

Area 6 Chapter of Harmony, Inc.

AREA 6 MANUAL

Section 1

find your
VOICE



Harmony, Inc.

Revised, May 2016

AREA FOREWORD

The formation of Area 6 Harmony, Inc. was sanctioned by the International Board of Directors in November 1994.

Area 6 will consist of chapters in North Carolina, South Carolina, Tennessee, Alabama, Mississippi, Georgia and Florida.

The Area 6 Council consists of the Area Director, Secretary, Treasurer, all Chapter Presidents, Bulletin Editor, Education Coordinator, Manual Coordinator, Membership Coordinator, Parliamentarian, Public Relations Coordinator, Quartet Coordinator, Youth Outreach Coordinator, and Area Contest & Judging Chairman. Each Council Member except the Parliamentarian shall have a vote. The Area Director only votes in the event of a tie. Every Council Member should be present at all meetings.

Each will have an electronic copy of the Area 6 Manual. When changes or additions are made to the manual, members of the Area Council will be notified and a new electronic file will be sent to each Council Member.

THE CREED OF HARMONY, INC.

Harmony from our hearts, as well as voices;
Affection for each other, oft expressed;
Radiant with our love of barbershop;
Mindful of our principles and ideals;
Outstretched hands to every race and creed;
Neatness in our dress and in our thinking;
Young in heart, for singing keeps us young;
Inspired with our desire to grow and flourish;
Nourished by devotion to our music;
Constructive in our work for Harmony, Inc.

- **G. Ruth Geils; 1961**

STATEMENTS OF POLICY

General

1. If a Chapter President is unable to attend a council meeting, a chapter member may be selected to vote in her place as a delegate. The Alternate Delegate form is found on page 27.
2. The Area 6 Finance Committee will be comprised of the Area 6 Director, the Area 6 Treasurer, the Area 6 Secretary and Two Chapter Presidents appointed by the Area Director.
3. The Area 6 Council Coordinators shall be elected by the Council at the first Council meeting of the year. They shall serve for a period of two years. The Education Coordinator, Youth Coordinator and Public Relations Coordinator shall be elected in even years; the Quartet Coordinator, Bulletin Editor, Manual Coordinator and Membership Coordinator in the odd years. Those appointed by the Area 6 Director, the Secretary, Treasurer and Parliamentarian, shall be appointed by the Area 6 Director at the beginning of her term of office. These appointments shall be concurrent with the Area Director's term (from November to November) subject to ratification by the Area Council. The Area Contest & Judging Chairman is appointed by the International Contest & Judging Chairman and is not subject to approval by the Area Council. A member holding a position on the Area 6 Council must be at least 18 years of age.
4. The Area Director shall announce all openings to the membership at least 45 days prior to the elections.
5. The Area 6 Council will meet at least twice during a one-year period, once at AC&C and for an all-day session on the third Saturday in October.
6. Area 6 members communicating by e-mails shall place an identifier for Area 6 in the subject line.
7. The Area Council has affirmed the hosting of AC&C by The Convention Team with all other chartered chapters assisting.
8. Council meetings are open to all Harmony, Inc. members.
9. Because much of Harmony Incorporated's communication is done electronically, it is recommended that all persons serving on the Council have minimal computer skills and access to e-mail
10. All tobacco and/or non- tobacco smoking including but not limited to e-cigarettes be banned at Area 6 functions

11. Council members may use electronic devices to include phones to view reports and make notes during Council meetings. The device must be in mute and airplane mode.

