year. One of these shall be held in the first five months of the year. The other meeting shall be held in the Fall.

3.03 ORDER OF BUSINESS

It shall be the policy of Johnny Appleseed District that, at the fall meeting of the Johnny Appleseed District House of Delegates, under the heading "new business," a Memorial Service shall be held honoring those members of Johnny Appleseed District who have passed away since the last prior Memorial Service.

Article IV - REPORTS OF DISTRICT OFFICIALS

4.01 PROCEDURE FOR SUBMITTAL

Members of the District Board of Directors, Chairmen of District Committees and other officials as designated by the District President, shall submit written reports semiannually or as requested by the District President. Each report shall state briefly the accomplishments of that official or committee for the period since the last report. The District Secretary shall collate all of the reports referred to above; the minutes of the last District House of Delegates meeting; the agenda; and any materials requiring action by the District House of Delegates and forward such material to each District Officer and Delegate at least 30 days prior to the Spring and Fall meetings of the District House of Delegates.

Article V - OFFICERS

5.01 OFFICERS

In addition to the House of Delegates electing the President, Executive Vice Presidents, Secretary, Treasurer, Immediate Past President, and four Board Members At Large, it shall be the policy of Johnny Appleseed District that the District President shall appoint an Operations Team consisting of District Directors for Contest and Judging, Events, Administrative Leadership, Chapter Relations/Fellowship, Music Leadership, Outreach, and Technology/Communications. The District Directors on the Operations Team are not members of the Johnny Appleseed District Board. In accordance with the Johnny Appleseed District Bylaws, each officer of the District shall be an active member in good standing of a chapter within the District, other than the Frank H.

Thorne Chapter at Large. A member in good standing is one whose chapter, district and Society dues are fully paid and who is not under suspension by his chapter or by the Society Board of Directors.

5.02 ELECTION OF OFFICERS

The District Secretary, District Treasurer, and District Board Members at Large, elected by the House of Delegates, and all District Directors appointed by the District President, subject to re-election or re-appointment, may serve a maximum of six consecutive one-year terms and may not hold the same position again for one year after leaving office, provided that the Board, upon the recommendation of the District President, may extend any such term for a period of up to two years due to exigent circumstances. The District President, having served two consecutive terms of one year, shall not be eligible to succeed himself. The District Executive Vice President, having served two consecutive terms of one year, shall not be eligible to succeed himself, but shall be eligible for election as District President. The terms of office for District President and Executive Vice President are not subject to extension.

5.03 NOMINATIONS

The Johnny Appleseed District Nominating Committee shall submit its slate of nominees for elected positions to the District Secretary at least 45 days prior to the fall House of Delegates meeting. The District Secretary shall then furnish to each Delegate a list of nominees for elected positions at least 30 days prior to such fall meeting.

5.04 VACANCIES IN OFFICE

- A. Any elected District officer who fails to perform his duties adequately may be requested to resign and may be removed from office by action of a two-thirds majority of the District Board of Directors.
- B. If a person holding a District office moves out of the District, and is no longer active in District affairs, such office thereupon shall automatically become vacant.
- C. All appointed officers serve at the will and pleasure of the District President, who may remove any appointee at his sole discretion, creating a vacancy in office which may then be filled by appointment of the District President of another candidate.

5.05 DUTIES AND AUTHORITY OF OFFICERS

A. Duties: The primary objective of the officers of the District shall be the supervision and administration of District affairs in such a manner as to promote District objectives or as otherwise directed by the Society Board of Directors.

B. Authority: All members of the Operations Team shall have both apparent authority and actual authority to engage in activities necessary to carry out their duties in their functional areas. This authority includes, but is not limited to, execution of contracts on behalf of the District and approval of expenditures up to amounts in the Board-approved budget.

5.06 OPERATIONS TEAM MEETINGS

The District Operations Team shall meet at such times and in such locations as the District President shall determine but shall meet at least twice each calendar year. A majority of Operations Team members at any such meeting shall constitute a quorum.

Article VI - DISTRICT COMMITTEES

6.01 STANDING COMMITTEES

Prior to January 1st but after his election, the District President-Elect shall appoint such of the following Standing Committees to serve during his term of office as will be required for effective prosecution of District functions:

- Ethics
- International Convention Activities
- Laws and Regulations
- Memorial Service
- Nominating

In addition to the above Standing Committees, Special Committees may be appointed by the District President as necessary.

