



Policy Handbook/Bylaws

Region 35

Updated May 2024

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Glossary

| | |
|---------|------------------------------------|
| Chapter | same meaning as Chorus |
| CRC | Chair of Regional Convention |
| CC | Competition Coordinator |
| FC | Finance Coordinator |
| OPL | Official Panel Liaison |
| RAMM | Regional Annual Meeting of Members |
| REC | Regional Executive Committee |
| RMT | Regional Management Team |
| SAI | Sweet Adelines International |
| SANZ | Sweet Adelines New Zealand |

1 Introduction

1.1 Region 35

This is the Policy document for Region 35 (New Zealand) Sweet Adelines. These policies along with the Sweet Adelines International Standard Chapter Bylaws for New Zealand and the Region 35 Standing Rules must be adhered to by all members. Links for the documents are below.

[Sweet Adelines International Standard Chapter Bylaws for New Zealand](#)

[Region 35 Standing Rules](#)

2 Membership

2.1 Member

A full member is required to pay all regional levies in order to be in good standing with the Region. They may register for all regional events, and will receive a copy of all publications.

2.2 Youth

A youth member

- is a member aged 25 years or less as at either the date of application to become a member or on the anniversary of their joining.
- pays half of the international and regional levies, and chorus rates as set down by Chapter By Laws. (Note this does not apply to Convention - there is no 'youth rate' when a member signs up to compete. The Regional convention levy (and registration) is 100% and the administration and education levies are 50%).
- is entitled to enjoy full membership privileges.

2.3 Chapter at Large (CAL)

CAL members will pay regional and international dues.

Region 35 CAL members are entitled to:

- attend any regional or international events
- belong to and compete with a quartet
- perform and compete with a chartered chorus in this Region **only** if they obtain dual membership with that chorus
- belong to a chapter in a region(s) other than the region in which they hold CAL membership, and compete with those chapters in regional or international competition according to the requirements of those chapters

Region 35 CAL members are not eligible to:

- form or perform as a CAL chorus or unregistered quartet representing itself as a quartet of SAI.

2.4 Member at Large (MAL)

A MAL member is not required to pay regional levies, and will not receive a copy of regional publications issued. If the events are for members only, they may not register for the events unless their membership is upgraded to CAL status. If the event is open to the public, they may choose to upgrade to CAL to get member registration, or register as a non-member at non-member price. This includes Regional Convention.

MAL provides affiliation to Sweet Adelines International for non-members, former or current members who do not want to affiliate to a region.

A MAL receives all communications from SAI with regard to events and voting, and pays member rates for registration at international events.

MAL are eligible to:

- attend any events open to members during Regional and International conventions
- hold positions at International level
- belong to a registered quartet

MAL **are not** eligible to:

- perform with a chartered chorus or compete in any chorus competition
- form or perform as a MAL chorus or an unregistered quartet representing itself as SAI

MAL may transfer to an established chorus.

2.5 Dual Member (New Zealand Primary)

Where a person is a dual member of a second chorus within Region 35, they need pay one set of regional Levies only through their primary chorus.

2.6 Dual Member (New Zealand Secondary)

Where a person who is a dual member of a New Zealand chorus as at 1 May in any year, has their primary chorus in another region they must pay the Region 35 administrative levy.

Another region dual member is exempt from paying the set education levy unless the member attends a Region 35 educational event including the annual Regional convention. That member is then to pay the set educational levy in addition to the administrative levy.

2.7 Associate Member

Associate members must be a former or current chorus member. Except for being prohibited from performing or competing in a Sweet Adelines chorus, an Associate member holds all other privileges of active membership. Associate members pay the full international per capita fee and regional levies. Associate members may belong to, perform with, and compete in quartets. Associate members may reapply for regular membership at any time, following the membership and audition procedures established by the chorus. From the international organisation, associate members receive a membership card, a subscription to The Pitch Pipe, mailings from international headquarters, member rates for international convention registration and educational events and discounts on purchases from International Sales.

Also, each chorus determines if it will offer associate membership and may add restrictions, such as chorus dues to be paid and whether an associate member is permitted to sing on the risers at rehearsal.

3 Regional Levies

Please note: Levies have been reduced for the years 2020-2024 in recognition of the effects on chorus members of the COVID-19 global pandemic.

3.1 Regional levies categories

Regional levies payable are for:

- administration
- convention
- education.

3.2 Part year levy

The financial year for Sweet Adelines New Zealand is 1 January – 31 December.

The regional levy for members who join before the Regional convention or 30 June, whichever is later, will be the full annual fee for the year.

The regional levy for members who join after the Regional convention or 30 June, whichever is later, will be the proportionate annual fee for the remaining months of the year.

3.3 Choruses to notify Region of new chorus members monthly

In order to give new members the opportunity to attend Regional education events and enjoy all other benefits of being a member of Region 35, chorus Membership Coordinators are required to keep membership lists up-to-date and advise the Regional Membership Coordinator of new chorus members at the end of each calendar month.

3.4 Membership renewals

Region 35 invoices choruses for members as at 1 January, based on expected membership lists supplied to the Membership and Finance Co-ordinators in December.

Each chorus will receive an invoice in January, due for payment by 28 February. If not paid in full to Sweet Adelines NZ by 31 March, the chorus (and all of its members) will not be in good standing.

Choruses are responsible for paying these funds on behalf of their members by the due date.

Choruses may ask for an adjusted invoice if actual membership at 1 January is not the same as in the expected membership list supplied to the Membership and Finance co-ordinators in December.

The due dates for Chapter At Large (CAL) members are the same as for chorus members.

3.5 Membership fees are not refundable

Sweet Adelines New Zealand levies, like Sweet Adelines International dues, are not refundable.

3.6 Chorus / Members in Good Standing

All choruses and CAL members are required to be in good standing in order to participate in Regional and International Sweet Adelines events, including competitions.

To be in good standing a chorus / CAL member must have fully paid their Sweet Adelines NZ levies and their Sweet Adelines International dues. Those wishing to participate in Regional Conventions must also have paid their Convention Registration fees.

3.7 Sweet Adelines New Zealand levies

All choruses (on behalf of their members) and all CAL members are due to pay their Sweet Adelines NZ levies by 28 February. This applies to members listed as at 1 January.

A month's grace will be allowed in special circumstances but if levies are not fully paid by 31 March, the chorus and all of its members will not be in good standing.

