

# HANDBELL MUSICIANS OF AMERICA



## AREA 11 RULES OF PROCEDURE

**Established December, 2008**

*Adopted July 24, 2009*

*Revised September 10, 2023*

[Area 11 - Handbell Musicians of America](#)

<b>DEFINITIONS</b>	<b>3</b>
COMPARISON OF ROBERT’S RULES OF ORDER AND CONSENSUS	4
ARTICLE I - BOARD OF DIRECTORS	<b>4</b>
AREA 11 SUB-AREA CHAIRS APPOINTMENT TERMS	7
ARTICLE II - EXECUTIVE COMMITTEE	<b>8</b>
TIMELINE FOR CHAIR AND CHAIR-ELECT	9
ARTICLE III - AREA 11 CHAIR	<b>12</b>
ARTICLE IV - AREA 11 CHAIR-ELECT	<b>14</b>
ARTICLE V - AREA 11 SECRETARY/TREASURER	<b>15</b>
RECORDS RETENTION	16
VOUCHER PAYMENT PROCEDURE	17
VOUCHER FORM	17
ARTICLE VI - SUB-AREA CHAIRS	<b>18</b>
ARTICLE VII - COMMUNICATIONS CHAIR	<b>19</b>
ADVERTISING POLICY	20
WEBSITE SUBMISSION FORM	20
ARTICLE VIII - EVENT PLANNER	<b>21</b>
EVENTS DEFINED	22
BORROWED EQUIPMENT FORM	22
YOUTH PROTECTION POLICY	22
MEDICAL RELEASE - LIABILITY WAIVER - PHOTO RELEASE FOR YOUTH	22
COPYRIGHT POLICY STATEMENT	23
ASCAP/BMI AND ROYALTIES INFORMATION	24
ARTICLE IX - CHIME COORDINATOR	<b>25</b>
AREA 11 CHIME Loan Application	25
CHIME Loan History	25
ARTICLE X - MEMBERSHIP	<b>26</b>
ARTICLE XI - NOMINATIONS/ELECTIONS/BALLOTS	<b>27</b>
Area 11 Nomination Form	29
ARTICLE XII - SCHOLARSHIPS	<b>30</b>
Scholarship Request Form	30
Scholarship History	30
ARTICLE XIII - RING OF FAME	<b>31</b>
Ring of Fame Nomination Form	32
Ring of Fame History	32
Description of Ring of Fame Award	32
ARTICLE XIV - HISTORIAN	<b>33</b>
ARTICLE XV - YOUTH REPRESENTATIVE	<b>34</b>

## **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) of the Board of Directors.
- C. **CONCURRENCE:** The process for making group decisions without voting (see Comparison of 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 and approved by the board.
- Mountain Sub-Area consists of Utah, Wyoming and Colorado
  - Desert Sub-Area consists of 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 [Handbell Musicians of America](#) 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): FESTIVALS** Appointed by AREA 11 Chair with approval of the board and plans Area 11 events. This does not include signing of legal contracts.