Financial

1. The Area 6 Financial Records will be audited every two years (during even numbered years). The auditor shall be appointed by the Area Director. In the event that the Treasurer should find it necessary to resign her term of office an audit will be performed prior to transferring the records to a new Treasurer.
2. Profit from AC&C is split between general funds and Judges Training Program.
3. Area dues for renewing members are payable to Harmony, Inc. by March 15th each year in the amount of \$12.00 per member. Student (as defined by Harmony, Inc. criteria) Area dues will be one-half the amount paid by the regular membership. Each member of Area 6 must be current with her Area dues in order to compete at Area 6 Convention and Contests. Members joining after April 1st will be liable for Area dues by September 15th paid to Harmony, Inc.
4. Any member who does not pay dues by March 15th each year shall be assessed \$1.00 per member as a late fee.
5. Area 6 Council meeting rooms will be paid for by the Area treasury.
6. Area 6 medals with ribbon are priced at \$5.00 each.
7. AC&C budget will be reviewed at the Fall Council Meeting. The Finance Committee should receive the proposed budget at least two weeks prior to the council meeting.
8. The Area 6 treasury will pay \$300 total to prospective chapters to use for recruitment. The proposed chapter must submit a survey to Harmony Inc. stating their interest in and commitment to starting a chapter.
9. Council members will submit budget items to the Area 6 Treasurer by the February 1st due date.
10. An additional \$50.00 to be added to the budget for the Fall Council Meeting to be used for lunch expenses.
11. All requests for reimbursement must be submitted on a Request for Payment Form with receipts attached. These must be sent to the Area 6 Director for approval. (**see attachment #1.1**)

Area Convention & Contest

1. All Harmony, Inc. members attending Area 6 AC&C must purchase an All Events Pass (AEP). The cost of an All Events Pass for a youth member will be determined by adding the cost of the dinner to 50% of the original AEP. All Events Passes are transferable but not refundable.

2. The cost of trophy engraving will be paid by the Area 6 Treasury if the bill is submitted to the Area 6 Treasurer by August 1st in the year in which it is presented.
3. The cost of contest audiotapes for each contestant (chorus or quartet) is covered by the technician's contract.
4. The ACJC is to ensure the providing of scoring summaries for both Quartet and Chorus contests to each person attending AC&C.
5. The Convention Team will be responsible for obtaining a photographer to take photographs of contestants and council members as determined by the Contest schedule. One set of these photographs will be provided by the Area for the History Book. Individuals may also purchase photographs.
6. The Convention Team shall manage the Contest Weekend with all other chapters assisting with various functions.
7. Should The Convention Team wish to change any proceedings from the format contained in the Hostess Guide, approval must be obtained from the Area Director and the ACJC.

Area 6 Harmony Judges Training Program

1. In an effort to encourage and assist Certified Judges and Judging Candidates, Area 6 will establish a fund for their use from the profits of Area 6 AC&C.
2. All Certified Judges and Judging Candidates who are members in good standing that live in Area 6 will be notified by the Area 6 Director by July 15th that funds are available. The due date for requests from Certified Judges or Judging Candidates will be October 1st.
3. The Area 6 Director will report at the Fall Council meeting the number of applicants who have requested assistance.
4. After reviewing the requests, each eligible applicant will receive an equal amount as determined by the Finance Committee.
5. Any balance remaining in this fund will be carried forward to the next year. This would allow the fund to continue if there should be a year when AC&C suffers a loss.

Expenses of Area 6 Council Members

1. The Finance Committee may approve additional expenses for the Area 6 Director, as needed. The following do not require Finance Committee approval:

- a. all expenses related to Area 6 mailings.
 - b. Telephone calls to Area 6 Chapters regarding Area 6 business.
 - c. Telephone calls to Area 6 Council members.
 - d. travel, meals and lodging for Area 6 educational events.
2. The Area Director may approve expenses for Area 6 Council Members for:
 - a. Reimbursement of out-of-pocket expenses incurred conducting Area 6 business.
 3. The Area Treasurer will pay mileage reimbursement following the current Harmony, Inc. rate.
 4. The sum of \$450.00 will be allocated to compensate the Area Director for expenses incurred after the International Board of Directors meeting at International Convention if she is not present as a contestant with her chapter.
 5. Area 6 will reimburse the ACJC for expenses incurred at AC&C as follows: If attending with her chapter, the Area pays one-half of her room expense plus per diem and travel. If she is attending without her chapter full expenses are paid.
 6. Area 6 will pay expenses for ACJC to attend training sessions as scheduled by the ICJC whenever funds are available.
 7. Youth Coordinator is allowed \$200 for music expenses.
 8. Historian is allowed \$25 for expenses.
 9. Area 6 does not pay for travel expenses to and from Area Council Meetings except for the Area Director.