3.8 Sweet Adelines International dues

Membership renewals are invoiced monthly approximately 45 days before the membership expires. If invoices are not paid to Sweet Adelines International within 60 days of being due, members are not in good standing.

3.9 New Members and Performance at Regional Convention

Members who join choruses or become new CAL members after 1 January, and who wish to perform at the Regional Convention, must have paid their Regional Levies, International Dues and Convention Registration fees by the closing date for Convention registration.

4 Regional Convention

4.1 Registration and other fees

- All members of Sweet Adelines International attending regional convention are required to pay Convention Registration in full as per International Rules, including RMT members.
- All attending Coaches / Directors are required to pay Convention registration in full.
- Non-members may purchase individual tickets for events they wish to attend.
- Convention Registration is transferable but not refundable. A refund of 75% may be made on compassionate grounds, on written request to RMT.
- There will be no day rate for Convention for members of Region 35.
- There will be no youth rates for Convention for members of Region 35.
- As per International rules, single event ticket sales relate to a single day and are for non-members only and non-competing members of other regions. These are purchased via an external supplier.

4.2 Mobility Assistance

4.2.1 Specialist Equipment

Riser chairs are to be provided by the competing chorus involved and must conform with OSH requirements. This remains the sole responsibility of the competing chorus. There is an option for any member with a disability to compete from the floor.

4.2.2 Caregiver Pass

- The caregiver will be given a free pass upon request, to the single event in which the member with a disability is performing/competing in to assist in getting the member to the stage and off again. The caregiver will only be entitled to these passes if they are someone who would not otherwise attend the event.
- The food and beverage portion for the Caregiver is to be covered by the person requesting this pass if it is part of the base cost in fees.
- If the disabled person is not performing/ competing, the assistant will be given entry passes to deposit and collect the disabled person but not to attend the event.

4.3 Complimentary Tickets

The number of complimentary tickets to be kept to a minimum and cost accounted for in the budget as per the Convention Handbook.

4.4 Post Contest Education payments

Judges may be invited to give classes after competition but are paid for this service. Other coaches may be given classes and can choose between being paid or offered a complimentary all event pass.

4.5 Allowances

On attending convention, a per diem of \$70 per day will be paid for a maximum of 4 days to all RMT members, plus both the Convention Facilities, Chair of the Regional Convention, Competition Coordinator and Official Panel Liaison.

On attending convention, an accommodation allowance of \$150 per night* for a maximum of 3 nights will be paid to all RMT members, plus both the Convention Facilities, Chair of the Regional Convention, Competition Coordinator and Official Panel Liaison.

RMT members must register and pay the registration fee for annual convention (in New Zealand) then they may claim the cost of that fee back later if they choose.

Note that if a person should hold more than one of the listed positions they may only claim for one role.

| | Per Diem of \$70 Maximum 4 Days | Accommodation Allowance \$150 per Day Maximum 3 nights | Convention Registration Reimbursed |
|---|------------------------------------|---|--|
| Regional Management Team Member | Yes | Yes | Yes |
| Convention Facilities Coordinators | Yes | Yes | No |
| Chair of the Regional Convention (CRC) | Yes | Yes | No |
| Competition Coordinator (CC) | Yes | Yes | No |
| Official Panel Liaison (OPL) | Yes | Yes | No |

4.6 Authorised Expenditure

The Region covers the following expenses:

Authorised expenditure - usually charged as payment on account from a vendor or reimbursement on presentation of receipts for expenses incurred. Occasionally a cash advance will be made to a member of the Convention Steering Committee (CSC) to meet expenses. In this case an itemised receipt is required as evidence of the expenditure. 'Authorised expenditure' means the charge must have been anticipated as a budget item in the planning for convention, and approval of expenditure is given by the CRC or the Finance Coordinator.

4.6.1 Trophy/Award Costs

Winners will be reimbursed for actual and reasonable costs for engraving and return postage/packaging to the Awards Coordinator. Receipts to be submitted to the Finance Coordinator. Note that all care should be taken when returning trophies/awards to the Awards Coordinator.

4.7 Regional Competition Awards

4.7.1 Senior Quartet Award (Region 35)

To qualify for the Senior Quartet Award all four quartet members need to be aged 55 or over and the sum of whose ages equals or exceeds 240 years as of the day of the Quartet Contest. The quartet would compete in the international category but also be eligible for the additional award of senior Award winner. Quartets will still be eligible for placing in the regular contest awards of Novice, Most Improved and Senior – all qualify for International.

4.7.2 Novice Quartet Award (Region 35)

To be eligible for this award a quartet must have no more than ONE (1) member who has competed previously in a Sweet Adelines regional or international competition. To receive this award the quartet must attain a score of 400 or more points.

4.7.3 Most Improved Quartet Award (Region 35)

To be eligible for this award a quartet:

- 1 must have no more than ONE (1) new member since they last competed in a Region 35 international division contest
- 2 may have had a name change provided they meet the criteria in point 1
- 3 must have competed at least once in the last THREE (3) Region 35 international division contests.

4.7.4 Most Improved Chorus Award (Region 35)

This is awarded to the chorus who have increased their score, when compared to their most recent previous score competing in a Region 35 International Division contest, by the highest margin when compared with other choruses, who have also increased their score, on the day of chorus competition.

4.8 STAR Chorus

STAR stands for Singing together at Regional.

- The director of the STAR Chorus should be a frontline director. The director of the current year's winning chorus is invited to direct the following year's STAR Chorus. If s/he declines then the director of the second-place chorus is to be asked, and so on. The Directors' Coordinator supervises this process and appoints the director.
- The appointed director selects the songs the STAR Chorus will sing. The music, copyright fee, and learning tracks are purchased by the RMT. A copy of the music and learning tracks of the songs that each STAR Chorus director chooses will be kept by the RMT. Copies of all these STAR Chorus songs will be made available to the appointed director should s/he wish to use one (or two) of them for the following year's chorus.
- Anyone attending our regional competition who is a member of Sweet Adelines International (including visitors from overseas), and who is NOT competing in either the international or open division of the chorus competition, is able to sing in the STAR Chorus. Members of any evaluating choruses are able to sing in STAR Chorus. Members who are competing only in the quartet contest are also welcome to join the chorus.
- Ideally the STAR Chorus should have two 90-120 minute rehearsals.
- The STAR Chorus may be the mic tester for the chorus competition.
- The number of singers in the STAR Chorus can vary depending on where the convention is held and which choruses are competing. It is recommended that the STAR Chorus should consist of a minimum of 30 singers.
- The STAR Chorus director decides what costume the chorus will wear. The RMT does not cover costume costs.

