

HANDBELL MUSICIANS OF AMERICA



AREA 11 RULES OF PROCEDURE

September, 2018

www.area11.handbellmusicians.org

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AREA 11 RULES OF PROCEDURE DEFINITIONS

- A. **VOTING MEMBERS:** A member's eligibility to vote is determined by the privileges accorded to the membership category as defined in the Bylaws of HANDBELL MUSICIANS OF AMERICA.
- B. **QUORUM:** A majority (one (1) more than half present) of the Board of Directors.
- C. **CONCURRENCE:** The process for making group decisions without voting (see Robert's Rules of Order and Consensus).
- D. **CUSTOMARY EXPENSES** may include:
- Travel - lowest reasonable round trip airfare or auto mileage paid at the current IRS business rate (not to exceed the lowest reasonable round trip airfare and expenses associated with air travel) and room and board.
 - Expenses associated with Board Members' duties, which may include (but not limited to) printing, postage, telephone, audit of books and completion of tax forms with the approval of the AREA 11 Chair.
 - Expenses incurred by others who are asked by AREA 11 to attend events for the purpose of significant contribution.
- E. **NON-CUSTOMARY EXPENSES** include all other expenses greater than \$35.00, if not further defined elsewhere in these Rules of Procedure.
- F. **AREA:** Geographical area consisting of Arizona, Colorado, New Mexico, Utah and Wyoming.
- G. **SUB-AREA:** Specified area located within the territory designated to AREA 11. Sub-Areas are accountable to the AREA 11 Board of Directors. Sub-Areas are governed by a Sub-Area Chair appointed by the AREA 11 Chair.
- Mountain Sub-Area – Colorado, Wyoming and Utah
 - Desert Sub-Area – Arizona and New Mexico
- H. **ELECTION YEAR:** Even numbered years coinciding with the AREA 11 festival event.
- I. **HANDBELL MUSICIANS OF AMERICA EVENTS:** refer to www.handbellmusicians.org for detailed information about Endorsed and Sponsored events.
- **ENDORSED** – An event presented by an individual or non-profit organization that is a member of HANDBELL MUSICIANS OF AMERICA.
 - **SPONSORED** – An event presented by an Area or subsection of HANDBELL

MUSICIANS OF AMERICA.

J. **AREA 11 EVENTS:**

- **AREA 11 FESTIVALS** occur biannually in even years.
- **SUB-AREA EVENTS** to include but not limited to Ringing Events, Workshops and Reading Sessions; occur as scheduled.

K. **EVENT PLANNER(S):** Appointed by AREA 11 Chair (**FESTIVALS**) or Sub-Area Chair (**SUB-AREA EVENTS**) to facilitate events. This does not include signing of legal contracts.

L. **COPYRIGHT:** Protection against illegal copying of written material not in the public domain.

COMPARISON OF ROBERT'S RULES OF ORDER AND CONSENSUS

Robert's Rules of Order	Consensus
A single motion can constrain the discussion.	Many concerns and information are shared until the sense of the group is clear.
Discussion takes the form of a debate with a win-lose approach.	Discussion involves active listening and sharing information.
Few constraints are placed on the order or frequency of speaking.	All individuals are encouraged to speak and time is limited to provide that each speaker is fully heard.
Ideas are treated as the property of the speaker; motions are noted with names.	Ideas and solutions belong to the group. No names are recorded.
Differences resolved by voting on motion.	Differences resolved by discussion.
Chair calls for a vote.	Chair summarizes the discussion, then asks if there are other concerns, followed by "last call."
Winners and losers are identified. Decision belongs to the winners.	Group as a whole is responsible for the decision, and the decision belongs to the group.

Chair's vote can determine the decision when votes are tied.	Chair discerns if one who is not uniting with the decision is acting without concern for the group or in selfish interest.
Dissenters' perspectives suppressed in majority vote.	Dissenters' perspectives embraced.

ARTICLE I BOARD OF DIRECTORS

- I.a The AREA 11 Board of Directors consists of the elected AREA 11 Board Members, the appointed Chair from each Sub-Area, and the Past Chair/Board Advisor. Other AREA 11 Committee Chairs may be appointed as approved by the Board of Directors.
- I.b Sub-Area Chairs are appointed by the AREA 11 Chair. Sub-Area Chairs are voting members of the Board of Directors.
- Appointment is subject to AREA 11 Board concurrence.
 - Appointment term is two years.
 - Sub-Area Chairs may be re-appointed two (2) times (a total of three (3) terms).
 - Except to fill a vacancy, appointments occur
 - Even numbered years for Mountain Sub-Area
 - Odd numbered years for Desert Sub-Area
 - See AREA 11 Sub-Area Chair Appointment Terms
- I.c The outgoing Chair is appointed to serve as AREA 11 Advisor to the Board. If the Chair cannot serve, the Chair-Elect selects an Advisor to the Board with Executive Committee approval. The Advisor to the Board is a non-voting member of the Executive Committee and the Board of Directors.
- I.d Committee Chairs are appointed by the AREA 11 Chair and approved by the Board of Directors. Committee Chairs do not have voting privileges.
- I.e Board Members maintain no less than a “Regular Membership” in HANDBELL MUSICIANS OF AMERICA.
- I.f Board Members attend all meetings of the AREA 11 Board of Directors and AREA 11 Festival/Conferences. Customary Expenses are reimbursed by submitting an AREA 11 voucher with receipts included. Members of the Board of Directors of the same sex attending Board meetings are housed a minimum of two to a room. If a guest wishes to accompany a Board Member, AREA 11 will pay 50% of the double room charge. A Board Member who occupies a single room will pay the difference between the single room rate and 50% of the double room rate. A minimum of two (2) Board meetings will be conducted within each calendar year, one of which should be a face-to-face meeting. AREA 11 Board of Directors meetings are contingent upon the financial assets of AREA 11 and at the discretion of the Executive Committee.
- I.g A majority (one (1) more than half present) of the voting Board Members constitutes a quorum for the transaction of business at a Board Meeting.

- I.h AREA 11 Board of Directors decisions are made by concurrence.
- I.i Board of Directors meetings are open to all members of HANDBELL MUSICIANS OF AMERICA. Only Board Members or persons recognized by the Area Chair may have the floor.
- I.j Board Members encourage all aspects of active membership in HANDBELL MUSICIANS OF AMERICA.
- I.k Board Members serve without compensation for their designated services.
- I.l Elected and appointed Board members recruit and mentor successors.
- I.m The Board of Directors provides all documents pertaining to their respective positions for electronic archival storage.
- I.n Board members are not liable for AREA 11 property that may be destroyed by fire, theft, water damage or acts of God unless such loss results through gross negligence.
- I.o Board Members are not personally liable for the debts, liabilities, or other obligations of AREA 11 unless the loss occurs through fraudulent or willful misconduct.
- I.p Board Members ensure compliance with Copyright Laws at AREA 11 events.
- I.q Board Members are subject to HANDBELL MUSICIANS OF AMERICA Bylaws.

AREA 11 SUB-AREA CHAIRS APPOINTMENT TERMS

MOUNTAIN SUB-AREA	TERM
Michael Kastner, Colorado	October 2009 – September 2010
Tom Waldron, Utah	September 2010 – October 17, 2011
Mary Moffett, Utah	December 1, 2011 – September 2012 Completed Tom Waldron's term
Mary Moffett, Utah	October 2012 – January 2013
Jane Wolfarth, Utah	January 2013 – August 2014
Diona Savoy-McDaniels, Wyo.	September 2014 – August 2016
Anne Kleve, Colorado	September 2016 – August 2018
Janet Lake, Wyoming	September 2018 -

DESERT SUB-AREA	TERM
Sharon Sparlin, Arizona	October 2009 – September 2010
Libbie Randels, Arizona	September 2010 – September 2011 Completed Sharon Sparlin's term
Libbie Randels, Arizona	September 2011 – August 2015
Jan Powell, Arizona	September 2015 – August 2017
Katie Gant, Arizona	June 2018 -

ARTICLE II EXECUTIVE COMMITTEE

- II.a The AREA 11 Chair, Chair-Elect and Secretary/Treasurer form the Executive Committee. The Advisor to the Board is a non-voting member of the Executive Committee.
- II.b The Executive Committee may act on behalf of the Board of Directors for any items requiring action. Items may be initiated by any one of the three Executive Committee members.
- II.c Minutes are provided to Directors for all Executive Committee meetings.
- II.d Decisions requiring Board of Directors approval are presented for concurrence.

II.e A member of the Executive Committee may be removed from office by a two-thirds (2/3) vote of the Board of Directors.

- If the AREA 11 Chair is incapable or unwilling to serve, the AREA 11 Chair-Elect may call a meeting of the Board of Directors.
- If the AREA 11 Chair-Elect or Secretary/Treasurer is incapable or unwilling to serve, the AREA 11 Chair may call a meeting of the Board of Directors.

II.f Executive Committee Timeline is available (see Timeline for Chair and Chair-Elect).

TIMELINE FOR CHAIR AND CHAIR-ELECT

(Updated August 2013)

The following information is provided for use by the AREA 11 Chair and Chair-Elect.

Ongoing – as Chair-Elect – refer to Bylaws and Rules of Procedure

1. Observe Bylaws and Rules of Procedure.
2. During the first year of the term, review with AREA 11 Chair the Bylaws and Rules of Procedure. Prepare recommendations for additions/changes/corrections/deletions/clarification.
3. Serve as AREA 11 Historian – refer to Rules of Procedure.
4. Follow up with AREA 11 membership – refer to Rules of Procedure.
5. Provide information to AREA 11 Communications Chair.
6. Serve as RING OF FAME Chair – refer to Rules of Procedure.

Ongoing – as Chair – refer to Bylaws and Rules Procedure

1. Observe Bylaws and Rules of Procedure.
2. Respond to National Office when required.
3. If funds permit, represent AREA 11 at Sub-Area, AREA 11, and National events.
4. Approve vouchers and participate as online banking account holder.
5. Work closely with Communications Chair – refer to Rules of Procedure.
6. Encourage active participation from entire board to identify future leaders for AREA 11.
7. Scholarship “awareness” for National Events – scholarships are available from the National office and from AREA 11. Info to Communications Chair.
8. Work with Sub-Area Chairs/Event Planners to submit initial application and final reports for all Endorsed and Sponsored Events to HANDBELL MUSICIANS OF AMERICA National Office.
9. Reconcile Bank Accounts with Secretary/Treasurer.
10. Reconcile event final reports with Secretary/Treasurer and when completed forward to Board of Directors and archive for future reference.

SEPTEMBER – Each year

1. Compile list of all AREA 11 Officers and Sub-area Chairs and contact information.
2. Forward this information to editor@handbellmusicians.org for inclusion in “Overtones.”

Forward this information to AREA 11 Communications Chair for posting at

www.area11.handbellmusicians.org.

3. Communicate with Sub-area Chairs – requesting Sponsored/Endorsed Events Forms for events

to occur through May.

4. Approve/forward via fax or electronic submission (ie.pdf files) all forms and attachments to National Office. Ensure that all events are correctly posted at www.handbellmusicians.org.

5. Forward event details to Communications Chair for posting at www.area11.hanbellmusicians.org. Ensure that all events are correctly posted.
6. Schedule Fall meeting of the Board of Directors. Recommend this meeting be a face-to-face meeting.
7. Prepare Agenda for Fall meeting.
8. Appoint Committee Chairs. Provide appointments to the AREA 11 Board for concurrence.
9. Present annual working budget exclusive of festival expenses for concurrence at Fall Board of Directors' meeting.

OCTOBER – Each year

1. If a Board of Directors' Fall meeting was not held in September, one should be held this month.
2. Follow up on Action Items from Fall meeting.

NOVEMBER – Each year

1. Follow up on Action Items from Fall meeting.
2. Schedule Conference Calls as needed.

DECEMBER – Each year

1. Try your best to leave everyone “alone” this month – if at all possible.

JANUARY – (odd year)

1. As Chair - Appoint Nominating Committee – refer to Rules of Procedure.

JANUARY – (even year)

1. As Chair - Oversee election – refer to Rules of Procedure.
2. As Chair - Provide candidate information to AREA 11 Communications Chair for posting at www.area11.hanbellmusicians.org.

FEBRUARY – Each year

1. As Chair, be sure that the CHIME Loan Program is highlighted at www.area11.hanbellmusicians.org.

FEBRUARY – MARCH – APRIL – MAY –

These are probably the months that are most difficult to predict what will happen and what each of you will need to do. The search for qualified Nominating Committee members, future leaders, and Ring of Fame candidates is ongoing.

