

AGEHR Area XII Rules of Procedure

Revised April 2010

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I. Area XII Guidelines

A. Administrative Policy

1. The Mission of Area XII is to educate, motivate, and nurture fellowship, joy, and excellence in handbell and handchime music. (369)
2. The primary objectives of the organization shall be to educate and to promote the exchange of ideas relating to handbell and handchime ringing and to sponsor educational activities which exclude direct competition between handbell and handchime choirs, ensembles and/or ringers. (Bylaws I, B)
3. In no way shall Area XII become separate from or work at cross-purposes with AGEHR Inc., of which it is a part. (Bylaws I, C)
4. The Area XII Board of Directors shall establish documents necessary for implementing the provisions of these Bylaws and for governing Area XII. These shall include Rules of Procedure, Book of Motions and any other official documents approved by the Area XII Board of Directors. (Bylaws V, A)
5. All monies collected and administered by Area XII shall be used in a manner consistent with the objectives of AGEHR, Inc. as stated in the Area XII Articles of Association. (Bylaws I, C)
6. Articles of Association for AGEHR, Inc., Area XII were submitted and approved. (6/00)
7. Employee I.D. Number (IRS Account #) is 95-3347050 and is listed with IRS as A.G.E.H.R., Inc. Area XII. (5/79)
8. The State Registration Number of Area XII is D9786061.
9. For insurance reasons, no alcoholic beverages are to be served by AGEHR at any AGEHR activity. (4/90)
10. The Area XII mailing address shall be the Area XII Chair's address. The official address according to the State and Federal tax records is the Treasurer.
11. The Area XII non-profit bulk mail permit mailing address shall be determined by the Executive Committee.
12. Area XII shall accept the \$1000.00 deductible liability required by the insurance policy adopted for AGEHR, Inc. (261)
13. The rules contained in Robert's Rules of Order, most recently revised, shall govern Area XII in all cases where they are applicable and when they are not inconsistent with these Bylaws, Rules of Procedure or other official documents adopted by Area XII. (Bylaws V, C)
14. Any Area XII retailer who so requests will be authorized to sell Area XII logo watches. (318)

I. Area XII Guidelines

B. Membership

1. Members of AGEHR, Inc. who reside in the geographical area designated by AGEHR, Inc. as Area XII (California, Nevada, Hawaii, and Guam) shall be members of Area XII. (Bylaws II, A)
2. Voting membership of Area XII shall be consistent with the definition of voting members as specified by AGEHR, Inc. (Bylaws II, B)
 - a. A member in good standing is one who is current in the AGEHR, Inc. dues and has no other outstanding financial obligation to Area XII or AGEHR, Inc. (Bylaws II, B1)
 - b. Membership categories and privileges shall be consistent with AGEHR, Inc. membership policies. (Bylaws II, B2)
3. Members of Area XII shall be organized into regions, with further subdivisions possible at the discretion of the Area XII Chair and with the approval of the Area XII Board of Directors. (Bylaws II, C)
4. New Area XII members shall be sent a new member packet to include: (79, 90, 209)
 - a. A cover letter of welcome.
 - b. The name and contact information for their Area XII Regional Coordinator
 - c. The AGEHR Copyright statement.
 - d. AGEHR online information and services.
 - e. An Area XII pin.
 - f. Other promotional items as desired.
5. Area XII shall encourage promotional pricing for joining AGEHR or renewing membership for Guild-sponsored/endorsed events; for example, the combined price for non-membership registration and new/renewing AGEHR membership is less than the member's registration fee and membership cost when purchased separately. (85)
6. Any AGEHR member may request mailing labels provided at a cost determined by the Area XII Membership Chair. (31, 33, 34, 75, 119, 193)
7. The Communications Director will list new Area XII members (names, organizations, and cities only) on the Area XII Web site.

I. Area XII Guidelines

C. Finances

1. The fiscal year of Area XII shall begin September 1 and extend through August 31. (Bylaws V, B)
2. In the event of the dissolution of Area XII or any region within Area XII, all assets of that unit of the Association remaining after the settlement of valid claims shall be transferred to the next higher level of AGEHR. (Bylaws VII)
3. The Area XII Board of Directors shall approve a budget generated by the Area XII Treasurer at the first Area XII Board of Directors meeting of the fiscal year.
4. The Area XII budget shall include a line item for MENC membership dues. (322)
5. The Area XII Chair must approve all non-budgetary expenditures of Area XII funds in excess of \$300. This can be in the form of a motion in the minutes or a signature on the requisition form.
6. At the beginning of the term, the incoming Area XII Chair and the incoming Area XII Treasurer shall arrange for a disinterested, qualified party to conduct an audit encompassing the preceding two years. (9/95)
7. Each incoming Area XII Chair shall appoint a Finance Investment Committee or Financial Advisor to make recommendations to the Area XII Board of Directors for action concerning investment of Area XII funds. The Finance Investment Committee/Financial Advisor shall:
 - a. Be appointed for two years corresponding to the term of each Area XII Chair.
 - b. If a committee, consist of the Area XII Treasurer, who will serve as Committee chair, and two other members, one of which must be an Area XII Board of Directors member. (164)
8. The Area XII Board of Directors shall act on the recommendation of the Finance Investment Committee/Financial Advisor concerning investment of Area XII funds.
9. The Area XII Chair shall be the designated person to approve AGEHR sponsored or endorsed events. (4/91)
10. Area XII shall produce at least one Area XII conference biennially in the even-numbered years. These events should produce sufficient revenue to support the financial needs of Area XII for the ensuing two years. (332)
11. Money raised from Area XII sponsored workshops shall go to the Area XII Treasury. (4)