6.02 TERMS OF SERVICE FOR COMMITTEES

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

6.03 QUORUM

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

Article VII - DISTRICT DISCIPLINARY POWERS

7.01 DISCIPLINARY POWERS

The District Board of Directors may for cause and by majority vote, discipline, or request from the Society suspension of a member Chapter; or by unanimous vote, request expulsion of such Chapter provided that a copy of the charge or charges against such Chapter has been mailed to the President and Secretary of such Chapter at least 90 days prior to a hearing thereon. Such notice, further, shall state the time and place of the hearing. Following the hearing, the District Board of Directors shall notify the Society Board of its decision and, pending approval of the Society Board of said decision, shall then notify the President and Secretary of the member Chapter of the outcome of the hearing.

7.02 DISCIPLINE FOR FINANCIAL NONPARTICIPATION

The membership of any Chapter whose District financial participation has not been received by the District Treasurer within three months of the date upon which said payment fell due shall be subject to disciplinary action by the District Board of Directors.

Article VIII - DISTRICT DIRECTORY

8.01 CONTENTS

Each year the District Secretary shall be responsible for the preparation and distribution of a Johnny Appleseed District Directory. The Directory shall contain the roster of District Officers, Committee Chairmen, Chapters, Chapter Officers, District Delegates and such other information as the District Board of Directors shall approve. The District Directory shall be posted on the District web page as soon as possible after election of Chapter officers

Article IX - DISTRICT PUBLICATION

9.01 TITLE AND OBJECTIVES

The District shall publish a news service to be known as the Cider ExPress. The broad objectives of such District publication shall be to provide accurate and timely news of the Society, District and Chapter activity.

9.02 EDITOR

The Editor of the Cider ExPress shall be appointed by the District President upon consideration of the recommendation of the Director of Technology and Communication, and shall serve until he either resigns or is terminated by the District President with the approval of the District Board of Directors.

9.03 DELIVERY METHOD

The Cider ExPress shall be made available electronically to all J.A.D. members in good standing, and to such other Society members and as the District President may direct.

Article X - SHOW CLEARANCES

10.01 PURPOSE

Chapters intending to present a chapter show shall obtain clearance from the District Secretary. The purpose of obtaining show clearances is to prevent conflicts in dates of activities between chapters, areas, Divisions or District sponsored functions. Conflicts make it difficult to obtain quartets or judges, prevent nearby Barbershoppers from attending both events, reduce public attendance and result in unpleasantness between chapters.

10.02 PROCEDURE

A. Granting of clearances will be done only by the District Secretary. The filing of a BMI/SESAC application with the District Secretary shall constitute a chapter's request for show clearance. Normally, a clearance should not be granted for two events in the same area on the same date. Where the distance between chapter meeting places/ or show sites is less than 50 miles (one way) the shows are by definition within "the same area", and a conflict is presumed to exist. However, if the distance between the events or other pertinent facts indicate that no conflict

will result, the District Secretary may grant the requested clearance at his discretion.

The foregoing notwithstanding, District events are scheduled for the good of every member in the District and, therefore, a conflict is presumed to exist between any scheduled chapter event requiring a clearance and a District event scheduled for the same day and the District Secretary shall not grant clearance for the chapter event.

B. The Secretary shall promptly notify the requesting group of the clearance granted. An information copy of this clearance shall be sent to the Editor of the Cider ExPress.

10.03 REPORTS

At intervals no more frequent than once a month, the District Secretary will prepare an updated list of clearances granted. Such lists will include the date and Chapter concerned and the event for which clearance was granted, such as Annual Show, etc., and shall also include District and International Conventions. To inform the District membership, the latest updated list of clearances will be published in the Cider ExPress.

10.04 PERMANENT CALENDAR

The District President shall establish and maintain a permanent calendar on a five year basis, containing all Society and District cleared events.

Article XI - FINANCES

11.01 DISTRICT FINANCING

A. All Chapters, as members of the District shall be obligated to share in the financing of the District.

B. Each year, prior to the annual Fall Meeting of the House of Delegates, the District Finance Committee shall prepare a budget for the succeeding year. Such budget shall be submitted to the annual Fall Meeting for approval. A copy of the proposed budget shall be submitted to the District Secretary 45 days prior to the Fall Meeting and sent electronically to each member of the House of Delegates no later than 30 days prior to such meeting.