MAY – JUNE – Each year

1. As Chair, follow up on progress for CHIME Loan Program – refer to Rules of Procedure.

JUNE – (even year)

1. AREA 11 Festival/Conference.
2. As Chair, be sure that CHIME sets are accounted for – refer to Rules of Procedure (6 sets plus 1 church set). Enter information into tracking sheet in the ROP.
3. As Chair – If scholarship(s) were granted for National Seminar, provide name/s of Scholarship winners to National office.

JULY –

1. As Chair - Attend National Seminar.
2. Chair-Elect – refer to Rules of Procedure.

JULY – (even year)

1. Chair and Chair-Elect work together to prepare the annual estimated working budget – exclusive of festival expenses.
2. As Chair/Chair-Elect - Review AREA 11 documents and make changes, as needed.....membership letters, scholarship applications, CHIME Loan applications, etc.

AUGUST –

1. One of you is just about done.....the other is getting ready to have some FUN!
GOOD LUCK!

ARTICLE III

AREA 11 CHAIR

- III.a The AREA 11 Chair is the liaison between AREA 11 and the Executive Director of HANDBELL MUSICIANS OF AMERICA as well as the HANDBELL MUSICIANS OF AMERICA Board of Directors and staff.
- III.b The Chair attends meetings called by the Executive Director, HANDBELL MUSICIANS OF AMERICA. A report is submitted to the AREA 11 Board of Directors.
- Should the Chair be unable to attend the meeting, the Chair-Elect is the first alternate. Should the Chair-Elect be unable to attend, the Executive Committee selects another alternate.
- III.c The Chair is the only officer authorized to sign contracts upon direction of the Board of Directors.
- III.d The Chair prepares with the Chair-Elect an annual working budget. The working budget is approved by the Board of Directors prior to the beginning of the fiscal year.
- III.e The Chair may attend an annual HANDBELL MUSICIANS OF AMERICA National event. Customary Expenses may be paid.
- Should the Chair be unable to attend the event, the Chair-Elect may attend. Customary Expenses may be paid.
- III.f The Chair submits reports annually or as requested to the HANDBELL MUSICIANS OF AMERICA National Office.
- III.g The Chair and Chair-Elect review AREA 11 Bylaws and Rules of Procedure and make recommendations to the Board of Directors.
- III.h The Chair rings the “Opening Bell” at the AREA 11 Festival/Conference.
- III.i The Chair calls and conducts meetings of the Executive Committee, Board of Directors and general AREA 11 meetings.
- III.j The Chair reviews minutes submitted by Secretary/Treasurer and submits to Board of Directors for concurrence.
- III.k Other responsibilities of the Chair:
- Receive vouchers for review, approval and payment.
 - Appoint Committee Chairs. These Committees may include, but are not limited

to, Event Planning, CHIME, Membership, Education, Communications, Scholarship, and Finance.

- Forward information to the AREA 11 Communications Chair. Information may include, but is not limited to, AREA 11 news, special interest stories, ballot results, happenings.
- Process applications for Endorsed and Sponsored events with the National Office of HANDBELL MUSICIANS OF AMERICA.
- Review and reconcile final event reports with the Secretary/Treasurer and forward to the Board of Directors.
- Ensure that final event reports and documents are archived for future reference.

ARTICLE IV
AREA 11 CHAIR-ELECT

IV.a The AREA 11 Chair-Elect assists the AREA 11 Chair and will act in that capacity in the event of absence or inability to serve.

IV.b The AREA 11 Board of Directors may send the Area Chair-Elect to a HANDBELL MUSICIANS OF AMERICA National event. The Board of Directors determines if funds are available.

IV.c At least one month prior to the end-of-term the Chair prepares with the Chair-Elect an annual working budget.

IV.d The Chair-Elect and Chair review AREA 11 Bylaws and Rules of Procedure, recommending changes to the Board of Directors.

IV.e Other responsibilities:

- Serves as AREA 11 Membership Chair
- Serves as Historian, collecting and preserving memorabilia pertinent to AREA 11.
- Serves as Chair of the Ring of Fame Committee.
- Rings the “Closing Bell” at the AREA 11 Festival/Conference.

ARTICLE V
AREA 11 SECRETARY/TREASURER

- V.a The AREA 11 Secretary/Treasurer maintains Area 11 official documents to include but not limited to Bylaws, Rules of Procedure, contracts/letters of agreement, and documents for all official AREA 11 communication (see Records Retention).
- V.b The Secretary/Treasurer records minutes and submits to Chair for review within 7 business days.
- V.c The Secretary/Treasurer designates the official AREA 11 financial institution(s).
- V.d The Secretary/Treasurer identifies the best investment return on all accounts. Executive Committee approval is required for any investments outside the realm of money markets, time certificates, checking or savings accounts.
- V.e Signature authority on all AREA 11 banking accounts must be that of the Secretary/Treasurer, the Chair, and the Chair-Elect. The Secretary/Treasurer ensures required bank signatures are met.
- V.f The Secretary/Treasurer shall submit copies of minutes, adopted Bylaws revisions, revised Area XI Official Documents, and appropriate financial documents to the Internal Revenue Service and appropriate Sub-Area agencies as required to maintain status of a non-profit corporation and shall submit the same annually to AGEHR, Inc.
- V.g The Secretary/Treasurer prepares financial reports.
- V.h A review of the financial records including the AREA 11 bank account(s) is conducted at the end of each fiscal year by the Treasurer submitting a detailed financial report to a qualified tax professional engaged by AREA 11. The tax professional prepares the yearly IRS tax-exempt return form using the financial report. A full CPA audit is prepared when directed by the Board.
- V.i The Secretary/Treasurer may declare the month of August as an “inactive period” in order to prepare for the review and for the actual review itself. An announcement is made to the Board of Directors thirty (30) days prior to the announced time.
- V.j The Secretary/Treasurer consolidates and maintains the AREA 11 Voucher procedures and payments (see Voucher Payment Procedure and Voucher Form).

- V.k The Secretary/Treasurer updates the Rules of Procedure with changes as the result of associated motions from the Board of Directors meetings.
- V.l The Secretary/Treasurer maintains official AREA 11 letterhead in both physical and electronic forms for all official AREA 11 communication.
- V.m The Secretary/Treasurer maintains AREA 11 digital documents.
- The method of digital storage will be approved by the Board of Directors.
 - The Secretary/Treasurer ensures all Board and Committee Chairs have access to the digital documents.
 - All official stored documents are first approved by the AREA 11 Chair.
 - The Secretary/Treasurer publishes an inventory of stored documents annually.

RECORDS RETENTION

1. Bylaws and Rules of Procedure.
 - HANDBELL MUSICIANS OF AMERICA – current only.
 - AREA 11 – all.
2. Not-for-profit Corporate Documentation – In perpetuity.
 - Certificate of Incorporation dated July 15, 1985.
 - Certificate of Good Standing and Compliance (New Mexico).
 - New Mexico State Business License.
3. Financial - as of 2008 – no longer than 7 years.
 - Per Internal Revenue Service retention schedule.
 - Tax Exempt Certificates (issued by the states of New Mexico and Wyoming).
4. Minutes – In perpetuity.
5. Printed Music Library – As determined by the AREA 11 Board of Directors.
 - Five (5) copies or more of individual title.
 - Instrumental Accompaniment Scores.
 - Solo Instrument/Vocal Scores.
 - CHIME – to remain with individual HANDCHIME LOAN PROGRAM.
6. Miscellaneous – As determined by the AREA 11 Board of Directors.
 - Copies of concert and festival programs to the Area 11 Historian for archival

purposes.

VOUCHER PAYMENT PROCEDURE

1. The AREA 11 Voucher Payment Procedure is used to reimburse Customary Expenses.
2. The Requestor downloads and prints the voucher form (see following page) from the AREA 11 website: www.area11.handbellmusicians.org
3. The Requestor submits the completed voucher form along with supporting documentation to the AREA 11 Chair for approval.
 - Electronic Submission: Scan the completed voucher form and supporting documentation. Email to the AREA 11 Chair for approval. Mail completed voucher form and supporting documents to the AREA 11 Secretary/Treasurer via US Mail service.
 - US Mail Service Submission: Mail completed voucher form and supporting documentation to the AREA 11 Chair for approval.
4. AREA 11 Chair reviews submitted documentation. The requestor will be contacted to clarify any concerns. Upon approval, a check is issued. The check may be in traditional “hard” form or issued electronically.
5. Bank confirmation number is the voucher number for electronic checks.
6. An email including the voucher number and payment is sent to the requestor with a copy maintained by the AREA 11 Secretary/Treasurer.
7. Vouchers and supporting documentation remain with the AREA 11 Secretary/Treasurer. The records are reconciled with the AREA 11 Chair at least yearly.
8. The AREA 11 Secretary/Treasurer ensures that original receipts and vouchers are on file.

THIS IS A TWO PAGE DOCUMENT
Page 1 - Directions for submitting Vouchers
Page 2 - Voucher Form

PROCEDURE FOR SUBMITTING VOUCHERS FOR PAYMENT

To receive payment for customary expenses:

1. Download and print the current voucher form on the following page.
2. Fill in all the information requested on the form.
3. Email the COMPLETED voucher form, along with supporting documentation (receipts), to the Area 11 Chair for approval, with a copy emailed to the Area 11 Secretary-Treasurer at treasurer.area11@handbellmusicians.org.

The Area 11 Chair reviews submitted documents. The requestor will be contacted to clarify any concerns. Upon approval, the Chair will contact the Secretary/Treasurer with instructions to issue a check. The check is processed electronically and takes about a week to arrive after it is requested from the bank.

HANDBELL MUSICIANS OF AMERICA

AREA 11 - VOUCHER

Fill in the information on the top part of the form.

Forward completed form to the Area 11 Chair for approval and email a copy to the Sec-Treas.

Lorrie Hart, Area 11 Chair
chair.area11@handbellmusicians.org

DATE: _____ REQUESTED BY: _____

PAY TO: _____

NAME

E-MAIL ADDRESS

MAILING ADDRESS

PHONE

CITY, STATE, ZIP

AMOUNT: \$ _____ FOR: _____

NOTE: Meals will be reimbursed up to a maximum of \$15 for breakfast, \$20 for lunch and \$30 for dinner, incl. tax/tip. Meal expenses are NOT cumulative. No reimbursement will be made for alcoholic beverages or in-room drinks, movies, etc.

___ I do not wish to be reimbursed for the full mileage amount at the prevailing IRS business rate (1-1-18) of 54.5 cents (\$0.545) **per mile**, and am donating \$ _____ back to HANDBELL MUSICIANS OF AMERICA. Mileage not to exceed lowest reasonable round trip airfare and related air travel expenses.

(Please attach bills, invoices, cash receipts, or other documentation.)

Requests for reimbursement outside Rules of Procedure without approval prior to occurrence will be denied.

This section for use of AREA 11 Officers only

PAID: EFT _____ CF _____ DATE _____

TO BE DELIVERED BY _____

HANDWRITTEN CK _____ CK NBR _____ DATE _____

DATE MAILED _____

EMAIL NOTIFICATION SENT _____ DATE _____

SENT BY _____

APPROVED BY: _____ DATE _____

PAYMENT PROCESSED BY _____ DATE _____

Code for Officer use only:

EFT - Electronic Funds Transfer CF - Confirmation Number

DLVR BY - Check should be delivered no later than this date.

CK - Check

CK NBR - Check Number

Rev. 9-18

ARTICLE VI SUB-AREA CHAIRS

- VI.a The AREA 11 Sub-Area Chairs serve as the liaison between the AREA 11 Board of Directors
(see ARTICLE I) and membership.
- VI.b Sub-Area Chairs support the Membership Chair as requested.
- VI.c Sub-Area Chairs develop a network that supports AREA 11 programs and activities.
- VI.d Sub-Area Chairs encourage and oversee events and the completion of all required event forms. These events support the AREA 11 mission and goals.
- VI.e Sub-Area Chairs assist AREA 11 CHIME Chair as needed in promoting and implementing the HANDCHIME LOAN PROGRAM in their Sub-Area.
- VI.f Sub-Area Chairs submit items to be included in the AREA 11 archives to the AREA 11 Chair-Elect. These items could include event programs, photos, newspaper articles, awards or similar items. All items will include appropriate descriptions of individuals and/or events.
- VI.g Sub-Area Chairs present names of Sub-Area Chair candidates to the AREA 11 Chair-Elect.
- VI.h All Area 11 Sponsored and Endorsed events involving youth under the age of 18 are required to
adhere to the YOUTH PROTECTION POLICY as implemented by Handbell Musicians
of
America. Failure to implement this policy will negate inclusion of the event in Handbell Musicians of America's liability insurance coverage (see Youth Protection Policy, page 26).

