

# Pioneer District

SPEBSQSA, INC

## Policy and Procedures Manual

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**Pioneer District  
SPEBSQSA, INC**

## **Policy and Procedures Manual**

### **SHOW CLEARANCE AND ASCAP, BMI, SESAC and SOCAN LICENSE**

#### **SHOW CLEARANCE**

1. All Chapter shows that are open to the public at which admission is charged must be approved through the District Secretary.
2. Shows will be approved on a first-come, first-served basis
3. No show date will be approved for a chapter if another Chapter show has already been approved for that date, without the written approval of the Chapter with the previously approved show.
4. No shows will be approved on dates of Pioneer District scheduled events unless authorized by the District President.
5. Show dates for Michigan Chapters and Canadian chapters may be approved up to five years in advance by writing the District Secretary without payment of license fees.
6. Notice of approved show dates will be communicated to the Troubadour Editor by the District Secretary. The show dates will be published in the Troubadour as space permits even though the BMI, SESAC, ASCAP and SOCAN fees are not paid.
7. For Pioneer District chapters in Michigan, licenses must be secured from, and fees must be paid to, ASCAP (American Society of Composers, Authors, and Publishers), BMI (Broadcast Music, Inc.) and the new religious music organization SESAC, Inc.
8. For Pioneer District chapters in Ontario, Canada, licenses must be secured through, and fees must be paid to, SOCAN (Society of Composers, Authors and Music Publishers of Canada).

#### **BMI/SESAC, ASCAP and SOCAN LICENSE (Michigan and Canadian Chapters, before performances)**

1. In any year in which a Chapter produces a show a Chapter shall be responsible for paying at least the minimum BMI/SESAC, ASCAP or SOCAN fee.

## **INTERNATIONAL SEND-OFF SHOWS**

The Send-Off Show is a Windsor Chapter event and there is no District policy.

## **MUSIC AND PERFORMANCE**

### **CHORUS COACHING CLINICS**

The following Chorus Coaching procedures are established by the Pioneer District Board of Directors:

#### **Qualification**

1. Any chorus within the Pioneer District is eligible to attend these clinics.
2. Clinics may be held as approved by the Board.

#### **Expenses**

1. The Board shall consider and approve a budget for any Clinic prior to scheduling the event.
2. Choruses will be assessed a fee as determined by the District Board. The fee may or may not include a meal.
3. Prices of the clinics are expected to be set to cover the lodging and meals as well as the staff and faculty expenses. All clinics should operate on a break-even basis.

#### **Faculty**

1. The faculty (i.e. coaches) will be approved by the District Board.

### **STANDING OVATION**

1. The District Board is charged with with training and maintaining a cadre of certified Standing Ovation reviewers.
2. If a chapter or quartet requests that a Standing Ovation review be given for a performance, every attempt shall be made to ensure that a review takes place. Mileage shall be reimbursed at the current rate paid by the District. Any other costs are at the expense of the performing chorus/quartet.

**TOP GUN SCHOOL (Currently Operated By the Quartet Champions Association – With District Shared Expenses)**

1. A Top Gun School for the District's top quartets may be held once a year.
2. A maximum of five (5) quartets can participate, based on the following criteria:
  - (a) The quartet is an active, District Champion quartet, OR
  - (b) The quartet is a Champion Senior quartet, OR
  - (c) The quartet qualifies for any International-level quartet contest.
3. If there are not 5 quartets that fulfill the above criteria, any quartet may apply to participate, and will be approved according to most recent contest score.
4. Fees for the school are expected to cover the lodging and meals as well as the staff and faculty expenses.

**BUSH LEAGUE**

**TEACHING QUARTET**

1. The teaching quartet shall arrive on Friday night, before the Contest.
2. The district shall compensate the teaching quartet for hotel rooms based on ½ the double room rate. (Quartet members are expected to share a room)
3. Round trip travel expenses shall be paid to the teaching quartet at the District current mileage rate.
4. Meal reimbursement for dinner Friday night, and breakfast Saturday morning shall be provided based on receipts and not to exceed the current District reimbursement amount for each meal.