L. **SUB AREA CHAIRS (SUB-AREA EVENTS)** to facilitate events. This does not include signing of legal contracts.

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

**COMPARISON OF ROBERT’S RULES OF ORDER AND CONSENSUS**

<b>Robert's Rules of Order</b>	<b>Consensus</b>
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. Board of Directors
  - a. The AREA 11 Board of Directors traditionally includes, but is not limited to:
    - i. AREA 11 Chair
    - ii. AREA 11 Chair-Elect
    - iii. AREA 11 Secretary/Treasurer
    - iv. Desert Sub-Area Chair
    - v. Mountain Sub-Area Chair
    - vi. Communications Chair
    - vii. Event Planner
    - viii. Past Chair/Board Advisor (non-voting member)
  - b. Sub-Area Chairs are appointed by the AREA 11 Chair. Sub-Area Chairs are voting members of the Board of Directors.
    - i. Appointment is subject to AREA 11 Board concurrence.
    - ii. Sub-Area Chairs may be re-appointed for a maximum of 3 terms (equivalent to 6 years).
    - iii. Expect to fill a vacancy, appointments occur:
      1. Even numbered years for Mountain Sub-Area
      2. Odd numbered years for Desert Sub-Area
      3. For questions, see Area 11 Sub-Area Chair Appointment Terms in ARTICLE VI of Rules and Procedures and ARTICLE IV, Section 3c of Bylaws.
  - c. The outgoing Chair is appointed to serve as AREA 11 Past Chair/Board Advisor. If the Chair cannot serve, the Chair-Elect may suggest a Board Advisor with Executive Committee approval. The Past Chair/Board Advisor is a non-voting member of the Executive Committee and the Board of Directors.
  - d. Committee Chairs are considered appointed members not explicitly listed in the Board of Directors. They are appointed by the AREA 11 Chair and approved by the Board of Directors. Committee Chairs do not have voting privileges. They are not required to attend all events and meetings unless requested by the Chair or Board of Directors. Financial compensation may not be reimbursed, and is at the discretion of the board.
  - e. Board Members maintain no less than a “Regular Membership” in HANDBELL MUSICIANS OF AMERICA.
  - 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.

- g. A majority (one (1) more than half) of the voting Board Members constitutes a quorum for the transaction of business at a Board Meeting.
- h. AREA 11 Board of Directors decisions are made by concurrence.
- 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.
- j. Board Members encourage all aspects of active membership in HANDBELL MUSICIANS OF AMERICA.
- k. Board Members serve without compensation for their designated services.
- l. Elected and appointed Board members recruit and mentor successors.
- m. The Board of Directors provides all documents pertaining to their respective positions for electronic archival storage.
- 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.
- 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.
  - Board Members ensure compliance with Copyright Laws at AREA 11 events.
  - Board Members are subject to HANDBELL MUSICIANS OF AMERICA Bylaws.

## ARTICLE II - EXECUTIVE COMMITTEE

### II. Executive Committee

- a. The AREA 11 Chair, Chair-Elect and Secretary/Treasurer form the Executive Committee. The Past Chair/Board Advisor is a non-voting member of the Executive Committee.
- 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. Items may include, but are not limited to:
  - i. Signing Contracts
  - ii. Changing Bank Account Information and Account Holders
- c. Minutes are provided to the Board of Directors for all Executive Committee meetings.
- d. Decisions requiring Board of Directors approval are presented for concurrence.
- e. Any member of the Executive Committee shall be removed from office upon evidence of incapacity or unwillingness to follow these Bylaws and/or Area XI Official Documents. Such removal from office must be approved by a two-thirds (2/3) vote of the Board of Directors (not counting such Director in question) and the office declared vacant.
- f. Executive Committee Timeline is available below (see Timeline for Chair and Chair-Elect).

## TIMELINE FOR CHAIR AND CHAIR-ELECT

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.
  - a. 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 the 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 the 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 holders.
5. Work closely with the Communications Chair – refer to Rules of Procedure.
6. Encourage active participation from the 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.
  - a. Forward this information to [editor@handbellmusicians.org](mailto:editor@handbellmusicians.org) for inclusion in “Overtones.”
  - b. Forward this information to AREA 11 Communications Chair for posting at [Area 11 Website](#).
2. Communicate with Sub-area Chairs – requesting Sponsored/Endorsed Events Forms for events to occur through May.
3. Approve/forward via fax or electronic submission (ie.pdf files) all forms and attachments to the National Office.



- a. Ensure that all events are correctly posted at [Handbell Musicians of America](#).
4. Forward event details to Communications Chair for posting at [Area 11 Website](#).
  - a. Ensure that all events are correctly posted.
5. Schedule Fall meeting of the Board of Directors. Recommend this meeting be a face-to-face meeting.
6. Prepare Agenda for Fall meeting.
7. Appoint Committee Chairs. Provide appointments to the AREA 11 Board for concurrence.
8. 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 years)**

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

**JANUARY – (even years)**

1. As Chair - Oversee election – refer to Rules of Procedure.
2. As Chair - Provide candidate information to AREA 11 Communications Chair for posting at [Area 11 Website](#).