4.9 Fundraising at Convention

- Any chorus or quartet may have a fundraising table at Harmony Arcade selling suitable goods. No raffles are permitted except YWIH (see below).

- One Silent Auction may be run by the Region 35 International Regional winner that is attending International in that year.
- YWIH may also have a Silent Auction.
- YWIH is afforded exclusive rights to the collection of donations at our Regional Convention each year.
- YWIH is permitted to run raffles.
- YWIH may also have a fundraising table.

5 Regional Annual Meeting of Members (RAMM)

The agenda for the annual membership meeting is to be:

- a) Apologies
- b) Confirmation of minutes of the last Regional Annual Members Meeting and any subsequent special general meeting
- c) Correspondence pertaining to the RAMM only
- d) Resolution seeking approval of the last audited financial statements.
- e) Team Coordinator's report summarising the RMT coordinators' reports.
- f) Items from RMT requiring a members' vote
- g) Items for discussion by prior submission.

See [Sweet Adelines New Zealand Standing Rules](#) for full protocol for these meetings.

6 Intellectual Property

The property in and ownership of any regional official logos and other designs is by the Region. The RMT shall approve or otherwise the use by regional choruses and others of any intellectual property of the Region. Refer to Appendix 4.

7 Region 35 Membership Database

This information can be found on our Regional website. We expect each chorus to keep the RMT Membership Coordinator and Finance Coordinator up to date with current membership so that the information is correct and current. Members' contact details must be respected and are strictly for the Region's membership. The usual common sense privacy restrictions apply and this information is not to be used for soliciting goods and services that are not clearly related to Sweet Adelines.

Members are expected to keep their contact details on the Sweet Adelines International website up to date.

8 Regional Faculty

The Regional Faculty are appointed by the RMT as required. The faculty consists of current members who are able to assist choruses in music, education, administration, or issues regarding membership.

9 The Education Internationally Funded Visits (IFV) to Choruses

The Education Coordinator along with the Membership Co-ordinator is responsible for scheduling IFVs. A total of 18 visits (as of 1 May 2013) to chartered choruses are allocated each financial year. The focus of IFVs is education, administration, or issues regarding membership.

The Education Coordinator and Membership Coordinator determine which coordinator/faculty or designee (depending on skills and experience) will make the visit.

Reimbursement of transport expenses only may be applied for from International Headquarters, using the approved form.

Each regional chorus is invited by the Education and Membership Coordinators to complete an application form for an IFV. The Education Coordinator will thereafter approve or decline the application. The visit needs to take place in a specific quarter: 31 July, 31 October, 31 January, 30 April. SAI requires that all air travel is to be booked through the Education Coordinator. No IFV reimbursement can be made for air travel booked directly by a coach or chorus.

Applications for other travel expenses (including taxi/mileage) must be received by the RMT within the quarter the visit occurred.

10 Regional Educational Events

Registration fees for non-convention events are transferable within the same event, and are 75% refundable up to 14 days prior to the event. Within 14 days of the event, there is no refund available. The RMT may decide on waiving fees on compassionate grounds.

10.1 Organisation Team

Actual expenses will be paid to event team and faculty members if they are delivering Regional events (eg airfares, transport, food). All booked travel is expected to be at the most reasonable price (eg "seat only").

For Regional Faculty the following provisions apply:

- preparation of material for one workshop session - \$100 (NB if the session is being given at more than one workshop, only 1 x \$100 is allowed for the initial preparation of the session)
- presenting/delivery of a session at a workshop - \$100 per day
- if you are the workshop director ie directing at most sessions - \$100 per day
- note a workshop director may not claim for both presenting and directing - only one allowance is paid
- a per diem of \$65 for meals if not provided as part of the workshop.

11 Coaching

The Region pays the international travel/airfare cost of bringing out a coach.

All communication/negotiation with coaches brought to the Region by the RMT remains the sole responsibility of the RMT. It protects both the overall planning and travel arrangements made by RMT coordinators and the travelling coach. For travel details within New Zealand refer to subsection 11.2.6.

11.1 Coaching Contract

As part of the Region's ongoing education plan and after discussion with the Management Team, the Education Coordinator will confirm coaches' availability. In conjunction with the Finance Coordinator, **they will** negotiate coaching fees with the prospective coach for the visit ie rate to Region for regional events and rate to region for any additional private coaching of choruses and quartets.

11.2 Coach in Residence

In the case of a coach in residence, internal travel and excess luggage costs are payable by choruses to the region on a 'per day of use' basis.

11.2.1 Accommodation

Accommodation will be provided by means of home hosting payable by the Region for the regional and rest days at the rate specified in the Regional Documents. The provision for accommodation for other days is the responsibility of the chorus being coached on those days.

Regional reimbursement fees to be authorised by relevant Education Coordinator:

\$50 per night for hosting one person

\$75 per night for hosting two people

11.2.2 Rest for Coach

Reasonable rest and recreation time will be provided within each visit – as a guide there should be two 24 hr periods free of any coaching commitments in every seven-day period unless a coach is agreeable to a lesser number of rest days. This rest period shall not drop below one rest day in seven.

When coaches are travelling to other destinations within New Zealand, take into account the probable late finishing of the previous night. Flights departing after 11am are recommended.

11.2.3 Regional events dates

The RMT will agree the dates a coach is required for regional events. This pre-empts any requirements from choruses.

11.2.4 Dates Coach is available to Choruses and Quartets

The RMT appoint one of its coordinators to organize and advise all registered choruses and quartets (via email contact) of any dates available for private coaching, and the negotiated rate.

11.2.5 Applications for coaching

Choruses and quartets will apply to the Education Coordinator for a private coaching visit from a coach funded to New Zealand by the RMT.

Applications will be considered in order of receipt (no applications accepted prior to date of notification), unless the coach has inadvertently indicated any preference or made a prior personal invitation or approach to a chorus or quartet – the chorus / quartet should provide evidence of this if not already known to the RMT. Approaches outside of RMT involvement are to be discouraged.

