

Minutes of the Regional Annual Members Meeting

Michael Fowler Centre, Wellington

Thursday 3 May 2018

Present: Regional Executive Committee members – Patricia Veen (Regional Administration Director/Team Coordinator), Leigh Whitelaw (Regional Membership Director), Kerry Stewart (Regional Education Director), Katrina Te Punga (Communications), Stella Nicholson (Finance), Jo Maxwell (Marketing), Nicola Giles (Regional Secretary), Fy Tait, Julie Scoggins and the list of SANZ members as attached.

Minute-taker: Katrina Te Punga

Welcome

The meeting opened at 5.30pm, with a welcome to members from Patricia Veen, the Regional Administration Director/Team Coordinator.

Patricia Veen (Regional Administration Director) asked the current Regional Executive members to introduce their teams: Patricia introduced - Stella Nicholson (Finance Coordinator), Jo Maxwell (Marketing Coordinator), Fy Tait (Archivist/Historian), Julie Scoggins (Rules & Bylaws), Nicola Giles (Regional Secretary) and Katrina Te Punga (Communications Coordinator)
Leigh Whitelaw introduced – Judy Tulloch (Chapter Liaison), Lesley Standring (Membership Liaison)
Kerry Stewart introduced - Jenni Masters (Quartet Education Specialist), and also the following team members though they weren't present - Henrietta Hunkin-Tagaloa (Regional Education Specialist), Jessie Leov (YWIH) and Manjula Shivanandan (Arranger Education Specialist) and Cindia Chiu (Directors' Coordinator).

Roll Call

Choruses listed were represented (list of chorus attendees attached)

Bella a Cappella
Capital Harmony
Christchurch City
Dunedin Harmony
Faultline Chorus
Foveaux Harmony
Greater Auckland
Manawatu Overtones
Nelson Bays Harmony
SouthCity Soundz
Sounds of Hawkes Bay
Taranaki Harmony
Wellington City Chorus
Whangarei Harmony
Waikato Rivertones

Not represented

Chapter at Large

Apologies

Christine Sangster, Christine Godfrey, Jessie Leov, Judi Caradus

Minutes

The minutes of the 2017 RAMM have been available on the Sweet Adelines New Zealand website following the 2017 meeting. Katrina moved that these Minutes be approved.

Moved: Katrina Te Punga Seconded: Julie Scoggins

Matters Arising

No matters arising from the 2017 Minutes.

Correspondence

No incoming correspondence.

Financial Report

Stella Nicholson presented the financial reviewed accounts for the year ending 31 December 2017, which had been circulated to members two weeks prior to the meeting. She asked that the financial reports be ratified and proposed that Target Accounting Limited, Mosgiel, be approved to review our accounts for the coming year.

Moved: Stella Nicholson. Seconded: Chris Thompson (Manawatu Overtones)

Regional Administration Report inclusive of all Executive Directors reports.

Patricia read her report, copy attached.

Patricia asked that the team reports be moved and seconded by Lesley Standing (SOHB)

General Business

Changes to Standing Rules – as attached. Stella outlined changes regarding change of financial year and online banking and moved that these be adopted. Moved: Stella Nicholson Seconded: Angela Blank (CCC)

Minitask-force regarding Region 35's views – mini taskforce had met and sent to Sweet Adelines International recommendations from the perspective of a non North American region. SAI have acknowledged receipt of the document and have shared within the governing body.

There have been policy changes in Region 34 (Australia) to allow our Quartets to take part in the Open Division performance and we have changed our policy to allow the same for Region 34 quartets.

Fy Tait spoke about being in the Archivist role. She outlined what she thought the role is – a collective memory for the living to understand.

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Here is Fy's introduction:

### Fys Introduction statement of intent at RAMM

*The archivist's purpose is to strengthen the collective memory of SANZ members; archives are for the living to better understand how we have come to be.*

*It is each chorus's responsibility to consider what records they have available and archive their meaningful history or risk losing it.*

*This position exists to assist that process ensuring information and records of Region 35, that are deemed of potential value, (albeit local, regional, national or international) are preserved for future interest and current viewing.*

*It's a big task and worth doing we move into the digital age and reluctance to store paper copies and old artefacts builds.*

*I have been working on a process document which will support individual choruses to make a start on the log process and start collations of individual records. The document requires feedback and proofing from REC before its used and should be reviewed annually to ensure it meets the needs of members.*

**What I did:** A straw poll was undertaken at RAMM to quickly find out where we were at as a region regarding what records were still available. It is known that some choruses have 'recycled' various items as management positions have rotated and various members have assumed that records are stored somewhere else. The list provided on the straw poll document advised what sort of records I was referring to, I also spoke to that list so that RAMM attendees could fully understand what they were.