I. Area XII Guidelines

D. Expenses & Income

1. All deposits and claims for reimbursement from Area XII funds shall be budgeted or pre-approved by the Board and shall use the Area XII Treasury Requisition form.
 - a. Each bill or receipt shall be listed individually.
 - b. All products or services for each bill or receipt shall be itemized.
 - c. If a bill or receipt is unavailable, an itemized, signed, and dated statement must be submitted in place of that bill or receipt.
 - d. Deposits must reference the conference/class.
2. Receipts for Area XII reimbursement should be submitted for payment within ninety (90) days. (219)
3. Reimbursable transportation costs will be reimbursed by mileage allowance or full-fare coach air travel, whichever is least. This includes expenses incurred by Area XII Board of Directors on approved Area XII business, including traveling to and from Area XII Board of Directors meetings.
4. Area XII mileage allowance for reimbursement is the current IRS allowance. (325)
5. Alcoholic beverage costs will not be reimbursed. (6/95)
6. Normal event expenses may include but are not limited to:
 - a. Transportation, housing and/or meals for conference clinician(s).
 - b. Copying.
 - c. Materials.
 - d. Conference clinicians' honorarium.
 - e. Janitorial fees, facility use fee, equipment rental.
 - f. Refreshments, meals for Area XII Board meetings.
 - g. Publicity, letters, supplies, postage.
 - h. Telephone calls.
 - i. Name tags.
 - j. Shipping (music packets).
 - k. Miscellaneous (itemized and pre-approved).

I. Area XII Guidelines

E. Assets

1. The Area XII Treasurer will be responsible for maintaining a current inventory of transferable property owned by Area XII. (94)
2. No member of the Area XII Board of Directors is to be held responsible for any Guild material destroyed by fire, natural disaster, or theft while in his/her possession. (372)
3. The Area XII Chair shall be responsible for engraving the ceremonial B# bell prior to each conference. (320) The engraving shall include the city, state, and year of each Area XII conference, beginning with Honolulu, Hawaii, 1980. No month is to be included. (18) The Area XII Chair is the custodian of the B# bell.
4. The Area XII University of California Medal shall be kept with the Area XII Ceremonial B# bell. (19).
5. Area XII owns sets of handbells, handchimes, and other equipment. The current list of assets is listed in the current tax return. The Treasurer will provide a copy of this list of assets to all board members each year.
6. The Area XII Bells in Education Coordinator is the custodian for the Area XII Educational Bell Loan Program handbell and handchime equipment. The Area XII Bells in Education Coordinator is responsible for examining the equipment annually. Repair costs will be paid by Area XII.

I. Area XII Guidelines

F. Amendments and Revisions of Area XII Bylaws

1. Amendments and revisions to the Bylaws may be initiated by an Area XII voting member, a committee appointed by the Area XII Chair, or by the Area XII Board of Directors. (Bylaws VI, A)
2. The Secretary shall be responsible for coordinating any modifications and updates to the Area XII Bylaws, following the approval guidelines described in the bylaws. The Secretary serves as chair on the Bylaws Committee.
3. The proposed Bylaws with modifications shall be reviewed by the Area XII Board of Directors. A two-thirds vote of the Area XII Board of Directors shall be required for approval before the proposed Bylaws are submitted to the AGEHR, Inc. Bylaws Review Committee for review and the AGEHR, Inc. Executive Committee for approval. (Bylaws VI, B)
4. The Bylaws Committee Chair shall:
 - a. Receive any bylaw modification requests from Area XII members.
 - b. Review any bylaw modification requests with the Area XII Bylaws Committee.
 - c. After approval from the Area XII Bylaws Committee, present the proposed Bylaws to the Area XII Board of Directors. (Bylaws VI, B)
 - d. After approval from the Area XII Board of Directors, send the proposed Bylaws to the AGEHR, Inc. Bylaws Review Committee.
 - e. After making the changes from the AGEHR, Inc. Bylaws Review Committee, get approval from the Area XII Executive Committee or the Area XII Board of Directors.
 - f. Resubmit the Bylaws to the AGEHR, Inc. Bylaws Review Committee.
 - g. After making the further changes from the AGEHR, Inc. Bylaws Review Committee, get approval from the Area XII Executive Committee or the Area XII Board of Directors.
 - h. After final approval from the Area XII Executive Committee or the Area XII Board of Directors, coordinate with the Area XII Elections Committee Chair in preparing and mailing a ballot.
 - i. Include effective date of any change(s).
5. The Area XII Bylaws Committee shall:
 - a. Propose any bylaw modifications based on requests from the Area XII members.
 - b. Propose any bylaw modifications based on changes from the AGEHR Bylaws Committee.
6. The voting on the proposed Bylaws may be included in the next regular election. If the Area XII Board of Directors deems prompt action on the Bylaws vital to the efficient operation of Area XII, it may call a special election for the purpose of voting on the proposed Bylaws. (Bylaws VI, E)
7. Ballots must be returned to an individual who is not a member of Area XII or to an independent accounting firm. Two-thirds of the votes cast must be in favor of ratification for adoption of the Bylaws. (Bylaws VI, D)
8. Bylaws ballots and supporting material shall be mailed to Area XII voting members first class without stamped ballot return. (4/96)

I. Area XII Guidelines

G. Seminars, Workshops, and Special Events

1. AGEHR sponsored events are the financial responsibility of the Area XII Board of Directors.
2. AGEHR endorsed events are planned, financed, and carried out by AGEHR members and not by any organization level of AGEHR. These events are the sole financial and legal responsibility of the event planner.
3. The Area XII Chair is the person designated to determine AGEHR sponsored and endorsed events. (265)
4. Area XII may produce a director's seminar/workshop on an annual basis as finances permit.
5. All members of the AGEHR, Inc. and their choirs are entitled to participate in all Area XII seminars, workshops, and special events.
6. Non-members of AGEHR, Inc. may participate in:
 - a. Any Area XII seminar or workshop for an optional surcharge.
 - b. An Area XII special event provided that they pay the required AGEHR membership fee at the time of registration.
7. The Seminar/Workshop Receipt Form (for all seminar/workshop expenditures) is required by the IRS as a receipt for educational expense claims. (64)
8. Money raised from seminars or workshops goes to the Area XII Treasury if sponsored by Area XII. (4)
9. Area XII shall encourage promotional pricing for joining AGEHR or renewing membership for Guild sponsored events; for example, the combined price for non-membership registration and new/renewing AGEHR membership is less than the member's registration fee and membership cost when purchased separately. (85)
10. Registration fees for the host and registrar will be waived for Area XII sponsored events.
11. Meals may be provided as a fund-raiser by the host organization in any format. (36)
12. Whenever possible AGEHR-published music will be:
 - a. Considered for selection when a member of the Area XII Board of Directors is serving as a clinician.
 - b. Included in the repertoire at events for which members of the Area XII Board of Directors are responsible.
 - c. Considered for selection at all levels of all Area XII events, and a variety of publishers for repertoire shall be used at events for which members of the Area XII Board of Directors are responsible. (297)
13. It is the goal of the Area XII Board of Directors that all pieces of music used in Guild sponsored events be graded using the National Difficulty Level System. (304)
14. Handchimes may be used as a substitute for English handbells in massed ringing at an AGEHR Area XII sponsored event with the permission of the event coordinator. (338)
15. The Area XII Chair may attend Area XII director's seminars and workshops. Room, board, and registration shall be paid by Area XII. (329)