NOTE: All requests for reimbursement must be submitted on a Request for Payment Form with receipts attached. (see Attachment #1.1)

**AREA 6 COUNCIL
AND
AREA 6 CHAPTER LIST**

Area Director.....	7
Secretary.....	9
Treasurer.....	10
Chapter Presidents.....	11
Bulletin Editor	12
Education Coordinator.....	13
Manual Coordinator.....	15
Membership Coordinator.....	16
Parliamentarian.....	17
Public Relations Coordinator.....	18
Quartet Coordinator.....	19
Youth Outreach Coordinator.....	20
ACJC.....	21
The Convention Team.....	22
Associate Coordinator.....	23
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Current Area 6 Chapter List:
 Atlanta Harmony Celebration!
 Georgia Connection
 Harmony Sound Waves
 Sisters of Sound

AREA DIRECTOR

In the interest of Harmony and growth in Area 6, the Area Director is asked to:

1. Appoint a Secretary, Treasurer and Parliamentarian at the beginning of her term of office.
2. Serve on the Finance Committee and appoint two Presidents to the Committee.
3. As Director, preside over two Area Council meetings a year.
4. Appoint replacements to fill vacancies – subject to Council approval.
5. Announce all Council openings to the membership at least 45 days prior to the elections (as outlined in Statements of Policy – General, Section #3) and request that candidates file the required Nomination Form (see Attachment #1.2).
6. Create and submit all ballots to Area and Area Council for voting, forwarding replies to Parliamentarian for tabulation.
7. Request Annual Reports from Assistants, Advisors and Chapter Presidents to be presented at the Area 6 Council Meeting in April.
8. Approve the Agenda for Area 6 Council Meetings as prepared by Secretary.
9. Keep an updated Area Manual in her possession.
10. Be a member of the Harmony Inc. International Board of Directors (IBOD) and attend the two meetings per year. It is suggested that she keep in contact with the other Area Directors during the year.
11. Adjudicate and/or mediate any inter-chapter issues. Assist chapters with administration or problem solving.
12. Monitor the Area Website to ensure the information is up-to-date, accurate and in keeping with Harmony, Inc. standards and policy. The Area Director will hold the password used for security in the files so there will be two people (and only two people) who have it.
13. Clear the dates of all Harmony, Inc. functions in her Area that do not affect other Areas or International Board Members. These will include show dates, inter-chapter nights, etc., keeping in mind the holidays of the countries included in her Area, and major events of the Barbershop Harmony Society that might affect our members or might make needed personnel unavailable. No chapter functions may be scheduled or cleared for the Annual International Convention weekend. She will inform the Executive Secretary when a date has

been cleared through her office. The term 'clear' is defined as knowing the dates, time and location as the information is published through the corporate office.

14. Issue periodic reminders to chapter presidents and area events chairmen, that presentations within her Area, by individuals or groups, be appropriate and in keeping with Harmony, Inc. Code of Ethics. She will ensure that a guideline is established to deal with complaints of unethical behavior.
15. Ensure that Prospective and Affiliate Chapters are informed of Area events and invited to participate.
16. Seek the advice of the International President, when dealing with issues of a sensitive nature pertaining to her Area.
17. Educate Chapters regarding copyright laws in order to protect their members and ensure that they are following correct protocol for legal music and copyright laws. (Annual 2003)
18. Conduct the Installation of Chapter Officers at AC&C.