C. Each Chapter of the District shall pay to the District current District per capita assessment for each member of Chapter. Such assessment shall be due and payable in the same manner as Society per capita assessment.

D. Special assessments may be made on member Chapters, when and if necessary, only by a two-thirds vote of the House of Delegates.

E. A member of the House of Delegates may propose changes to the budget from the floor of the House of Delegates meeting. Such proposed changes must receive a two-thirds affirmative vote of the delegates present to be accepted.

11.02 FINANCIAL MANAGEMENT

A. Policy

(1) To assist and advise the District Board of Directors, the District President shall appoint a District Finance Committee. The Committee shall have the responsibility:

- a) for the preparation of the annual budget.
- b) for the analysis of District expenditures and income.
- c) of advising the District Board of Directors and District House of Delegates of fiscal policy and financial health of the District.
- d) for periodic auditing of the Treasurer's books.

(2) All proposals submitted to the District Board of Directors to institute, eliminate or modify a function, service or responsibility, shall be directed to the Finance Committee for a report at the next District Board of Directors' meeting as to the effect of the proposal on the District budget.

(3) Amounts budgeted for a function shall not be considered a limitation but it is expected that expenses will not be permitted to exceed the amount budgeted by more than five percent (5%) without approval by the District President with subsequent budget revision at the next District Board of Directors' meeting.

B. Budget Preparation and Adjustment

The District Finance Committee shall consult with the District Board of Directors as necessary and shall prepare a preliminary budget proposal for the ensuing fiscal year and shall furnish copies of this preliminary budget proposal to the District President and the District Board of Directors with appropriate explanatory notes. The Treasurer shall also furnish at the same time a Balance Sheet and a report of actual expenses and income compared to the budget for the current fiscal year as of June 30. This preliminary budget proposal, with recommendations by the Finance Committee, shall be placed on the agenda at the summer District Board of Directors' meeting and a budget proposal for submission to the District House of Delegates at the Fall House of Delegates meeting shall be agreed upon at the summer meeting.

11.03 DISTRICT INCOME

Each member of the Johnny Appleseed District will be assessed an annual per capita dues of \$25. Exceptions to this assessment will be in accordance with Society policies accorded senior citizens and youth; further, no second or multiple district dues shall be assessed to any Johnny Appleseed District member who holds dual or multiple memberships in two or more chapters within the Johnny Appleseed District.

11.04 DISTRICT EXPENDITURES

A. Control of Expenditures

- (1) Expense account vouchers must be submitted for approval as follows:
 - a) Committee Chairmen and Committee Members submit vouchers to the District Director as directed by the District President.
 - b) District Directors, Immediate Past President, Secretary, Treasurer and Society Board Members submit vouchers to the District President.
 - c) District President submits vouchers to District Treasurer.

(2) All expense vouchers must be accompanied by appropriate receipts substantiating the request and explanations as to date, location, activity and mileage.

(3) Expense vouchers shall be separated by responsibility, i.e., persons acting in multiple capacities should prepare a separate voucher for each such responsibility, e.g., Committee Chairman, District Director and Committee member, etc., except where the responsibility is directly linked to another responsibility, e.g., District Director-Contest and Judging and Convention Committee member. Multiple activities for the same responsibility may be combined on a single voucher, e.g., multiple chapter visitations.

B. Allowable Personal Expenditures

(1) Eligibility for Reimbursement

Members of the District Board of Directors, Chairmen of District Committees, and other officials who may be elected or appointed at the District level of activity are entitled to reimbursement for expenses incurred in the conduct of their responsibilities, including attendance at meetings of the District Board of Directors and District House of Delegates when required by the District President.

(2) Extent of Reimbursement

- a) Standard public transportation fares (including taxes).
- b) Use of private automobile, at \$.35 per mile. This reimbursement is regardless of the number of passengers in the vehicle and includes all tolls, parking charges etc. For trips over 500 miles (one-way), the use of public transportation is encouraged. Reimbursement will be based on the best available air coach fare or mileage, whichever is less.