- Organisational Records such as Administrative (Minutes, Annual Reports, Correspondence files), Visual (photographs, digital images), Memorabilia (trophies, medals, awards, costumes), Ephemera (posters, programmes, instructional booklets) and Audio (video, digital recordings)
- Historical Records such as Preservation of a piece of history, Telling the story of a community, Sharing of knowledge, Improving access to events and occasions, Connecting like communities
- Cultural value/impact
- Purpose of Appraisal/log such as Cataloguing chattels deemed of archival value

**A question was then put to members as a straw poll:** To your knowledge are there records such as these above, held, in your chorus dating back to charter date

Chorus representatives were asked to tick whether they had ALL, some, or no records and artefacts of possible interest dating back to when they first chartered. They were also asked to indicate if their chorus has an important issue and need to be contacted re archiving practice.

### **Results**

Of the 15 choruses present 14 replied. No one had any pressing concerns.

6 have all records dating back to charter

5 have some records but much has been thrown out

1 has minimal or no records available- much thrown away

Several indicating that they would welcome a means to reduce the amount of boxed storage they have as it relies on the goodwill and clean dry storage of a few members.

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Visits to Choruses by REC – we need to know about you, what you do, what you need – Leigh will make contact. We don't fit the exact mould of the North American choruses so it's important that we find out what our choruses need.

SAI has set new minimum chorus numbers – this has dropped from 15 to 12 plus the Director.

There was an apology from Jessie Leov – Kerry Spoke on her behalf about the Prue Blythe Memorial Trust. It was set up to provide support to Young Women in Harmony, the trust was started in 2011, by Mary-Ann Zorovic, who was the regional Finance Coordinator at the time.. Kerry acknowledged the ongoing support of Kate Veeder. The Trust is a registered charity and the fundraising for the Trust is mainly done at convention each year - through the YWIH sales booth, Mega Raffle and the 'bucket' Collection.

The Young Women in Harmony programme in NZ takes the form of choruses and quartets which are run within secondary schools right across the country – these are led by school music teachers and local directors. Each year there are regional contests throughout NZ in which hundreds of students participate, currently in five locations. The Trust also helps fund young women to attend educational events, funds coaching for YWIH quartets and choruses and assists where needed with setting up new school choruses.

Frenzy Visit – REC had to make a very difficult decision to cancel the Frenzy education weekend in Auckland due to a low uptake. Classes were spectacular which was a shame. Feedback from membership – what was the reason it was not taken up? We are a high-achieving region and our education programmes are there to support us to continue to improve and do well.

- Waikato Rivertones - Bronwyn Albright – timing of the payment, same time as Convention payment and straight after Xmas. Chris Thompson agreed. Maggie Trodahl – money doesn't stretch when going to International.
- The timing of the event (June) was fine.
- It was mentioned that 3 choruses are going to St Louis this year and that may have contributed to a lack of registrations. However, it is not a major contributing factor as several from one of those choruses had planned to go.
- Melody Lowe – feels it might have been better marketed to the people who live relatively close to Auckland venue. Can it be revived for the same time? Would people still come closer to the time.
- If it had gone ahead it would have used the full year's allocation of the Education budget for just the 60 people that were registered. REC had to meet deadlines regarding budgets, payments to hotels, payment of flights and there needed to be 200 people registered to make this cost effective.
- NZ is renowned for registering late (Jocosa agreed with this). If the Region had been given notice that it might've been cancelled then perhaps people would have registered.
- CCC would've liked to have had them in a show but a Sunday morning and afternoon is not suitable and that is all that is available now.
- Frenzy's time will be publicised so Choruses can see where they'll be. They fly into Auckland.
- Taranaki was excited by the publicity and were excited to go.
- Perhaps 5 days notice would've been helpful that it may have been going to be cancelled, though it was noted that the financial decision had to be made quickly.
- Greater Auckland commented that several of their people just missed the deadline.
- REC did have the ear of some choruses asking how many were still intending to register and still it was not going to get near the 200 people needed.
- Miriam Spragg commented is there a learning point – perhaps think seriously about whether a Quartet is the right vehicle to deliver education to the region.
- Stella Nicholson made comment that it makes more sense to have a Quartet travel the country moneywise.
- Chorus vs Region education – we want to get all choruses out of 400's.
- Choruses that are not receiving education from Frenzy - where can they go to see Frenzy – check out the choruses coaching on the "Upcoming Coaching" page <https://sweetadelines.co.nz/upcomingcoaching> and Kerry has subsequently sent out the schedule.
- Kim Cairns – Whangarei – thought it was going to be the like the Buzz weekend at Waipuna Lodge a few years back.
- Miriam Spragg - any other education planned for this year. In mid August there is a YWIH Judging session in Wellington and things are on the go for next year.