Elected by: Area 6 Membership

Term: 2 years

Area 6 Director Expenses

1. Printing, photocopying, postage
2. Telephone calls
3. Travel, meals and lodging to Area 6 education events, Council meetings and AC&C
4. Room, meals, All Events Pass at IC&C after IBOD meetings are concluded if not competing

SECRETARY

In the interest of Harmony and growth in Area 6, the Secretary is asked to:

1. Handle any correspondence as directed by the Area 6 Director, send her a copy of all correspondence and maintain complete correspondence and information files.
2. Request agenda items from chapters and Council members, and prepare agenda for Area Council Meetings.
3. All annual reports of Area 6 Council members will be emailed to the Secretary to be included in her email of agenda and financial reports.
4. Create assignment list based on Council Meeting Minutes.
5. Attend Area 6 Council Meetings and take complete and accurate minutes.
6. Be responsible for the distribution of the minutes along with an approval form within 30 days of the meeting.
7. Submit an annual report to the Area 6 Director to be presented at the Area 6 Council meeting in April.
8. Maintain a directory of the Area 6 Council members.
9. Send a reminder by March 1st to all chapters that the deadline for paying Area dues is March 15th.
10. Area 6 Secretary will serve on the Finance Committee.

Appointed by: Area 6 Director
Term: 2 years (same as Area Director)

TREASURER

In the interest of Harmony and growth in Area 6, the Treasurer is asked to:

1. Be custodian of all Area 6 funds, receiving and disbursing funds as directed by the Area 6 Council.
2. Maintain an Area 6 checking account and be empowered to sign checks.
3. Serve as a member of the Area 6 Finance Committee.
4. Prepare an annual budget, to be sent to the Finance Committee by March 1st.
5. Keep the Area 6 Director informed of the Area's financial status prior to Council meetings.
6. Attend all Area 6 Council meetings and give an itemized financial statement, and ensure that Area 6 checkbooks are available at each Area 6 Council meeting.
7. Send the Area 6 Director a copy of all correspondence and maintain complete financial, correspondence and information files.
8. Have the Area 6 books audited every two years (during even numbered years).
9. At the end of the fiscal year, prepare a complete financial statement to be presented at the Area 6 Council meeting in April.
10. Prepare a proposed budget for AC&C to be presented to the Area 6 Council at the fall meeting. Request information from the AC&C Chairperson for any additional information that you may need to prepare the budget for approval.

Appointed by: Area 6 Director
Term: 2 years (same as Area 6 Director)

CHAPTER PRESIDENTS

In the interest of Harmony and growth in Area 6, the Chapter Presidents are asked to:

1. Keep the Area 6 Director informed of any changes in membership new and loss of members in their chapter.
2. Attend Area 6 Council meetings (held twice a year). If unable to attend, send a delegate (see form, Attachment #1.3).
3. Clear "Show" dates with the Area 6 Director.
4. Designate a chapter member to send chapter news to the Area 6 Bulletin Editor.
5. Submit an annual report to the Area 6 Director. This report will be emailed to the Area Secretary by a deadline established to coincide with the distribution of the agenda. The outgoing president is responsible for this report.
6. Submit chapter roster to Area Treasurer with Area dues renewal by March 15th each year. Also submit a chapter roster to the Area 6 Director.
7. Submit a list of Board members to the Area 6 Director by April 1st.
8. Attend IC&C Delegate meeting. If unable to attend, send a delegate (see form, Attachment #1.4).
9. Make minutes of the Council meetings available for members to read.
10. If a chapter has questions/issues, the President should contact the Area Director for assistance.

Elected by: Chapter membership

Term: 1 year

BULLETIN EDITOR

In interest of Harmony and growth in the Area 6, the *Southern Exposure* Editor is asked to:

1. Encourage Council members, Chorus Directors, Chapter Board members and Chapter Bulletin Editors to contribute meaningful articles for publication.
2. Publish four issues during the calendar year. Style and format are up to the Editor. Postmarks for the submission of articles are published in each issue for the following issue. Distribution dates are January 1, April 1, July 1 and October 1.
3. Publish articles that reflect the true meaning and purpose of Harmony, Inc. All articles will be credited with either an individual's name or a chapter's name.
4. Edit, not simply publish everything submitted. It is her privilege to correct spelling and grammatical errors, as well as to delete or condense articles. She must exercise consideration and discretion when editing articles and be careful not to delete any pertinent information or facts.
5. Send electronic copies of *Southern Exposure* to Area 6 Chapters; The Area 6 Website person, Associate Members, and to each prospective Chapter in Area 6. Also send one copy to each Area Director, International President, Editor of The Key-Note.
6. Attend all Area 6 Council meetings.
7. Send a copy of all correspondence to the Area 6 Director and maintain complete correspondence and information files.
8. Submit an annual report to the Area 6 Director. This report will be emailed to the Area Secretary by a deadline established to coincide with the distribution of the agenda.