- c) When necessary, reimbursement of hotel/motel room charges at an amount equivalent to the double occupancy rate per night within the Johnny Appleseed District and the full occupancy rate per night when attending other authorized activities outside the Johnny Appleseed District. The full occupancy rule shall also apply when a member is requested to stay at the hotel and is the odd-numbered guest.
- d) Reimbursement of incurred meal expenses according to the following schedule, when authorized:
 - 1) Breakfast - \$7
 - 2) Lunch - \$10
 - 3) Dinner - \$15
- e) Postage and telephone charges.
- f) Stationery and supplies.

C. Reimbursement of District Officials for Society Activities

Subject to the guidelines set forth in Article 11.04(B)(2) above, the District President, Society Board Member, and District Directors will be eligible for reimbursement of expenses not covered by the Society when requested to participate in activities approved by the District President, e.g., District President's Forum, Society Board Meetings and Convention. The following guidelines are set forth to cover such activity:

(1) District President and Executive Vice President- Eligible for expenses not otherwise reimbursed to attend District President's Forum, District President's Meeting at the Society's Mid-Winter Convention, and International Convention. Reimbursement will include transportation, lodging, meals and convention ticket from the time required for being present through the end of the activity.

(2) District Directors - Eligible for expenses not otherwise reimbursed to attend Society meetings and activities when invited. For such meetings held in conjunctions with the Annual International or Midwinter contest and convention, the District Directors will be reimbursed for transportation, lodging, and meals for the time required for being present at the activity.

(3) Any District Board Member or Board Member-elect, when requested to attend a meeting by the Society or District President shall be eligible for reimbursement of expenses in a similar manner providing prior approval has been granted by the District President.

(4) District International Convention Activities Chairman (DICAC) - The DICAC shall be eligible for reimbursement of travel expenses, three days hotel expenses [see Article 11.04(B)(2)] and any out-of-pocket expenses directly associated with the District's hospitality functions, provided the District holds a function at the International Convention.

11.05 JUDGES CERTIFICATION/RECERTIFICATION

The District shall reimburse some of the expenses incurred by District Judges in the process of becoming certified or maintaining their certification in connection with attendance at Category School. All expenses shall be reimbursed in accordance with Article 11.04(B)(2). The expenses to be reimbursed include transportation and school tuition for Certified Judges attending recertification school, transportation and tuition for each Candidate Judge attending certification school plus \$100 for each Candidate Judge who practices out of District (maximum of twice per year per Candidate Judge), and transportation and tuition to Candidate school for those Applicant Judges who pass the course and become Candidate Judges.

Article XII - FINANCIAL AID TO INTERNATIONAL COMPETITORS

12.01 GENERAL

Each year at least one Chorus and several Quartets are selected through International Preliminary Contests to represent Johnny Appleseed District in the International Chorus and Quartet Contests. While representing the District in International Competition is a distinct honor, it often carries with it a significant financial obligation.

12.02 FINANCIAL AID TO INTERNATIONAL REPRESENTATIVES

The following shall apply in budgeting and disbursing aid to Quartets:

- A. Aid shall be provided only to members of those Quartets who actually go to the International Contest for the purpose of competing.
- B. Aid shall be provided only to members of those Senior Quartets who actually go to the Midwinter Contest for the purpose of competing.

12.03 CHORUS AND QUARTET ALLOCATION

The amount to be dispersed in any given year shall be determined by action of the Johnny Appleseed District's Board of Directors, and be based on the sound fiscal policy of maintaining a balanced budget for the year in which any financial aid awards are made. Accordingly, the District Board of Directors shall determine in each year whether there is sufficient revenue to make any contribution. If the determination is made that sufficient funds exist, an appropriate financial aid amount shall be established each year.

Article XIII - RESPONSIBILITIES IN ORGANIZING A NEW CHAPTER

13.01 DISTRICT DIRECTOR

- A. Any possibility of establishing a new Chapter shall be brought to the attention of the District Director – Administrative Leadership. If the first information comes from Society Headquarters, the District Director – Administrative Leadership shall locate a sponsoring Chapter.
- B. In considering a request for the granting of a license to operate as a Chapter of SPEBSQSA, Inc., the District Director – Administrative Leadership shall determine whether or not the requirement that a majority of the licensees are new to barbershopping, or their membership has lapsed for more than one year has been satisfied.
- C. The District Director - Administrative Leadership shall direct the extension activities of the sponsoring Chapter. All correspondence to the District and Society Office shall be by, or through, the District Director – Administrative Leadership. The District Director – Administrative Leadership shall recommend the area in which the new chapter is to be placed.