16. A meeting of the Area XII general membership shall take place at the Area XII Conference held in even years. An Area XII general membership meeting may take place in the odd years. (Bylaws II, D)
17. All Area XII mailings publicizing workshops and other special events should be mailed to all Area XII Board of Directors members. (260)
18. Area XII shall follow the Copyright Laws.

I. Area XII Guidelines

H. Conferences

1. Area XII shall produce at least one Area XII conference biennially in the even-numbered years. These events should produce sufficient revenue to support the financial needs of Area XII for the ensuing two years.
2. Area XII Conferences shall be held in various locations in Area XII.
3. All members of AGEHR, Inc. and their choirs are entitled to participate in all conferences in Area XII.
4. Non-members of AGEHR, Inc. may participate in the Area XII conference provided that they pay the required AGEHR membership fee at the time of registration.
5. All Area XII conference(s) contracts shall be approved by the Executive Committee and signed by the Area XII Chair.
6. All registrations over capacity will be placed on a waiting list and accepted on a space-available basis.
7. Massed may be of difficulty levels 1 - 4. Choirs may be separated by difficulty level as follows:
 - a. Division A (levels 1-2).
 - b. Division B, (levels 3-4).
 - c. Division C (levels 4-5).
8. It is the goal of the Area XII Board of Directors that all pieces of music used in Guild-endorsed events be graded using the National Difficulty Level System. (304)
9. Whenever possible, AGEHR-published music will be:
 - a. Considered for selection when a member of the Area XII Board of Directors is serving as a clinician.
 - b. Included in the repertoire at events for which members of the Area XII Board of Directors are responsible.
 - c. Considered for selection at all levels of all Area XII events, and a variety of publishers for repertoire shall be used at events for which members of the Area XII Board of Directors are responsible. (297)
10. The Events Director will assemble a Conference Committee to include a local coordinator, a registrar and other members as needed.
11. The registration fee for the Conference will be waived for members of the Conference Committee.
12. Handchimes may be used as a substitute for English handbells in massed ringing at an AGEHR Area XII sponsored event with the permission of the event coordinator. (338)
13. If possible, the Area XII Educational Bell Loan equipment is available to be used at the Area XII Conferences.
14. At the Area XII Conference:
 - a. At the start of the Conference, the Area XII Chair shall ring the opening bell.
 - b. At the close of the Conference, the Area XII Chair shall ring the closing bell and pass it to the Chair-Elect.

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- c. A meeting of the Area XII general membership shall take place at the Area XII Conference held in even years. An Area XII general membership meeting may take place in the odd years. (Bylaws II, D)
 - d. The result of the Area XII election shall be announced publicly at the Area XII conference.
 - e. The Area XII University of California medal shall be passed from the current Area XII Chair to the incoming Area XII Chair (Chair-Elect) at the appropriate Area XII conference.
 - f. Any arrangers and/or composers of handbell music in attendance should be introduced.
15. Area XII shall follow all Copyright Laws. Registration material will clearly state that no illegally photocopied music will be allowed.

I. Area XII Guidelines

I. Area XII Web Site

1. The Area XII Web site shall be kept via a public domain registration at www.areaxii.org.
2. The:
 - a. A calendar of events pertaining to handbells/handchimes in Area XII.
 - b. Reports on the activities of the membership.
 - c. Articles pertaining to the handbell art form.
 - d. Individuals and points of contact who can provide further assistance and information for the membership.
3. The *Twelfth Tone E-Newsletter* does not seek to duplicate information found in other AGEHR publications, except when specifically pertaining to or having an impact upon the Area XII membership.
4. The *Twelfth Tone E-Newsletter* shall be:
 - a. Published monthly on or near the first of the month, except in months when lack of news warrants a hiatus (typically the month of July).
 - b. Sent via the current Area XII massed e-mail software system (currently Constant Contact).
5. The Area XII mailing address at the bottom of the e-newsletter shall be that of the then current Communications Director, who serves as the publisher of the *Twelfth Tone E-Newsletter*.
6. Suggested content for the *Twelfth Tone E-Newsletter* is:
 - a. Messages from the Chair
 - b. Messages from the Communications Director
 - c. Area XII news, including reports from the Regional Coordinators
 - d. Special event reports
 - e. A calendar of upcoming events
 - f. A list of new members
 - g. A synopsis of minutes of the most recent Area XII Board of Directors meeting (when applicable)
 - h. Nominations announcements and election results for Area XII officers (when applicable)
 - i. Conference information, including repertoire lists (when applicable)
 - j. Composition contest announcements and results
 - k. Scholarship information and application results
 - l. Information on the Chime/Bell Loan Program
 - m. Appropriately relevant handbell-related advertisements, as determined by the Communications Director.
 - n. Other information, including, but not limited to short articles, AGEHR Endowment Fund information, AGEHR membership information, and information on available resource materials.
7. The *Twelfth Tone E-Newsletter* publisher (Communications Director) shall follow all copyright laws to the best of their ability.