ARTICLE VII COMMUNICATIONS CHAIR

VII.a The AREA 11 Communications Chair administers communication on behalf of the AREA 11 Board of Directors.

- Prepares a comprehensive Communications Plan to be presented at Fall Board of Directors meeting and approved by AREA 11 Board of Directors.
- Publishes only information approved by the AREA 11 Chair.
- Submits progress reports as requested by AREA 11 Chair.
- Responsible for distributing AREA 11 information using multiple forms of communication to include, but are not limited to, e-mail, e-newsletters, website, and various forms of social media.
- Responsible for reviewing the Area 11 Advertising Policy (see Advertising Policy) yearly, recommending updates to the Area 11 Board of Directors through the Chair-Elect.
- Soliciting and coordinating advertising for AREA 11 publications.

VII.b The AREA 11 website (www.area11.handbellmusicians.org) is maintained by the Communications Chair and/or volunteer Web Steward. Items on the webpage may include, but not limited to officers, events, Sub-Area activities, newsletters, forms, scrapbook, calendar, and other information.

- The Website Submission Form (see Website Submission Form) is updated as needed and posted on the AREA 11 website.

VII.c The Communications Chair may develop a network of volunteers to support the AREA 11 Communications Plan.

VII.d The Communications Chair may be invited by the AREA 11 Chair to participate in Board of Directors meetings without voting privileges.

ADVERTISING IN THE HANDBELL MUSICIANS OF AMERICA AREA 11 e-NEWSLETTER

The Area 11 e-Newsletter is dedicated to informing our membership about educational events, programs, and vendor information dedicated to the art of handbell and handchime ringing. The e-Newsletter is published six (6) times a year and is posted on the Area 11 web site. All Area 11 members who have provided an e-mail contact are advised when a new newsletter is available on the Area Web Site.

Advertising is accepted from vendors, performance groups and individuals as well as for performance and educational events not directly sponsored by Area 11.

Rates and publication specifics are provided below.

Current Advertising Rates per publication:

Eighth page – horizontal (2.75” H x 4.25” W) \$12.50

Eighth page – vertical (4.25” H x 2.75” W) \$12.50

Quarter page – vertical only (5.50” H x 4.25” W) \$25.00

Half page – horizontal (5.50” H x 8.50” W) \$50.00

Half page – vertical (8.50” H x 5.50” W) \$50.00

Full Page – (8.5” W x 11.00” H) \$100.00

Buy five (e.g. full page), get one (full page) free

Schedule

All ad copy must be received by the 20th of each month in order to appear in the following month's edition.

Media

There are 2 options for submission.

Ads may be submitted in either black/white or color and must be in either .jpeg or .tif format.

Send your file electronically to communications.area11@handbellmusicians.org.

Your ad will be hyperlinked to your website.

Please Note: Ad size may need to be adjusted.

Refer to the Area 11 website for more information:

<http://area11.handbellmusicians.org/communicationsforms/newsletter/newsletter-advertising-policy/>

Payment

Make checks payable to Handbell Musicians of America, Area 11, and mail to AREA 11

Treasurer (get that person's name and address by emailing:
treasurer.area11@handbellmusicians.org).



Handbell Musicians
OF AMERICA

Website Submission Form

If you would like to have your event or concert listed on the Area 11 website, please enter the information onto this form, save it, and email the saved file to Mary Moffett, Area 11 Communications Chair at communications.area11@handbellmusicians.org

Please type: "Website submission" in the subject line.

Your name:

Name of Choir/Group:

Handbell Musicians of America Membership Number*:

Event/Concert Title:

Description of Event/Concert:

Event/Concert Date:

Event/Concert Time:

(include MDT for Mountain Daylight Time or MST for Mountain Standard Time)

Event/Concert Location:

Event/Concert Address:

Event/Concert Fee:

(ie: free, \$10 per person, freewill offering)

Contact Person:

Contact Person email:

Area 11 sponsored and endorsed events will be listed on the calendar and under the events tab.

Events that are not sponsored or endorsed will only be listed on the calendar.

**If you are not a member of Handbell Musicians of America, you may still submit your event or concert to be listed on the Area 11 website for a fee of \$10.*

Make check payable to Area 11 and mail it to: Mary Moffett

Area 11 Communications Chair
1872 W 75 S
Kaysville, UT 84037

ARTICLE VIII EVENT PLANNER

VIII.a Terms of appointment:

- The AREA 11 Event Planner is appointed by the AREA 11 Chair with the approval of the AREA 11 Board.
- The appointment term is for 4 years and is eligible for reappointment.
- The Event Planner will have a voice, but will have no vote on the AREA 11 Board.

VIII.b The responsibilities of the AREA 11 Event Planner include, but are not limited to:

- Plan, implement, coordinate, finalize, and evaluate all aspects of Tier 1 events (see Events Defined).
- Research and evaluate Tier 1 event sites, format, and possible conductors/facilitators. The cost for site visits are approved by the AREA 11 Board.
- Establish budget based on AREA 11 Board guidelines i.e. break-even or profit/loss.
- Recommend date, sites, format, conductors, facilitators, schedule, activities, repertoire, and registration fees.
- Once approved, finalize all aspects of the event.
- Attend and coordinate all aspects of the event.
- Develop and ensure publication for information to be included in event packets.
- Evaluate the event.
- Recommend future events based on event evaluation forms and the fiscal condition of AREA 11.
- Serve as resource and liaison for Tier 2 and Tier 3 events (see Events Defined).
- Assist to identify new Event Planners for all Tiers of events.

VIII.c The general duties of the AREA 11 Event Planner include, but are not limited to:

- Prepare Requests for Proposal (RFPs)
- Distribute, solicit responses for RFPs
- Analyze RFPs
- Develop advertising strategy and prepare 'press releases' for Area/National publications
- Coordinate with Handbell Industry Council (HIC) members regarding vending opportunities and published music availability.
- Determine other considerations: AV, signage, room layout, security, equipment wrangling, solo concerts, worship service, special performances, and fundraising activities.

VIII.d All Area 11 Sponsored and Endorsed events involving youth under the age of 18 are required

to adhere to the YOUTH PROTECTION POLICY as implemented by Handbell Musicians of America. Failure to implement this policy will negate inclusion of the event in Handbell

26). Musicians of America's liability insurance coverage (see Youth Protection Policy, page

EVENTS DEFINED

There are three tiers for events in AREA 11:

Tier 1 events

- The AREA 11 Festival/Conference held in the even-numbered years at rotated site within the geographical boundary of AREA 11.
- The AREA 11 Young Ringers' Camp held in the odd-numbered years at a rotated site within the geographical boundary of AREA 11.

Event Planner Tips:

- Identify possible sites 2-6 years prior to the event date.
- Produce and action Requests for Proposal (RFPs) - Items to include: rental rates, room rates,
AV menu, food and beverage service, available meeting space, audience space
- Schedule and complete site visits with local liaison, local hotels, site managers

Tier 2 events

- Sub-Area Events i.e. Directors' Workshops, Regional Workshops, Regional Read and Rings planned by a Sub-Area Chair.

Local Event Planner Tips:

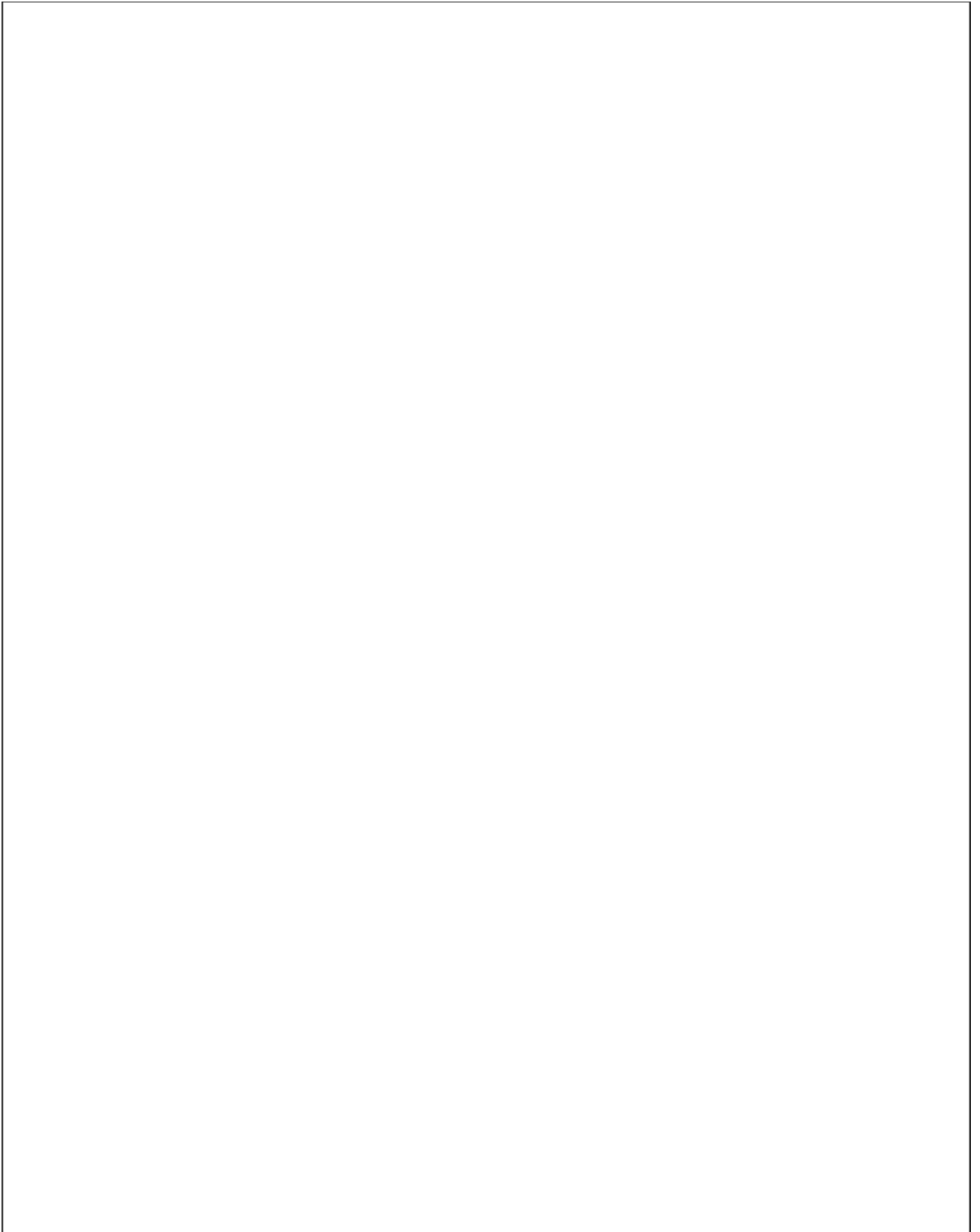
- Consider establishing annual events.
- Economical facilities i.e. churches with large fellowship halls and classroom space/schools that
are near 'priced right' hotels and off-site eating establishments.
- Possibility for on-site dining?
- Use Area Event Planner as resource.

Tier 3 events

- Local events initiated and held at the grass-roots level in a location within the boundary of
AREA 11 with the support of a Sub-Area Chair.

Local Event Planner Tips:

- Can be planned anytime - no minimum size.
- Economical facilities i.e. churches or schools.
- Limited food service or refreshments.
- Use Area Event Planner as resource.



Overview of Behaviors/Situations

Appropriate and Encouraged Interactions	Inappropriate and Prohibited Interactions	Harmful and Prohibited Interactions
Praise, encouragement, and acknowledgement	Isolated, one-on-one interactions	Patting buttocks
Rewards available to all who achieve	Risqué jokes and profanity	Actions or speech that humiliates, threatens, ridicules, degrades or frightens
Asking permission to touch for necessary purposes	Favoritism or gift giving to individual children	Corporal punishment of any kind
Pats on back or shoulder	Frontal hugging	Touch of personal areas – face, mouth, legs, breasts, stomach, genitals
Side hugs	Photographing individual children unless authorized by parent or guardian for the purpose of event publicity and marketing	Intimate, romantic, or sexual conduct
Handshakes and high fives	Contact outside of program activities	Showing pornography or involving youth in pornography
Warmth and kindness	Exchanging personal email or phone numbers	Use of alcohol or controlled substances with or in the presence of youth
Public social media alerts to groups of kids and parents	Private interactions through social media, computer, or handheld devices	

Definitions:

Staff & Volunteers – paid staff, volunteers, committee members, event faculty, event clinicians, national board members, Area board members, contractors, or anyone in a role of responsibility with a national, sponsored, or endorsed event.