Regional/ private programme will be agreed with the coach prior to confirmation with choruses / quartets.

The Education Coordinator will decide if the RMT needs to agree the regional/ private programme before an offer is made to the choruses. Should there be a perceived conflict of interest the RMT should be advised. Where negotiations are straight forward the Education Coordinator will notify the RMT after agreement with coach – usually at the same time as choruses / quartets.

11.2.6 Cost of local travel – chorus/quartet portion – invoicing

Travel bookings will be arranged by the Education Coordinator. The Finance Coordinator will invoice the participating choruses / quartets for their share of the internal travel costs.

Domestic flights – costs are apportioned by the number of actual coaching sessions.

So, one full day of coaching would be two sessions. One evening would be one session. The RMT will take responsibility for booking all flights.

Coaching sessions – same methodology to apply – for example:

If there were 10 coaching sessions at \$50 per session, and Christchurch City has three of those sessions, Foveaux Harmony has one, and Bella A Cappella has two, then the costs to choruses would be: Christchurch City - \$150 Foveaux Harmony - \$50 Bella A Cappella - \$100

It is recommended that all Choruses apply this Regional apportionment policy to their private coaching arrangements so that there is a consistent understanding across the Region.

Cost of local travel and for any luggage excess for the coach for the individual chorus/quartet coaching will be shared proportionally to the time spent with the participating choruses / quartets. If a quartet is coached during time booked by a specific chorus, this chorus is liable for the travel cost. Any negotiations on apportioned contribution by the quartet will be between the chorus and quartet and the RMT is not involved.

11.3 Coaching fees

All coaching fees will be paid by the choruses / quartets directly to the coach in the currency of their choice. Whether this is to be \$NZ or \$US will be confirmed by RMT well in advance of coach's travel and all choruses and quartets informed.

CAL quartets will pay the same coaching fees as choruses. Non CAL quartets will pay direct to RMT when times are booked outside of chorus booking. If quartet coaching time is within the booked chorus time, the quartet will pay the chorus. If CAL quartets use chorus time, they are to negotiate directly with the chorus involved.

11.4 International Judges

International policy will be adhered to should judges accept coaching opportunities while in Region 35 on judging assignments.

12 Regional Management Team (RMT)

12.1 Regional Representation

When selecting new members to sit on the RMT, the existing RMT should endeavour to check for regional representation. There should not be more than a maximum of three members from one chorus on the RMT at any time, unless there are extenuating circumstances.

12.2 Nominating Committee

- No later than 1 July in each year, the RMT shall appoint a nominating committee. The nominating committee shall consist of one member of the RMT and two members of choruses in the region. The nominating team is under the direction of the Communications/Technology Coordinator.
- Members from the Region who are in good standing with their chorus are eligible to be nominated for positions on the RMT.
- Nominating committee members who are members of a chorus in the Region must be in good standing with their chorus.
- The RMT Coordinator/s being advertised for may not serve on the nominating committee.
- The nominating committee shall work in conjunction with the RMT to solicit and disseminate recommendations and supporting information to the RMT for the positions of Communications/Technology, Finance, Events, Team and Marketing. The list is to include more than the number of positions for positions required to be filled.
- The nominating committee shall work with the RMT to solicit and disseminate recommendations and supporting information within the Region of membership for the position of Directors Coordinator, which is to be sent to regional chorus directors who shall elect the Directors Coordinator.
- The nominating committee shall work with the RMT to solicit and disseminate recommendations and supporting information to the Regional Leadership Coordinators for the position of Membership Coordinator, which is to be sent to choruses for the purpose of recording their vote. The vote for Membership coordinator will be tallied in the same manner as the International Board election, with each chorus in the Region, including Chapter at Large having one vote.
- The nominating committee shall work with the RMT to solicit and disseminate recommendations and supporting information to the Regional Leadership Coordinators and the International Education Committee for the position of Education Coordinator to the RMT.
- The nominating committee is to obtain the confirmation from each nominee that if elected /appointed they will attend meetings of the RMT if they are unable to confirm this their nomination should not go forward.

- In each case, ballots are to be sent no later than 1 November in the year prior to the commencement of each term.

12.3 Term of Office

The duties of each new regional management team member appointed during the normal annual nomination process shall commence immediately following the regional convention in the year following their appointment.

This cycle was set by International 2009.

| RMT Position | Elected | Appointed | Year to start |
|----------------------------|--------------------------|---------------------------|---------------|
| Communications Coordinator | | Regional Appointment | Even year |
| Directors Coordinator | | Directors' vote | Odd year |
| Education Coordinator | | International Appointment | Even year |
| Events Coordinator | | Regional Appointment | Odd year |
| Finance Coordinator | | Regional Appointment | Odd year |
| Marketing Coordinator | | Regional Appointment | Odd year |
| Membership Coordinator | Regional Membership Vote | | Even year |
| Team Coordinator | | Regional Appointment | Even year |

RMT members are expected to attend all RMT meetings and complete their terms of office.

Outgoing RMT coordinators are expected to pass on to incoming coordinators fully documented history of the role, written or electronic records plus an action diary.

12.4 Per Diem

If an RMT member is required to assist in the running of a Regional event or is required to attend an event (eg for mandatory training) a per diem is paid to the RMT member at the rate of \$50 per day.

12.5 RMT Travel and attending Education Events

The Education Coordinator will be funded a maximum of \$5,000 annually to attend educational events. Sweet Adelines International Convention and/or AHA, IES or Seminar, whichever the coordinator thinks will benefit Region 35 the most. This funding must be used to benefit Region 35 education. If this amount is not spent it reverts back to Region 35 funds. If an extraordinary opportunity arises and funds permit then extra funded may be approved.

A maximum of two RMT coordinators (other than the Education Coordinator) may be funded up to \$2000 maximum each towards expenses plus the registration fee to attend either International Convention or any other suitable educational event, where it is identified that there are tangible returns for Region 35. Individual coordinators (other than the Education Coordinator) may not use this funding more than once in their two-year term of office, and preferably in their second year, subject to RMT approval of the event and funds available. If this amount is not spent it also reverts back to Region 35 funds.

Upon return, a report is to be circulated to RMT within one month of the educational event having taken place, so that the Region can benefit from the Coordinator's trip.

All RMT Coordinators must apply to RMT for the travel described above by February of the year required and applications are subject to approval by RMT and subject to funds being available.