13.02 SPONSORING CHAPTER

The responsibility of a sponsoring chapter is to visit the new licensed Chapter, help with recruitment, loan music to expand the library, and many other special incentives to encourage the new Chapter to become part of our singing Society.

Article XIV – DISSOLUTION OR MERGER OF CHAPTERS

14.01 DISSOLUTION

A. In the event a Chapter elects to surrender its charter, the Chapter President shall notify the District President in writing of its intent and proceed as provided in the Standard Chapter By-Laws.

B. No Chapter charter shall be surrendered or revoked without the specific recommendation of the District Director – Administrative Leadership.

C. No Chapter charter, or license, shall be revoked before and until an investigation has been completed by a special committee of the District Board of Directors appointed by the District President. Said special committee shall report its findings and recommendations to the District Board of Directors in a timely fashion.

D. A Chapter charter or license may not be revoked or suspended without an affirmative vote of a majority of the District Board of Directors.

14.02 MERGER

When two or more Chapters wish to merge, each shall so notify the District Director – Administrative Leadership in writing. Said written notification shall contain, among other things, a Chapter Board of Directors' resolution so stating the intent; evidence that two-thirds of the Chapter membership have cast an affirmative vote for the proposed merger; and that all Chapter members in good standing received two weeks' prior notice outlining the proposal and the date of voting. The District Director – Administrative Leadership shall submit the Chapter notification to the District Board of Directors through the District President. In the event the District Board of Directors approves the merger, said merger shall not take effect unless and until the Society office has notified the District Board of Directors and the merging Chapters that the merger is of record. All property and funds of each of the merging Chapters shall become the property of the emerging Chapter.

Article XV – CHAPTER LEADERSHIP ACADEMY

15.01 TIME

Once each year, following election of new Chapter Officers and prior to the beginning of their respective terms in office, all chapter officers-elect shall be urged and encouraged to attend a District-sponsored seminar for the purpose of receiving training in their duties. These seminars will be known as the Leadership Academy (LEADAC).

15.02 LOCATION

LEADAC will be held in a centrally located city in the District, to be selected by the District Board of Directors.

15.03 RESPONSIBLE OFFICER

The District Director - Events shall have responsibility for the LEADAC facilities and the District Director – Administrative Leadership shall be responsible for securing those faculty members other than those secured by the Society staff.

ARTICLE XVI – CONVENTIONS AND CONTESTS

16.01 EVENTS TEAM

The District Events Team is chaired by the District Director - Events. The Events Team is in charge of recommending sites for all District conventions, the procedures for conducting contests, and the scheduling of events at the conventions. The District Events Team is responsible to the Johnny Appleseed District Board of Directors.

16.02 GENERAL

A. The District may hold either one or two conventions each year. If the District holds two conventions, they shall be held in the Spring and Fall. If the District holds only one convention, it shall ordinarily be held in the Spring. However, the District may choose annually to change from Spring to Fall or Fall to Spring to accommodate contracts or allow for experimentation. Decisions to switch must be made in writing to BHS by July 1 of the year prior to a proposed change in procedure. Changes in the convention schedule are subject to adequate notice to District chapters and quartets and approval by BHS If required.

B. If the District holds a single convention, the District may sponsor events such as one or more festivals, clinics, shows or other activities during the opposite season, whether Spring or Fall.

C. Approved policy pertaining to the conduct of contests and conventions is contained in the JAD Convention Manual, which Manual is by reference a part of this Statement of Policy.

16.03 CONTEST SESSIONS

The District Director - Events and the District Director - Contests and Judging shall determine the number of sessions and schedule for each contest. The District Board of Directors, upon the recommendation of the District Director - Events and the District Director - Contests and Judging, shall determine the need or not for preliminary qualifying rounds for any contest. Such determination is subject to adequate notice to District chapters and quartets, and approval by BHS if required.

16.04 CONVENTION SITES

The site or sites, depending on whether the District is holding one Convention and Contest event or two, shall be determined by a bidding procedure. Chapters that wish to host a convention shall contact the District Director - Events, who will provide necessary instructions and forms for the bidding process. The District Director - Events may seek cities to bid for a convention irrespective of whether a chapter is located in the city, and may recommend host chapters that are not from the bidding city.