**FEBRUARY – Each year**

1. As Chair, be sure that the CHIME Loan Program is highlighted at [Area 11 Website](#).

**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 years)**

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 the tracking sheet in the ROP.
3. As Chair – If scholarship(s) were granted for National Seminar, provide name/s of Scholarship winners to the National office.

**JULY – (odd years)**

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

**JULY – (even years)**

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. Area 11 Chair

- 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.
- 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.
  1. 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.
- c. The Chair is the only officer authorized to sign contracts upon direction of the Board of Directors.
- d. The Chair prepares with the Chair-Elect and Secretary/Treasurer an annual working budget. The working budget is approved by the Board of Directors prior to the beginning of the fiscal year.
- e. The Chair may attend an annual HANDBELL MUSICIANS OF AMERICA National event. Customary Expenses may be paid.
  1. Should the Chair be unable to attend the event, the Chair-Elect may attend. Customary Expenses may be paid.
- f. The Chair submits reports annually or as requested to the HANDBELL MUSICIANS OF AMERICA National Office.
- g. The Chair and Chair-Elect review AREA 11 Bylaws and Rules of Procedure and make recommendations to the Board of Directors.
- h. The Chair rings the “Opening Bell” at the AREA 11 Festival/Conference.
- i. The Chair calls and conducts meetings of the Executive Committee, Board of Directors and general AREA 11 meetings.
- j. The Chair reviews minutes submitted by the Secretary/Treasurer and submits to the Board of Directors for concurrence.
- k. Other responsibilities of the Chair:
  1. Receive vouchers for review, approval and payment.
  2. Appoint Committee Chairs. These Committees may include, but are not limited to, Event Planning, CHIME, Membership, Education, Communications, Scholarship, and Finance.
  3. 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.

4. Process applications for Endorsed and Sponsored events with the National Office of HANDBELL MUSICIANS OF AMERICA.
5. Review and reconcile final event reports with the Secretary/Treasurer and forward to the Board of Directors.
6. Ensure that final event reports and documents are archived for future reference.

## **ARTICLE IV - AREA 11 CHAIR-ELECT**

### **IV. Area 11 Chair-Elect**

- a. The AREA 11 Chair-Elect assists the AREA 11 Chair and will act in that capacity in the event of the Chair's absence or inability to serve.
- b. The AREA 11 Board of Directors may send the AREA 11 Chair-Elect to a HANDBELL MUSICIANS OF AMERICA National event. The Board of Directors determines if funds are available.
- c. At least one month prior to the end-of-term the Chair prepares with the Chair-Elect an annual working budget.
- d. The Chair-Elect and Chair review AREA 11 Bylaws and Rules of Procedure, recommending changes to the Board of Directors.
- e. Other responsibilities include, but are not limited to:
  - 1. Serves as AREA 11 Membership Chair
  - 2. Serves as Historian, collecting and preserving memorabilia pertinent to AREA 11.
  - 3. Serves as Chair of the Ring of Fame Committee.
  - 4. Rings the "Closing Bell" at the AREA 11 Festival/Conference.
  - 5. Serves as Secretary and assists the Secretary/Treasurer with the Meeting Minutes

## **ARTICLE V - AREA 11 SECRETARY/TREASURER**

### V. Area 11 Secretary/Treasurer

- 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).
- b. The Secretary/Treasurer shall serve a two-year term and be eligible for re-election two times, for a maximum of six consecutive years as stated in the AREA XI Bylaws.
- c. The Secretary/Treasurer records minutes and submits to Chair for review within 7 business days.
- d. The Secretary/Treasurer designates the official AREA 11 financial institution(s).
- e. 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.
- f. 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.
- g. 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.
- h. The Secretary/Treasurer prepares financial reports.
- i. 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 when needed. The tax professional or the Treasurer prepares the yearly IRS tax-exempt return form using the financial report when required. A full CPA audit is prepared when directed by the Board.
- j. 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.
- k. The Secretary/Treasurer consolidates and maintains the AREA 11 Voucher procedures and payments (see Voucher Payment Procedure and Voucher Form).