Elected by: Area 6 Council (odd years)

Term: 2 years

EDUCATION COORDINATOR

In the interest of Harmony and growth in Area 6, the Education Coordinator is asked to:

1. Work closely with the ACJC and Area Director to determine what classes would work well for the Area and send information to The Convention Team. See AC&C Manual page 9.
2. Send, annually, a questionnaire to all Area 6 Chapter Presidents requesting input on their chapter's specific educational needs.
3. Subscribe to *The Harmonizer*, the official publication of the Barbershop Harmony Society.
4. Submit article for Southern Exposure at least annually.
5. Send a copy of all correspondence to the Area 6 Director and maintain complete correspondence and information files.
6. Attend all Area 6 Council meetings.
7. Submit an annual report to the Area 6 Director. This report will be emailed to the Area Secretary by a deadline established to coincide with the distribution of the agenda.
8. Submit an annual budget request to the Area Treasurer by February 1st

Elected by: Area 6 Council (even years)

Term: 2 years.

HISTORIAN

In the interest of Harmony and growth in Area 6, the Historian is asked to:

1. Keep records of all Area 6 activities including when and how Area 6 started and the names of the Officers of Area 6 each year. Record the names of all Chapters in the Area and information about each Chapter's origin.
2. Maintain a scrapbook of newspaper clippings, pictures and publicity from all Area 6 functions.
3. Maintain the audio/visual history of Area Contests including audio tapes and DVDs when available.
4. Ask each Chapter of each Area 6 event to provide pictures.
5. Display the History Book and Scrapbooks at all Area 6 functions.
6. Attend all Area 6 Council meetings.
7. Submit an annual budget request to the Treasurer by February 1st
9. Submit an annual report to the Area 6 Director. This report will be emailed to the Area Secretary by a deadline established to coincide with the distribution of the agenda.

Elected by: Area 6 Council (even years)
Term: 2 years

MANUAL COORDINATOR

In the interest of Harmony and growth Area 6, the Manual Coordinator is asked to:

1. From Council Meeting minutes make changes to Manual as needed and distribute changes to Area 6 Manual holders and advise them to update their manuals promptly.
2. Make changes to the Area 6 Manuals of the recipients of the Area 6 trophies and awards immediately following Area 6 AC&C and distribute changes to all Council members and the website person.
3. Maintain the Area 6 Manual. Distribute any changes electronically.
4. Provide new chapters with a manual electronically.
5. Attend all Area 6 Council meetings.
6. Send a copy of all correspondence to the Area 6 Director and maintain complete correspondence and information files.
7. Submit an annual report to the Area 6 Director. This report will be emailed to the Area Secretary by a deadline established to coincide with the distribution of the agenda.

Elected by: Area 6 Council (odd years)

Term: 2 years

MEMBERSHIP COORDINATOR

In the interest of Harmony and growth in Area 6, the Membership Coordinator is asked to:

1. Promote general development and growth of membership in the area.
2. Contact all Area 6 Chapters and offer assistance in building and maintaining membership and explaining that the chapter is financially responsible for any fees and/or expenses involved. Obtain the name and contact information for the chapter membership person following AC&C.
3. Attend all Area 6 Council meetings.
4. Send articles pertaining to this position to the Area 6 Bulletin Editor.
5. Send a copy of all correspondence to the Area Director and maintain complete correspondence and information files.
6. The Membership Coordinator should request an update on membership every quarter (4-1 to 3-31) from the chapters membership chairperson, to keep up with growth all year. Compile information and send report to the Area Director each quarter.
7. Submit an Annual Report to the Area 6 Director. This report will be emailed to the Area Secretary by a deadline established to coincide with the distribution of the agenda.
8. Request current membership roster, including Associates, from the Area Director each April 1st
9. Request a report from each Chapter Membership Chair describing membership recruitment and retention activities during the year.

