

Handbell Musicians of America, Inc.

AREA 4

Florida, Georgia, South Carolina, Puerto Rico, Bahamas, Virgin Islands

RULES OF PROCEDURE

Revised March 27, 2007
Revised May 7, 2008
Revised August 6, 2008
Revised January 10, 2009
Revised February 14, 2010
Revised July 13, 2011
Revised September 17, 2011
Revised July 28, 2012
September 15, 2013
Pending

General Information

Name and Websites:

Handbell Musicians of America, Area 4 or The Guild or Area 4 are the proper names for our organization. Handbell Musicians of America (National) – www.handbellmusicians.org
Handbell Musicians of America, Area 4 – www.area4.handbellmusicians.org (board members – nomartzone)
Area 4 website is being updated - outdated documents have been marked as such. If you need any of the information marked as outdated, contact the Area Chair.

Conference Call Line:

Area 4 has a conference line that is available for use by Board Members and others conducting Area 4 business. Screen Share features may be available. Phone number and features of the conference line are included in the addendum.

Travel Expenses:

Travel Expenses for all Board Members and Committee Chairs required or invited to attend an Area 4 Board Meeting will be paid by Area 4. This includes travel by the least expensive means, taxis, parking, meals and lodging. Reimbursement requests must be supported with proper documentation. Mileage Reimbursement at 100% of the current IRS Business rate. Other Mileage reimbursements are at the discretion of the Chair and may be paid at the current IRS rate for charitable organizations. Current rates are included in the addendum.

Expense Approvals:

All Expenses must be approved by the Area Chair either as part of an event budget or individually before the money is spent. All Check Requests and Credit Card Expense Reports must be signed by the Area Chair who will submit them to the Treasurer. Request for approval may be submitted via e-mail to Chair.area4@handbellmusicians.org.

Area 4 Communications

All communications representing Area 4 are to be coordinated with the Communications Chair and Area Chair before distribution. For E-Blasts, monthly e-mails, information is due to Communications Chair on or before the 10th of each month unless otherwise announced.

Use of Membership List:

Area 4 must follow National guidelines: Please remember these lists are **ONLY to be used for Member Management issues not for marketing**. The explanation of use for these lists is contained in *The Event Email List* Policy. The membership list may not be used to promote individual events.

E-Blast

~~This is a monthly e-mail note that is sent to Area 4 Members and Friends from the National Office. Information is due to Communications Chair on or before the 10th of each month unless otherwise announced.~~

Youth Policy – New policy

Effective December 1, 2016, Handbell Musicians of America requires adherence to and implementation of our Youth Protection Policy for all Sponsored and Endorsed events involving youth under the age of 18. A copy of the Youth Protection Policy must be signed by all Clinicians, Faculty, and Volunteers for every Sponsored/Endorsed event. A copy of the full policy is available at www.handbellmusicians.org under the Sponsored/Endorsed Events tab. Failure to implement this policy will negate inclusion of your event in liability insurance coverage.

Submission of Event Reports for Sponsored and Endorsed Events:

Event Reports for Sponsored and Endorsed Events are to be submitted to National Office with a copy to the Area 4 Chair on the following schedule or the Guild will NOT pay ASCAP fees for the event..

- Event takes place between January 1 and March 31 – report is due April 10
- Event takes place between April 1 and June 30 – report is due July 10
- Event takes place between July 1 and September 30 – report is due October 10
- Event takes place between October 1 and December 31 – report is due January 10

Area 4 Chair

The Chair shall:

1. Serve for two years, followed by two years as Past Chair, after which this person shall not be eligible to serve as a member of the Area 4 Board of Directors until two years have elapsed.
2. Preside over Area 4 Executive Board and Board meetings. Prepare agenda for all Area 4 Board meetings and conference calls.
3. Appoint State Chairs, committee chairs, and any other standing committees deemed necessary by the Area 4 Executive Committee.
4. Appoint a Nominating Committee, consistent with the Area 4 Bylaws, for the election of officers.
5. Maintain communications with Area 4 members and be the primary contact for Area 4 concerns to the national office of Handbell Musicians of America, Inc. hereinafter referred to as The Guild.
6. Approve or disapprove all Area 4 events seeking sponsorship or endorsement and submit to National Office for final approval and publication.
7. Approve or disapprove all non-sponsored/endorsed submissions to Area 4 website in Collaboration with Communications Chair.
8. Review all promotional materials distributed on behalf of Area 4.
9. Serve as ex-officio member of all committees except the Nominating Committee.
10. Prepare and distribute an annual report to The Guild as required by Area 4 Bylaws.
11. Submit a "letter from the Chair" for Area 4 communications as appropriate.
12. Ensure that all Area 4 sponsored and endorsed events are submitted to Overtones and other appropriate media for timely advertising.
13. Submit Sponsor and Endorsed Final Event and Budget Reports to The Guild in a timely fashion and provide guidance to those requiring assistance with those forms.
 - a. The Final Event Reports must be submitted on the following schedule or The Guild will NOT pay Area 4's ASCAP licensing fees:
 - Event takes place between January 1 and March 31 – report is due April 15
 - Event takes place between April 1 and June 30 – report is due July 15
 - Event takes place between July 1 and September 30 – report is due October 15
 - Event takes place between October 1 and December 31 – report is due January 15
14. Approve all expenses and submit signed form to Area 4 Treasurer for processing.
15. Ensure that the Chair, Chair-Elect and Treasure have check signature authority for Area 4.
16. In collaboration with Treasurer, ensure timely renewal and filing of all legal and financial documentation.
17. Arrange for the completion of a financial review by a Certified Public Accountant once every four (4) years beginning in 2010. See Treasurer 4b.
18. In collaboration with Treasurer, ensure timely payment of yearly premium for Directors and Officers Insurance so policy remains in effect.