- l. The Secretary/Treasurer updates the Rules of Procedure with changes as the result of associated motions from the Board of Directors meetings.
- m. The Secretary/Treasurer maintains official AREA 11 letterhead
- n. The outgoing Secretary/Treasurer is required to meet with the incoming Secretary/Treasurer to prepare for their upcoming term and fiscal year.
- o. The Secretary/Treasurer maintains AREA 11 digital documents.
  1. The method of digital storage will be approved by the Board of Directors.
  2. The Secretary/Treasurer ensures all Board and Committee Chairs have access to the digital documents.
  3. All official stored documents are first approved by the AREA 11 Chair.
  4. The Secretary/Treasurer publishes an inventory of stored documents annually.
  5. Any physical copies of records need to be digitally uploaded.

## **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 and Wyoming).
  - 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 titles.
  - 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: [Area 11 Website](#)
3. The Requestor submits the completed voucher form along with supporting documentation to the AREA 11 Chair for approval. Any expense over the amount of \$50 needs prior approval by the AREA 11 Chair.
  - Electronic Submission: Scan the completed voucher form and supporting documentation needs to be emailed 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.

### **VOUCHER FORM**



## ARTICLE VI - SUB-AREA CHAIRS

### VI. Sub-Area Chairs

- a. The AREA 11 Sub-Area Chairs serve as the liaison between the AREA 11 Board of Directors (see ARTICLE I) and membership.
- b. Sub-Area Chairs serve a two year term and can elect to renew their two year term for a maximum of two terms (equivalent to six years).
- c. Sub-Area Chairs support the Membership Chair as requested.
- d. Sub-Area Chairs develop a network that supports AREA 11 programs and activities.
- e. Sub-Area Chairs encourage and oversee events and the completion of all required event forms. These events support the AREA 11 mission and goals.
  - i. State Event Planning Guide
- f. Sub-Areas may appoint and maintain a committee consistent with Area XI Bylaws.
- g. Sub-Area Chairs assist AREA 11 CHIME Coordinator as needed in promoting and implementing the HANDCHIME LOAN PROGRAM in their Sub-Area.
- h. Sub-Area Chairs submit items to be included in the AREA 11 Drive archives. These items could include event programs, photos, newspaper articles, awards or similar items. All items will include appropriate descriptions of individuals and/or events.
- i. Sub-Area Chairs present names of Sub-Area Chair candidates to the AREA 11 Chair and/or nominating committee.
- j. 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).

## **ARTICLE VII - COMMUNICATIONS CHAIR**

### **VII. Communications Chair**

- a. The AREA 11 Communications Chair administers communication on behalf of the AREA 11 Board of Directors.
- b. The Communications Chair is appointed by the AREA 11 Chair with approval from the AREA 11 Board of Directors.
- c. The Communications Chair serves a three year term and can elect to renew their term for a maximum of two terms (equivalent to six years).
- d. The Communications Chair prepares a comprehensive Communications Plan to be presented at the Fall Board of Directors meeting and approved by AREA 11 Board of Directors.
- e. The Communications Chair only publishes information approved by the AREA 11 Chair.
- f. The Communications Chair submits progress reports as requested by the AREA 11 Chair.
- g. The Communications Chair may appoint and maintain a committee.
- h. The Communications Chair is responsible for distributing AREA 11 information using multiple forms of communication. This includes, but is not limited to: e-mail, e-newsletters, websites, and various forms of social media.
- i. The Communications Chair is responsible for annually reviewing the AREA 11 Advertising Policy and recommending updates to the AREA 11 Board of Directors through the Chair-Elect.
- j. The AREA 11 website is maintained by the Communications Chair and/or volunteer Webmaster. Items on the webpage may include, but are not limited to: officers, events, Sub-Area activities, newsletters, forms, scrapbook, calendar, and other information. The Communications Chair is also responsible for updating and posting the Website Submission Form as needed.

## **ADVERTISING POLICY 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 website. All Area 11 members who have provided an email contact are advised when a new newsletter is available on the Area Website.