Child/Children – any person under the age of 18.

Policies:

1. To protect Handbell Musicians of America, staff, volunteers, contractors, and program participants, at no time during a Handbell Musicians of America national, sponsored or endorsed event may a staff person or volunteer be alone with a single child where the staff person or volunteer cannot be observed by others.
2. Staff and volunteers shall never leave a child unsupervised.
3. Staff and volunteers will make sure a restroom is not occupied before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. If staff or volunteers are assisting younger children, doors to the facility must remain open.
4. Staff and volunteers will conduct and supervise private activities (diapering, putting on bathing suits, showering) in pairs. When this is not feasible, staff should be positioned so that they are visible to others.

5. Staff shall not abuse children or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for dismissal.
6. Staff and volunteers will respect children's right to not be touched in ways that make them feel uncomfortable. A child's right to say "No" is to be encouraged and respected. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
7. Staff and volunteers will use appropriate touch including pats on the back or shoulder, side hugs, handshakes, and high fives. Staff and volunteers will refrain from full frontal hugging, touching of personal areas, or patting of the buttocks. No child should sit in the lap of adult staff and volunteers.
8. Staff and volunteers will use positive techniques of guidance, including redirections positive reinforcement, and encouragement rather than competition, comparison, and criticism.
9. Staff and volunteers will not give gifts or special favors to individual children, or show preferential treatment to a child or group of children to the exclusion of others.
10. Staff and volunteers may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with youth event participants. Parents and another staff member or volunteer should be copied in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.
11. Staff and volunteers will respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture.
12. Staff and volunteers will refrain from intimate displays of affection toward others.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
16. Staff may not be alone with children they meet at Handbell Musicians of America events outside of event activities. This includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
17. Staff may not transport children in their own vehicles.
18. Staff may not date event participants under the age of 18.
19. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with event organizers.)
20. Staff and volunteers are required to report any suspicion of child abuse to the proper authorities and to Handbell Musicians of America executive director as soon as possible after being made aware of an issue.

I, (name) _____, have read and understand the policies stated above and agree to follow these policies to the best of my ability.

Signed: _____ Date: _____



HANDBELL MUSICIANS OF AMERICA,
AREA 11

Young Ringers Camp
Emergency Care Form and Liability Waiver
(For participants 18 and younger – Please PRINT Clearly)

Minor's Name:

Address:

Minor's Cell Phone Number:

Group's Name:

Assigned Chaperone's Name:

Parent's/Legal Guardian's Name:

Daytime Phone: _____ Evening Phone:

Alternate Contact Info (optional):

Doctor's Name: _____ Phone:

Insurance Company: _____ Policy Number:

Name of Policy Holder:

As parent or legal guardian of the above minor, I hereby authorize any medical and/or surgical care, including diagnosis and treatment, to be rendered to him/her by any licensed physician or surgeon, or by any licensed hospital, when accompanied by an adult leader of the above named group. We assume full financial responsibility for such care, including prescribed medications and transportation by ambulance, and agree to make full payment for same upon receipt of statement of fees.

We do hereby, for a good and valuable consideration, agree to indemnify and hold harmless The American Guild of English Handbell Ringers, Inc. d/b/a/ Handbell Musicians of America and the above named group from any and all actions, claims, demands, suits, or other liabilities which may result from the above named minor's trip.

Parent's/Legal Guardian's Signature:

Comments regarding special health problems, allergies, drugs, etc.:

As a parent or legal guardian of the above minor, I authorize Handbell Musicians of America Area 11 to photograph, videotape and/or present an image on the Area 11 webpage (www.area11.handbellmusicians.org) of this registrant.

Printed name of legal parent/guardian

Relationship to minor

Signature of parent/guardian

Date

DO NOT RETURN THIS FORM - BRING A COMPLETED COPY FOR EACH MINOR

HANDBELL MUSICIANS OF AMERICA POLICY STATEMENT

GUIDELINES AND OBSERVING COPYRIGHT LAWS

HANDBELL MUSICIANS OF AMERICA Inc. has received legal counsel on Copyright Law interpretation. Based on this counsel, HANDBELL MUSICIANS OF AMERICA Inc. issues the following Statement to assist directors in their work. In order to protect the organization from possible liability for infringement of the existing Federal Copyright Laws, HANDBELL MUSICIANS OF AMERICA Inc. urges strict compliance by all its members with this interpretation of the law.

1. Any musical selection that is in the Public Domain may be arranged, observing that subsequent versions, adaptations or arrangements may be under copyright.
2. Under the Copyright Law of 1978, the copyright term is 50 years plus the life of the author or composer. If under copyright protection, such works may be arranged only upon receipt of permission from the copyright holder.
3. Additions of obligato, descants and other minor changes to musical compositions or transpositions of music selections in total are not necessarily arrangements of musical works.
4. Minor alterations of extant compositions, by hand, on originals (but not reproductions thereof) may be made.
5. Reproduction or projection by any device of any copyrighted material, in part or in its entirety, is an infringement of copyright.
6. Permission to reproduce and/or perform an unpublished arrangement must be secured from the copyright owner.
7. Most copyright holders, in granting permission to arrange, limit the use, the reproduction, and prohibit sharing of any arranged material.
8. Because HANDBELL MUSICIANS OF AMERICA Inc. “could be held liable for copyright infringement if and to the extent infringing performances occur in concerts sponsored by and controlled by HANDBELL MUSICIANS OF AMERICA Inc.” all members are directed to follow the official HANDBELL MUSICIANS OF AMERICA Inc. policy concerning copyright.

COPYRIGHT INFORMATION AND GUIDELINES

1. Copyright information, including GUIDELINES AND OBSERVING COPYRIGHT LAWS is included in AREA 11 documents when appropriate.
2. Participants possessing music copied by copying machine or other device must have in their possession a letter from the copyright owner giving permission for the copies to be made and used. Participants found in violation of this policy will be required to purchase the necessary

music immediately and on site, or they may be expelled with no refund of fees paid.

3. The following official Statement is to be read at the opening convocation or beginning of the session of all HANDBELL MUSICIANS OF AMERICA Inc. sponsored activities.

***“The HANDBELL MUSICIANS OF AMERICA supports the efforts of Music Publishers to enforce the copyright law, including but not restricted to requesting those who have unauthorized copies of music to withdraw from participating in this activity until such illegal copies are destroyed and replaced.*”**

It is mandatory that written authority by the copyright owner be in your possession if copies of original manuscripts or published music are used.

HANDBELL MUSICIANS OF AMERICA Inc. could be held liable if such infringements are allowed. Infringement upon the rights of copyright owners can result in fines and/or imprisonment.”

ASCAP/BMI AND ROYALTIES INFORMATION

Generally speaking, when music is purchased it does not come with permission to perform it. Before it can be performed in a concert or other setting, a license (permission) must be obtained and a royalty paid. There are two exceptions to this Statement. Churches during regular worship and school in face-to-face instruction are exempt.

ASCAP (The American Society of Composers, Arrangers and Publishers) and BMI (Broadcast Music Incorporated) own the performance rights to almost all music in print. You can find information on their websites: www.ascap.org and www.bmi.com

Because all the handbell publishers and music that HANDBELL MUSICIANS OF AMERICA could discover are licensed under ASCAP, HANDBELL MUSICIANS OF AMERICA has chosen to negotiate a blanket license with them. For an annual fee all HANDBELL MUSICIANS OF AMERICA Sponsored and Endorsed Events are automatically licensed.

Handbell events performing live or using recorded music other than handbell scores may be subject to fees through BMI. Examples are talent shows, dances, classes using tapes, etc.

A Mechanical Royalties License Form is available as a part of the HANDBELL MUSICIANS OF AMERICA Sponsored and Endorsed Event planning packets at:
www.area11.handbellmusicians.org and www.handbellmusicians.org

ARTICLE IX
CHIME CHAIR
HANDCHIME LOAN PROGRAM
(Rev. 1-18)

- IX.a The AREA 11 CHIME Chair is appointed by the AREA 11 Board of Directors.
- IX.b The CHIME Chair administers the AREA 11 HANDCHIME LOAN PROGRAM.
- The CHIME Chair receives and reviews all applications for use of the AREA 11 Malmark Chimes.
 - HANDCHIME LOAN PROGRAM recipients are given use of the chime sets for a maximum of one (1) year.
 - The CHIME Chair recommends to the AREA 11 Board of Directors where chimes are placed.
- IX.c The CHIME Chair submits reports to the AREA 11 Chair as requested.
- IX.d The CHIME Chair submits a projected annual budget for the next fiscal year as requested by the AREA 11 Chair. The budget should include but is not limited to:
- Shipping of Chime equipment and educational materials.
 - Replacement costs for damaged chimes or educational material.
 - Updating or additions to the educational material.
 - Additional new handchime sets that may be needed to expand the program.
- IX.e The CHIME Chair communicates with Sub-area Chairs to provide a mentor to assist in the development of a beginning ringing program.
- IX.f The CHIME Chair maintains records of past and current HANDCHIME LOAN PROGRAM recipients including contact information and reports (see Chime Locations History).
- IX.g The CHIME Chair updates the HANDCHIME LOAN PROGRAM application forms and information. These forms are available on the AREA 11 website: www.area11.handbellmusicians.org. See supporting documents on the following pages.
- IX.h The CHIME Chair submits articles and reports from HANDCHIME LOAN PROGRAM recipients who have successfully used the program for inclusion in newsletters or on the AREA 11 web-site.

Note: There are seven (7) 3-octave sets of handchimes for AREA 11. Six (6) sets are for schools and one (1) roaming set for a church. The user is responsible for shipping the set back at the end of the school year. The CHIME Chair is responsible for working with all parties to make sure the chimes are transported to and from the assigned places.



Handbell Musicians OF AMERICA

| Area 11

HANDCHIME LOAN PROGRAM *for Schools and Churches*

(rev. 1-18)

Application Deadline – May 15

AREA 11 - HANDBELL MUSICIANS OF AMERICA encourages schools and churches to develop music education programs using handchimes or handbells. To support the development of such programs, HANDBELL MUSICIANS OF AMERICA-AREA 11 offers a loan program to schools and churches in Arizona, Colorado, New Mexico, Utah, and Wyoming.

Applicants should complete the Application Form and return it to the address indicated no later than May 15. The Applications will be reviewed by HANDBELL MUSICIANS OF AMERICA-AREA 11 CHIME Chair. Selected recipients will be notified no later than June 1.

RESPONSIBILITY OF HANDBELL MUSICIANS OF AMERICA - AREA 11

1. Provide a 3 octave set of handchimes for one school year.
2. Provide a set of teaching materials in good and usable condition.
3. Provide a mentor to assist in the development of a beginning ringing program.
4. Provide recipients with information about the benefits and resources of HANDBELL MUSICIANS OF AMERICA.

RESPONSIBILITY OF THE SCHOOL/CHURCH

1. Include the handchime program as part of the regular school curriculum or church activities.
2. Pay postage or shipping fees and insurance for the return of the handchimes and the teaching materials to the AREA 11 CHIME Chair or mentor without delay at the completion of the school year or other agreed time.

RESPONSIBILITY OF THE SCHOOL/CHURCH EDUCATOR

1. Implement the handchime program as a part of the total music experience.
2. Make full use of the mentor provided by AREA 11 in order to learn about the use and care of handchimes.
3. Present the handchimes to the student body/church and parents during an event.
4. Begin the necessary planning (such as fundraising) to continue the Handchime Program following the loan period.
5. If possible attend at least one local/regional HANDBELL MUSICIANS OF AMERICA - AREA 11 HANDBELL MUSICIANS OF AMERICA event.

FINAL REPORT

An evaluation of the project must be sent to the AREA 11 Board within one month of the conclusion of the loan. This report must include an evaluation of the impact the program had on the school/church and the music program.

Supportive materials, such as programs, photos, classroom recordings of classroom activities and performances, student evaluations or responses, and other materials should be included. Remember that ***Release Forms*** must be signed for any photo or video taping of participants (a Release Form is included on page 5).

COPYRIGHT RESTRICTIONS

Photocopying and reproduction by any mechanical means of the materials provided, without prior approval of the copyright holder, is strictly forbidden. Such duplication will result in the immediate cancellation of the loan and will require the immediate return of the handchimes and teaching materials.