Elected by: Area 6 Council (odd years)
Term: 2 years

PARLIAMENTARIAN

In the interest of Harmony and growth in Area 6, the Parliamentarian is asked to:

1. Attend all Area 6 Council meetings serving as advisor on all parliamentary matters. The Area 6 Manual and *Roberts' Rules of Order, Newly Revised*, will be her reference materials.
2. During council meetings the Parliamentarian should maintain a list of persons wishing to speak on an issue. She must control the order of speakers and advise speakers not to reiterate information multiple times. Maintain order during the meetings.
3. Receive from Area Director and tabulate all ballots, whenever Area 6 holds a membership vote. This includes any electronic voting that may occur.
4. Submit articles pertaining to her position to the Area 6 Bulletin Editor.
5. Assist prospective chapters in Area 6, upon request, in writing chapter Bylaws and Standing Rules.
6. Send a copy of all correspondence to the Area 6 Director and maintain complete correspondence and information files.

Appointed by: Area 6 Director
Term: 2 years (same as Area 6 Director)

PUBLIC RELATIONS COORDINATOR

In the interest of Harmony and growth in Area 6, the Public Relations Coordinator is asked to:

1. Promote Harmony, Inc. in the Area especially during the second week in February, which is *Harmony Awareness Week*. Any material intended for the Area 6 Website must be approved by the Area Director.
2. Contact all Area 6 Chapters and offer assistance in publicizing Harmony, Inc. in their localities, explaining that the chapter is financially responsible for any fees and/or expenses involved. Obtain name and contact information for the Chapter Public Relations person following AC&C.
3. Attend all Area 6 Council meetings.
4. Send a copy of all correspondence to the Area 6 Director and maintain complete correspondence and information files.
5. Submit an annual report to the Area 6 Director. This report will be emailed to the Area Secretary by a deadline established to coincide with the distribution of the agenda.
6. Coordinate with the ACJC and Convention Chair regarding the need for signs and placement of same for the site before and after contests.
7. Write an article for the upcoming Southern Exposure and E-Note.
8. Submit a final report to the AC&C Chairman within two (2) weeks of contest.

Elected by: Area 6 Council (even years)

Term: 2 years

QUARTET COORDINATOR

In the interest of Harmony and growth in Area 6, the Quartet Promotion Coordinator is asked to:

1. Promote, encourage and advise quartets, or assist them in obtaining needed advice.
2. Encourage quartets to register with Harmony, Inc. by January 31st of each year, and to keep her advised of any personnel changes within the quartets.
3. Encourage quartets to take advantage of Area 6 and International education events and contests.
4. Work with Chorus Directors to encourage quartet promotion activities at rehearsals.
5. Be familiar with International and Area 6 Quartet protocol and contest rules.
6. Submit articles and news items pertaining to quartet singing to the Area 6 Bulletin Editor.
7. Attend all Area 6 Council meetings.
8. Send copies of all correspondence to the Area 6 Director and maintain complete correspondence and information files.
9. Submit an annual budget request to the Treasurer by February 1st
10. Submit an annual report to the Area 6 Director. This report will be emailed to the Area Secretary by a deadline established to coincide with the distribution of the agenda.

Elected by: Area 6 Council (odd years)

Term: 2 years

YOUTH OUTREACH COORDINATOR

In the interest of Harmony and growth in Area 6, the Youth Outreach Coordinator is asked to:

1. Provide support to all Area 6 chapters to develop Youth in Area 6.
2. Attend all Area 6 Council Meetings.
3. Submit articles pertaining to her position to the Area 6 Bulletin Editor.
4. Submit an annual budget request to the Treasurer by February 1st
5. Send a copy of all correspondence to the Area 6 Director and maintain complete correspondence and information files.
6. Submit an annual report to the Area 6 Director. This report will be emailed to the Area Secretary by a deadline established to coincide with the distribution of the agenda.
7. Keep in contact with International Youth Outreach Coordinator for current ways to implement youth outreach events within the area.
8. Build a professional working relationship with BHS and SA organizations within the area to assist in joint youth outreach activities.
9. Organize and maintain the **Youth And Loving Links (YA'ALL)** chorus to perform at AC&C. Copy the Area Director and AC&C Chairman on all related correspondence.
10. See AC&C Manual page 13.