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 the 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](mailto: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](mailto:treasurer.area11@handbellmusicians.org)).

[BULLETIN BOARD SUBMISSION FORM](#)

## ARTICLE VIII - EVENT PLANNER

### VIII. Event Planner

- a. The AREA 11 Event Planner is appointed by the AREA 11 Chair with approval from the AREA 11 Board of Directors.
- b. The AREA 11 Event Planner serves a four year term and can elect to renew their term for a maximum of two terms (equivalent to eight years).
- c. The Event Planner is responsible for planning, implementing, coordinating, finalizing, and evaluating all aspects of Tier 1 Events. The Event Planner is responsible for the research and evaluation of event sites, formats, and possible conductors/facilitators. The cost for the site visits are approved by the AREA 11 Board of Directors. Once the event is approved, the Event Planner is responsible for attending, coordinating, developing all publication information for event packets, evaluating and finalizing all aspects of the event.
- d. The Event Planner establishes event budgets based on AREA 11 Board of Director guidelines (i.e. break-even or profit/loss.)
- e. The Event Planner recommends dates, locations/sites, formats, conductors, facilitators, schedules, activities, repertoire, and registration fees for Tier 1 events.
- f. The Event Planner serves as a resource for Tier 2 and Tier 3 events.
- g. The Event Planner recommends future events based on event evaluation forms and the fiscal condition of AREA 11.
- h. The Event Planner should assist to identify the new Event Planner for all Tiers of events.
- i. The General Duties of the AREA 11 Event Planner include but are not limited to:
  - i. Preparing Requests for Proposals (RFPs)
  - ii. Distributing and/or soliciting responses for RFPs
  - iii. Analyzing RFPs
  - iv. Developing an advertising strategy and preparing 'press releases' for Area and National publications on various multimedia platforms
  - v. Coordinating with the Handbell Industry Council (HIC) members regarding vending opportunities and published music availability
  - vi. Determine and organize other event considerations: AV, signage, room layout, security, equipment wrangling, solo concerts, worship service, special performances, fundraising activities, and other factors as needed
- j. 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).

## **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 a 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. Areawide - Multiple Locations, 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 a 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 a resource.

**All events need an official Event Application and Proposed Budget submitted to and signed by the AREA 11 Chair for review and approval. After the event, the Event Report and Financial Report need to be submitted to the Chair and Secretary/Treasurer by the appropriate deadline stated on the Event Report.**

## BORROWED EQUIPMENT FORM

## YOUTH PROTECTION POLICY

## MEDICAL RELEASE - LIABILITY WAIVER - PHOTO RELEASE FOR YOUTH

### **COPYRIGHT POLICY STATEMENT**

#### ***Handbell Musicians of America - 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](http://www.ascap.org) and [www.bmi.com](http://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: [Area 11 Website](#) and [Handbell Musicians of America](#)*



**ARTICLE IX - CHIME COORDINATOR**  
**CHIME LOAN PROGRAM - Chimes and Handbells in Music Education**

**IX. CHIME Coordinator**

- a. The AREA 11 CHIME Coordinator is appointed by the Area 11 Chair with the approval of the AREA 11 Board of Directors.
- b. The CHIME Coordinator serves a two year term limit and can elect to renew their term for a maximum of three terms (equivalent to six years).
- c. The CHIME Coordinator administers the AREA 11 CHIME Loan Program.
- d. The CHIME Coordinator receives and reviews all applications for use of the AREA 11 Malmark Chimes. CHIME Loan recipients are given use of the chime sets for a maximum of one (1) year. The CHIME Coordinator coordinates the placement of CHIME Loan equipment and recommends to the AREA 11 Board of Directors where the chimes are placed.
- e. The CHIME Coordinator submits reports for the AREA 11 Chair as requested.
- f. The CHIME Coordinator 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:
  - i. Shipping of CHIME equipment and educational materials
  - ii. Replacement costs for damaged chimes or education materials
  - iii. Maintaining the educational materials
  - iv. Recommend and provide information about additional handchime resources
- g. The CHIME Coordinator communicates with Sub-area Chairs to provide a mentor to assist in the development of a beginning ringing program.
- h. The CHIME Coordinator maintains records of past and current CHIME Loan Program recipients including contact information and reports (see Chime Locations History).
- i. The CHIME Coordinator updates the CHIME Loan Program application forms and information. These forms are available on the AREA 11 website: [Area 11 Website](#). See supporting documents on the following pages.
- j. The CHIME Coordinator 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.