**JUDGES**

1. Judges shall be compensated for 2 nights hotel stay (up to 8 room nights).
2. Round trip travel expenses shall be paid to the judges at the lower of the District current mileage rate, plus tolls or airfare.
3. Meal reimbursement for dinner Friday night, and breakfast Saturday and Sunday morning shall be provided based on receipts and not to exceed the current District reimbursement amount for each meal.

**VENUE**

1. The District shall reimburse the Host Chapter for one-half (1/2) the cost of the venue.

2. The Gaylord Chapter shall provide the Judges with complementary show tickets.

### **CONTEST**

1. The District will not participate in the cost sharing as outlined above unless there are at least 5 paid quartets participating in the event.

## **YOUNG MEN IN HARMONY**

### **PROCEDURES:**

All actions and activities must be in compliance with the Society's Youth Policy.

## **LEADERSHIP ACADEMY**

### **DEFINITIONS:**

- **Presenter:** Individual leading officer track or "elective" sessions from the home District or out-of-District.
- **Facilitator:** Individuals leading roundtable discussions.
- **Staff Member:** Individuals acting as administrators/planners for the event.
- **District Officers:** Current District Officers not serving a role described above.

### **EXPENSE REIMBURSEMENTS**

- **Hotel Reimbursement:** All individuals filling the roles described above shall be lodged, at district expense, based on one-half (1/2) the double occupancy rate, at the discretion of the Board.
- **Travel Expenses:** Presenters, Facilitators and Staff Members round trip travel expenses shall be paid at the District current mileage rate.
- **Expenses – District Officers:** One registration per District Officer is complementary as long as the district Officer is in attendance and not attending as a Chapter officer or representative. The complementary registration is non-transferable. Lodging and travel expenses are not reimbursable, unless based upon other District Policy.
- **Meals and Miscellaneous Expenses:** Meal reimbursement shall be provided based on receipts and not to exceed the current District

reimbursement amount for each meal. Miscellaneous expenses shall be reimbursed based upon receipts and pursuant to District Policy.

- Requests for Reimbursement: All requests for reimbursement must be submitted on the standard Pioneer District Expense Claim form. Receipts must be included for all items. Claims for mileage must be submitted for approval by the event administrator. The Administrator shall confirm the request and submit the documents provided to the District treasurer for payment.

## **CONVENTIONS**

The following policies and procedures are established by the Pioneer District Board of Directors:

### **CONVENTION VENUE**

The Policy of the District Board shall be to have convention venues determined at least two (2) years in advance.

### **COMPLIMENTARY REGISTRATIONS**

1. Shall be determined pursuant to the Convention Matrix

### **COMPLIMENTARY CONVENTION HOUSING**

1. Shall be determined pursuant to the Convention Matrix and/or Manual.

### **CONVENTION HOUSING ASSIGNMENTS AND RESERVATIONS**

1. Shall be determined pursuant to the Convention Matrix and/or Manual.

### **CONVENTION COMMITTEE**

1. The District Vice President of Events will be Chairman of the Convention Committee.

2. The policy will be to attempt to fill all positions on the Convention Committee from the District Officers. Exceptions may be made if there is an outstandingly qualified person willing to serve and no qualified people are available from the District Officers.
3. Vacancies will be filled by appointment by the District President on recommendation of the Committee Chairman.

## **CONTESTS**

The following procedures concerning International Quartet Contests (including Senior Quartet Contests ) and International Chorus Contests are established by the Society, and, pursuant to Society policy, must be followed by each District.

The following procedures concerning Pioneer District Quartet and Chorus Contests and quartet evaluation sessions are established by the Pioneer District Board of Directors.

1. Spring Convention Contests: The International Preliminary Quartet Contest, the Pioneer District Chorus Contest, and the Pioneer District Seniors Quartet Contest will take place at the Pioneer District Spring Convention on or near the fourth weekend in April of each year at a convention site within the territorial limits of the District.
2. Fall Convention Contests: The International Preliminary Chorus Contest, the Pioneer District Quartet Contest, and the International Preliminary Senior Quartet Contest will take place at the Pioneer District Fall Convention on or near the third weekend in October of each year at a convention site within the territorial limits of the District.
3. The above provision results in the Pioneer District holding two chorus contests each year. The fall chorus contest is held in conjunction with the District Quartet Contest and is in the open class, open to all choruses eligible to compete for the International Chorus Championship, the winner thereof to be the Pioneer District's representative at the International Chorus Contest to be held the following year. A second chorus contest is held in conjunction with the International Preliminary Quartet Contest in the spring of each year which is open to all eligible choruses. All the present rules of eligibility shall remain in full force and effect. To be eligible for the District Chorus Championship, a chorus shall not have won the championship for two previous years.