Elected by: Area 6 Council (even years)
Term: 2 years

AREA CONTEST AND JUDGING CHAIRMAN

1. The Area Contest and Judging Chairman (ACJC) is appointed by the International Contest and Judging Chairman (ICJC) and she is a member of the International Contest and Judging Committee.
2. The ACJC's activities are monitored by the ICJC who is responsible for any necessary training. Expenses for attending training sessions are the responsibility of Area 6.
3. Submit estimated AC&C judging expenses to the Treasurer by February 1st.
4. Specific duties of the ACJC are found in the AC&C Guide.
5. The ACJC attends all Area 6 Council Meetings.

Appointed by: ICJC
Term: One year (November to November)

At the September 2013 meeting of the Area 6 Council, it was voted to adopt an Area 6 Convention Team method of administering Area Convention and Contests.

The **Area 6 Convention Team** consists of the following positions:

General Chairman	Area 6 Director
Area 6 Contest and Judging Chairman	Area 6 Treasurer
Area 6 Registrar	

In addition there will be a Chapter Liaison for each Area 6 Chapter and each Chapter will be assigned a specific task for AC&C.

Also included are some Area 6 Council members who have duties specific to AC&C. They are:

PR/Marketing Coordinator	Responsible for creation and placement of signage
Youth Outreach Coordinator	Plans an opportunity for youth members to perform at AC&C

ASSOCIATE COORDINATOR

In the interest of Harmony and growth in Area 6, the Associate Coordinator is asked to:

Attend Area 6 Council meetings twice a year; if unable to attend send an alternate delegate (see attachment #1.3)

Maintain a current list of Associates and keep the Area Director informed of any changes.

Communicate all Area information to Associates in a timely manner.

Gather information from Associates as needed.

Designate an Associate to send news to the Area 6 Bulletin Editor.

Assist in the collection of Area dues and provide assistance to Associates as needed.

Encourage Associates to participate in Area activities.

Submit an annual report to the Area 6 Director. Report to be e-mailed to the Area Secretary by a deadline established to coincide with the distribution of the April agenda.

Make minutes of Council Meetings available to Associates.

Contact Associates, collect funds and submit registration form for AC&C.

Elected by the Area 6 Council
Term: two years (Even years)

HOSTESS GUIDE

FOR THE AREA 6 COUNCIL FALL MEETING

The Area 6 Council meets twice a year. Once at the Area 6 Convention and Contests (AC&C) and again on the third Saturday in October.

Area 6 Chapters hostess the fall meeting on a rotating basis. The Hostess Chapter is announced at the April meeting.

The responsibilities of the Hostess Chapter include, but are not limited to the following:

Arrange for a location for the meeting, there are currently 17 positions on the Council

Since Area 6 Council meetings are open to all Area 6 members, it is advisable to select a hall as opposed to a home. This allows more space for visitors.

Arrange for overnight housing for those attending the meeting.

Traditionally Hostess Chapter members have opened their homes for those needing housing. Information for local hotels should be available for those who choose that option. Area 6 does not cover expenses for those attending the meeting.

Provide lunch for Council members in attendance. Each year the budget includes a \$50.00 donation to the meeting place and \$50.00 for food. Any exceptions to this budget must be approved by the Finance Committee before extra funds are spent.

One month before the scheduled meeting the Hostess Chapter will notify the Area 6 Director of the location of the Council meeting and any other plans that are in place.

At least three weeks prior to this meeting the Hostess Chapter shall contact all Council members to determine who will attend and who will not; location and time of meeting, determine who needs housing on Friday and/or Saturday nights and who may have food allergies.