12.6 Vehicle Expense Reimbursements

Use of a private vehicle while on regional business is to be reimbursed at the prevailing rate set by [Inland Revenue](#) or equivalent airfare, whichever is the lesser, where practicable.

12.7 Delegation

If RMT members delegate workload, helpers will be reimbursed for expenses and given a per diem similar to RMT members if they are requested to attend RMT meetings, and subsequently attend. Mileage will be paid for work related car use.

13 Regional Assistance to International Convention

The ability to provide regional assistance will be considered by the Regional Management Team at the first meeting following annual convention each year.

Any such assistance, if Regional funds allow, will be given to the overall winning quartet representing New Zealand in that current year and the overall winning chorus representing New Zealand the following year, at the International convention. Any funds provided are to be used for coaching or expenses directly related to their international performances. The winning quartet will be awarded up to a maximum of \$2,500; and up to a maximum of \$3,000 to the champion chorus.

14 Young Women In Harmony (YWIH)

14.1 Support

Region 35 supports YWIH by way of the following:

- soliciting voluntary donations from our membership
- providing education to the programme providers
- putting our volunteers into schools and events
- supplying judges and judging guidelines and training
- offering fundraising opportunities and free publicity at Regional Convention
- YWIH is afforded exclusive rights to the collection of donations at our Regional Convention each year. YWIH is also permitted to run raffles.

14.2 Reporting

The YWIH Coordinator reports to the Education Coordinator on the RMT and provides a written report for each RMT meeting and an annual report prior to the RAMM, held at Regional Convention.

14.3 Young Women in Harmony Prue Blythe Memorial Trust

The Trust has four trustees, two members of the Sweet Adelines New Zealand RMT and two members of any Sweet Adelines New Zealand Chorus with experience as a participant or educator of YWIH programmes. The positions from the RMT of Sweet Adelines New Zealand shall be the Education Coordinator and the Finance Coordinator.

14.3.1 Aims of the Trust

- To work with women 25 years and under throughout New Zealand to encourage young women to sing four-part harmony and for that purpose to assist in the formation of choruses and quartets.
- To assist the Regional and National Competitions in four-part harmony for young women by way of voluntary labour to run both types of events and provide travel and accommodation for four judges.
- To consider and provide funding to assist young women to attend International Rising Star Contest. To consider and provide funding from applications to further the education of four-part harmony a unanimous decision to be made by all trustees for young women wishing to participate in four-part harmony.
- Young women seeking funding do not have to be members of Sweet Adelines International.
- Provide funds for the Sweet Adelines New Zealand YWIH coordinator in the form of airfares and accommodation and meals at a level suitable for the role of carrying out organising any National chorus workshops. Airfares to be the best price available and a per diem's payment of \$50 per day to cover expenses required in performing such duties.

14.3.2 Sourcing Funds

- Funds will be solicited from the Region 35 membership by way of donations, in particular by a collection taken at each regional convention. Members will be encouraged to contribute on other occasions and opportunities will be provided for the fund to be increased by way of raffles, gold coin donations at events and a prominent stall at region 35 convention. September to be YWIH month –gold coin collection will take place throughout Region's choruses
- The funds will be collected by the region Finance Coordinator, who will also keep a record of any separate donations, grants or sponsorship.

14.3.3 Young Women in Harmony Quartet Assistance

The Regional Champion YWIH quartet will be offered all events passes for each quartet member, to the following year's New Zealand Regional Convention. Should this quartet be accepted as contestants in the International Rising Star Contest, a sum of NZ\$800 in total will be provided from the Prue Blythe Memorial YWIH fund to assist in their preparation for performance at this event.

In addition, any 25 years and under quartet who has achieved either a minimum score of 480 points at Sweet Adelines Region 35 Convention, or 240 points in the National YWIH Contest, who are also accepted to enter Rising Star, will likewise be funded a sum of \$800 from the Prue Blythe Memorial Trust fund to assist in their preparation for performance at this event. The total maximum amount payable to all qualifying quartets will be \$1500 in any one year. Should more

than three quartets qualify, this amount will be divided evenly amongst all quartets. Qualifying quartets must apply to the RMT for this funding by 31st May in the year of the event they are attending and this funding will be announced in a Region 35 publication, or where possible at a Region 35 event. If a quartet does not take up the offer or does not use their entitlement within two years, they forfeit the right to the assistance and must return any paid-out funds to the Prue Blythe Memorial YWIH fund. RMT members attending Rising Star will organise and present a single rose to each competing quartet member directly following the contest.

15 Educational Tools

- All international convention video recordings can be found on the SAI YouTube channel.
- Learning track are to be chosen by the Education Coordinator subject to approval from the RMT. Learning tracks will be sourced from the best provider on a case-by-case basis. Massed song tracks for Regional songs are available in the members' section of the website.

16 Assistance to Choruses

Choruses that enter the Revitalisation Program receive support from the RMT in the form of relevant coordinator visits and possible financial support.

17 Scholarships and Awards

17.1 Spirit of Sweet Adelines Award

- This Award is to be presented to the Sweet Adeline member who epitomises the spirit of our organisation. Further information is found under Membership Awards section 17.5.
- This award is nominated by the members and voted on by the RMT. RMT members are not eligible for this Award. It is presented at Regional Convention each year.
- Please refer to Appendix 5 for previous recipients

17.2 Education Scholarship

- Any member or director from Region 35 Sweet Adelines is eligible to apply for the Education Scholarship. After all applications have been received by 30 September each year, the Education Coordinator will circularise previous recipients, who will indicate their preference from the candidates using a preferential voting system. A previous recipient who is no longer a financial Sweet Adeline with both International and Region 35 will not be included in the voting.
- Should there be a tied vote, in the first instance the previous recipients will be asked to vote again on the tied applicants, if the tie still exists the Education Coordinator will have the casting vote. Should the Education Coordinator be a previous recipient of the award another member of the RMT shall have the casting vote.
- The scholarship monies will be paid at the time the successful applicant incurs the expenses relating to the application, upon giving the receipts to the Finance Coordinator.