4. Additional awards will be presented at the Spring District Chorus Contest to the highest scoring chorus in each of the plateaus which have been established by the Pioneer District for achievement purposes. District Chorus Champion will not be eligible for plateau awards.
5. A chorus is placed in a plateau based on its previous score whether it was in the previous fall International Preliminary Chorus Contest, in the previous year's District Chorus Championship contest, or in either contest from the past three years. Average scores in multiple contests are not used. Any chorus that has not competed in more than three years automatically gets placed in plateau 4.

Plateau 4 – scores at 600 or less (or not competing for over three years)

Plateau 3 – scores at 601-700

Plateau 2 – scores at 701-800

Plateau 1 – scores at 801 and above

6. An additional award shall be presented at the Fall International Preliminary Chorus Contest which will be known as the Most Improved Chorus Award. All choruses that competed in the prior year's fall chorus contest shall be eligible to receive the award. The chorus increasing its score by the greatest number of points over its score in the previous year's fall contest shall be declared the winner. A tie score will be broken by the greatest increase in Singing score. If a tie still exists, the Music category shall break the tie.
7. In the Pioneer District Quartet Contest, the eight highest scoring District quartets (including ties) chosen in the preliminaries on Friday evening will compete in the finals on Saturday evening. Awards will be presented to the three highest scoring finalist quartets and the highest scoring novice quartet. A novice quartet will consist of no more than two members that have previously competed in a registered quartet.
8. **Seniors Quartet Contest:** The District will hold a Seniors Quartet Contest at each Spring Convention to be held in conjunction with the Friday evening International Preliminary Quartet Contest preliminary round. The Seniors Quartet competitors will be entered in the draw for singing position along with the competitors in the International Preliminary Quartet Contest and will be scored by the official Society judging panel. The highest scoring Senior Quartet in this round will be crowned Pioneer District Seniors Quartet Champions.
9. **Seniors International Preliminary Contest:** The International Seniors Preliminary Senior Quartet Contest will be held in conjunction with the Friday evening District Quartet Contest preliminary round. The Seniors Quartet competitors will be entered in the draw for singing position along

with the competitors in the District Quartet Contest and will be scored by the official Society judging panel. The highest scoring Senior Quartet in this round will represent Pioneer District at the International Seniors Quartet Contest to be held during the next International Mid-Winter Convention.

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## **FINANCIAL ISSUES AND FISCAL MATTERS**

The following procedures concerning financial issues and fiscal matters are established by the Pioneer District Board of Directors.

### **EXPENSE REIMBURSEMENT – DISTRICT ACTIVITIES**

1. Convention hotel rooms, as provided in the Convention Matrix, shall be on the master bill to avoid taxes.
  - a. Hotel rooms for all elected District officers (in accordance with the convention Matrix) that attend both the Board of Directors meeting and the House of Delegates meeting and complete the required reports of their functional area.
  - b. One hotel room for the Troubadour for two nights will be paid by the District provided he attends the Board of Directors meeting and the House of Delegates meeting.
  - c. Other Committee Chairmen may have one night's lodging paid for by the District in the event they are requested to attend the Board of Directors meeting or the House of Delegates meeting by the District President.
  - d. One-half the cost of a double room for two nights will be paid two times each year for each Pioneer District candidate judge whenever he is practice judging.
2. Competitors at International and Mid-Winter Contests:
  - a. Competitors at the International and Mid-Winter Contests may receive contributions to help offset expenses from the District as approved by the Board.