I. Area XII Guidelines

J. The Twelfth Tone E-Newsletter

8. The *Twelfth Tone E-Newsletter* is the official publication of AGEHR, Inc., Area XII. Its purpose is to disseminate handbell-related information to members of Area XII, as well as other interested parties. To this end, it aims to provide:
 - e. A calendar of events pertaining to handbells/handchimes in Area XII.
 - f. Reports on the activities of the membership.
 - g. Articles pertaining to the handbell art form.
 - h. Individuals and points of contact who can provide further assistance and information for the membership.
9. The *Twelfth Tone E-Newsletter* does not seek to duplicate information found in other AGEHR publications, except when specifically pertaining to or having an impact upon the Area XII membership.
10. The *Twelfth Tone E-Newsletter* shall be:
 - c. Published monthly on or near the first of the month, except in months when lack of news warrants a hiatus (typically the month of July).
 - d. Sent via the current Area XII massed e-mail software system (currently Constant Contact).
11. The deadline for submissions to the Twelfth Tone E-newsletter will be set by the then current Communications Director.
12. The Area XII mailing address at the bottom of the e-newsletter shall be that of the then current Communications Director, who serves as the publisher of the *Twelfth Tone E-Newsletter*.
13. Suggested content for the *Twelfth Tone E-Newsletter* is:
 - o. Messages from the Chair
 - p. Messages from the Communications Director
 - q. Area XII news, including reports from the Regional Coordinators
 - r. Special event reports
 - s. A calendar of upcoming events
 - t. A list of new members
 - u. A synopsis of minutes of the most recent Area XII Board of Directors meeting (when applicable)
 - v. Nominations announcements and election results for Area XII officers (when applicable)
 - w. Conference information, including repertoire lists (when applicable)
 - x. Composition contest announcements and results
 - y. Scholarship information and application results
 - z. Information on the Chime/Bell Loan Program
 - aa. Appropriately relevant handbell-related advertisements, as determined by the Communications Director.
 - bb. Other information, including, but not limited to short articles, AGEHR Endowment Fund information, AGEHR membership information, and information on available resource materials.

14. Upon request, the *Twelfth Tone E-newsletter* will be printed and mailed via the U.S. postal service to Area XII members who do not have Internet service.
15. The *Twelfth Tone E-Newsletter* publisher (Communications Director) shall follow all copyright laws to the best of their ability.

I. Area XII Guidelines

K. Educational Bell Loan Program

1. Philosophy:
 - a. Provide opportunities for music education
 - b. Encourage music participation in community outreach programs
 - c. Foster growth in AGEHR
2. Qualifying organizations may include, but are not limited to:
 - a. Educational institutions
 - b. Organizations serving developmentally disabled
 - c. Senior centers
 - d. After school programs
3. The Educational Bell Loan Program is not intended to assist churches in starting a handbell program.
4. Area XII handbells or handchimes and equipment shall be loaned for one semester or half of a school year to one qualifying organization before being passed to another qualifying organization.
5. The current tax return lists the handbells and handchime sets owned by Area XII.
6. To apply for a loaned set of bells or chimes, the person responsible must:
 - a. Submit a loan proposal which outlines the current music program.
 - b. Provide information about how the bells or chimes will be used.
 - c. Provide a list of names of all persons who will be responsible for using the instruments.
 - d. State reasons he/she believes the bells or chimes will benefit the music program.
7. Before taking possession of loaned instruments, the person responsible will:
 - a. Submit a membership form and payment to Bells in Education Coordinator.
 - b. Seek to improve bell/chime knowledge through workshops, conferences, classes, or tutoring.
 - c. Provide written proof of insurance covering theft and damage to the Bells in Education Chair.
8. Each host qualifying organization accepts liability for the Educational Bell Loan Program bells or chimes while in their possession.
9. The host qualifying organization's only costs, other than AGEHR membership dues, are shipping and music.
10. After the loan period, the immediate past-host shall write a report detailing their activities, which shall be submitted to the Area XII Bells in Education Coordinator, who may submit the report to the Area XII Board of Directors at the next meeting and for possible posting to the Area XII Web site.

11. If possible, the Educational Bell Loan equipment should be available to be used at the Area XII Conferences.
12. Area XII purchased nameplates for the Education Bell Loan Program's handbell set dedicated to the memory of Erma Bassett. (281) Biography: *Erma Bassett was born in Canada. She started her musical education at age five and eventually graduated with first class honors from the Royal Conservatory of Music in Toronto, Canada as a concert pianist and teacher. She concertized and broadcast two-piano works, and taught private piano lessons in Canada, Los Angeles, and Laguna Beach. In 1962, a set of Schulmerich handbells was presented to Laguna Beach Presbyterian Church, and handbells became a very special part of her life. Her first bell festival was in Santa Barbara (then Area IX) where nine choirs attended. She worked with handbells in both northern and southern California and also Nevada. Erma served the Area XII Board of Directors from 1990-1992 as District Representative (now Regional Coordinator) of Southern Nevada.*

II. Area XII Board of Directors

- A. The Area XII Board of Directors shall consist of the elected officers and appointed members as determined in the Area XII Rules of Procedure and appointed by the Chair with the approval of the Executive Committee. (Bylaws III, B, 1)
- B. Any AGEHR member with voting privileges residing in Area XII is eligible for election or appointment to the Area XII Board of Directors. (Bylaws III, B, 1, 2)
- C. Appointed officers of the Board of Directors may be reappointed for additional terms.
- D. Any officer moving from the geographical area designated as Area XII shall relinquish his/her Area XII office immediately. (Bylaws III B, 7)
- E. Any officer assuming a national office position in AGEHR, Inc. shall relinquish his/her Area XII office immediately. (Bylaws III B, 8)
- F. There shall be at least one meeting of the Board of Directors each year. All meetings shall be called by the Area XII Chair and shall be open without vote to all Area XII members in good standing (at their own expense). (Bylaws III B, 2)
- G. Appointed Area XII Board members shall attend meetings at the invitation of the Executive Committee. (Bylaws III B, 3)
- H. A majority of the Area XII Board of Directors shall constitute a quorum for the transaction of business. (Bylaws III B, 4)
- I. The members of the Board of Directors shall:
 - 1. Take office after approval of the Area XII Executive Committee. (4/86)
 - 2. Attend the Area XII conference and make an effort to attend Area XII events in their region.
 - 3. Receive copies of the Area XII Bylaws and Area XII Rules of Procedure.
 - 4. Abstain from voting on all matters that come before the Board where they have a conflict of interest or would benefit financially from the outcome.
 - 5. Provide change of address and contact information to the Area XII Secretary. (4/96)
 - 6. Act on the recommendation of the Finance Investment Committee/Financial Advisor concerning investment of Area XII funds.
- J. Special meetings of the Board of Directors may be called by the Area XII Chair with the approval of the Area XII Executive Committee. (Bylaws III B, 6)
- K. Members of Area XII shall be organized into regions, with further subdivisions possible at the discretion of the Area XII Chair and with the approval of the Area XII Board of Directors. (Bylaws II, C)
- L. Upon evidence of an Area XII Executive Committee officer's incapacity or unwillingness to serve, the Board of Directors by two-thirds (2/3) vote may declare that office to be vacant. (Bylaws III A, 3)
- M. Each member of the Board of Directors shall pass on information including the current Area XII Bylaws and Rules of Procedure to the successor as the Board of Directors membership changes. (251)