- The applicant must provide invoices, receipts and a costs breakdown to the RMT Education Coordinator in support of the expenses paid from the scholarship funding within 30 days of the event.
- The recipient is to report to the Education Coordinator within one month of the educational event having taken place, to confirm what funding was received from all sources for all costs directly related to the educational event.
- In the event that the recipient has received financial support from another source to attend the same event, money not used will be reallocated back to Region 35 funds.
- Please refer to Appendix 2 for Aims and Objectives and to Appendix 5 for previous recipients

17.3 Young Women in Harmony Service Award

- Awarded for service and active support of YWIH programmes.
- Nominations close 31 March each year.
- Decision made by the YWIH coordinator and the Education Coordinator with the casting vote by the Team Coordinator if necessary.
- Presented at the Region 35 Annual Convention or the Young Singers Finals.

17.4 RMT Honourable Mention Award

The Regional Management Team on occasion may want to recognise the contribution of a member who has assisted the Region on a temporary basis or one-off project. A certificate of appreciation will be presented and they will be listed under the title Honourable Mention on the website Awards page.

17.5 Membership Awards

In 2023 some further awards were introduced.

New Awards!

SWEET ADELINES NZ NEW MEMBERSHIP AWARDS

Each year we recognise the outstanding contribution of members that go above and beyond in service to their chorus and our region. Starting in 2023 we have added two new awards for which choruses will be able to nominate their members.



THE SHOOTING STAR AWARD (NEW)

This award recognises a newer member of Region 35 who has made a great impact in a short time. A burst of energy, they have brought fresh enthusiasm, passion, talent and ideas to their chorus. They have the potential to be a future leader.

This award is open to members of Sweet Adelines New Zealand of less than 3 years' membership.



THE ROCK STAR AWARD (NEW)

This award recognises a member of Region 35 who is a 'rock star' behind the scenes. They have contributed an enormous amount to their chorus, often having undertaken many tasks, team or support roles over the years. They are hardworking, dependable, and make chorus life easier.

This award is open to members of Sweet Adelines New Zealand of more than 3 years' membership.



SPIRIT AWARD (UPDATED)

The Region 35 Spirit of Sweet Adelines Award recognises a member who epitomises the spirit of our organisation. They have not only contributed to chorus life, but also taken that extra step to carry the 'spirit' of Sweet Adelines beyond their chorus, within the region and as a great ambassador for us in the wider community.

This award is open to all members of Sweet Adelines New Zealand.

Nominations for these awards will be open from 1 February - 31 March annually.

18 New Zealand Style Guide

Please refer to Appendix 4 for the guidelines on the use of the logo, fonts etc for Sweet Adelines New Zealand.

Appendix 1- Regional Annual Membership Meeting

Meeting Procedure

- 1 A regional annual members meeting shall be held during the regional convention weekend.
- 2 Chorus may submit a topic for discussion at the meeting, provided that it is in writing and is received by the Communications Coordinator 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 Choruses 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 chorus that is in good standing may nominate a representative from its membership to act as a spokesperson at that meeting. Chapter at Large may nominate a representative from its membership to act as a spokesperson at that meeting.
- 5 A majority of chorus representatives registered for the regional convention who are present shall constitute a quorum.
 - a If a vote is included in the agenda, voting shall be exercised through the choruses of the Region and each chorus shall be allowed one vote to be cast by the chorus 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 chorus.
 - 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 RMT may serve as a chorus representative.
- 6 Each Regional Management team member shall present their annual report to the members at the meeting.
- 7 The reviewer for the financial accounts shall be appointed for the ensuing year.
- 8 Decisions taken at the meeting shall not be invalidated for want of the required notice, should the requirement for such notice be waived.

Good Standing

- 1 A Chorus shall be considered on good standing in the Region provided that it complies with all the requirements of the International Certificate of Incorporation, the International Corporate Bylaws, the Region 35 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 chorus at large member shall be considered to be in good standing in the Region providing they comply with International Corporate Bylaws, the Region 35 Standing Rules and any policies and code of conduct established from time to time by the International Board of Directors and the RMT.

Appendix 2 - Sweet Adelines New Zealand Education Scholarship

Aim

- The aim of the Sweet Adelines New Zealand Education Scholarship is to allow individuals to gain new skills, ideas and contacts that will:
- strengthen the music coaching ability and innovation of the recipient concerned
- improve the individual's skills with a view to them taking or having a leadership role on the RMT/New Zealand Faculty in the future
- Scholarships will have a significant impact on the future of the recipient by broadening the individual's skill base.

Objective

To provide opportunities for all members and Directors of Sweet Adelines New Zealand to have a period of training subsidised to the value of \$1,500. The training is expected to benefit both the Sweet Adelines New Zealand nationally as well as the individual, as the recipient would present a paper or similar at the next appropriate national education event.

The following is expected from the Scholarship recipient:

- Give a class in a Regional event when requested.
- Write a report on any training they have given.
- To grow and expand their knowledge to benefit Region 35 with this experience.
- To use their expertise with other choruses when requested.

The past recipients of Sweet Adelines New Zealand Education Scholarship Awards will assess the applicants. The Education Coordinator is to receive copies of all education materials received whilst at the training, for future use by the Region.

Applications

Application is made using the Sweet Adelines New Zealand Education Scholarship form that can be downloaded from the Regional website under Forms and Formal Documents/General Forms.

- Applications are to be sent before 30 September to: The Education Coordinator.
- The scholarship recipient will be notified before 1 February of the following year and the scholarship must be taken up before the 31 December of that year. Scholarship money is awarded to cover registration fees to attend a recognised educational event and to assist with travel expenses for this. The educational event will be nominated by the recipient on the application form and should be for educational events (as opposed to conventions) organized either regionally or internationally.
- Should these expenses not amount to \$1,500, the recipient may request that the remaining money be used for: Accommodation: up to 4 nights for weekend events. Accommodation will also be considered for two further nights, one prior to the event and one after the event at the recipient's

discretion. Taxi fares (to and from the airport and the site of the event), resource material (such as books or DVD etc to support the learning) - up to \$100.

- The scholarship monies will be paid at the time the successful applicant incurs the expenses relating to the application, upon giving the receipts to the Finance Coordinator.
- The applicant must provide invoices, receipts and a costs breakdown to the RMT Education Coordinator in support of the expenses paid from the scholarship funding within 30 days of the event.
- The recipient is to report to the Education Coordinator within one month of the educational event having taken place, to confirm what funding was received from all sources for all costs directly related to the educational event.
- In the event that the recipient has won financial support from another source to attend the same event, money not used will be reallocated back to Region 35 funds.
- If there are difficulties in taking up the scholarship because of illness then the successful applicant may ask for postponement of the scholarship.
- The application form can also be downloaded from the Regional website under Forms and Formal Documents/General Forms.
- All applications will be presented to the Selection Panel of previous recipients by the Education Coordinator.
- Applications are to be sent before 30 September to the RMT Education Coordinator.