We currently have 2 vacancies in the Events area. Events Coordinator (NZ Only) and Events Coordinator (Convention Only). A number of other vacancies also existing and these will be advertised on the SANZ website.

Men's Barbershop – Bronwyn Albright Hamilton - last year and in Christchurch soon, they bring in an International judge, they videoed Quartets, judged them to give them feedback right there and then. Perhaps we could copy their model. Kerry commented that Henrietta Hunkin-Tagaloa certainly wants to share ideas and costs. In 2016 Jocosa Bruce approached the Men and they said we didn't have anything to offer them.

We've had lots of discussions about Education on REC. We need to know about smaller education events – do things more regionally with local people, not necessarily just about music, other skills perhaps. We intend to survey the membership to see what your needs are.

It is noted that microphones need to be available for RAMM as some people found it difficult to hear.

The meeting closed at 6:30pm.

Administration Director's report to Regional Annual Members' Meeting – May 2018

This has been an interesting year. For the first time, in 2017 our Regional Convention was held in Dunedin at the beautiful, historic town hall. Our members basked in the warm southern hospitality, and feedback about the venue and everything associated with convention was very positive indeed. We thank Dunedin Harmony and all the other people (members and non-members) who assisted to make that Convention such a success. We look forward to Dunedin's hospitality again for 2019 convention.

Waikato Rivertones and L'Attitude represented NZ at international convention and did us proud. Congratulations to both groups on your achievements.

As you all know, significant earthquakes in NZ have resulted in the destruction or disablement of many buildings; this continues to present difficulties in finding suitable convention venues. Convention venues are not the only buildings affected, many hotels and workplaces have also been closed, which means infrastructure such as accommodation and transport become contributing factors to venue sourcing. We aim to think outside the square to meet all the needs.

In the last quarter of 2017, the Regional Management Team made the decision for Region 35 to join the pilot for the proposed new regional governance model. We were the first region outside of the US to do so, and Region 34 followed suit shortly afterwards. This has resulted in the creation of a team of three Regional Executive Directors (REDs), who in turn have formed teams related to their particular roles (Education, Membership, Administration) – we are referred to as the Regional Executive Committee. We are now in a kind of hybrid situation where we are participating in a pilot, without really knowing whether the pilot will go ahead permanently, or whether we will be reverting to a Regional Management Team (RMT) model. The decision about that is likely to be made by Sweet Adelines International late this year, and we will work with whatever model is chosen.

Luckily, some of our previous RMT members have continued in the roles they were doing prior to the pilot, and the REDs would especially like to thank Katrina Te Punga, Stella Nicholson, Cindia Chiu and Jo Maxwell for their willingness to continue in their roles – this has very much assisted a smooth transition. Our thanks also go to RMT members who were serving on the RMT prior to entering the pilot scheme (Jocosa Bruce, Julie Scoggins and Hilary Clifton).

We continue to seek team members to fill the vacant roles, and while we don't have a full team complement, there are likely to be some gaps in what can be delivered to the members. A list of vacancies appears at the end of this report – please contact sweetadsnz@gmail.com for further information.

In accordance with the pilot recommendation, the Regional Executive Committee has welcomed several members who are new to being on a regional team, and we look forward to our first full team meeting in July. These people have come on board, stepped up to volunteer for jobs that are new to many of them, and enthusiastically contributed their skills and time.

We would like to thank the 2018 Convention Team in anticipation, your dedication and knowledge is amazing, and each year you manage to find new ways to streamline things.

Patricia Veen – Regional Executive Director (Administration)

Education Director's report to Regional Annual Members' Meeting - May 2018

The region continues to offer a mix of education classes at annual convention and to engage international faculty to travel and coach choruses. The judges' feedback from Convention each year provides a good focus for determining the general education needs of the region.

Darlene Rogers travelled throughout the country in late 2017 as our coach-in-residence. Darlene is a highly sought-after vocal coach who has helped many Sweet Adelines develop their vocal skills, to sing with confidence and to demonstrate to choruses that every voice counts.

The region has highly-skilled and respected faculty who offer a wide range of educational/coaching opportunities for choruses, quartets, small groups, directors and music teams.