Area 4 Chair-Elect

The Chair-Elect shall:

1. Serve a two-year term as Chair-elect, a two-year term as Chair, and a two-year term as Past Chair. Following this six-year term, this person shall not be eligible to serve as a member of the Area 4 Board of Directors until two years have elapsed. He/she shall accede to the office of Chair should a vacancy occur in the office of Chair.
2. Assist the Chair and act in his/her behalf in his/her absence.
3. Serve as a member of the Area 4 Executive Committee.

Area 4 Past Chair

The Past Chair shall:

1. Serve a two-year term. Upon completion, this person shall not be eligible to serve as a member of the Area 4 Board of Directors until two years have elapsed.
2. Serve as a member of the Area 4 Executive Committee.
3. Serve the Area 4 Board in an advisory capacity.
4. Serve on the Area 4 Nominating Committee.

Area 4 Secretary

The Secretary shall:

1. Serve a two-year term and be eligible for re-election, but may not serve more than two terms consecutively in this office.
2. Serve on the Area 4 Executive Committee.
3. Keep minutes of all Area 4 Board and Executive Committee meetings and send copies of said minutes to all Board members within thirty (30) days after each meeting.
 - a. Put minutes in order of the agenda, highlight all motions, and highlight the names of board members who have been given a specific duty to perform.
 - b. Put all motions in the "Book of Motions". The Book of Motions should be kept in date order. The Book of Motions shall be further divided by category or subject order and be available for all Executive Committee and Area 4 Board meetings.
4. Be responsible for correspondence requested by the Chair on behalf of Area 4.
5. Keep official copies of the Area 4 Bylaws, Rules of Procedure, Book of Motions, financial reports, Articles of Incorporation, and other official documents of Area 4.
6. Provide a copy of Robert's Rules of Order at all Board meetings as required by the Area 4 Bylaws.
7. Update the Addendum to the Rules of Procedure (ROP) annually to verify all information is correct.

Area 4 Treasurer

The Treasurer shall:

1. Serve a two-year term and be eligible for re-election, but may not serve more than two terms consecutively in this office.
2. Serve on the Area 4 Executive Committee.
3. Submit an annual financial report to the Area 4 Board of Directors at the annual meeting and other financial reports that the Area 4 Chair may deem necessary. Submit the annual report to the Area 4 website for publication after approval.
4. File annual Internal Revenue Service Form 990 and Schedule A or other document as required. The 990 short form must be filed on or before the 15th day of the 5th month following the end of the fiscal year. Our fiscal year ends on Sept 30. Filing must be done by February 15 each year.

Retain an accountant, if appropriate, to keep and/or review the financial records of Area 4, to file proper IRS forms as needed and/or file all necessary annual documents with the State of Florida to maintain current incorporation status.

5. File annual Area 4 Corporate Report with SunBiz. (SunBiz.org)
Report must be filed between January 1 and May 1 each year. An updated report (with additional fee) must be filed at the start of the fiscal year when new officers are elected. If there are changes to the Executive Committee before January 1 or after May 1 of any year, an additional report must be filed. Full instructions and explanations are in Treasurer information file. Official name of organization for SunBiz: Area IV, The American Guild of English Handbell Ringers, DBA Handbell Musicians of American, Area 4.
6. Monitor and maintain 501 (c) (3) non-profit status.
Certificate effective date: 2/2/2012. Certificate Expiration date: 2/28/2017
Official name of organization: Area IV The American Guild of English Handbell Ringers, DBA Handbell Musicians of American, Area 4.
7. Make necessary disbursements upon approval of the Area 4 Chair and required receipts.
8. Act as registrar or assist the registrar for any Area event if requested.
9. Assist event planners in preparing a working budget, when requested.
10. Present festival, workshop and director seminar reports and comparisons to previous years, as requested by the Executive Committee.
11. In collaboration with Area Chair and Executive Committee, submit a proposed yearly budget for discussion and approval. Submit a comparison of the past budget with actual expenditures for same period.
12. Pay yearly premium for Directors and Officers Insurance on time so policy remains in effect.