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- N. No Board of Directors member is to be held responsible for any Guild material destroyed by fire, natural disaster, or theft while in his/her possession. (372)
 - O. All Area XII mailings publicizing workshops and other special events should be mailed to all Board of Directors members. (260}
 - P. Each incoming Area XII Chair shall appoint a Finance Investment Committee/Financial Advisor to make recommendations to the Board of Directors for action concerning investment of Area XII funds. The Finance Investment Committee/Financial Advisor appointment will be for two years corresponding to the term of each Area XII Chair. The Finance Investment Committee will consist of the Area XII Treasurer, who will serve as Committee chair, and two other members, one of which must be a Board of Directors member. (164)
 - Q. Whenever possible AGEHR-published music will be:
 - R. Considered for selection when a member of the Area XII Board of Directors is serving as a clinician.
 - S. Included in the repertoire at events for which members of the Area XII Board of Directors are responsible.
 - T. Considered for selection at all levels of all Area XII events, and a variety of publishers for repertoire shall be used at events for which members of the Area XII Board of Directors are responsible. (297)
 - U. Motions should include a “sunset” clause (an expiration of the motion), if appropriate.
 - V. The Board of Directors is also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

III. Area XII Executive Committee

A. General

1. The Area XII elected officers shall be: (Bylaws III A, 1)
 - a. Area XII Chair.
 - b. Area XII Chair-Elect.
 - c. Area XII Immediate Past-Chair.
 - d. Area XII Secretary.
 - e. Area XII Treasurer.
2. The newly elected Area XII Executive Committee shall be announced as defined by the Rules of Procedure and shall begin their terms of office at the beginning of the fiscal year. (Bylaws IV, F)
 - a. The Area XII Chair-Elect shall serve for six years in the following manner: (Bylaws IV F, 1)
 - 1) Two years as Area XII Chair-Elect.
 - 2) Two years as Area XII Chair.
 - 3) Two years as Area XII Immediate Past-Chair.
 - b. The Area XII Secretary and the Area XII Treasurer shall be elected for two-year terms and may serve no more than two consecutive terms in the same office. (Bylaws IV F, 3)
3. The Area XII Executive Committee shall consist of all elected officers.
4. The Executive Committee shall:
 - a. Have power to act for the entire Area XII Board of Directors, except for the removal of an Executive Committee member, and shall perform such duties as are specified by the Area XII Bylaws, the Area XII Rules of Procedure, or the Area XII Board of Directors. (Bylaws III A, 2)
 - b. Begin their term at the beginning of the fiscal year (September 1) following the election. (Bylaws IV, F)
 - c. Attend all meetings of the Area XII Board of Directors as called by the Area XII Chair. (Bylaws III B, 3)
5. The Executive Committee quorum shall consist of four members. (Bylaws III A, 2)
6. Meetings of the Executive Committee may be handled by mail, e-mail, or telephone. The Area XII Secretary shall keep accurate business records and make a report to the next Area XII Board of Directors meeting.
7. Special meetings of the:
 - a. Executive Committee may be called by the Area XII Chair. (Bylaws III A, 4)
 - b. Area XII Board of Directors may be called by the Area XII Chair with the approval of the Executive Committee. (Bylaws III B, 6)

8. Members of the Area XII Board of Directors shall be appointed by the Area XII Chair with the approval of the Executive Committee. (Bylaws III B, 1)
9. Appointed Area XII Board members shall attend meetings at the invitation of the Executive Committee. (Bylaws III B, 3)
10. The Area XII Finance Investment Committee, chaired by the Area XII Treasurer and appointed by the Area XII Chair, or the Financial Advisor, makes recommendations to the Executive Committee for action concerning investment of Area XII funds. (164)
11. In the event of a tie, the biennial election shall be determined by majority vote of the Executive Committee. (Bylaws IV, E)
12. Upon evidence of an Executive Committee officer's incapacity or unwillingness to serve, the Area XII Board of Directors by two-thirds (2/3) vote may declare that office to be vacant. (Bylaws III A, 3)
13. Any officer moving from the geographical area designated as Area XII shall relinquish his/her Area XII office immediately. (Bylaws III B, 7)
14. The Executive Committee is also subject to the Area XII Bylaws and other sections of the Area XII Rules of Procedure.