Please retain this informational sheet for your records.



Handbell Musicians
O F A M E R I C A

| Area 11

HANDCHIME LOAN PROGRAM APPLICATION

Application Deadline is May 15

Applicant's Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell _____

E-Mail _____

School/Church Name _____

School/Church Address _____

City _____ State _____ Zip _____

School/Church Phone _____ School/Church Fax _____

School/Church E-mail _____

Please return your completed application to:
(electronic submission preferred; see special note on signature page)

Paige Erickson
Area 11 CHIME Chair
chime.area11@handbellmusicians.org
11381 North Sampson Drive
Highland, UT 84003
(801) 830-0927



Handbell Musicians
O F A M E R I C A

| Area 11

Please provide the following information below or attach page.

Describe your school/church in reference to the grade levels and educational environment. Include, or attach, the school's/church's mission statement and information on why a handchime program would be well received and be beneficial to students.

Explain how handchimes will be implemented in your school/church.

Specific Information - If more than one class is involved; please list each class, or group, separately.

Grade Level Information	Length of period/times per week	Class Size	Other
Example: 5 th Grade class	45 min/3 times per week	25	General music

Provide your educational background (including degrees) and experience, if any, with handbells and/or handchimes.

ASSURANCES and AGREEMENTS

I certify that the statements in this application are true, accurate and complete to the best of my knowledge. If selected, I agree to abide by the terms of the Loan as detailed. If selected, I agree to accept responsibility for the proper care and maintenance of the loaned materials. I will assume responsibility for safe return, or replacement if damaged. In compliance with HANDBELL MUSICIANS OF AMERICA – AREA 11 and U.S. copyright laws, unless published as reproducible I agree not to photocopy music or printed materials provided to me by the HANDBELL MUSICIANS OF AMERICA – AREA 11 Handchime Loan Program without written permission. *If your application is submitted electronically, please scan in this completed signature page before emailing.*

Signature – School/Church Applicant

Date

My signature below indicates my support of the educator involved in the Handchime Loan Program.

Signature – School Principal/Church Supervisor

Date

FOR AREA 11 USE ONLY

Date Received _____

AREA 11 Board Approval ____ Yes ____ No Date _____

Loan Term: Start Date _____ End Date _____

Applicant Notification Date _____ **Shipping/Delivery Date** _____

Date Final Report Received: _____ **Date Handchimes Returned to AREA 11** _____



Handbell Musicians
O F A M E R I C A

| **Area 11**

HANDCHIME LOAN PROGRAM

For Schools and Churches

**Consent to Photograph, Videotape
and/or Present Image on the Internet**

I hereby authorize _____ to
Name of school, organization, media outlet

photograph, videotape and/or present the image on the Internet of

Printed name of minor aged student

for the purpose of providing working examples of the use of handchimes for:

1. This facility's training and in-service program

2. Sharing positive program examples in the community
3. Regional and National professional conferences of HANDBELL MUSICIANS OF AMERICA
4. For use by other professional education organizations

I understand that the consent will be effective from _____ to _____
Loan "begin" date

_____ and can be withdrawn at any time.
Loan "end" date

Printed name of legal parent/guardian

Relationship to student

Signature of parent/guardian

Date

Permission is given to duplicate this form for participants involved in this Loan.



Handbell Musicians
O F A M E R I C A

| Area 11

HANDCHIME LOAN PROGRAM for Schools and Churches

The following teaching materials are owned by HANDBELL MUSICIANS OF AMERICA – AREA 11. These materials shall be returned to the HANDBELL MUSICIANS OF AMERICA – AREA 11 at the conclusion of the loan period. Materials may vary for each set. Recipients of the loan should indicate received resources and return this page to AREA 11 CHIME Chair upon receipt of Handchimes. Please make a copy for your records!

MATERIALS PROVIDED TO SCHOOLS

- One (1) Bell Trax: "Folk Songs" – arranged by David Angerman and Darryl Dunn; published by Shawnee Press, Inc.; GN0085 (with CD 0013)
- One (1) "Using Handchimes" (Learning to Ring Series) – Janet Van Valey/Susan Berry; published by Lorenz Publishing Company; HB-315 (Teachers'/Directors' Edition)
- Ten (10) "All Time Favorites" (Learning to Ring Series) – Janet Van Valey/Susan Berry; published by Lorenz Publishing Company; HB-266
- One (1) "Handchimes In General Music – A Curriculum Guide, Grades 1 – 3"; Janet Van Valey and Martha Avery; published by HANDBELL MUSICIANS OF AMERICA; R-212
- One (1) "Handchimes in General Music – A Curriculum Guide, Grades 4 – 6";

Janet Van Valey and Martha Avery; published by HANDBELL MUSICIANS OF AMERICA; R- 213

- One (1) “A Practical Handbook for Handbell Directors” – Valerie Stephenson; published by HANDBELL MUSICIANS OF AMERICA
- One (1) “Musical Elements – A Classroom Method For Handchimes” – Kenneth L. Liske; published by HANDBELL MUSICIANS OF AMERICA; R-216
- Twelve (12) “Ringin' Basics” – Beverly Simpson; published by Harold Flammer, Inc.; HL- 5270
- One (1) “Tunes That Teach” – Martha Lynn Thompson; published by HANDBELL MUSICIANS OF AMERICA; AG2009 (*reproducible book; all copies made must be returned at termination of loan*).
- One (1) “Beginning Busy Ringers” – Kirtsy Mitchell; published by HANDBELL MUSICIANS OF AMERICA; AG2010 (*reproducible book; all copies made must be returned at termination of loan*).

MATERIALS PROVIDED TO CHURCHES

- Eleven (11) “Ring Together Gospel Hymns” – arr. Kevin McChesney; published by Jeffers JH S9242 2-3 Octaves
- Eleven (11) “Ring Together Hymns” – arr. Kevin McChesney; published by Jeffers JH S9262 2-3 Octaves
- Eleven (11) “Ring Together Praise” – arr. Kevin McChesney; published by Jeffers JH 29238 2-3 Octaves
- One (1) “Tunes That Teach” – Martha Lynn Thompson; published by HANDBELL MUSICIANS OF AMERICA; AG2010 2-3 Octaves

Chime Locations History

2018-2019

1. Risen Savior Lutheran Church, Chandler, AZ, Carla Robertson
2. Valley View Elementary, Pleasant Grove, UT Joel Miller
3. Aspen Elementary, Orem, UT Heidi Green
4. Golden Fields Elementary, South Jordan, UT, Lori Thornbrue
5. Fireside Elementary, Phoenix, AZ 85050, Jacki Huber
6. Our Savior's Lutheran Church, Windsor, CO, Natalie Grapes
7. Sage Hills Elementary, Saratoga Springs, UT Jillene Langston

2017-2018

1. Christ Anglican Church, Carefree, AZ, Laya Field
2. United Church of Angel Fire, Angel Fire, NM, Roz Garland
3. DaVinci Academy of Science and the Arts, Ogden, UT, Karen Penman
4. Boys and Girls Club of Northern Utah, Brigham City, UT, Pennie Greelee
5. Church of the Beatitudes, Phoenix, AZ, Stephen Schermitzler
6. Redstone Elementary School, Centennial, CO, Kay Coryell
7. Old Mill Elementary School, Stansbury Park, UT, Diana Hatch

2016-2017

1. Big Horn Elementary, Big Horn WY, Janet Ruleaux
2. Summit Elementary, Casper, WY, Robin Guessendorf
3. Global Village Academy, Northglenn, CO, Gerardo Collazo-Burgos
4. Desert Skies United Methodist Church, Tucson, AZ, Dr. Raymond T. Ryder
5. Heritage Elementary School, Nibley, UT, David Gilbert
6. Oquirrah Hills Elementary School, Kearns, UT, Marcia Manwell
7. American Heritage, South Jordan UT, Elizabeth Shields

2015-2016

1. Basic Chandler School. Chandler, AZ, Marianne Cook
2. Basic Chandler School. Chandler, AZ, Marianne Cook
3. DaVinci Academy, Ogden, UT, Mariska Martin
4. DaVinci Academy, Ogden, UT, Mariska Martin
5. Open Classroom Charter School, Salt Lake City, UT, O'Lynn Elliott
6. St. Francis of Assisi Catholic Church, Colorado Springs, CO, Kathy Husar
7. Nederland Elementary School, Nederland, CO, Susan Jones

Special summer (2016) only, Estes Park YMCA, Estes Park, CO, Jane Fore

2014-2015

1. UMC of Casa Grande, Casa Grande, AZ Joan Bundy
2. New Covenant Lutheran Church, Scottsdale, AZ Suzanne Miller
3. Syracuse Arts Academy, Syracuse, UT Jodi Offret
4. Syracuse Arts Academy, Syracuse, UT Jodi Offret
5. Our Lady of Peace Catholic Church, Silverthorne, CO Nancy Wiedel
6. Denver Language School, Denver, CO Gerardo Collazo
7. Open Classroom Charter School, Salt Lake City, UT O'Lynn Elliott

2013-2014

1. Tri-City Christian Academy, Chandler, AZ Michelle Hernandez
2. New Covenant Lutheran Church, Scottsdale, AZ Suzanne Miller AFTER REFURBISHING
3. Trinity Lutheran School, Alamosa, CO Tyleen Stults AFTER REFURBISHING
4. Discovery Elementary School, Brigham City, UT Vanica Crane
5. Sunrise Ridge Intermediate School, St. George, UT Kristine Barber
6. Enterprise Elementary School, Enterprise, UT Edie Phelps
7. Tonaquint Intermediate School, St. George, UT Gayle Workman

2012-2013

1. Mesquite Elementary, Gilbert, AZ Emily Black Porter
2. Academy of Tucson Middle School, Tucson, AZ Catherine Cmiel
3. Jefferson UMC, Wheat Ridge, CO Bill Gnegy
4. Bear River Elementary School, Bear River City, UT Marilyn Stewart
5. Garland Elementary School, Garland, UT Joan Whitaker
6. Highland Elementary, Highland, UT Paige Erickson
7. St. Anthony Tri-Parish School, Casper, WY Terry Cometto

2011-2012

1. Legacy Traditional School, Queen City, AZ Emily Black Porter
2. Academy of Tucson, Tucson, AZ Catherine Cmiel
3. Sacred Heart of Jesus School, Boulder, CO Linda Chambers
4. Sent for refurbishing
5. Mt. View Elementary, Brigham City, UT Marilyn Julander
6. Sent for refurbishing
7. Sent for refurbishing

2010-2011

1. Northland Rural Therapy Association, Flagstaff, AZ Meghan Callahan
2. St. Charles Borromeo School, Albuquerque, MN Barbara Russow
3. Pennington Elementary, Wheat Ridge, CO Dionne Titus
4. Mills Elementary, Mills, WY Jessica Wilson
5. James E. Moss Elementary, Salt Lake City, UT Joell Wilkins
6. Blessed Sacrament Catholic School, Sandy, UT Sonia T. West
7. Risen Savior Lutheran Church, Broomfield, CO Anne L. Kleve

2009-2010

1. Hope Fellowship, Sun City, AZ Jennie Blomquist
2. Joseph City Schools, Joseph City, AZ Kyle Gardner
3. Pawnee Schools, Grover, CO Mark Holton
4. Santa Fe Indian School, Santa Fe, NM Gary Pyland
5. Coyote Ridge Elementary, Ft. Collins, CO Olivia Tremblay
6. Bar Nunn Elementary, Bar Nunn, WY Lena Cotton
7. St. Olaf Catholic School, Bountiful, UT Radu Noaghiu

2008-2009

1. Not Placed
2. Not Placed
3. Not Placed
4. Santa Fe Indian School, Santa Fe, NM Gary Pyland
5. Thomas Edison Charter School Logan UT, Traci Boston
6. Ft. Casper Academy, Casper, WY Lesli Beecher
7. Kingsbury Community Church, Vernal, UT Raymond Garrison

2007-2008

1. Not placed
2. Pagosa Springs, CO Rose Blaschke
3. Bernalillo High School Albuquerque, NM Joan Lewis
4. Windridge Elementary, Kaysville, UT, Carrie Abner
5. Ft Casper Academy, Casper, WY Lesli Beecher
6. Kingsbury Community Church, Vernal, UT Raymond Garrison
7. Not Placed - no record

2006-2007

1. Four Peak Elementary, Apache Junction, AZ Pam Turner

2. Tonilita Middle School, Tucson, AZ Margi Zearley
3. Rico Elementary, Rico, CO Andy Waterman
4. Bernalillo High School, Albuquerque, NM Gary Pyland
5. Foothill Elementary, Brigham City, UT Becky Putnam
6. Southwest Schools, Torrington, WY Joyce Willeke
7. Lakeside Elementary, West Point, UT Kathy Ebelin

ARTICLE X MEMBERSHIP

X.a The AREA 11 Chair-Elect is the HANDBELL MUSICIANS OF AMERICA AREA 11 Membership Chair.