It was disappointing that the Frenzy workshop planned for June this year did not go ahead as the quartet members are not only excellent performers, but are also experienced educators and music leaders. The programme offered a wide variety of classes of interest to all members - from those in their early years of Sweet Adelines through to our 30-year members. We do need to discuss the future of such events with members to avoid last-minute changes to plans.

The Directors' Certification Programme continues to attract many candidates and is ably administered by Angela Blank. It is very encouraging to have five directors receive their Director's pin at convention 2018. Our thanks go to the directors, coaches and music leaders who have supported the candidates through this programme.

The region acknowledges the superb work done in the education area by Jocosa Bruce during her time as Education Coordinator. The innovative leadership workshop held in February 2017, led by Sandy Marron and Jan Carley was an educational highlight.

Coming up in August is a YWIH (Young Women in Harmony) judging workshop led by Henrietta Hunkin-Tagaloo. The workshop is aimed at members who would like to judge at YWIH contests and for any music team or chorus members who would like to develop their listening skills to support PVIs or giving feedback to members.

The choruses within the region continue to support the YWIH programme through donations to the Prue Blythe Memorial Trust and the raffles at convention.

The region's move into the governance pilot brought with it a change in the region's educational leadership. Jocosa Bruce stepped down from the RMT Education Coordinator role and Kerry Stewart was appointed as the Regional Education Director. Within the Education portfolio are education specialists supporting a number of areas including Cindia Chiu, Henrietta Hunkin-Tagaloo, Jenni Masters, Manjula Shivanandan and Jessie Leov. The team met earlier in the year to draft a 5-year educational plan: activities under consideration include regional quartet workshops, director workshop, arrangers' contest, regional faculty development and a major a cappella event in 2020.

Kerry Stewart – Regional Executive Director (Education)

Membership Director report to Regional Annual Members' Meeting May 2018

On taking this directorship as part of the International Board's pilot programme for regional governance, my first steps were to put in place people to take on the link of communication between chapter leaders and the chapter membership leaders and the new Regional Executive Committee. Judy Tulloch, a 5-year member of Taranaki Harmony Chorus is the link with chapter leaders and Lesley Standring, a 28-year member of Region 35 who sings with Sounds of Hawkes Bay, is the link with membership leaders.

Communication is the name of the game – if we want to retain and grow membership we need to share experiences, the successful open night formula, the introduction to a cappella course that entices new members, music that resonates with a new generation, administrative systems to support the musical goals, and so much more. If we stand alone in our geographic locations we will stagnate and members need to be enthused and encouraged to grow in all areas of this organisation. We also need to ensure members are receiving information directly from International and from the Region into the email inboxes.

To confirm communication channels, we have been working on updating each individual member's email details on our Regional database. It is imperative that members learn how to go onto both the International and Region websites to alter any contact information as required. Once we have the database updated I will feel secure that when we send out information it is reaching everyone. This is your Region, and sharing is a two-way thing, we are here to answer your questions or to provide information so please contact me membership@sweetadelines.co.nz if you feel we can help.

Convention 2018 has been another focus of mine this year and we are looking forward to another wonderful convention in Wellington from 3-5 May. When the wash-up of post-convention reports and meetings is done I will have time to get in touch directly with choruses and to visit and learn more about individual chorus identities.

To serve the membership I need to know the membership – for example, what holds them in their chorus, what drives their Director/s, is there assistance that we can offer for management teams or music teams? The goal is to know the heart of Region 35 so that planning for the future is aimed at the right areas both in subject and location.

Region 35s current membership stands at 657 including our Chapter at Large members; this indicates our membership numbers are steady.

I look forward to the next 8 months as we navigate our way under this programme of governance and I get the opportunity to meet more like-minded people!

Leigh Whitelaw – Regional Executive Director (Membership)

REGIONAL ANNUAL MEMBERS' MEETING

Wellington, THURSDAY 3 May 2018

ATTENDEE LIST

Could attendees please complete this list and pass it on – give back to RMT Communications Coordinator when complete, thank you.

We would be grateful if you could write clearly please, many thanks.