## [AREA 11 CHIME Loan Application](#)

*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 Coordinator is responsible for working with all parties to make sure the chimes are transported to and from the assigned places.*

## [CHIME Loan History](#)

## ARTICLE X - MEMBERSHIP CHAIR

### X. Membership Chair

- a. The AREA 11 Chair-Elect is the HANDBELL MUSICIANS OF AMERICA AREA 11 Membership Chair.
- 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 under the Area Leader Documents and Resources on the National website.
- c. The Membership Chair works closely with the National Regional Coordinator for this region.
- d. 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. All letters will be kept current.
- e. The Membership Chair completes the AREA 11 Membership Report. The report is forwarded to the AREA 11 Board of Directors quarterly. The report includes, but is not limited to
  - i. AREA 11 Membership Totals
  - ii. List of AREA 11 new and dropped members
  - iii. List of new and dropped members who have been sent letters or were contacted by multimedia or phone
- f. The Membership Chair ensures that HANDBELL MUSICIANS OF AMERICA membership information is available at AREA 11 events.

## ARTICLE XI - NOMINATIONS/ELECTIONS/BALLOTS

### XI. Nominations/Elections/Ballots

- 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.
- b. The Nominating Committee Chair is appointed by the AREA 11 Chair (see AREA 11 Bylaws, Article VI).
- 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.
- d. The Nominating Committee Chair makes available to each candidate:
  - i. HANDBELL MUSICIANS OF AMERICA Bylaws
  - ii. AREA 11 Bylaws
  - iii. AREA 11 Rules of Procedure
- 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.
- 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).
  - i. Approval or rejection of the slate of officers requires a two-thirds (2/3) vote.
  - ii. If the slate is rejected, the Nominating Committee will submit a new slate of nominees within 30 days.
- g. The Nominating Committee reviews Nominating Forms to select nominees for office.
- h. The Nominating Committee notifies selected nominees, obtaining approval to place the nominees’ names on the slate.
  - i. If approval is not obtained from any nominee, the Nominating Committee will select another name from the Nominating Forms.
- i. The AREA 11 Board of Directors accepts the slate of officers submitted (AREA 11 Bylaws, Article 6, Section 4).

- j. Voting procedure is conducted by the national office of Handbell Musicians of America. Electronic voting will be used. AREA 11 Chair will provide the voting deadline, names, biographies, and pictures.
- k. A majority (one (1) more than half) of the votes cast elects.
- l. Within three (3) business days of the election results, the Area Chair notifies the AREA 11 Board of Directors.
  - i. In the event of a tie, a conference call of the Board of Directors is convened by the Area Chair.
  - ii. A majority vote of those present elects.
- m. Within three (3) business days of the election results, the AREA 11 Chair informs nominees of the election results.
- n. The newly elected AREA 11 officers are announced within five (5) business days on the AREA 11 webpage ([Area 11 Website](#)) and introduced at AREA 11 events.

### **[Area 11 Nomination Form](#)**

## ARTICLE XII - SCHOLARSHIPS

### XII. Scholarships

- a. Scholarships (one time per recipient) are available to HANDBELL MUSICIANS OF AMERICA members who reside within AREA 11.
- 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: [Area 11 Website](#)
- 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.
- d. Submission and deadline dates are determined by the AREA 11 Board of Directors.
- e. The maximum amount awarded per calendar year is subject to Board of Directors approval and availability of funds.
- f. The Scholarship Chair forwards all information to the AREA 11 Executive Committee for concurrence.
- g. The Scholarship Chair notifies approved applicants and Sub-Area Chairs.
- h. Approved applicants pay registration fees and/or any other related expenses up front.
- 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 [Handbell Musician of America Website](#) has current information and forms.*