## **EXPENSE REIMBURSEMENT RATES**

1. Mileage reimbursement while on District business, shall be at a rate determined by the Board (currently \$0.30/mile).
2. A daily meal allowance rate, and individual meal rates as established by the board will be provided when district business requires an overnight stay. The district will not reimburse for alcohol. (Currently not to exceed \$45/day with receipts based on Breakfast of \$10, lunch of \$15 and dinner of \$20)
3. Hotel rooms for out of town District business will be reimbursed at one half the double occupancy rate (if roommate is reasonably available) or the single rate if not.
4. Out-of-District business (including travel expenses for out of District Judges) will be reimbursed at the most advantageous rate, either air or mileage. Tickets should be purchased in accordance with the prevailing Society air travel policy. (Note: Travel agent booking fees and travel insurance should be avoided whenever possible.)

## **FISCAL MATTERS**

1. Budget: The draft budget will be developed by the Treasurer and be presented to the Board and HOD for their approval at their October meetings.
2. District Dues: There will be an annual per capita dues assessed to each Pioneer District member.
3. Fiscal Year: The District's fiscal year shall begin on January 1 and end on December 31.

## **DISTRICT MANAGEMENT**

### **HOUSE OF DELEGATES**

The following procedures concerning the make-up and operation of the House of Delegates are established by the Pioneer District Board of Directors.

1. Representation: The number of Chapter Delegates to the House of Delegates will be determined by the preceding year's December 31 membership of each chapter as follows:

|                       |   |             |
|-----------------------|---|-------------|
| less than 50 members  | - | 1 delegate  |
| 50 through 99 members | - | 2 delegates |
| 100 or more members   | - | 3 delegates |

1. Each member of the District Board of Directors shall be a delegate to the House of Delegates.
2. The four most recent Past District Presidents who meet the Society and District membership requirements, and are not currently a member of the House of Delegates in another capacity, will be members of the District House of Delegates.

## **MEETINGS**

The House of Delegates will meet two times annually with one meeting held in conjunction with the Spring Convention and Contest and the other in conjunction with the Fall Convention and Contest.

## **NOTICE OF MEETINGS**

1. Each chapter shall designate a chapter member to be the e-mail contact person for the chapter. The e-mail contact person shall copy and distribute to his Chapter President all the information sent by the District to the Chapters by e-mail and by e-mail attachment. The Chapter President will announce the information to the Chapter members when appropriate. It is preferred that the e-mail contact person be the Chapter President if at all possible.
2. The District Secretary will forward a notice of the meeting of the House of Delegates to all Chapter Presidents, District Board Members and selected committee chairmen four weeks prior to the meeting by attachment to an e-mail communication.
3. After the draw has been made for singing positions in the quartet and chorus competitions (two weeks prior to Convention) the District Secretary will forward a second notice, an agenda, minutes of the previous meeting, all consent calendar reports in his possession at the time of the second notice and all other pertinent material to be covered at the House of Delegates meeting to all Chapter Presidents, District Board Members and selected Committee chairmen by attachment to an e-mail communication.

4. Each Chapter President will be responsible for the copying and distribution of the information to the chapter delegates.
5. The District Secretary shall submit a notice of meetings to the Troubadour for publication, and include the information on the district website.

## **BOARD OF DIRECTORS**

1. **Meetings**
  - a. The Board of Directors will meet a minimum of two times annually (Spring and Fall Conventions).
  - b. All District Board meetings are open to all District members.
  
2. **Board Action Without A Meeting:** The District President may, when he declares it necessary, present an item of business for an electronic vote (telephone, e-mail, fax).
  - a. **Electronic Voting Guidelines:** The District President may, when he declares it necessary, present an item of business for an electronic vote for business arising that requires action before the next scheduled Board Meeting. The Board shall have no more than 5 calendar days to discuss the measure using “reply all” feature. The President shall call for a vote at the end of the discussion period and specify a voting deadline of at least two days, and no more than 5 days. All officers shall vote using the reply or reply all to all feature. At the conclusion of the vote, the President shall announce the voting results to the Board and the results shall be included as a consent item on the next Board meeting agenda.
  
3. **Prerequisites for Membership on the Board:** Each Board Member must have access to a computer with access to the internet. Each Board Member must furnish an e-mail address and be conversant enough with computers to send and receive communications on-line. Each Board member must be willing and able to attend all meetings of the Board as scheduled.
  