YOUR NAME (first and last name please)	NAME OF CHORUS (OR CAL)
Lesley Standing	Sounds of Hawke's Bay
Evelyn Clibborn	" " " "
FY TAIT.	Taranaki Harmony Chorus
Mary Sagato	Capital Harmony Chorus
Helen Busby	" " "
Trish Douglas	Foveaux Harmony
Julie Scoggins	Nelson
Shirley Eddy	SHB Chorus.
Betty Cull	Sounds of Hawkes Bay Ch
Carol Jager	Taranaki Harmony Chorus
Denise Walton	Taranaki Harmony Chorus
Ceri Bosley-Brady	Taranaki Harmony Chorus
Marlene Horgan	Taranaki Harmony
Mary Ann Zerovic	Greendale Auckland Chorus.
Jacqui BINNE	FAULTLINE
Carolyn Cunningham	Faultline Chorus.

[illegible]

[illegible]

YOUR NAME (first and last name please)	NAME OF CHORUS (OR CAL)
Angela Blank.	Christchurch City
Miriam Spragg	Christchurch City
Jennifer Caldwell	Greater Auckland
Maryn Brady	
Jocosa Bruce	
Bronwyn Norman.	Faultline Chorus.
M. J. Cheape	"
Judy Wilton	Faultline Chorus.
Sue Rigby	Faultline
Roz LANCASTER	FAULTLINE
Gill Barnett.	Faultline
Jane Riley	Faultline
Catherine Quirke	Faultline
Cathie Morton	Faultline
Margot Skinner	Bella a Capella
Patti Cooke	Bella a Capella
D. Bennett.	Canterbury City Chorus
Helen Davis	Whangarei Harmony

NEW ZEALAND SWEET ADELINES INTERNATIONAL REGION 35 INCORPORATED

Standing Rules

These standing rules replace the standing rules signed by members on the 20th April 2009

1. Name:

The name of this region is the **NEW ZEALAND SWEET ADELINES INTERNATIONAL REGION 35 INCORPORATED**, which is part of Sweet Adelines International Corporation.

2. Purpose:

- (1) The primary purpose for which this region is formed is to perpetuate and enhance the barbershop music art form through education, thereby benefiting local communities by furthering their artistic enrichment. The region will accomplish this purpose by:

providing education and training for its members in singing four part harmony, barbershop style, without instrumental accompaniment, the parts being tenor, lead, baritone and bass; this to be achieved by organizing and maintaining choruses and quartets; and

giving public and private performances to promote interest in the development and general appreciation of all things pertaining to the art form of barbershop harmony; and

seeking grants, subsidies and scholarships for the purpose of providing education and training; and

accepting endowments, donations, gifts, legacies and bequests and to carry out any trust attaching to or relating to the same within the general objectives of this Region; and

awarding grants and scholarships to organisations and individuals in their pursuit of study and activities in the field of vocal music in order to encourage the development, application, and appreciation of musical talents; and

educating local / regional faculty members in order that they may visit all chapters and prospective chapters and pass their knowledge on; and

doing all things necessary to accomplish the said purpose, including the ownership and disposition of real and personal property; and

uniting the chapters in the region in promoting the purpose of Sweet Adelines International.

- (2) The Region will carry on any secondary or ancillary objectives that will directly or indirectly advance the above charitable purpose.

- (3) Notwithstanding anything else in these standing rules no power or reservation expressed or implied in these rules shall authorise the Region to do or suffer any act that does not further the charitable purpose of the Region. The primary objectives shall be paramount and exclude any act or omission that is or may be deemed to be not in accordance with the charitable purpose.

**NEW ZEALAND SWEET ADELINES INTERNATIONAL
REGION 35 INCORPORATED**

Standing Rules

3. Geographic area, membership and organisation

- (1) The geographic area of this Region is the country of New Zealand.

- (2) Every chapter located in the geographic area of the region, as defined by the Sweet Adelines International Board of Directors, shall be a member of the region, except as the international Board of Directors may otherwise provide. Each chapter in the region shall be subject to the regional standing rules.

4. Member benefits

Notwithstanding anything else in these standing Rules, no part of any income or capital of the Region shall be paid or applied, appropriated or transferred for the private pecuniary gain of any member, provided however that nothing in this clause shall prevent:

- a) the payment of remuneration not exceeding a commercial amount at that time to any officer, manager, agent, employee or any other person for services rendered to the Region; or
- b) the payment of interest to any person on money lent to the Region, not exceeding the commercial rate of interest at that time

and further provided that nothing in sub-clause (a) or (b) of this clause shall permit or authorise any payment or provision that would result in the Region losing its exemption from Income Tax under the Income Tax Act 2007 and its amendments.