**[Scholarship Request Form](#)**

**[Scholarship History](#)**

## ARTICLE XIII - RING OF FAME

### XIII. Ring of Fame

- 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.
- b. AREA 11 Ring of Fame recognizes exceptional service and commitment to handbell/handchime ringing in general.
  - i. Contributions as an AREA 11 or Sub-Area elected officer.
  - ii. Volunteer work accomplished at AREA 11 or Sub-Area level.
  - iii. Achievement of National recognition for contributions to HANDBELL MUSICIANS OF AMERICA.
  - iv. Development of materials or methods specific to handbells/handchimes.
  - v. Extended teaching/conducting that has raised the musical standards for ringing.
  - vi. Compositions for handbells/handchimes.
  - vii. Efforts to expand the art of handbell/handchime ringing into new areas:
    - a. Education, Community, Church, or other populations.
- c. The AREA 11 Ring of Fame is awarded every two (2) years at the AREA 11 Festival/Conference.
- d. The award may be presented posthumously.
- e. Qualifications for Ring of Fame Nominees:
  - i. 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.
  - ii. The candidate must have made significant contributions in one or more of the areas listed above.
- f. Selection Process:
  - i. The AREA 11 Chair-Elect is the Chair of the Ring of Fame Committee.
  - ii. 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 recipients or Past AREA 11 Chairs.
  - iii. Nominations may come from members of the AREA 11 Board of Directors, Committee members, and the AREA 11 membership at large.
  - iv. 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.
- 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.
- h. No person is considered while currently serving on the AREA 11 Board of Directors.
- i. The Selection Committee screens the candidates based on the Selection Criteria.

- 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.
- 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.
- l. Recognition
  - i. Upon approval, the Committee Chair contacts the recipient(s).
  - ii. The recipients are invited to attend the AREA 11 Festival, at the recipient's own expense.
  - iii. Recipients are featured in the AREA 11 newsletter that is posted at [Area 11 Website](#).
  - iv. HANDBELL MUSICIANS OF AMERICA National Office, "Overtones" editor, and E-notes, will be notified of each class of recipients.
  - v. 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.
  - vi. 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.
- m. All correspondence regarding candidates is destroyed following the vote.

**[Ring of Fame Nomination Form](#)**

**[Ring of Fame History](#)**

**[Description of Ring of Fame Award](#)**



## ARTICLE XIV - HISTORIAN

### XIV. Historian

- a. The AREA 11 Chair-Elect is the HANDBELL MUSICIANS OF AMERICA AREA 11 Historian.
- b. The Historian maintains AREA 11 paper and digital scrapbooks, and the written history of AREA 11 and any other pertinent materials.
- c. The Historian submits an annual budget to the AREA 11 Chair at least one month prior to the end of the fiscal year.
- d. The Historian solicits material to add to the digital scrapbook.
- e. The Historian collaborates with the AREA 11 Webmaster to ensure proper documentation across all multimedia platforms.
- f. 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.
- g. The Historian sets up an AREA 11 Historical display that includes AREA 11 scrapbooks and other appropriate materials at AREA 11 Conferences.
- h. 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.
- i. The Historian keeps a current electronic copy of the written history of AREA 11.
- j. The Historian updates the written history of AREA 11 biennially – each time an AREA 11 Chair retires from office.

## ARTICLE XV - YOUTH REPRESENTATIVE

### XV. Youth Representative

- a. The AREA 11 Youth Representative is selected by the youth present at the AREA 11 Camp.
- b. The selected Youth Representative is appointed by the AREA 11 Chair and subject to AREA 11 Board of Directors concurrence.
- c. The Youth Representative is selected every two years in odd-numbered years.
- d. If a youth event is not held, the AREA 11 Chair appoints the Youth Representative within the approval of the AREA 11 Board of Directors.
- e. The Youth Representative serves a two year term.
- f. The responsibilities of the AREA 11 Youth Representative include, but are not limited to:
  - i. Representing the AREA 11 Youth at events, in print, and in multimedia forms
  - ii. Establishing communication with the AREA 11 Youth
  - iii. Promoting AREA 11 events with emphasis on those designed for youth
  - iv. Representing AREA 11 Youth at AREA 11 Events when requested by AREA 11 Board of Directors
  - v. Participating in AREA 11 Board Meetings/Conference Calls when requested by AREA 11 Chair
  - vi. Submits reports on Youth Activities when requested by the AREA 11 Board of Directors