III. Area XII Executive Committee

B. Chair

1. The Chair shall:
 - a. Oversee the running of Area XII.
 - b. Conduct all meetings of the Area XII Executive Committee and Area XII Board of Directors in Area XII.
 - c. Prepare a report for each Area XII Board of Directors meeting. This report shall include the status of assigned action items and other normal duties.
 - d. Review and approve, with corrections as needed, the Area XII Board of Directors meeting minutes submitted by the Area XII Secretary so they can be distributed to the Area XII Board of Directors within thirty days of the Area XII Board of Directors meeting. (253)
 - e. Attend all Area XII conferences and may attend Area XII seminars and workshops. All reasonable expenses to attend these events, including transportation, room, board, and registration, shall be paid. (329)
 - f. Present the Area XII University of California Medal to the Area XII Chair-Elect at the end of each Area XII (Conference) and introduce the incoming officers. The Area XII Chair will ring the closing bell and pass it to the Chair-Elect. (41)
 - g. Be the person designated to determine AGEHR endorsed/sponsored events. (265). The Chair shall notify the Area XII Treasurer when an event is sponsored.
 - h. Send copies of the Area XII Bylaws and Area XII Rules of Procedure to the members of the Board of Directors.
 - i. Review and approve, with corrections as needed, a synopsis of the minutes of the Area XII Board of Directors meeting submitted by the Area XII Secretary to be posted to the Area XII Web site (93)
 - j. Sign all Area XII conference contracts with the approval of the Executive Committee.
 - k. At the beginning of the term along with the incoming Area XII Treasurer, arrange for a disinterested, qualified party to conduct an audit encompassing the preceding two years. (317)
 - l. Be responsible for engraving the ceremonial B# bell. (320) The engraving shall include the city, state, and year of each Area XII conference, beginning with Honolulu, Hawaii, 1980. No month is to be included. (18)
 - m. Approve all disbursements of Area XII funds for non-budgeted items in excess of \$300.
 - n. Wear the symbol of the office of the Area XII Chair (the University of California Medal) at official events and special occasions. (19)
2. The Chair shall appoint:
 - a. Other officers as needed to assist in the work of Area XII. Such appointments shall be made for one year and be submitted to the Area XII Executive Committee for approval. Such appointments may include membership on the Area XII Board of Directors.
 - b. A Finance Investment Committee or Financial Advisor to make recommendations to the Area XII Board of Directors for action concerning investment of Area XII funds. The Finance Investment Committee/Financial Advisor appointment will be for two years corresponding to the term of each Chair. If a Finance Investment Committee is appointed, it will consist of the Area XII Treasurer, who will serve as Committee chair, and two other members, one of which must be an Area XII Board of

- Directors member. Candidates for Financial Advisor should have either previous experience as the Area XII Treasurer, previous experience as a treasurer of some other non-profit board, or work or have worked in the area of legal finance. (164)
- c. At least two but not more than four voting members to the Elections Committee, which shall be chaired by the Area XII Immediate Past-Chair. (Bylaws IV, C)
 - d. Three members of the Area XII Board of Directors to the Jim Scott Memorial Scholarship Committee. These persons must not have ringers or associates applying for the scholarship that year.
3. Members of Area XII shall be organized into regions, with further subdivisions possible at the discretion of the Area XII Chair and with the approval of the Area XII Board of Directors. (Bylaws II, C)
 4. There shall be at least one meeting of the Area XII Board of Directors each year. All meetings shall be called by the Chair and shall be open without vote to all Area XII members in good standing. (Bylaws III B, 2)
 5. Special meetings of the:
 - a. Executive Committee may be called by the Chair. (Bylaws III A, 4)
 - b. Area XII Board of Directors may be called by the Chair with the approval of the Area XII Executive Committee. (Bylaws III B, 6)
 6. Should a vacancy occur in the office of Area XII Chair, the Chair-Elect shall accede to the office for the unexpired term and immediately appoint a nominating committee of three Area XII voting members to nominate two persons for the office of Chair-Elect. Within a period of one month after the nominees have been determined, a ballot containing these two names and biographical material shall be mailed to the voting membership of Area XII. Under these circumstances, the term as Area XII Chair shall not exceed three years nor be shorter than one year. (Bylaws IV, G)
 7. Should a vacancy occur in the office of Area XII Chair-Elect, the Chair shall immediately appoint a nominating committee of three voting members to nominate two persons for this office. Within a period of one month after the nominees have been determined, a ballot containing these two names and biographical material shall be mailed to the voting membership of Area XII. (Bylaws IV, H)
 8. The Chair is also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

III. Area XII Executive Committee

C. Chair-Elect

1. The Chair-Elect shall:
 - a. Prepare a report for each Area XII Board of Directors meeting. This report shall include the status of assigned action items and other normal duties, such as event planning.
 - b. Be responsible for planning the curriculum and faculty for the Area XII conferences, with the assistance of the Area XII Events Director.
 - c. Receive the University of California Medal at the Area XII conference prior to taking office as Area XII Chair and receive the closing bell. (41)
 - d. Contact appointed Area XII Board of Directors members before starting as Area Chair to request their willingness to accept re-appointment for subsequent years.
2. Should a vacancy occur in the office of Area XII Chair, the Chair-Elect shall accede to the office for the unexpired term and immediately appoint a nominating committee of three Area XII voting members to nominate two persons for the office of Chair-Elect. Within a period of one month after the nominees have been determined, a ballot containing these two names and biographical material shall be mailed to the voting membership of Area XII. Under these circumstances, the term as Area XII Chair shall not exceed three years nor be shorter than one year. (Bylaws IV, G)
3. Should a vacancy occur in the office of Chair-Elect, the Area XII Chair shall immediately appoint a nominating committee of three voting members to nominate two persons for this office. Within a period of one month after the nominees have been determined, a ballot containing these two names and biographical material shall be mailed to the voting membership of Area XII. (Bylaws IV, H)
4. The Chair-Elect is also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

III. Area XII Executive Committee

D. Immediate Past-Chair

1. The Immediate Past-Chair shall:
 - a. Serve as an advisor to the Area XII Chair and the Area XII Board of Directors.
 - b. Serve as Parliamentarian at all called Area XII meetings. A Parliamentarian is an expert in the rules, usage, and procedures of meetings; for example, the parliamentarian would recommend actions, or indicate that the issue was previously covered. The rules contained in Robert's Rules of Order, most recently revised, shall govern Area XII in all cases where they are applicable and when they are not inconsistent with these Bylaws, Rules of Procedure or other official documents adopted by Area XII. (Bylaws V, C)
 - c. Make site arrangements for all Area XII Board of Directors and all Area XII Executive Committee meetings.
 - d. Prepare a report for each Area XII Board of Directors meeting. This report shall include the status of assigned action items and other normal duties, such as Lending Library, Composition Contest, etc.
 - e. Serve as chair of the Area XII Nominating Committee (see Elections).
 - f. Serve as chair of the Area XII Jim Scott Memorial Scholarship Committee and over see the Patty Marquart Scholarship selection. (4/85)
 - g. Oversee the Area XII Composition Contest.
 - h. Assist the Area XII Chair-Elect for planning the curriculum and faculty for the Area XII conferences.
2. Should a vacancy occur in the office of Immediate Past-Chair, the position may be filled by appointment by the Area XII Chair with the approval of the remaining Area XII Executive Committee. (Bylaws, IV I)
3. The Immediate Past-Chair is also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