X.b The Membership Chair receives monthly HANDBELL MUSICIANS OF AMERICA membership reports from the National office website.

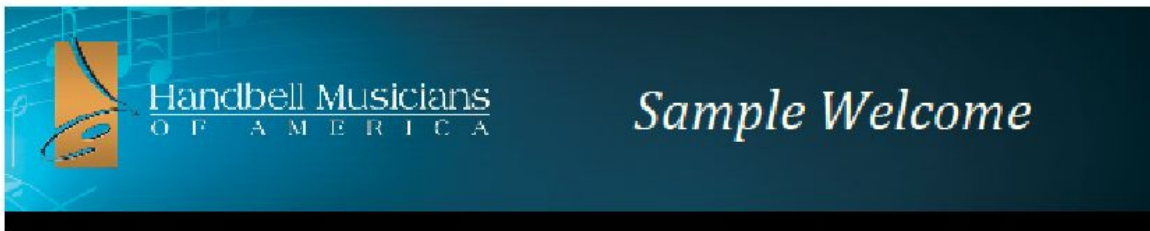
- All AREA 11 Board members have access to the Membership Reports on the website.
- The Membership Chair works closely with the Regional Membership Chair for this region.

X.c The Membership Chair communicates with new, lapsed and dropped AREA 11 members of HANDBELL MUSICIANS OF AMERICA. This communication consists of current letters of welcome (see Sample Welcome Letters), letters of renewal (see Sample Lapsed Member Letters), and phone calls as necessary. Letters will be kept current.

X.d The Membership Chair completes the AREA 11 Membership Report. The report is forwarded to the AREA 11 Board of Directors quarterly. The report includes:

- AREA 11 Membership totals
- List of AREA 11 new and dropped members
- List of new and dropped members who have been sent letters or were contacted by phone

X.e The Membership Chair ensures that HANDBELL MUSICIANS OF AMERICA membership information is available at AREA 11 events.



Greetings and Welcome to Area 51 of Handbell Musicians of America

We are delighted to welcome you to our family of handbell musicians. Area 51 is known for its creativity and leadership in the world of handbells. Through your Handbell Musicians of America membership, you will receive *Overtones*—our professional bi-monthly journal, plus access to many online resources. Area 51 will also make certain that you receive our own e-newsletter, which will help you stay connected to happenings in our Area.

Area 51 has its own website at <http://www.area51.handbellmusicians.org>, and we have a Facebook page at <http://www.facebook.com/Area51>.

Keep in mind, too, that Area 51 has several scholarships that are available to you. Details are available on our website.

Listed below are some of our upcoming events (you can find a complete list on our website).

Area 51 Capital City Read 'n' Ring
Jill Jones, clinician • April 15, 2015
Capital City, USA

Suburban Directors' Forum
Bill Smith, host • June 1, 2015
Suburban Town, USA

Registration forms will be available both on the website and in the Area 51 e-newsletter.

Your state chair is Harvey Chi (state.area51@handbellmusicians.org) and your district leader is Gretchen Timpo (centralstate.area51@handbellmusicians.org). They and the rest of the Area 51 board look forward to meeting you at an Area 51 event. Please be sure to introduce yourself to us. We are all looking forward to getting to know you.

And, of course, please know you may contact me at any time. Again, welcome to Area 51.

Sincerely,

Lwanda Sensieh
Area 51 Membership Chair
(membership.area51@handbellmusicians.org)

****Sample****



EXECUTIVE BOARD

Chair

Sue Hahn
6226 S. Leyden St.
Centennial, CO 80111
Home: 303-771-5362
Cell: 303-489-9485
chair.area11@handbellmusicians.org

Chair-Elect

Jeannine Holt
1675 Fair Oak Drive
Colorado Springs, CO 80918
Home: 719-528-6498
Cell: 719-439-7954
chairelect.area11@handbellmusicians.org

Secretary/Treasurer

Erich Meuer (Rick)
5431 E. Grovers Ave.
Scottsdale, AZ 85254
Home: 602-923-1745
Cell: 602-290-8021
treasurer.area11@handbellmusicians.org

SUB-AREA CHAIRS

Mountain

Jane Wolfarth
7 S. 1200 E.
Salt Lake City, UT 84102
Cell: 801-865-4622
mountain.area11@handbellmusicians.org

Desert

Libbie Randels
16364 W. Roosevelt St.
Goodyear, AZ 85338
Home: 623-925-2320
Cell: 623-256-9495
desert.area11@handbellmusicians.org

HANDBELL MUSICIANS OF AMERICA

AREA 11

...uniting people through a musical art!

It is with great pleasure that I welcome you to
HANDBELL MUSICIANS OF AMERICA.

You have made one of the best decisions one could ever make – the decision to join HANDBELL MUSICIANS OF AMERICA. This welcome letter comes to you for one of several reasons;

Maybe you have received a complimentary membership from a bell manufacturer?

Maybe you have joined as an individual member because you are a director or just interested in the world of handbell ringing? Maybe your church or school or other ringing organization has joined as a group?

In any case, you have come to the right place!

The National Offices of HANDBELL MUSICIANS OF AMERICA are located in Dayton, OH.

The National organization is divided into 12 geographical areas. You are now part of AREA 11.

During the next year, HANDBELL MUSICIANS OF AMERICA will support you in many ways –

You will receive the fantastic professional publication – “Overtones.” As soon as this magazine arrives in the mail, you’ll want to find a comfortable chair and take a quick look at the content. I make this promise to you—it will NOT be a “quick look” – as you will soon discover. It will turn in to a “cover to cover” reading session. I recommend that you visit www.handbellmusicians.org (HANDBELL MUSICIANS OF AMERICA official webpage) and www.area11.handbellmusicians.org (a webpage specific to AREA 11). BOOKMARK THEM! I encourage you to visit these websites often. If you are a director please share these webpage addresses with your ringers. While at www.handbellmusicians.org, be sure to register and request a password so that you can access the National Membership list, archived editions of “Overtones,” and many other resources. HANDBELL MUSICIANS OF AMERICA-AREA 11 is making an attempt to communicate “electronically” as often as possible. Therefore, some information about festivals and workshops is ONLY available at www.area11.handbellmusicians.org

Speaking of festivals, conferences and workshops – there is no better place to be than in AREA 11 for various learning and performing opportunities! We are in the midst of preparing for the 2014 AREA 11 Festival/Conference to be held in Loveland, Colorado. There is a ringing-up track for everyone, a variety of classes and a showcase concert featuring Twin Cities Bronze. Registration is now open!

Current information can be found at www.area11.handbellmusicians.org

Arizona, New Mexico, Utah and Wyoming are preparing for Spring Festivals. You won’t believe the “Calendar of Events” that the Sub-Areas post to www.area11.handbellmusicians.org. And, here’s the best part – you can participate in any event that you want to travel to. You can go as an individual, as an ensemble, as a small group or ensemble. Whatever!

Once again, WELCOME to HANDBELL MUSICIANS OF AMERICA and AREA 11! If you have any questions, do not hesitate to contact me – or any of the Board members listed in the sidebar. We were all “first year” members at one time – and we look forward to helping you in any way possible. All you have to do is ask. Wait, there’s one more thing that we invite you to do!

We invite you to attend a HANDBELL MUSICIANS OF AMERICA event as soon as possible. You’ll be glad you did! We look forward to meeting you.”

AREA 11 Webpage

www.area11.handbellmusicians.org

*Sue Hahn
AGHER AREA 11 Chair*

****Sample****



Handbell Musicians OF AMERICA

Sample Lapsed Member Communication

Hi Joan,

My name is Lwanda. I'm the Handbell Musicians of America membership chair for Area 51. It's possible you've already renewed and we've crossed in the mail, but there is a lot going on here in Area 51 and I wouldn't want you to miss anything!

I wonder if you have any questions I might be able to answer. Please send me an e-mail or give me a call at (937) 438-0085, ext. 810.

Area 51 is here to serve you!

- Your Area chair is Bart Khan (chair.area51@handbellmusicians.org).
- Your state chair is Harvey Chi (state.area51@handbellmusicians.org).
- Your district leader is Gretchen Timpo (centralstate.area51@handbellmusicians.org).

We all stand ready to assist you.

By the way, did you know that Area 51 has its own website at <http://www.area15.handbellmusicians.org> and a Facebook page at [http://www.facebook.com/area15?ref=hl?](http://www.facebook.com/area15?ref=hl)

Hope you'll check those out.

Thanks for your support in the past. We hope you will rejoin us, and we look forward to meeting you at events.

Sincerely,

Lwanda Sensieh
Area 51 Membership Chair
(membership.area51@handbellmusicians.org)

****Sample****



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Cell: 623-256-9495
desert.area11@handbellmusicians.org

AREA 11 Webpage

www.area11.handbellmusicians.org

HANDBELL MUSICIANS OF AMERICA AREA 11

...uniting people through a musical art!

THANK YOU! Thank you for participating as a member of HANDBELL MUSICIANS OF AMERICA this past year. You are a valued member and we thank you for your participation.

It's almost time for you to consider renewing your HANDBELL MUSICIANS OF AMERICA membership!!!!

I hope that you have taken full advantage of your HANDBELL MUSICIANS OF AMERICA membership this past year and have been involved in some of the benefits of membership below –

- I hope that you book-marked the important websites and have visited them often – www.handbellmusicians.org and www.area11.handbellmusicians.org
- Have you attended a HANDBELL MUSICIANS OF AMERICA event? A national event? A local event? A festival? A workshop?
- Did you enjoy a particular article in "Overtones?"
- Have you read the online AREA 11 newsletter at www.area11.handbellmusicians.org?
- Did you participate in a Mentor Program as a new director? Or maybe as someone familiar with handbells, you mentored a new director?
- Did you teach a workshop? Direct a Reading Session?
- Did you purchase any software or other products? HANDBELL MUSICIANS OF AMERICA membership sure helps purchase those "big ticket" items when a vendor recognizes your HANDBELL MUSICIANS OF AMERICA membership and offers discounts!
- And how many new friends are now part of your life because of your HANDBELL MUSICIANS OF AMERICA membership? Did you use the online "member search" feature at www.handbellmusicians.org to locate and make contact with an old friend?

I recently asked a question of several HANDBELL MUSICIANS OF AMERICA members – "Why are you a member of HANDBELL MUSICIANS OF AMERICA?" I hope you enjoy reading the note I received from Joan Shull – a longtime member of HANDBELL MUSICIANS OF AMERICA –

You ask "Why are you a member of HANDBELL MUSICIANS OF AMERICA?" Many reasons! In the beginning it was to learn how to have a fine bell choir. My first festival was in 1968 in Minneapolis, when I took my 9th grade bell choir of which I was so proud. Wow! What a shock it was to discover that nearly everything we did was wrong! (I had become their director when they were in 7th grade, and they taught me everything they knew, which wasn't much!) Most everything I've learned about bells has come via attending Guild events. Perhaps my second reason is to have access to music to review. Reason number three. Friends. I have handbell friends all over the world, thanks to HANDBELL MUSICIANS OF AMERICA events, and it's a joy! Reason number four. Having been raised to volunteer, I found many outlets through the Guild! The more you volunteer, the more people you meet and the more fun you have! Makes you feel good. I was fortunate that my various jobs in HANDBELL MUSICIANS OF AMERICA took me traveling all over the U.S. Now that I no longer direct handbells, I still enjoy attending HANDBELL MUSICIANS OF AMERICA events to see old friends and hear the outstanding bell choirs that have developed. I keep my membership for the support of those who have come behind me, and because I still want to see what's happening. We've come a long way since the 1960s!
Joan

I also received responses from other AGHER members. I have included the responses of HANDBELL MUSICIANS OF AMERICA Music Editor Dr. John Behnke; composer and arranger Valerie Stephenson, STEP co-founder Michael Kastner, and AREA 11 Web Steward Marcy Hontz.

Soon, you will receive renewal information from the HANDBELL MUSICIANS OF AMERICA National office. I invite you to review the information sent to you and renew your membership. Please

contact me or any one of the AREA 11 Board members who are listed in the sidebar if you have any questions. We look forward to seeing you at an HANDBELL MUSICIANS OF AMERICA event soon!