4. **Notice of Meetings:** The District Secretary will forward two notices for each Board meeting to all District Board members, Past District Presidents and selected committee chairmen. One will be four weeks prior to the meeting, and the second will include an agenda, minutes of the previous meeting, all consent calendar reports in his possession at the time

approximately 2 weeks prior. All notices will be sent by e-mail and will also be posted to the district website and announced in the Troubadour.

### **DUTIES OF THE BOARD OF DIRECTORS**

1. To make executive or administrative decisions as may be required for the best interest of the district membership and to insure the smooth operation of district affairs.
2. To make decisions regarding expenditures for which appropriations have not been made in the approved annual budget.
3. To explore matters requiring the attention of the House of Delegates and offer recommendations thereon to the House of Delegates.
4. To prepare and to submit for approval to the District House of Delegates a District Balance Sheet reflecting the financial affairs of the District and a detailed budget of the estimated income and expenses.
5. To oversee and safeguard the financial interest of the District so funds are available as and when required, and are spent in a manner consistent with the best interests of the District.
6. To take action on the removal, resignation and replacement of a District Officer as soon as practically possible after such resignation or removal.

### **ELECTED DISTRICT OFFICERS AND THEIR DUTIES**

The primary objectives of each District Officer shall be supervision and administration of the affairs of his office in such a manner as to promote the welfare of the Society and to accomplish to the highest possible degree the District annual work plan. Each officer is required to submit a written report as stipulated by District and/or Society policy outlining the status of his work plan year to date.

1. **President:** The President shall be the Chief Executive Officer of the District and shall exercise general supervision over all of its activities. He shall perform such duties as may be assigned to him by the House of Delegates. The District President shall be Chairman of the House of Delegates and Chairman of the Board of Directors. He shall preside at all meetings of both of these bodies and shall perform all duties incident to his office. He shall also:
  - a. Arrange for District supervision of the management of conventions for the purpose of assuring a satisfactory profit by suitable publicity and admission practices, economical expenditures, and approve the plans of the Convention

Committee when satisfied that they are in accord with the best interest of the Society and District;

- b. Welcome each new chapter in the District either by letter or in person;
  - c. Attend the annual conference of District Officers held at the International and Mid-Winter Conventions, and report at the next House of Delegates meeting matters of importance to the District as discussed at the conference;
  - d. Arrange with the bank or banks in which the District funds are deposited, to sign District checks in case the Treasurer becomes incapacitated;
  - e. Require all chapters in the District to comply with Society rules, regulations, procedures, and ethics;
  - f. Appoint all District committees and other non-elected district positions, and serve as an ex-officio member of all committees, and appoint new committees to replace any that do not, in his opinion, function properly, as well as have the power to act for any committee which has not fulfilled its assignment.
2. **Immediate Past President:** The retiring President automatically will become the Immediate Past President and shall hold office for a term of two years or until a successor is available by the election of a new President providing he remains an active member of the Pioneer District. He shall be a member of the Board of Directors and the House of Delegates during his term of office. He will also be responsible for:
- a. Chairman of the Nominating Committee;
  - b. Serve in any other capacity as requested by the current President.
3. **Executive Vice President:** Fill in for the District President as needed to plan/run Board of Directors Meetings or the affairs of the District should the District President be unable to fulfill his duties. He will also:
- a. Liaise between the Chapter Presidents and the District Board;
  - b. Assist in report preparation and meeting preparation as requested;
  - c. Do everything possible to assist the District President and Board of Directors to reach stated objectives;
  - d. Oversee the Grant Committee and establish special committees as requested by the District President;
  - e. Attend as many District Presidents' meetings as possible to become more familiar with the functions of the President.
4. **Election of the Executive Vice President:** Every two years in the year of the election of a new president, the nominating committee will be responsible for determining a candidate to be nominated for the position of EVP. The term will be for two years, and during the second year of the two-

year term it is expected that he will be the nominee for the position of District President but this is not required.