5. Meetings

A. Regional Annual Membership Meeting (RAMM)

- (1) A regional annual membership meeting shall be held during the annual regional convention weekend.
- (2) Chapters may submit a topic for discussion at the meeting, provided that it is in writing and is received by the Communications Co-ordinator no later than 28 days before the commencement of the meeting.
- (3) Topics for discussion at the meeting shall be advised in writing to all Chapters and Chapter at Large members to be received by them with an agenda for the meeting no later than 14 days before the commencement of the meeting.
- (4) Each Chapter that is in good standing may nominate a representative from its membership to act as a spokesperson at the meeting. Chapter at Large may nominate a representative from its membership to act as a spokesperson at the meeting.
- (5) A majority of chapter representatives registered for the regional convention who are present shall constitute a quorum.
- (6) Voting and eligibility
 - a) If a vote is included in the agenda, voting shall be exercised through the chapters of the region and each chapter shall be allowed one vote, to be cast by the chapter representative.
 - b) In the event that a subject being discussed requires further consideration before it is voted upon that topic shall be taken back to each chapter.
 - c) Each topic for which voting takes place shall be adopted if a majority of those present and entitled to vote are in favour, and submitted to the Regional Management Team for implementation.
 - d) No elective or appointed member of the Regional Management Team may serve as a chapter representative.
- (7) Regional Management Team members shall present their annual report to members by arranging for the Communications Coordinator to circulate it to members at least two weeks before the meeting. The Team Coordinators report to be read out at the meeting
- (8) The auditor shall be appointed for the ensuing year at the meeting.
- (9) Decisions taken at the meeting shall not be invalidated for want of the required notice, should the requirement for such notice be waived.

B. Audited financial statements

The audited financial statements shall be forwarded to each Chapter and Chapter at Large member no later than five (5) calendar months following the end of the financial year, which is December 31.

C. Special meetings

- (1) Special meetings other than the Regional Annual Membership Meeting may be held during the year for general membership participation.
- (2) Special meetings may be called by the Regional Management Team, or upon the written request to the Regional Management Team by a majority of Chapters in the region. Topics for discussion at the special meeting shall be advised in writing to all Chapters and Chapter at Large members to be received by them with an agenda for the meeting no later than 28 days before the commencement of the meeting.
- (3) Each Chapter that is in good standing may nominate a representative from its membership to act as a spokesperson at the meeting. Chapter at Large may nominate a representative from its membership to act as a spokesperson at the meeting.
- (4) A majority of chapter representatives registered who are present shall constitute a quorum.
- (5) Voting and eligibility
 - a) If a vote is included in the agenda, voting shall be exercised through the chapters of the region and each chapter shall be allowed one vote, to be cast by the representative.
 - b) Each topic for which voting takes place shall be adopted if a majority of those present and entitled to vote are in favour.
 - c) No elective or appointed regional officer or member of the Regional Management Team may serve as a chapter representative.
- (6) Decisions taken at any special meeting shall not be invalidated for want of the required notice, should the requirement for such notice be waived.

6. Good standing

- (1) A Chapter shall be considered in good standing in the region provided that it complies with all the requirements of the Sweet Adelines International Certificate of Incorporation, the International Corporate By-laws, these regional standing rules and any policies and code of conduct established from time to time by the International Board of Directors and the Regional Management Team.
- (2) A Chapter at Large member shall be considered in good standing in the region provided that she complies with Sweet Adelines International Corporate By-laws, these regional standing rules and any policies and code of conduct established from time to time by the International Board of Directors and the Regional Management Team.

7. Regional Management Team

A. Sweet Adelines International governance

All aspects of the Regional Management Team's structure and team members' roles are established and revised according to Sweet Adelines International policies.

B. Regional Management Team function

The Regional Management Team is the governing body for the region. It shall establish, review and amend from time to time policies and a code of conduct for the region, provided that none conflict with policies established by the International Board of Directors of Sweet Adelines International.

C. Number

The number of Regional Management Team Members shall be eight, or such other number as Sweet Adelines International may require.

D. Officers

The officers of the Region shall be:

- Communications Coordinator
- Directors Coordinator
- Education Coordinator
- Events Coordinator
- Finance Coordinator

- Marketing Coordinator
- Membership Coordinator
- Team Coordinator

or such officers as Sweet Adelines International may decide.

E. Term

- (1) The term of each member shall be two years.
- (2) The term shall begin on 1 May in the year subsequent to their appointment.
- (3) No member shall serve more than three consecutive two year terms.
- (4) To maintain rotation when a team member resigns or is removed from office before the conclusion of her term, the member replacing her will serve the balance of the term of the person who is vacating her position. Time served completing an unexpired term will not be included as part of the term limits as defined in Article IV, Section 1 of the Standard Form Regional Bylaws.