Area 4 State Chairs

Sub-Area Chairs (Bylaws Article V) are hereafter referred to as State Chairs in this document.

The State Chairs shall:

1. Be appointed by the Area 4 Chair and serve a two-year term beginning on October 1 in odd numbered years. State Chairs may be reappointed an unlimited number of terms, at the discretion of the Area 4 Chair, with the approval of the Executive Committee. State chairs shall be Officers of the Board of Directors.
2. Be directly responsible to the Area 4 Executive Committee for all fiscal, membership and Sponsored Event reporting. Event financial statements are due to the Area 4 Treasurer and Area 4 Chair within 20 days after an event. Historical information on events, including event program and photos, should be sent to the Area 4 Archivist.
3. Attend annual board meetings and other meetings or events of The Guild at the request of the Area 4 Chair and at Area 4 expense.
4. Organize and facilitate State events, with the approval of the Area 4 Chair, and provide all Area 4 Board Members with event information.
5. Provide guidance and leadership to local event planners and encourage members to apply for Endorsement by The Guild.
6. Attend as many Sponsored Events held in their state as reasonably possible, with expenses paid for by event profits with proper documentation submitted to Area 4 Treasurer.
7. Be encouraged to divide the State into Districts appropriate to their state. District Leaders should then be appointed by the State Chair for a two-year term of leadership in each district. (See Rules of Procedure for District Leaders for additional details)
8. Communicate regularly with District Leaders on membership, State events and other Area 4 concerns.
9. Contact and welcome new members in the state personally or via District Leaders. Contact Area 4 Membership Chair, regarding dropped members and correspondence regarding their membership status.
10. Provide an annual State Report at the annual board meeting
11. Provide a State Report and/or a *column of educational interest*, if requested for Area 4 Communications.
12. Provide timely information to the Area 4 Communications Chair for appropriate events complete with registration forms and directions, when possible. Listing on the Area 4 website of concerts and special events submitted by our membership are subject to the approval by the Area 4 Chair. (See Area Chair 7.)

District Leaders

District Leaders shall:

1. Serve as liaison between the State Chair and Guild members in their district to assist in the fulfillment of our vision statement: *Uniting people to create a diverse community in which handbell musicians of all skill levels realize their full potential through a musically respected art form.*
2. Be appointed by the State Chair for a two-year term beginning October 1 in odd-numbered years and may be reappointed an unlimited number of terms. They may be replaced at any time at the discretion of the State Chair and are not Officers of the Area 4 Board of Directors.
3. Be responsible directly to the State Chair and communicate regularly via most convenient form of communication.
4. Attend conference calls and additional meetings called by the State Chair. If appropriate and within budget, meeting expenses will be reimbursed in accordance with Area 4 policies and with prior approval from Area 4 Board.
5. Assist in the planning of Area 4 Sponsored Events. Planning to include, but not limited to: choosing type of event, securing event location, selecting repertoire, suggesting clinicians and faculty, locating loaner sets of bells and other necessary equipment.
6. Attend Area 4 events, as possible, and assist with event logistics including set up and tear down of equipment, facility requirements, and other duties as needed to ensure the event's success. Waiver of registration fee is at the discretion of the State Chair and determined by the event budget.
7. Submit financial reports and reimbursements to the State Chair within two weeks following an event. All expenses must be pre-approved to insure reimbursement. Reimbursement requests should be submitted using Area 4 Check Request Form with receipts attached.
8. Collaborate with State Chair to contact new and dropped members in their district. If new member is listed as "Handbell Director", make contact to determine the director's name and communicate change to State Chair.
9. Stay informed about scholarship opportunities offered by Area 4 and our National organization. Inform members in their district about opportunities, application procedures, and deadlines.
10. Seek out organizations in their district which are not members of The Guild, inform them of local activities, the benefits of Guild membership, and encourage them to have their events sponsored or endorsed by Area 4. Communicate information about non-Guild events in their district to State Chair for follow-up.

Area 4 Communications Chair

The Communications Chair shall:

1. Be appointed by the Area 4 Chair for a two year term and may be reappointed an unlimited number of terms. The Communications Chair shall be an Officer of the Area 4 Board of Directors.
2. Manage and compile event/area information for Area 4 E-blasts issued by National Office
3. Collect, edit and publish all articles approved by the Area 4 Chair for circulation by paper or electronic means used by Area 4.
4. Notify all Board members, Event Chairs, and persons writing articles at least 14 days prior to deadline for submission of information.
5. Solicit advertisers for Area 4 publications.
 - a) Obtain Executive Board approval for advertising rates annually and make mid-year adjustments as needed, with Executive Board approval.
 - b) In collaboration with Area 4 treasurer, invoice and collect advertising revenues, including subsequent statements for overdue payments, with appropriate interest, when over 30 days.
6. Be responsible for website design and day-to-day maintenance of the site including publication of Area 4 events and information.
7. Oversee password protected Board Area of website and maintain updated forms, reports, and information.
8. Ensure protection of online personal information.
9. Maintain online listing of events and concerts as outlined in Area 4 policy.