## ARTICLE XVI - REGISTRAR

### XVI. Registrar

- a. The AREA 11 Registrar is appointed by the AREA 11 Chair with approval from the AREA 11 Board of Directors.
- b. The Registrar serves a two year term limit and can elect to renew their term for a maximum of two terms (equivalent to six years).
- c. The Registrar is responsible for managing all Tier 2 event registrations. Responsibilities include, but are not limited to:
  - i. Collaborating with the AREA 11 Webmaster to create registration forms for Tier 2 events.
  - ii. Confirming and Collaborating registration submissions regularly to the AREA 11 Sub-Area Chairs through a shared multimedia platform.
  - iii. Collaborating with the AREA 11 Communications Director for communication with registration participants.
  - iv. Confirming registration fees with the Secretary/Treasurer.
  - v. Collecting and depositing physical registration fees to AREA 11 Accounts.
  - vi. Creating registration templates in collaboration with the Board of Directors.
- d. The Registrar provides suggestions or recommendations for the registration process and timeline for Tier 2 AREA 11 Events.
- e. The Registrar submits registration reports on Tier 2 event registrations when requested by the AREA 11 Board of Directors.
- f. The Registrar participates in AREA 11 Board Meetings and Conference Calls when requested by the AREA 11 Chair.

## ARTICLE XVII - CAMP CHAIR

### XVII. Camp Chair

- a. Terms of appointment:
  - i. The AREA 11 Camp Chair is appointed by the AREA 11 Chair with the approval of the AREA 11 Board.
  - ii. The appointment term is for 4 years and is eligible for reappointment. Maximum of 2 terms equivalent to 8 years.
  - iii. The Camp Chair will have a voice, but will have no vote on the AREA 11 Board.
  
- b. The responsibilities of the AREA 11 Camp Chair include, but are not limited to:
  - i. Plan, implement, coordinate, finalize, and evaluate all aspects of Tier 1 events (see Events Defined).
  - ii. Research and evaluate Tier 1 event sites, format, and possible conductors/facilitators. The cost for site visits are approved by the AREA 11 Board.
  - iii. Establish budget based on AREA 11 Board guidelines i.e. break-even or profit/loss.
  - iv. Recommend date, sites, format, conductors, facilitators, schedule, activities, repertoire, and registration fees.
  - v. Once approved, finalize all aspects of the event.
  - vi. Attend and coordinate all aspects of the event.
  - vii. Develop and ensure publication for information to be included in event packets.
  - viii. Evaluate the event.
  - ix. Recommend future events based on event evaluation forms and the fiscal condition of AREA 11.
  - x. Serve as resource and liaison for Tier 2 and Tier 3 events (see Events Defined).
  - xi. Assist to identify new Event Planners for all Tiers of events.
  
- c. The general duties of the AREA 11 Chair include, but are not limited to:
  - i. Prepare Requests for Proposal (RFPs)
  - ii. Distribute, solicit responses for RFPs
  - iii. Analyze RFPs
  - iv. Develop advertising strategy and prepare 'press releases' for Area/National publications
  - v. Coordinate with Handbell Industry Council (HIC) members regarding vending opportunities and published music availability.
  - vi. Determine other considerations: AV, signage, room layout, security, equipment wrangling, solo concerts, worship service, special performances, and fundraising activities.

**[BORROWED EQUIPMENT FORM](#)**

**[YOUTH PROTECTION POLICY](#)**

**[MEDICAL RELEASE - LIABILITY WAIVER - PHOTO RELEASE FOR YOUTH](#)**