F. Vacancies

In the event of a position becoming vacant either because of a resignation, death or removal from office, the Regional Management Team shall appoint a replacement for the balance of the term according to the requirements of these standing rules, and an appointment is to be made within thirty (30) days of the vacancy occurring.

G. Resignations

Any resignation from the Regional Management Team is to be conveyed to the team in writing, and where possible the member is to continue to serve in her position until a replacement is appointed.

H. Removal from office

- (1) In the event that any internationally appointed member of the Regional Management Team fails to perform the duties delegated to her by the International Board of Directors, or whose conduct is deemed to be prejudicial to Sweet Adelines International, the International Board of Directors may remove such a member from office by a two thirds (2/3) vote. Any member so removed shall have served on her notice of the charges against her, and shall have thirty (30) days from the date of such notice to produce evidence to refute such charges.
- (2) Any regionally appointed/elected member of the Regional Management Team who fails to perform the duties delegated to her by the International Board of Directors, or whose conduct is deemed to be prejudicial to Sweet Adelines International may be removed from her position by a consensus of the Regional Management Team. Any regionally appointed/elected member thus removed shall have served on her notice of the charges against her, and shall have thirty (30) days from the date of such notice to produce evidence to refute such charges. She shall also have the right of appeal to the International Board of Directors.

I. Regional Management Team Meetings

- (1) The initial meeting is to be held as soon as possible after the 1st May in each year.
- (2) Seven members present at each meeting shall constitute a quorum.
- (3) At least three meetings shall be held in each year.
- (4) A special meeting may called provided that written notice of the time, date, place and purpose is issued to each member. Action taken at any special meeting shall not be invalidated for want of such notice if such notice shall be waived by all Management Team members.
- (5) Consensus is to be achieved where possible in the case of each decision required of members of the Regional Management Team.
- (6) Where a consensus of team members is reached as to a course of action such action shall be valid although not authorised at a meeting held of the team at one geographic location. All such decisions shall be presented for ratification at the next meeting held.

- (7) A chairperson of a Standing or ad hoc committee may attend a Regional Management Team meeting where the meeting is to discuss matters relevant to her responsibilities.

J. Duties of Regional Management Team members

The duties of Regional Management Team members are described in the Policy Book of Sweet Adelines International Corporation at Section VII, Div. A, 1 through B.

K. Standing Committees:

- (1) By-laws and Rules is a standing committee for the region. The Team coordinator recommends an appointment to chair this team subject to the ratification of the Regional Management Team.
- (2) Other standing committees may be set up and an appointment made of a chairperson in each case by the Regional Management Team.
- (3) The coordinator of a standing committee shall after consultation with the Regional Management Team appoint members to her team.
- (4) All coordinators and committee members shall be members in good standing with their chapters which in turn must be in good standing with the region and the international organisation.
- (5) If any coordinator of a standing committee is not fulfilling the requirements of her position for whatever reason, the Regional Management Team shall replace her.
- (6) The appointment of a coordinator to a standing committee is for two years, which term may be renewed.

L. Ad hoc Committees:

- (1) Ad hoc committees may be set up and an appointment made of a chairperson in each case by the Regional Management Team.
- (2) The coordinator of an ad hoc committee shall after consultation with the Regional Management Team appoint members to her team.
- (3) All coordinators and committee members shall be members in good standing with their chapters which in turn must be in good standing with the region and the international organisation.
- (4) If any coordinator of an ad hoc committee is not fulfilling the requirements of her position for whatever reason, the Regional Management Team shall replace her.
- (5) The appointment of a coordinator to an ad hoc committee is for the expected term of the committee. If the committee is continuing after two years, the term may be renewed.

M. Nominating Committees

- (1) The management team will appoint a nominating committee to develop the slate for the elections of the Directors' Coordinator and Membership coordinator. The nominating committee will consist of one member from the Regional Management Team and two members from the membership at large. The Regional Management Team shall designate one of these members as chair of the committee. All members shall be members in good standing in chapters which are in good standing in the region and the international organisation.
- (2) The Nominating Committee will work in conjunction with the RMT to solicit and disseminate recommendations and appropriate paperwork with regard to Regional Leadership Coordinators appointment as prescribed in bylaws and policies of Sweet Adelines International Corporation Board of Directors.

8. Assets

Any assets purchased by or donated to the region are to be used for advancing the purposes of the Region.

9. Finance

A: Financial year

The financial year of the region shall be from 1st day of January in each year until the 31st December of that year.