Sue Hahn, HANDBELL MUSICIANS OF AMERICA AREA 11 Chair

****Sample****

WHY ARE YOU A MEMBER OF HANDBELL MUSICIANS OF AMERICA?????

Reply from Dr. John Behnke –

Why am I a member of HANDBELL MUSICIANS OF AMERICA? It's because HANDBELL MUSICIANS OF AMERICA is the one organization for the furthering of handbells. HANDBELL MUSICIANS OF AMERICA seminars and festivals bring together handbell ringers and directors from all across the globe who you can learn from, who you can meet, and who can become dear friends. It's a unique organization of learning and friendship and it's worth every penny!

John Behnke
HANDBELL MUSICIANS OF AMERICA Music Editor

Reply from Valerie Stephenson –

"Why I am a member of HANDBELL MUSICIANS OF AMERICA?"

*I "**became**" a member of HANDBELL MUSICIANS OF AMERICA in the early 1980's after working with Don Allured. I found an exhilarating amount of materials, but more important, friendly teachers, mentors and conductors who taught me so much, both in classes and in colleague discussions.*

*I "**continued**" my membership as personal and service opportunities arose for me in so many areas, all thanks to contacts via HANDBELL MUSICIANS OF AMERICA. I now "**maintain**" my membership in order to pass on to others in the same gracious manner that was given to me when I first started out in HANDBELL MUSICIANS OF AMERICA.*

Valerie Stephenson
Composer/Arranger/Handbell Clinician

Reply from Michael Kastner -

Why be a member of HANDBELL MUSICIANS OF AMERICA?

Most of us **joined** for the information: Being a member plugs you into a network of bell enthusiasts at local, as well as national, levels. You can find out about workshops nearby and have your group go, rather than hear about it after the fact. But did you know that being a member of HANDBELL MUSICIANS OF AMERICA also gives you a bell-bud that will custom tailor their response to your question? Try calling a HANDBELL MUSICIANS OF AMERICA member or board representative. They are all ears and your question(s) WILL get answered!

But why **STAY** a member of HANDBELL MUSICIANS OF AMERICA? Once you are tuned into the various workshops and events at local (or even national) events, your membership still works for you. You can sponsor an event in your own back yard and have it "Guild Sponsored" – complete with

assistance on event insurance, royalty requirements from music publishers, locating a clinician and more. In some cases, HANDBELL MUSICIANS OF AMERICA membership may qualify you for music educators discounts on products and services such as music editing software. You will also soon become a resource for others who are in exactly the same place you were when you joined the Guild, making you a part of that important network of support that we have come to rely on.

- Michael Kastner
STEP (Solo to Ensemble Project) Co-founder

Reply from Marcy Hontz -

Why I am a member of HANDBELL MUSICIANS OF AMERICA?

It keeps me in contact with the most fascinating people in the handbell world. It keeps me up-to-date with what's happening in the world of handbells, so I don't become an "old stick-in-the-mud" who is not willing to try new things. It's fun and interesting!

ARTICLE XI NOMINATIONS/ELECTIONS/BALLOTS

XI.a One year prior to the election year, a Nominating Committee of at least one AREA 11 Board Member, excluding the Chair-Elect, and one member from each of the Sub-Areas in AREA 11, is appointed by the Chair, with the approval of the AREA 11 Executive Committee.

XI.b The Nominating Committee Chair is appointed by the AREA 11 Chair (see AREA 11 Bylaws, Article VI).

XI.c The Nominating Committee Chair notifies the AREA 11 membership of the procedure to nominate candidates for office. See supporting documents, on the following pages.

XI.d The Nominating Committee Chair makes available to each candidate:

- HANDBELL MUSICIANS OF AMERICA Bylaws
- AREA 11 Bylaws
- AREA 11 Rules of Procedure

XI.e The Nominating Committee nominates at least two (2) HANDBELL MUSICIANS OF AMERICA AREA 11 "members in good standing" (HANDBELL MUSICIANS OF AMERICA article 3, section 1) as nominees for each office appropriate for the election involved. The slate is presented to the AREA 11 Board of Directors in January of the election year for approval.

XI.f The AREA 11 Board of Directors accepts or rejects the slate of officers submitted by the

Nominating Committee at the January AREA 11 Board Meeting (see AREA 11 Bylaws, Article VI).

- Approval or rejection of the slate of officers requires a two-thirds (2/3) vote.
- If the slate is rejected, the Nominating Committee will submit a new slate of nominees within 30 days.

XI.g The Nominating Committee reviews Nominating Forms to select nominees for office.

XI.h The Nominating Committee notifies selected nominees, obtaining approval to place the nominees' names on the slate.

- If approval is not obtained from any nominee, the Nominating Committee will select another name from the Nominating Forms.

XI.i The AREA 11 Board of Directors accepts the slate of officers submitted (AREA 11 Bylaws, Article 6, Section 4).

XI.j The Nominating Committee Chair establishes a blind trust.

XI.k The Nominating Committee Chair provides ballots and nominee information to the current voting membership, as established by the HANDBELL MUSICIANS OF AMERICA National membership roster dated the first of the month specific to the 'Ballot to Elect' election date (see Sample Ballot).

XI.l If a paper ballot is used, it is printed on a color of cardstock that prevents illegal duplication
(i.e. AstroBright Orange).

XI.m The "Official Ballot To Elect" contains only the following information:

- Name of office and nominees.
- "Vote for only one (1) person in each office."
- "This is the only ballot notice you will receive."
- Deadline date for submitting of the ballot (or postmark date if paper ballots are used) as established by the AREA 11 Board of Directors.
- If a paper ballot is used, the name and address of the designated individual or agency to receive the ballot.
- HANDBELL MUSICIANS OF AMERICA has authorized the use of electronic balloting as of 2018.

XI.n If paper ballots are used:

- Correctly postmarked ballots are counted as valid by the independent blind trust.
- Photocopies of ballots are not counted.
- Correctly postmarked ballots are counted for a period of seven (7) calendar days following the established deadline/postmark date.

XI.o A majority (one (1) more than half) of the votes cast elects.

XI.p The Blind Trust notifies the Area Chair on the eighth (8th) calendar day following the deadline/postmark date.

XI.q Within twenty-four (24) hours of notification of the election results the Area Chair notifies the Nominating Committee.

XI.r Within three (3) business days of the election results, the Area Chair notifies the AREA 11 Board of Directors.

- In the event of a tie, a conference call of the Board of Directors is convened by the Area Chair.
- A majority vote of those present elects.

XI.s Within three (3) business days of the election results, the AREA 11 Chair informs nominees of the election results.

XI.t The newly elected AREA 11 officers are announced within five (5) business days on the AREA 11 webpage (www.area11.handbellmusicians.org) and introduced at AREA 11 events.

XI.u If paper ballots are used, the Blind Trust will destroy election ballots after six (6) months.



AREA 11 2013 NOMINATION FORM (S

Nominations must be submitted no later than _____

Please circle the office for which nomination is being made:

CHAIR-ELECT

SECRETARY/TREASURER

NOMINEE INFORMATION:

Nominations will not be accepted without the following data.

Name _____

Address _____

Phone: Home _____ **Work** _____ **Cell** _____

Email address _____

Please state your reasons for nominating this person including experience in **HANDBELL MUSICIANS OF AMERICA** or other handbell related organizations, music related experience, leadership, administrative experience and non-music experience beneficial to the Guild. Additional space is available on page 2 of this form.

Please provide names and contact information for other persons who might be able to provide helpful information about this nominee.

Name

State of residence

Phone

Email

1.

2.

3.

AREA 11 2013 Election

Page 2 of 2

Has candidate given permission to be nominated for this office? If "NO," please state reason.

I have reviewed the candidate qualifications for this election and feel this candidate appropriately fulfills the requirements for this office.

Nominator _____

Signed

Address

Phone: home _____ **work** _____ **cell** _____

Email address _____

Space provided for additional comments below:



AREA 11 2012 ELECTIONS

SAMPLE LETTER TO NOMINEES

Dear _____,

The AREA 11 Nominating Committee is pleased to inform you that your name is officially on the AREA 11 Ballot as _____. Congratulations!

Please complete the following information and forward to me no later than March 2, 2012. Electronic/email submission is preferred.

Your Name

Your Mailing Address

Your Phone Number

Your Email Address

Your Biographical Information

Your response to the following question –

Question for Chair-elect candidates - *HANDBELL MUSICIANS OF AMERICA – AREA 11 is the one of the largest geographical territories in HANDBELL MUSICIANS OF AMERICA. AREA 11 also has one of the smallest membership rosters. How would you go about leading AREA 11 and developing HANDBELL MUSICIANS OF AMERICA membership – considering our large 5-state area?*

Question for Secretary/Treasurer – *HANDBELL MUSICIANS OF AMERICA - AREA 11 uses computer software and online banking to maintain records. What computer technology experience do you bring to this position? How could the AREA 11 Treasurer help Sub-areas keep books in line with Area/National guidelines and Rules of Procedure?*

The total word count for your biographical information and your response to the question is limited to no more than 300 words. You do not need to restate the question unless you choose to do so.

Election information and Ballots will be mailed to the AREA 11 membership using the May 1, 2012 membership list provided by the HANDBELL MUSICIANS OF AMERICA National Office. Individual candidate's biographical information, response to the question, and picture will be displayed on one-half page. Please forward a black/white photo to me no later than March 2, 2012; .jpg format is preferred.

Historically, elections within HANDBELL MUSICIANS OF AMERICA have banned campaigning for candidates. This is in keeping with procedures followed by not-for-profit organizations similar to HANDBELL MUSICIANS OF AMERICA such as Choristers Guild, AGO, etc. A strong slate of candidates speaks for itself. The

HANDBELL MUSICIANS OF AMERICA- AREA 11 Board will uphold this precedent when conducting elections. Neither candidates nor their representatives will be permitted to campaign for election to HANDBELL MUSICIANS OF AMERICA – AREA 11 Board of Directors.

AREA 11 is honored that you are accepting the opportunity to place your name on the ballot to be elected HANDBELL MUSICIANS OF AMERICA – AREA 11 **Secretary / Treasurer. (FOR CHAIR-ELECT)** If elected, the term would begin in September 2012 – serving a two-year term as Chair-Elect and advancing to the office of Chair – serving a two-year term beginning September 2014. **(FOR SECRETARY/TREASURER)** If elected, a two-year term would begin in September 2012.

I look forward to hearing from you. Please contact me if you have questions.

,

SAMPLE BALLOT

If a paper ballot, it's printed on colored paper (i.e. AstroBrite Orange)

--



HANDBELL MUSICIANS OF AMERICA AREA 11 Ballot
Candidates for the office of AREA 11 Chair – Elect

This is the only ballot/notice you will receive.

Please vote for **ONLY ONE** candidate by marking an “X” in the box next to the candidate’s name.

■

☐

Candidate A

☐

Candidate B

Must be postma

Must be submitted (or postmarked, if paper ballot) by (insert correct date)

ARTICLE XII SCHOLARSHIPS

XII.a Scholarships (one time per recipient) are available to HANDBELL MUSICIANS OF AMERICA members who reside within AREA 11.

XII.b The AREA 11 Chair or appointed Board Member is responsible for updating the Scholarship criteria. The Application Form (see Scholarship Request Form) is available on the AREA 11

website: www.area11.handbellmusicians.org

XII.c The Chair or appointed Board Member and Sub-Area Chairs are responsible for promoting the Scholarships through newsletters and at HANDBELL MUSICIANS OF AMERICA events.

XII.d Submission and deadline dates are determined by the AREA 11 Board of Directors.

XII.e The maximum amount awarded per calendar year is subject to Board of Directors approval and availability of funds.

XII.f The Scholarship Chair forwards all information to the AREA 11 Executive Committee for concurrence.

XII.g The Scholarship Chair notifies approved applicants and Sub-Area Chairs.

XII.h Approved applicants pay registration fees and/or any other related expenses up front.

XII.i Scholarship award vouchers are submitted to the AREA 11 Secretary/Treasurer no later than 10 days after the end of the event. A report addressed to the AREA 11 Board of Directors **MUST** accompany the voucher request.

Note:

Scholarships to various events are also available from HANDBELL MUSICIANS OF AMERICA and www.handbellmusicians.org has current information and forms.