III. Area XII Executive Committee

E. Secretary

1. The Secretary shall:
 - a. Keep all minutes of the Area XII Executive Committee, Area XII Board of Directors, and Area XII Member meetings. Such minutes should include where the meeting was held, a list of members present and their Area XII position. The date shall appear on each page of the report. Pertinent facts and figures should be included in the minutes even if complete reports are filed with the minutes.
 - b. Serve as custodian of Area XII documents and records.
 - c. Write and send correspondence on behalf of the Area XII Executive Committee and the Area XII Board of Directors.
 - d. Prepare a report for each Area XII Board of Directors meeting. This report shall include the status of assigned action items and other normal duties.
 - e. At the Area XII Board of Directors meetings, collect handouts/reports for any Area XII Board of Directors member not attending the meeting, and deliver these reports to the member with the minutes.
 - f. For each Area XII Board of Directors meeting, collect and store together the minutes, reports, and other information including a copy of the board roster, agenda, and correspondence reported on in the Area XII records.
 - g. Submit completed Area XII Board of Directors meeting minutes to the Area XII Chair for approval within two weeks of the Area XII Board of Directors meeting, and distribute the same to the Area XII Board of Directors at large within thirty days of the Area XII Board of Directors meeting. (10/90)
 - h. Be responsible for submitting a synopsis of Area XII Board of Directors minutes to the Area XII Webmaster for posting to the Web site following each Area XII Board of Directors meeting. The Area XII Chair must first approve this synopsis. (93)
 - i. Maintain a roster containing name, title, address, phone numbers, and other contact information of all Area XII Board of Directors members. Changes shall be received from Area XII Board of Directors members and distributed to other Area XII Board of Directors members as required, for example, to the Area XII Webmaster for posting to the Area XII Web site. (4/96)
 - j. Be responsible for keeping the Area XII Book of Motions and the Area XII Rules of Procedures current, with updates following each meeting of the Area XII Board of Directors and the Area XII Executive Committee. (10/90)
 - k. Be responsible for coordinating any modifications and updates to the Area XII Bylaws, following the approval guidelines described in the bylaws. The Secretary serves as chair on any Bylaws Committee.
 - l. Distribute updated versions of the Area XII Book of Motions and the Area XII Rules of Procedures after his/her final Area XII Board of Directors meeting (before leaving office). (8/95)
 - m. Provide a template for stationery.
2. The Secretary may receive correspondence on behalf of Area XII. The Secretary shall inform the Area XII Chair, the Area XII Executive Committee, and/or the Area XII Board of Directors of incoming correspondence in a timely manner.
3. Should a vacancy occur in the office of Secretary, the position shall be filled by appointment by the Area XII Chair with the approval of the remaining Area XII Executive Committee. (Bylaws IV, I)

4. The Secretary is also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

III. Area XII Executive Committee

F. Treasurer

1. The Treasurer shall:
 - a. Handle all financial matters for Area XII.
 - b. Pay all approved bills and keep a proper set of books.
 - c. Handle all tax matters required by State and Federal Governments.
 - d. Annually submit the required reports to the California Secretary of State to keep the AGEHR AREA XII, INC. Corporation in good standing.
 - e. Furnish financial reports to the National AGEHR, Inc. Board of Directors as required.
 - f. At the beginning of the term along with the incoming Area XII Chair, arrange for a qualified party to conduct a review encompassing the preceding two years. (317)
 - g. Serve as chair of the Finance Investment Committee. The two other members of the Finance Investment Committee are appointed by the Area XII Chair, one of who must be an Area XII Board of Directors member. This appointment is for two years. The Finance Investment Committee is responsible for making recommendations to the Area XII Executive Committee concerning investment of Area XII funds. (164)
 - h. Prepare and send to all Area XII Board of Directors members at least annually a report that shall include such items as reminders of requisition deadlines, a fiscal year budget, and other pertinent information. (5/95)
 - i. Prepare a report for each Area XII Board of Directors meeting. This report shall include the status of assigned action items and other normal duties, such as financial status of Area XII.
 - j. Make an inventory of transferable property owned by Area XII at the beginning of his/her two-year term. (94)
 - k. Provide as needed Area XII financial forms, such as Treasury Requisition forms and Area XII receipts. (8/95)
 - l. Keep a separate Area XII conference accounting.
2. The Area XII Board of Directors shall approve a budget generated by the Area XII Treasurer at the first Area XII Board of Directors meeting of the fiscal year.
3. Bills must be turned in to the Treasurer within ninety (90) days of occurrence in order to be honored. (219)
4. All advertisements paid to Area XII shall be billed and received by the Area XII Webmaster and then forwarded to the Area XII Treasurer.
5. The Treasurer may serve as registrar for the biennial Area XII conference.
6. Should a vacancy occur in the office of Treasurer, the position may be filled by appointment by the Area XII Chair with the approval of the remaining Area XII Executive Committee. (Bylaws IV, I)
7. The Treasurer is also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

IV. Area XII Appointed Officers

A. General

1. The Area XII Chair shall have power to appoint officers to assist in the work of Area XII.
2. Area XII appointed officers shall:
 - a. Function in the lines of duty outlined for them by the Area XII Rules of Procedure at the time of that appointment.
 - b. Attend meetings at the invitation of the Executive Committee. (Bylaws III B, 3)
 - c. Serve as voting members of the Area XII Board of Directors.
 - d. Submit procedural changes to the Area XII Secretary to be included in the revised Area XII Rules of Procedure.
3. The Area XII appointed officers are also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