B: Income and capital receipts

The region shall be funded by:

- An annual regional levy payable by members of the region. This may include an annual administration levy, an annual education levy, an annual convention levy and other levies as may be deemed necessary by the RMT to meet financial obligations
- Convention and other regional events
- Fundraising ventures
- Sponsorship
- Grants
- Subsidies
- Endowments
- Donations
- Legacies and bequests

C: Expenditure

For any payments made by the Region through online banking or cheques, two signatures or authorities are required. Positions on the RMT that shall be authorised to sign these instruments are to be decided annually when newly appointed or elected members take office. The Finance Coordinator is required to be a signatory.

D: Audit

- (1) The Region's financial statements are to be audited by an independent auditor each year following the end of the financial year.
- (2) A copy of the Region's audited financial statements is to be forwarded to or filed annually with:
 - Sweet Adelines International Finance Department
 - The Charities Commission (removed Wellington, New Zealand)
 - Chapters in the Region

E: Investment of funds

The Regional Management Team may invest the whole or any part of its funds which are not immediately required for day-to-day activities on such terms as the RMT may think fit.

F: Borrowing

The Region shall have the power to borrow or raise money whether by way of overdraft or otherwise and with or without security.

The region may mortgage any real or personal property of the Region and may issue debentures, promissory notes, bonds or other instruments for securing the same upon such terms as it thinks fit.

G: Chapter recess or dissolution

If a registered or prospective chapter in the Region goes into recess or is dissolved any and all moneys and property of the chapter will be transferred to the Region, which is the administrative organisation for the Region.

10. Annual regional convention

- (1) Annual Regional chorus and quartet competitions shall be held under the supervision of the Sweet Adelines International organisation, and shall be governed by its policies of competition and judging.
- (2) The annual regional convention and competition shall be planned and managed by the Events Coordinator in accordance with the international Guidelines for Regional Conventions handbook and the New Zealand Convention Steering Team policies.

- (3) All Competitors directors and coaches attending the regional convention shall pay the registration fee.

11. Amendments to standing rules

- (1) These Regional standing rules may be added to, rescinded or otherwise amended by the Regional Management Team provided that consensus is reached;

and provided that the Sweet Adelines International Board of Directors has examined and approved any amendments;

and provided further that no alteration shall be effected if that alteration or addition would result in the Region losing its exemption from Income Tax under the Income Tax Act 2007 and its amendments., or if that approval is not forthcoming, by a Court of competent jurisdiction.

- (2) Any proposed alteration to these standing rules shall be notified in writing to the Communications Coordinator at least 21 days before a Special General Meeting called for the purpose of considering the proposed alteration.
- (3) The notice of meeting must set down in writing the words and meaning of the proposed addition, rescission or amendment.
- (4) Approved Regional standing rules must be furnished by the Region to each Chapter within the Region, the International By-laws and Rules specialist and the Corporate Secretary at Sweet Adelines International Corporation.

12 Winding up

- (1) In the event that members present at a Special General Meeting called for the purpose of considering dissolution resolve that the Region should be wound up voluntarily then the winding up should be done in the manner provided by the Incorporated Societies Act 1908. Such resolutions shall be submitted for confirmation to a subsequent Special General Meeting called for that purpose and held no earlier than thirty (30) days after it was first passed, and the decision shall be subject to ratification by the International Board of Directors of Sweet Adelines International Corporation. Following confirmation of the decision by the International Board, a notice of the resolution shall be sent to the Registrar of Incorporated Societies and the Charities Commission.
- (2) All properties may be disposed of during a winding up in any lawful manner. After payment of all debts, obligations and encumbrances incurred by the Region all remaining business income will be distributed to Chapters registered in Region #35 in proportion to their paid membership as at the date of the winding up resolution, provided that they are at that time registered with the Charities Commission, and to distribute and remaining assets to Sweet Adelines International Corporation organised under the laws of the state of Oklahoma in the United States of America if it is then in existence and exempt under Section 501 (c) (3) of the Internal Revenue Code of 1954, to be used in such a manner as shall best accomplish the general purposes of this Region.

We certify that these standing rules of New Zealand Sweet Adelines International Region 35 Incorporated have been approved and adopted

SIGNED: _____

Name: Patricia Veen
Regional Administration Director

Dated: 15/5/ 2018

Name: Katrina Te Punga
Communication Coordinator

Dated: 15/5/ 2018

Certified by Janell Mason
Signature
May 25, 2018
Corporate Secretary
International Board of Directors of Sweet Adelines International Corporation.

NEW ZEALAND SWEET ADELINES INTERNATIONAL
REGION 35 INCORPORATED