AREA 11 Scholarship Request Form

Event: _____ Date of event:

Name _____

Address _____

Phone _____

E-mail _____

Membership# _____

☐ This is my membership # ☐ This is the membership # of my organization

I am a: ☐ Director ☐ Ringer

I would like to attend this event for the following reasons:

Things I hope to learn or skills I hope to gain at this event are:

I plan to use my new knowledge and skills by:

AREA 11 Sub-Area Chair Comments/Recommendations –

Sub-Area Chair

Date

AREA 11 Scholarship Chair Comments/Recommendations –

AREA 11 Scholarship Chair

Date

AREA 11 Executive Committee Consensus ____ Yes ____ No **Date** _____

Applicant Notification Date: _____

Date Final Report Received: _____ **Date Check Issued:** _____

**AREA 11
SCHOLARSHIP RECIPIENTS**

2018 (Festival)

Area 11 Scholarships - \$200 each:

Jonathan Albright - Lakewood, CO
Donna Marie Hartley - Scottsdale, AZ
Kayla Davis - Colorado Springs, CO
Nancy Wiedel - Silverthorne, CO
Rebecca Cauthen - Flagstaff, AZ

New Year's Surprise - \$50 each:

Joell Wilkins - Murray, UT
JoAnn Luther - Tucson, AZ
Ann Sprague - Arvada, CO
Brianna Dayley - Taylorsville, UT

NOCO Scholarship - \$50:

Sharon Heck - Dillon, CO

2017 (Young Ringers Camp)

\$2,048.26 from youth fund to keep registrations at \$300 each and to break even

2016 (Festival)

Area 11 Scholarships - 5 scholarships at \$200 each:

Stephanie Bell - Colorado Springs, CO
Jamie Bell - Colorado Springs, CO
JoAnn Luther - Tucson, AZ
Brianna Dayley - Taylorsville, UT
Brandi Patrick - Aurora, CO
2 additional (approved at a later date) at \$200 each:
Sally Garwood - Centennial, CO
Andrea Kitajo - Clearfield, UT

New Year's Surprise - 6 were given out at \$50 each:

Becky Owen - Midvale, UT
Curtis Emery - Eaton, CO
Marta Neill - Johnstown, CO
Chris Vickers - Greeley, CO
Brianna Dayley - Taylorsville, UT
JoAnn Luther - Tucson, AZ

Bring a Friend - one was given out at \$50:
Josh Parker (by Mary Moffett) - West Jordan, UT

NOCO Scholarships from their event, \$200 each:

Linda Holder - Aurora, CO
Michelle Girard - Centennial, CO

2015 (Young Ringers Camp)

\$298.28 from youth fund to keep registrations at \$300 each and to break even

2014 (Festival):

Area 11 Scholarships - 5 scholarships at \$250 each:

Shannon Casey, AZ
Anne Kleve, CO
Lisa Bush, CO
Jeri Hauff, AZ
Nancy Wiedel, CO
Michael Slinger, UT

2013

None awarded

2012

Becky Stevens – NOCO \$200 Scholarship to attend 2012 Area 11 Festival
Patti Dolezal – NOCO \$200 Scholarship to attend 2012 Area 11 Festival

2011

None awarded

2010 SCHOLARSHIPS

Doris D'Asto – UT Scholarship \$300
Catherine Olds – UT Scholarship Match - \$300 (from 2009 Scholarship funds)
Brandon Butt – CO Scholarship \$300
Phayne Bushner – CO Scholarship Match - \$300 (from 2009 Scholarship funds)
Lisa Bush – AREA 11 Tucson - \$300
Jennie Blomquist – Pinnacle - \$500

2009 TUCSON, ARIZONA

Sharon Sparlin – AZ - \$500

Catherine Olds – UT - \$500
Cathy Ferrand - Bullock – UT - \$500

2008 ORLANDO, FLORIDA

Choc Kettering - CO
Barbara Hartman - UT

2007 DALLAS, TEXAS

Joan Lewis – NM
Linda Maloney – Board Mentor (special scholarship)
Anne Cotter – AZ

2006

None awarded

2005

Joyce Lathrop - NM

2004 NORFOLK, VIRGINIA

Margi Zearley - AZ
Sue Robinson – AZ

2003 HARTFORD, CONNECTICUT

Linda Maloney - NM

ARTICLE XIII RING OF FAME

XIII.a The AREA 11 2002-2004 Board established the Ring of Fame for those who have made outstanding contributions to the art of Handbell/Handchime ringing.

XIII.b AREA 11 Ring of Fame recognizes exceptional service and commitment to handbell/handchime ringing in general.

- Contributions as an AREA 11 or Sub-Area elected officer.
- Volunteer work accomplished at AREA 11 or Sub-Area level.
- Achievement of National recognition for contributions to HANDBELL MUSICIANS OF AMERICA.
- Development of materials or methods specific to handbells/handchimes.
- Extended teaching/conducting that has raised the musical standards for ringing.
- Compositions for handbells/handchimes.
- Efforts to expand the art of handbell/handchime ringing into new areas: Educational, Community, Church, or other populations.

XIII.c The AREA 11 Ring of Fame is awarded every two (2) years at the AREA 11 Festival/Conference.

XIII.d The award may be presented posthumously.

XIII.e Qualifications for Ring of Fame Nominees:

- The candidate should be a current member of the HANDBELL MUSICIANS OF AMERICA; however exceptions may be approved by the AREA 11 Board of Directors.
- The candidate must have made significant contributions in one or more of the areas listed above.

XIII.f Selection Process:

- The AREA 11 Chair-Elect is the Chair of the Ring of Fame Committee.
- In addition, the Anonymous Ring of Fame Committee will consist of at least three (3) members as selected by the Ring of Fame Chair. Committee members could include past Ring of Fame recipient or Past AREA 11 Chairs.
- Nominations may come from members of the AREA 11 Board of Directors, Committee members, and the AREA 11 membership at large.
- Selection criteria and process, and the nomination form (on a following page) will be posted to the AREA 11 webpage no later than October 1 of each odd numbered year.

XIII.g If a nominee's contributions are in a field for which the nominee has benefited monetarily, the nominee must also have contributed to HANDBELL MUSICIANS OF AMERICA and handbells/handchimes in general beyond the scope of the personal interest.

XIII.h No person is considered while currently serving on the AREA 11 Board of Directors.

XIII.i The Selection Committee screens the candidates based on the Selection Criteria.

XIII.j The Selection Committee prepares a list of the candidates. From this list, the Committee will make and approve a final recommendation for the AREA 11 Board of Directors.

XIII.k The AREA 11 Board of Directors receives the individual name(s) of the recommended candidate(s) at the winter board meeting. The AREA 11 Board of Directors accepts or rejects each individual recommendation.

XIII.l Recognition

- Upon approval, the Committee Chair contacts the recipient(s).
- The recipients are invited to attend the AREA 11 Festival, at the recipients own expense.
- Recipients are featured in the AREA 11 newsletter that is posted at www.area11.hanbellmusicians.org.
- HANDBELL MUSICIANS OF AMERICA National Office, “Overtones” editor, and E-notes, will be notified of each class of recipients.
- Recipients are officially inducted at the AREA 11 Festival. If a recipient cannot attend the AREA 11 Festival, other arrangements are made for an appropriate presentation.
- Past and present recipients of the AREA 11 Ring of Fame are invited to attend the Ring of Fame luncheon/dinner during the Festival. If the recipient is not registered for the Festival, Area 11 will host lunch/dinner.

XIII.n All correspondence regarding candidates is destroyed following the vote.

AREA 11 RING OF FAME

Nomination Form

Date _____

Name of Nominator _____

HANDBELL MUSICIANS OF AMERICA # _____

Phone Numbers Daytime _____ Evening _____

Address _____

E-mail Address _____

Nominee's Name _____

Phone number Daytime _____ Evening _____

Address _____

E-mail Address _____

I/We would like to nominate _____ for the
AREA 11 **Ring of Fame** award for these reasons:

Please provide information that supports the criteria for nomination in the space below.
You may use additional pages as necessary.

Documents supporting this nomination attached to this form are:

- 1.
- 2.
- 3.
- 4.

5.

Forward the completed Nomination Form and supporting materials to the AREA 11 Selection Committee Chairperson,
the current AREA 11 Chair-Elect: chairelect.area11@handbellmusicians.org.

AREA 11 RING OF FAME RECIPIENTS

CLASS OF 2018, Albuquerque, New Mexico

George Cannon, WY (posthumously)

CLASS OF 2016, Cheyenne, Wyoming

No complete nominations received

CLASS OF 2014, Loveland, Colorado

Marcy Hontz, AZ

Roxanne Hammond, CO (posthumously)

CLASS OF 2012, Salt Lake City, Utah

Doug Benton, AZ

Roy and Jennie Blomquist, AZ

CLASS OF 2010, Tucson, Arizona

William 'Bill' Wood, NM

CLASS OF 2008, Albuquerque, New Mexico

Gail Downey, NM

Tom Waldron, UT

CLASS OF 2006, Denver, Colorado

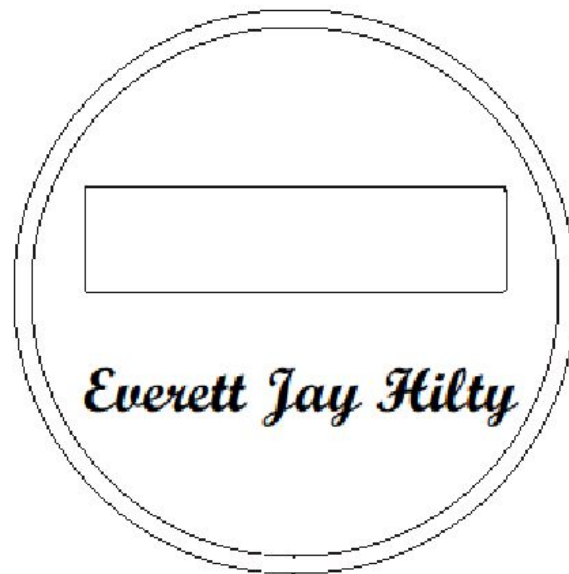
Phyllis Anschicks, CO (posthumously)

Ed Duncan, UT

John Faris, AZ

Everett Jay Hilty, CO (posthumously)

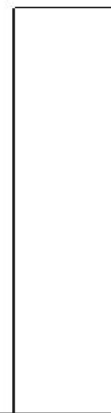
RING OF FAME AWARD DESIGN



View From Top



View From Front



View From Side

**2012 DESIGN WITH UPDATED
NATIONAL BRANDING**

ARTICLE XIV HISTORIAN

- XIV.a The AREA 11 Chair-Elect is the HANDBELL MUSICIANS OF AMERICA AREA 11 Historian.
- XIV.b The Historian maintains AREA 11 paper and digital scrapbooks, and the written history of AREA 11 and any other pertinent materials.
- XIV.c The Historian submits an annual budget to the AREA 11 Chair at least one month prior to the end of the fiscal year.
- XIV.d The Historian solicits material to add to the digital scrapbook.
- XIV.e The Historian is responsible for, or delegates, documenting AREA 11 historical mementos and artifacts (pictures, programs, conference booklets, additional conference materials) at AREA 11 Festivals and Conferences.
- XIV.f The Historian sets up an AREA 11 Historical display that includes AREA 11 scrapbooks and other appropriate materials at AREA 11 Conferences.
- XIV.g The Historian sends AREA 11 event pictures, (digital preferred), with short captions, to the AREA 11 Communications Chair for presentation on the AREA 11 website.
- XIV.h The Historian keeps a current electronic copy of the written history of AREA 11.
- XIV.i The Historian updates the written history of AREA 11 biennially – each time an AREA 11 Chair retires from office.

ARTICLE XV YOUTH REPRESENTATIVE

XV.a Terms for Selection:

- The AREA 11 Youth Representative is selected by youth present at AREA 11 youth event. The selected Youth Representative is appointed by the AREA 11 Chair and subject to AREA 11 Board concurrence.
- The Youth Representative is selected every two years in odd-numbered years.
- If youth event is not held, the AREA 11 Chair appoints the Youth Representative with the approval of the AREA 11 Board.
- The appointment term is two (2) years.
- The Youth Representative has a voice, but has no vote on the AREA 11 Board.

XV.b The responsibilities of the AREA 11 Youth Representative include, but are not limited to:

- Provides voice and represents AREA 11 Youth at events, in print, online.
- Establishes communication with AREA 11 Youth.
- Promotes AREA 11 events with emphasis on those designed for youth.
- Provides suggestions or recommendations for AREA 11 events for youth.
- Represents AREA 11 Youth at AREA 11 Events when requested by AREA 11 Board.
- Participates in AREA 11 Board Meetings/Conference Calls when requested by AREA 11 Chair.
- Submits reports on Youth Activities when requested by AREA 11 Board.