5. **Directors:** The duties of the Directors are determined and published by the Society. In addition to the duties defined by the Society, the Director-Outreach will handle the memorial for deceased members at the House of Delegates Meetings; the Director-Events will be responsible for the programming at the district conventions.
6. **Secretary:** The Secretary shall be the active managing office of the District under the supervision and direction of the President and the District Board of Directors. He shall assist the President and Board in conducting the business of the District and shall perform such duties as are specified or implied by the District By-Laws and in this Pioneer District Policy and Procedures Manual. Other powers may be assigned to him by the Board of Directors. He shall attend all meetings of the Board of Directors and the House of Delegates. Additionally:
  - a. He shall be in charge of recording and producing minutes of the meetings for submission and approval by the two bodies;
  - b. He shall sign all documents requiring his signature on behalf of the Pioneer District;
  - c. He shall make an annual report to the Board of Directors, which upon approval of the Board, shall be submitted to the District House of Delegates. His records and books shall, at all times, be open to inspection of the President and the Board.
  - d. He shall remind each chapter in the District by e-mail communication that the chapter should elect its officers and its delegate(s) and the alternates to the District House of Delegates not later than October 15 annually, and that the names, addresses, phone numbers, and e-mail addresses of all officers, committee chairmen and delegates be entered on the form provided on the Society web page no later than November 1;
  - e. He shall give ample advance notice to all members of the District House of Delegates and to the Society Laws and Regulations Committee of any proposed by-law amendments;
  - f. He shall report important actions by the District Board and/or House of Delegates to the Society Headquarters without delay;
  - g. He shall be responsible for all routine official correspondence of the District;



- h. He will monitor and cause to be regularly updated the Members Only web site listings for all members of the District so that all members' e-mail addresses are correct;
  - i. He will be responsible for the clearance of show dates requiring ASCAP/BMI/SESAC or SOCAN licenses based on the policy described elsewhere in this manual and shall maintain a list of all approved dates for publication on the District Web-Site;
  - j. He will manage the listing of events in the District Calendar.
7. **Treasurer:** The Treasurer shall serve as the Chief Financial Officer of the district and will advise the DP and the Board on all matters that pertain to the ongoing and future financial health of the district. He will assist in the development and preparation of the annual budget and will produce accurate and timely reports and financial statements. The treasurer is responsible for the timely preparation and submission of any required tax documents to the appropriate local, state, and federal agencies. The books of the District shall be reviewed annually by an individual with the necessary qualifications to perform the review. He shall maintain a record of all receipts and disbursements as well as a record of all District valuables and property. He shall reconcile the monthly statements received from the official depositories of the District funds. All district records and financial records shall be made available to any board member so requesting.

## **COMMITTEES AND THEIR RESPONSIBILITIES**

The District President will appoint committees and committee chairmen as required and necessary. Each committee chairman must be a member of a Pioneer District Chapter. Standing committees will serve until the end of the year for which they were appointed or until their successor has been appointed. A quorum for a committee will be a simple majority of all members of the committee. All committee actions will be subject to approval by the Board of Directors except for the Nominating Committee. Funds collected by any committee shall be turned over to the District Treasurer. The current list of committees and their responsibilities are:

### **HALL OF FAME COMMITTEE**

**Purpose:** Provides recognition for District barbershoppers who have provided exceptional service to the District over a significant period of time.

**Function:** Seeks qualified nominations from chapters and selects inductees into the District Hall of Fame in accordance with the committee by-laws.

**Membership:** The District President chairs this committee. The Executive Vice President serves on the committee. The other three members of the committee are the past three inductees each serving a minimum three-year term until they are replaced by a newer inductee.

### **NOMINATING COMMITTEE**

**Function:** Provide qualified nominees to fill all elected district offices in accordance with District and Society policy and timetables, which shall be presented to the Board of Directors and House of Delegates for approval at their October meetings.

**Membership:** The Immediate Past President chairs this committee. The Executive Vice –President serves on this committee. The District President may appoint up to three other men to fill out this committee as needed.

## **DISTRICT DIRECTORY**

1. The District Secretary will monitor the information to be included in the directory, ensure that the chapters are up-to-date, and communicate with the web page administrator to make the necessary change. The directory will be accessible on-line from the Pioneer District web page.
2. Any changes such as chapter officer names, addresses, telephone numbers, meeting nights, meeting locations, etc., must be communicated to the District Secretary and kept up-to-date on the Society Members Only web site.
3. The District Secretary will forward all reported changes to the Pioneer web site administrator for entry onto the District web page.