Appendix 3 – Sweet Adelines New Zealand Style Guide: Brand material

Logo



Logo with contact details



sweetadsnz@gmail.com
sweetadelines.co.nz

sweetadsnz@gmail.com
sweetadelines.co.nz

Logo with tagline



Tagline

A cappella with attitude!

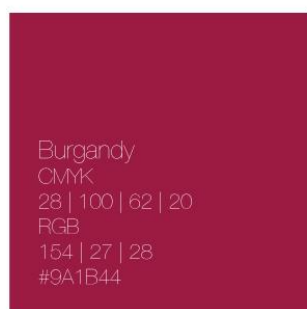
Font

Helvetica Bold **HELVETICA BOLD**
Helvetica Regular **HELVETICA REGULAR**
Helvetica Light **HELVETICA LIGHT**

Supporting graphic fonts

about sweet adelines
About Sweet Adelines

Colour palette



Mustard
CMYK
10 | 30 | 96 | 0
RGB
230 | 177 | 42
#E6B12A



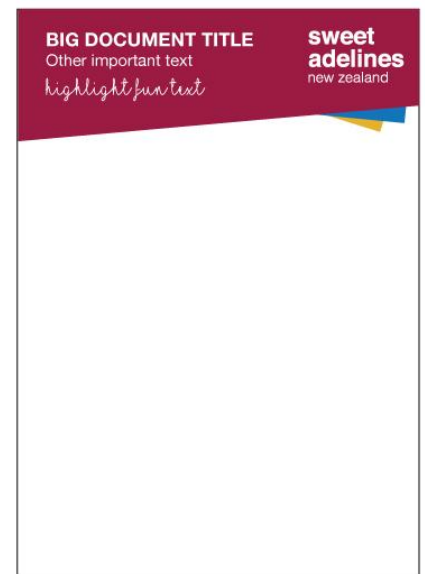
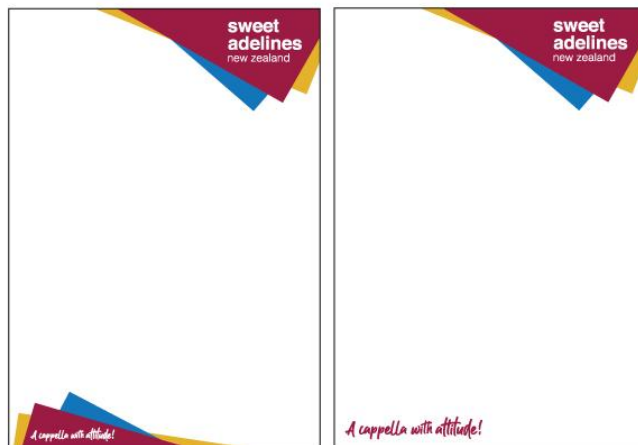
Blue
CMYK
85 | 50 | 2 | 0
RGB
31 | 117 | 183
#1F75B7



Pink
CMYK
0 | 71 | 43 | 0
RGB
241 | 111 | 117
#F16F75



Green
CMYK
74 | 25 | 78 | 8
RGB
73 | 139 | 93
#498B5D



Headers - Vertical and horizontal



Footers

sweetadsnz@gmail.com ■ sweetadelines.co.nz





Official Merit Award symbol

Sweet Adelines New Zealand claims copyright on all of the above graphics. Trade-marks are pending.

Official Communications

The font to be used for all Sweet Adelines New Zealand publications and communications is Helvetica.

All official communications must use the Sweet Adelines New Zealand letterhead, and be signed off 'on behalf of the RMT'. Approved fonts for text other than headings in all Sweet Adelines New Zealand communications (magazine, letters, memos, website, e-zines etc.) are Calibri, Tahoma or Verdana other 'clean' uncluttered modern fonts as approved from time to time. Examples of fonts that are NOT to be used are Times New Roman and other 'busy' or dated fonts. The reason for this is ease of reading, consistency and modern image.

Addaline

The Addaline is a twice-yearly publication made up largely of member contributions, hence its name derived from "add a line". Contributions are requested from the membership and these may comprise news stories from Choruses and/or individuals. Content is organised into a draft publication and approved by RMT. The purpose of the publication is to inform and entertain.

The Addaline is considered to be an official publication of Sweet Adelines New Zealand Region 35, and a digital copy of each publication must be provided to the following organisation:

Collection Management Librarian
Legal Deposit Office
National Library of New Zealand/Te Puna Mātauranga o Aotearoa
Department of Internal Affairs - Te Tari Taiwhenua
P O Box 12340, Wellington 6144

The Addaline is also to be placed on the Sweet Adelines New Zealand website following issue.

Currently the Marketing Coordinator, RMT, acts as editor for the Addaline and Addaline Lite (see below) and has assistance from members outside of the RMT.

Addaline Lite

The Addaline Lite is not in regular production but may be used again in the future.

The Addaline Lite replaced what was formerly called the Add a Line.

Team Talk

The Team Talk publication was introduced in 2019 and its main purpose is as a vehicle for the RMT to communicate information to the Region.

Sweet Adelines New Zealand Website

The website for Sweet Adelines New Zealand is www.sweetadelines.co.nz. The website is the joint responsibility of the Marketing Coordinator (for overall image, 'look and feel'), and the Communications Coordinator (for day-to-day content management), with input from the RMT as required. As much as possible, RMT will use the Sweet Adelines New Zealand website to communicate with the Region, provide information, music and tools, advertise events, and promote Sweet Adelines. Access to the members-only part of the Sweet Adelines New Zealand site will be provided only to actual Sweet Adelines New Zealand members with a Sweet Adelines membership number.

Social Media – Facebook, Twitter, Instagram

Sweet Adelines New Zealand manages a Facebook page which enables members to keep in touch with Sweet Adelines around NZ and the Sweet Adelines wide world, and share news and views and communicate. The Facebook administration rights will sit with the following RMT positions – Marketing Coordinator, Education Coordinator and Communications Coordinator, plus the daily bulletin person for Convention. The Marketing Coordinator also manages the Twitter account @sweetadsnz and the Instagram account #sweetadsnz on behalf of Sweet Adelines New Zealand.

