

## **REGIONAL BYLAWS FOR NORDIC LIGHT REGION #32 of Sweet Adelines International**

**The following supplements Sweet Adelines International's bylaws for the organization's regions.**

### **1. NAME**

The name of this association, formed in accordance with Sweet Adelines International's bylaws, shall be Nordic Light Region #32 of Sweet Adelines International, hereafter mentioned SAI. Corporate identity number is 815600-7422.

### **2. PURPOSE**

Nordic Light Region # 32, hereinafter "the Region", is an organization for women singing barbershop in the Nordic Countries. With openness to change the music form is developed through education, personal development and performances.

The Region achieves this objective by:

1. Providing education in barbershop for women;
2. Support and organize competitions as well as public and private appearances to promote and rise interest in this musical form;
3. Administrate the Region's assets in a manner that promotes the association;
4. Coordinate and support the activities of Nordic choirs affiliated to SAI, and work towards the formation of new choirs in the Nordic Countries.

### **3. MEMBERS**

A Nordic chorus that is affiliated to SAI, is a member of the Region. A Chapter-at-Large-member who pays membership dues to the Region, is a personal member.

### **4. PROSPECTIVE CHORUS**

A choir may be prospective chorus in the Region in accordance with current rules from SAI.

### **5. REGIONAL MANAGEMENT TEAM**

1. Regional Management Team (RMT) should consist of eight members:
  - Membership Coordinator (MEC)
  - Communications Coordinator (CoC)
  - Directors' Coordinator (DC)
  - Education Coordinator (ED)
  - Events Coordinator (EVC)
  - Finance Coordinator (FC)
  - Marketing Coordinator (MKC)
  - Team Coordinator (TC)
2. Place, date and number of meetings are decided within RMT.
3. Every RMT member is expected to participate in the team meetings.
4. RMT is a quorum as a majority of the team members are present at the meeting. Decisions are made by consensus.

5. RMT is appointed as follows:
  - Communications Coordinator, Events Coordinator, Finance Coordinator, Marketing Coordinator and Team Coordinator are appointed regionally by the RMT members.
  - Membership Coordinator is elected by the Region's members.
  - Directors' Coordinator is elected by the front line directors in the Region.
  - Education Coordinator is appointed by SAI.

## **6. COMMITTEES**

The following committees occur in the Region:

1. Bylaws committee
2. Finance and Budget Committee
3. Nomination Committee: comprises of one representative from RMT and two other persons. The committee shall suggest candidates to RMT and the convention committee.
4. Convention Committee
5. Temporary committees that are appointed by RMT upon need.

## **7. ANNUAL MEETING**

1. Every chorus' president/team coordinator or appointed substitute from the chorus should attend the annual meeting and every chorus has one vote. Chapter-at-Large-members have one vote together. They appoint their representative themselves.
2. The annual meeting should if possible be held in conjunction with the Region's leadership seminar, but no later than January 31. Notice of the annual meeting shall be sent no later than 60 days before the meeting. The notice shall contain the agenda and motions including RMTs replies.
3. Motions must be received by the RMT before October 31.
4. The question of the RMT members' liability shall be processed and decided upon. The Annual Meeting shall adopt the income statement and balance sheet.
5. The membership dues shall be decided.
6. Extraordinary Annual Meeting may be exercised if the RMT, auditors or 1/3 of the Region's members request it in writing.

## **8. FINANCES**

Regional operations will be mainly funded by membership dues.

The fiscal year runs from January 1 to December 31.

### **A. Membership dues**

1. RMT proposes membership dues. Decisions are made at the annual meeting and shall enter into force next fiscal year.
2. Membership dues to the Region are due to the Region's account at the same time as membership dues is paid to SAI.
3. Chapter-at-Large-member pays her membership dues to the Region's account at the same time as her membership dues is paid to SAI.
4. Member younger than 26 pays the prescribed fee to the Region. The dues are paid to the Region's account at the same time as membership dues is paid to SAI.

## **B. Reimbursement**

1. Work in the Region takes place on a voluntary basis, which means that its members are not remunerated for missions which are subsidized by regional funds. What kind of costs to be reimbursed by the Region in the context of assignments on regional behalf is decided by RMT and paid by the Finance Coordinator against receipts. These must be provided her no later than 30 days after completion of the mission.
2. As RMT members attend arrangements for regional teams at international events, grant amounts established in the annual budget is remunerated. Outgoing and incoming members of the RMT can, as decided at the RMT's budget meeting, get reimbursed for a maximum of three hotel nights at the annual regional convention.
3. Travel expenses are paid to presidents / team coordinators, or their substitutes, as well as Chapter-at-Large representative at the annual meeting. Compensation is not payable to the representative of prospective chorus.
4. Travel expenses are paid to one director per chorus for participation in the annual regional director's education alternatively the leadership seminar. Compensation is not payable to the representative of prospective chorus.

## **9. TERMINATION OF THE ORGANIZATION**

In the event of termination of the Region the assets are divided between affiliated choruses relative to paid membership dues last fiscal year.

## **10. REGIONAL CONVENTION**

At the Annual Regional Convention quartet and chorus competitions are held supervised by SAI and the convention is governed by rules set up by SAI. To participate in the contest members are required to have paid their membership dues to their chorus, the Region and SAI.

The convention is planned by the convention committee, which prepares a cost estimate that is approved by RMT.

### **A. Registration fee**

1. Registration fee is decided by RMT.
2. The fee is paid by Chapter-at-Large members, prospective members and external participants.
3. For chorus members the registration fee is included in the membership dues to the Region.

### **B. Ticket prices**

Ticket prices are proposed by the Convention Committee and are decided by RMT.

## **11. EDUCATION**

1. Education is provided in accordance with the Region's purpose.
2. Education Coordinator, Membership Coordinator and Directors' Coordinator are responsible for musical and administrative education in collaboration with RMT.
3. Fees for education are decided by RMT.

4. To attend education supplied by the Region the participant shall have paid membership dues to SAI and the Region.
5. For prospective members and other participants a registration fee applies.
6. The leadership seminar is attended by chorus directors, presidents / team coordinators, or by the chorus appointed substitute. In addition RMT and Regional Faculty Team are participating. In addition to these training sessions could be extended to include other leaders in the Region in accordance with budget. The purpose of the leadership seminar is to educate, discuss common issues, anchoring ideas and draw up guidelines for the Region's future activities.

## **12. FUNDS**

The Region has these funds:

- Education Fund
- Quartet Fund
- Young Women In Harmony – fund

The purpose of these funds are specified in appendix 1.

## **13. PERSON AUTHORIZED TO SIGN FOR THE ORGANIZATION**

Finance Coordinator and Team Coordinator can separately sign for the association's name and accounts. If spending exceeds one base amount Finance Coordinator shall inform RMT about sums, subject and beneficiaries before payment, and afterwards produce bank statements where the payee, amount and account number visible.

## **14. REVISION**

Examination of the region's accounts shall be carried by one of the annual meeting appointed auditor.

## **15. CHANGE OF REGIONAL BYLAWS**

Each member of the Region and the RMT and its individual members may propose changes to these local rules. Changes to the local rules shall be approved by a vote among the participants at the annual meeting. RMT or its individual members have no voting rights in this matter.