Area 4 Policy for Online Listing of Events

Not to be included in ROPs

~~Area 4 Policy for Online Listing of Events:~~

- ~~1. Area 4 shall list both sponsored and endorsed events on its website
—— (area4.handbellmusicians.org).~~
- ~~2. Sponsored and endorsed events shall be listed within the “Events” section of the Area 4 Website and on the general calendar.~~
- ~~3. Sponsored and Endorsed Events shall be listed on the Area 4 website only after approval by
—— The Guild has been confirmed.~~
- ~~5. All events shall be listed no more than eighteen (18) months before the date the event takes
—— place.~~
- ~~6. All other handbell-related concerts may be included on a separate, general calendar
—— on the Area 4 website, separate from the “Events” section of the Area 4 website.~~
- ~~7. The calendar listings shall not include registration forms or flyers.~~
- ~~8. Individual church services shall be considered as a concert listing only if the guest
—— artist/ensemble is providing music for more than half of the service, and as calendar space
allows.~~
- ~~9. All events must be submitted to the webmaster by a member of The Guild in order to be
—— considered for listing on any portion of the Area 4 website.~~

Area 4 Education Chair

The Education Chair shall:

1. Be appointed by the Area 4 Chair, serve a two-year term beginning on October 1 in odd numbered years, and may be reappointed an unlimited number of terms, at the discretion of the Area 4 Chair, with the approval of the Executive Committee. The Education Chair shall be an Officer of the Board of Directors.
2. Administer the Area 4 Handchime Loan Program:
 - a. Publicize the Handchime Loan Program to Area 4 membership and Music Educators
 - b. Process applications for Handchime Loan Program in collaboration with State Liaisons
 - c. Publicize the winning applicants and follow-up with articles on website and in other Area 4 publications
 - d. Oversee the maintenance, storage, and delivery of Area 4 Loaner Handchimes at Area 4 expense.
 - e. Provide a mentor to each of those selected to receive the Loaner Handchimes.
3. Appoint three state liaisons to assist with maintenance, storage, and delivery of Area 4 Loaner Handchimes. Liaisons are appointed for a two-year term to align with the Education Chair term and may be reappointed for an unlimited number of terms.
4. Communicate regularly with State Liaisons on progress of Chime Loan Program in their state including approvals of new applicants and progress of current recipients.
5. Maintain a mailing list of schools in Area 4 with handbells and/or handchimes and identify school groups who might perform at Area 4 events.
6. Provide information about handbells/handchimes in schools to interested parties and establish school handbell workshops where possible.
7. Promote networking between music educators and the Guild whenever possible. When possible, and with the approval of Area 4 Executive Committee, represent Area 4 at Music Educator events within the area. Expenses will be reimbursed with prior approval.
8. Provide an annual written report on State Educational Activities and Chime Loan Program at annual meeting of Area 4 Board of Directors.
9. Write an education article for Castings or other Area 4 publications if requested

Area 4 Membership Chair

The Membership Chair shall:

1. Be appointed by the Area 4 Chair for a term of two years, may be reappointed an unlimited number of terms and shall be an Officer of the Area 4 Board of Directors.
2. Contact new Area 4 members and welcome them to the area. Include contact information for their State Chair and District Leaders (if any) along with upcoming event information and Area 4 website address.
3. Using the monthly lists provided by National, contact those with expired memberships encouraging them to renew. If there are reasons for not renewing other than oversight or credit card expirations, communicate with Area 4 Chair and/or National to address those issues.
4. Communicate with State Chairs on updates of new and dropped members. Request State Chairs to follow up with dropped members if needed.
5. Provide information about contacts made with lapsed members when requested by the Regional Membership Coordinator.

Area 4 Archivist

The Archivist shall:

1. Be appointed by the Area 4 Chair for a term of two years and may be reappointed an unlimited number of terms and shall be an Officer of the Area 4 Board of Directors.
2. Maintain up-to-date records of all Area 4 events.
3. Contact State Chairs and other event planners to obtain photos and programs.
4. Provide displays (or PowerPoint Presentation) at as many Area 4 events as possible (at Area 4 expense)
5. Submit a column of historical significance to Area 4 paper and electronic communications as requested.
6. Maintain copies of electronic communications, documents and photos.