Appendix 5 – Previous Award Recipients

Spirit of Sweet Adelines

| | |
|------|--------------------------|
| 2001 | Patti Cooke |
| 2002 | Jo Ellis |
| 2003 | Barbara Smith |
| 2004 | Jan Sheddan |
| 2005 | Sue Seawright |
| 2006 | Virginia Humphrey Taylor |
| 2007 | Kate Veeder |
| 2008 | Louise Hamilton |
| 2009 | Elizabeth Lee |
| 2010 | Toni Griffin |
| 2011 | Eileen Gordon |
| 2012 | Bernadette Takacs |
| 2013 | Violet Thomas |
| 2014 | Sandy Webster |
| 2015 | Claire Takacs |
| 2016 | Fy Tait |
| 2017 | Sharon Connor |
| 2018 | Miriam Spragg |
| 2019 | Angela Blank |
| 2020 | Mabel Knight |
| 2022 | Christine Godfrey |
| 2023 | Mary Ann Zorovic |
| 2024 | Lesley Standring |
| 2025 | Kate Sinclair |

Merit Pins

Criteria for presentation: Sweet Adelines New Zealand members considered by or recommended to the RMT to have made an outstanding contribution to the Region

The following have received a Merit Pin however the year awarded is not known:

| | | |
|-----------------|----------------|---------------|
| Louise Hamilton | Mabel Knight | Sharon Connor |
| Jo Maxwell | Dorothy Bisley | Angela Blank |
| Sue Seawright | Jan Sheddan | Sandy Gunn |
| Jo Ellis | Judith Eeles | |
| Melanie Fowke | Sue Rigby | |

| | |
|------|---|
| 2010 | Jan Malone, Beth Houlbrooke |
| 2011 | Lesley Standring. Christine Godfrey, Melody Lowe (RMT) |
| 2012 | Kerry Stewart, Jan Edgar (RMT) |
| 2013 | Patricia Veen (RMT) |
| 2015 | Melody Lowe (Service to YWIH) |
| 2016 | Leigh Whitelaw (RMT), Mabel Knight (RMT), Dina Wickers (33yrs, CAL & Historian) |
| 2017 | No awards |
| 2018 | David Brooks (Service to Region, Statistician & YWIH), Jocosa Bruce (RMT), Julie Scoggins (RMT), Miriam Spragg (RMT) |
| 2019 | Stella Nicholson (RMT Finance 4 years), Claire Takacs (Services as CC for many years & Afterglow Coordinator), Katrina Te Punga (RMT Communications 3 years), Patricia Veen (RMT 3 years including REC) |
| 2020 | Jessie Leov (YWIH 3 years), Sandy Gunn and Brianna Perry (Addaline production) |
| 2021 | Sarah Bennett (RMT) Bronwyne Albright (Service to YWIH and YSIH) |
| 2022 | Kerry Stewart (RMT) |
| 2023 | Jo Maxwell (RMT 6 years as Marketing coordinator) |
| 2024 | Miriam Spragg (services to Region 35 as Regional Management Team Membership Coordinator 6 years) and Leigh Whitelaw (services to Region 35 as Regional Management Team Coordinator 6 years) |
| 2025 | Mary Cave-Palmer (services to Region 35 as Regional Management Team Finance Coordinator) |

Sweet Adelines New Zealand Shooting Star

| | |
|------|----------------|
| 2023 | Leigh Agnew |
| 2024 | Jordan Ridgway |
| 2025 | Toni Dines |

Sweet Adelines New Zealand Rock Star

| | |
|------|------------------|
| 2023 | TeeJay Bannister |
| 2024 | Adrienne Windsor |
| 2025 | Kim Cairns |

Sweet Adelines New Zealand Education Scholarship

| | |
|------|------------------------------|
| 2001 | Prue Blythe |
| 2002 | Melody Lowe |
| 2003 | Dianne Bennett |
| 2004 | Sarah Rae |
| 2005 | Carolyn Currington |
| 2006 | Jocosa Lowe |
| 2007 | Patti Cooke |
| 2008 | Angela Tsai |
| 2009 | Not Awarded |
| 2010 | Traci Voss, Frances Williams |
| 2011 | Henri Hunkin |
| 2012 | Melina Perry |
| 2013 | Amy Brown |
| 2014 | Brianna Perry |
| 2015 | Cindy Chiu |
| 2016 | Kate Sinclair |
| 2017 | Kim Cairns |
| 2018 | Natasha Osman |
| 2019 | Kathy Jamieson |
| 2020 | Rowena Harper |
| 2022 | Suzanne Berresford |
| 2023 | Alex Charlton |

- 2024 Shelley Bascand
- 2025 Rachel Cadwallader

Sweet Adelines New Zealand Honourable Mention

Dates not known for some of these.

Lesley Standing (photo boards at convention)

Christine Godfrey (convention registrations)

Sharon Connor (SANZ website)

Deborah Kessell-Haak (copyright document)

Jocosa Bruce (AHA)

Dunedin Harmony Chorus (inaugural convention held in Dunedin)

2023 Miriam Spragg (Convention 2023)

2024 Clare Pascoe (services to Region 35 as Chair of 2024 Regional Convention, along with two previous regional conventions - in 2017 and 2019)

2025 Kerry Stewart and Jo Maxwell (in support of our 40th Anniversary Celebrations)

Sweet Adelines New Zealand Services to Young Women in Harmony

Charlotte Murray

Barbara Smith

Jo Ellis

| | |
|------|--------------------------|
| 2009 | Lynn Jamieson |
| 2010 | Shirley Eddy |
| 2011 | David Brooks |
| 2012 | Kate Veeder |
| 2013 | Brianna Perry |
| 2014 | Marilyn Baigent |
| 2015 | Melody Lowe |
| 2016 | Kate Veeder |
| 2017 | Joanna Lyes |
| 2018 | - |
| 2019 | Henrietta Hunkin-Tagaloa |
| 2020 | not awarded |
| 2022 | Jessie Leov |
| 2023 | Bernadette Takacs |
| 2024 | Bronwyne Albright |
| 2025 | Leanne Wheeler |