The Area 6 Director shall receive copies of all correspondence related to this meeting. The Area 6 Director and the Area 6 Treasurer shall receive a Request for Payment Form and receipts for all money spent before reimbursement can be made.

AREA 6 IMPORTANT DATES

January	27	Deadline for return of Harmony Inc. nomination forms to Nominating Committee Chairman and Executive Secretary
February	1	Submit budget requests to Treasurer Harmony Awareness Month
	21	Contest entry form deadline for Choruses & Quartets
March	15	Membership renewals to Executive Secretary Area dues to Area Treasurer
April	1	Start of new Fiscal Year
		Annual Chapter Written Reports due to be sent with April Agenda
	5	Contest Song Registration AC&C – third weekend unless it holds a religious holiday; then the first full weekend
		International Contest Entry Forms due postmarked no later than 15 days after AC&C
May		
June		
July		

August		
September		
October		Council meeting to be held on the third Saturday in October each year.
November		International Convention and Contests in Louisville, Kentucky, 2014
December		

Attach original receipts to back of form at this corner.

AREA 6 REQUEST FOR PAYMENT FORM

Name: _____

Position: _____

Date: _____

EVENT: _____

Description of expenses
(Note: Use one "Request for Payment" Form per event.)

	Description	Amount
1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
	TOTAL EXPENSES	\$ _____

Make check payable to: _____

Please fill out in triplicate. Forward original receipt(s) and two copies of Request for Payment form to the Area 6 Director to the following address: Carol Jackson, 13036 Loblolly Lane, Clermont, FL 34711. Keep one copy of this form for your records.

* **For Area Director /Treasurer Use only**

Area 6 Dir.
Treasurer

Approval: _____ **Date:** _____
Date paid: _____ **Check #:** _____

Attachment #1.2

NOMINATION FOR AREA 6 COUNCIL ELECTIONS

Nominee for _____
Council Position

Name of Nominee

Telephone

Street Address

E-Mail Address

City/State/Zip Code

Signature of Nominee

Chapter Name

This nominee is a member in good standing as of _____
Date

Signature of Chapter President

Signature of Chapter Secretary

Fill out in triplicate. Keep one copy for your records. Forward two copies to the Area Director.
Area 6 does not pay for travel to and from Council Meetings except for the Area Director.

FORM FOR ALTERNATE DELEGATE

This form is to be used if Chapter President is unable to attend Council Meetings.

The voting privileges of chapter members shall be exercised through the votes of the Chapter Presidents, serving as delegates at the Area 6 Council Meetings. Should the Chapter President be unable to attend, the chapter shall have the opportunity to send an alternate delegate who shall assume the voting rights of the President. Any alternate must present a copy of this form signed by the chapter Secretary and President before she can vote.

_____, a member in good standing of the
Name of alternate delegate & e-mail address
_____ of _____
Chapter Name **City and state**

Has been appointed to represent this chapter at the _____ Area
Council Meeting. Date

Signed:

Chapter Secretary

Chapter President

Attachment #1.4



Harmony, Inc.

Official Credential Form
For Alternate Delegates

(To be used if Chapter President is unable to attend Delegates Meeting.)

"The voting privileges of the regular members shall be exercised through the votes of the Chapter Presidents, serving as Delegates to the Convention at the Annual Membership Meeting. Should the Chapter President be unable to attend, the chapter shall elect an alternate, who shall have full voting rights. Said alternate shall present credentials signed by the Chapter Secretary to the Executive Secretary." Bylaws of Harmony, Inc., Article X, Section 1

This Official Credential Forms, properly certified, must be presented to the Executive Secretary or her representative at the Annual Delegates' Meeting. Any alternate Delegates who does not present this Official Credential Form will not be recognized as an Official Delegate and will not have voting privileges. Delegates to the Annual Delegates Meeting will also serve as Delegate at the Annual Membership Meeting.

Executive Secretary/Date

Signature of Alternate Delegate

Street Address

City, State/Province Zip/Postal Code

US Canada

E-Mail Address _____