16.05 PRICING PROCEDURE

A. A non-refundable registration fee shall be charged to all competitors at District contest events. This fee shall entitle the competitor to attend all contest sessions at the contest for which the fee is charged.

B. The amount of the registration fee may vary from year to year, and will be determined by the District Board of Directors upon the recommendation of the District Events Team. Contest ticket prices for the public shall be determined by the same process.

C. An all events registration may be made available to the public at a package price that is less than the cost of the individual contest session ticket purchases.

16.06 SUPERSEDEENCE

Any provision in the District Convention Manual that is inconsistent with this Statement of Policy is hereby superseded.

ARTICLE XVII - J. A. D. ASSOCIATION OF QUARTET CHAMPIONS **(J.A.D.A.Q.C.)**

17.01 DESCRIPTION

The Johnny Appleseed District adopts the Johnny Appleseed District Association of Quartet Champions, (J.A.D.A.Q.C.), (which membership comprises the members of all the past and current Johnny Appleseed District Champion Quartets, as selected annually at Johnny Appleseed District Contests) as an affiliated association. Said Association is a self-governing independent body, with its own sources of fund raising, and whose funds shall be separate from those of the Johnny Appleseed District, and whose purposes and actions it is agreed between the J.A.D. and the J.A.D.A.Q.C. shall be consistent with those of the District, and shall not impact on the tax or other liabilities of the District. Said affiliate Association shall make an annual report on its finances and the business conducted by said association to the J.A.D. District Board, at the Board's first meeting of the calendar year.

Article XVIII - AMENDMENTS

18.01 AMENDMENTS

Amendments to this statement of policy may be made at any meeting of the District House of Delegates under either of the following procedures, but under either procedure the Amendment is subject to approval of the Society L& R Committee acting for the Society Board of Directors and shall not be effective until approved by that body. The two methods for statement of policy amendment are as follows:

A. Amendment may be made by a motion from the floor of the District House of Delegates, which has been seconded and reduced to writing by the District Secretary, or such other person as the District President shall designate to reduce said proposed Amendment to writing.

1) Such motion shall be read to the District House of Delegates by the District Secretary, or the other such person directed by the District President to reduce such motion to writing; and said written motion shall be approved by the moving party and the seconding party as correctly reflecting their motion.

2) Once said written motion is approved by the movant and seconding party, the motion shall be put to a vote of the District House of Delegates and must be approved by a two-thirds majority of the Delegates present.

B. Amendment to the statement of policy may be made by a motion for amendment to this statement of policy which motion has been recommended by the District Board of Directors and placed on the written meeting agenda of the District House of Delegates.

1) In order for an amendment to the statement of policy to be officially recommended by the District Board of Directors to the District House of Delegates, it must be approved by a simple majority of the District Board of Directors after such proposed amendment has first been submitted to the District Laws and Regulations Committee for its review, comments and recommended wording. Prior to a vote on said proposed amendment by the District Board of Directors, said committee shall submit its recommended wording of the proposed amendment, its opinions and comments regarding said proposed amendment, and the original wording of the proposed amendment to the District Board of Directors. Upon receipt of the District Laws and Regulations committee report, the District Board of Directors may vote on recommending said amendment to the District House of Delegates.

2) Once the proposed amendment has been recommended by the District Board of Directors, the recommended amendment shall be placed upon the written agenda of the next District House of Delegates meeting by the District President or the person so delegated by him.

3) No fewer than 10 days prior to the meeting of the District House of Delegates at which a recommended amendment to the statement of policy is placed upon the written agenda, the District Secretary shall prepare and transmit electronically to each Chapter Delegate of record, (1) a copy of the proposed amendment(s), (2) a summary of the proposed amendment(s), and (3) a copy of the portion of the current statement of policy which would be affected by the recommended amendment(s), with changed language. Language to be added shall

be typed in upper case and language to be deleted shall be struck through. Capital letters included in new language shall be underlined.

4) Recommended amendments, once moved and seconded, shall require a majority approval of the Delegates present at the District House of Delegates' meeting to be approved.

5) Any amendments or modifications by the District House of Delegates to a recommended amendment of this statement of policy divests the amendment of its District Board of Directors recommended status and requires a two-thirds majority to approve the amendment.

Statement of Policy as amended by the House of Delegates October 26, 2018.