IV. Area XII Appointed Officers

B. Communications Director

1. The Communications Director shall:
 - a. Prepare monthly communications for distribution to the Area XII membership via e-mail.
 - b. Monitor the Area XII Web site and assist the Area XII Webmaster in ensuring its accuracy and completeness.
 - c. Be responsible for the content on the Area XII Web site.
 - d. Act as a resource for the Regional Coordinators.
 - e. Solicit information from the Regional Coordinators and the Area XII Board for inclusion on the Web site and in the monthly e-mails to Area XII members.
 - f. Chair the Area XII Regional Coordinator meetings when held at the Area XII Board of Directors meeting. A report of this meeting shall be made at the full Area XII Board of Directors meeting.
 - g. Attend all meetings of the Area XII Board of Directors (Bylaws III B, 3)
 - h. Prepare a report for each Area XII Board of Directors meeting. This report shall include the status of assigned action items and other normal duties, such as information on dropped and new members.
2. The Communications Director is also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

IV. Area XII Appointed Officers

C. Education Director

1. The Education Director shall:
 - a. Attend the Area XII Board of Directors meetings as a voting member.
 - b. Submit calendar information to the Communications Director and the Area XII Webmaster for publication. (199)
 - c. If requested, submit a budget for workshop funds to the Area XII Treasurer.
 - d. Prepare a report for each Area XII Board of Directors meeting. This report shall include the status of assigned action item and other normal duties.
 - e. Be responsible for establishing and maintaining the list of handbell educators in the Area.
 - f. Be responsible for the Area XII Educational Bell Loan Program.
 - g. Advertise the Area XII Educational Bell Loan Program in educational and other appropriate publications.
 - h. Distribute information about the Educational Bell Loan Program to prospective qualifying organizations.
 - i. Collect loan proposals and ensure the loan proposals are complete.
 - j. Select and inform the qualifying organization of its selection as host.
 - k. Coordinate transportation from the previous host location.
 - l. Maintain a list of host qualifying organizations (and host dates).
 - m. Submit information about the current and past Educational Bell Loan Program hosts to the Communications Director and the Area XII Webmaster for publication.
 - n. Act as a liaison between Area XII and special needs handbell/handchime groups, including, but not limited to:
 - Networking with other individuals/groups who work with special needs musicians.
 - Creating and maintaining a list of special needs handbell groups in Area XII.
 - Maintaining packets of information about various methods (such as ringing and alternative music) and teachers in use for dissemination to those who request it. This includes all materials received from the National Special Groups Liaison.
 - Organizing performances by special groups at Area XII events as requested by the Area XII Board.
2. The term of office for the Area XII Education Director shall be one year, coinciding with the fiscal year. (252)
3. It is the responsibility of the Area XII Education Director to articulate the following programs:
 - a. The development of handbell education activities within Area XII.
 - b. The development of in-service training activities for handbell educators within Area XII.
 - c. The promotion of the idiom of handbells and chiming instruments in the population of music educators.
4. The Education Director shall serve as an ex-officio member of the national Committee for Handbells in Music Education (CHIME).

5. The Area XII Education Director is the custodian for the Area XII Educational Bell Loan Program handbell and handchime equipment and is responsible for examining the equipment annually. Repair costs will be paid by Area XII.
6. An Education fund shall be established (225). Monies in this fund may be used for educator relations, educational bell loan program, and workshop expenses (if a local workshop does not realize a positive cash flow).
7. The Education Director is also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

IV. Area XII Appointed Officers

D. Events Director

1. The Events Director shall:
 - a. Be responsible for coordinating Area XII events.
 - b. Advise local Conference Chairs, Regional Coordinators, and others responsible for Area XII events.
 - c. Check on possible sites for events.
 - d. Assist in negotiating contracts for Area XII.
 - e. Assist in the preparation of budgets for events.
 - f. Prepare a report for each Area XII Board of Directors meeting. This report shall include the status of assigned action items and other normal duties.
 - g. Be the chair of the Conference Committee.
 - h. Attend meetings at the invitation of the Executive Committee. (Bylaws III B, 3)
2. The Events Director is also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

IV. Area XII Appointed Officers

E. Area XII Regional Coordinators

1. Members of Area XII shall be organized into regions, with further subdivisions possible at the discretion of the Area XII Chair and with the approval of the Area XII Board of Directors. (Bylaws II, C)
2. The term of office for Area XII Regional Coordinators shall be one year, coinciding with the fiscal year. (252)
3. The Area XII regional definitions are as follows:
 - a. State of Hawaii
 - b. State of Nevada
 - c. Northern California - *Oregon border to the northern/eastern border of the San Francisco Bay Area region and the northern border of the Central region*
 - d. San Francisco Bay Area – *ten Bay Area counties (San Francisco, San Mateo, Santa Clara, Santa Cruz, Alameda, Contra Costa, Napa, Sonoma, Solano, and Marin)*
 - e. Central California – *below the Northern California and the San Francisco Bay Area regions to the Los Angeles Metro region (from Nevada to the Pacific)*
 - f. Los Angeles Metro – *LA Basin, San Fernando Valley, and the counties of San Bernardino, Riverside, and Orange*
 - g. Southern California – *from the southern border of the Los Angeles Metro region to the international border at Mexico*
4. Regional Coordinators shall:
 - a. Attend the Area XII Board of Directors meetings as a voting member.
 - b. Contact new regional members as they join Area XII to offer assistance, provide a welcome packet, and act as a mentor to new members
 - c. Follow up on dropped memberships, conducting a brief exit survey with the results reported to the Communications Director.
 - d. Submit articles describing the happenings in each region to the Communications Director for publication.
 - e. Submit calendar information to the Communications Director and the Area XII Webmaster for publication. (199)
 - f. Handle public relations including publicity and thank you notes.
 - g. Include Area XII Board of Directors when mailings are sent to members.
 - h. Originate Area XII-produced events and assist with goals, direction, design, and publicity of events offering assistance as needed. Regional Coordinators are not necessarily directly involved in individual events, although the Regional Coordinator may be the clinician/director. If possible, attend and evaluate the event.
 - i. If requested, submit a budget for workshop funds to the Area XII Treasurer.
 - j. Coordinate all events with other Regional Coordinators (such as bulk mailings for events).

- k. Complete pre- and post-event forms for endorsing or sponsoring an event and submit to the Area XII chair and the National office (as appropriate) within a timely manner.
 - l. Continue to develop a list of clinicians/directors and workshop locations.
 - m. Prepare a report for each Area XII Board of Directors meeting. This report shall include the status of assigned action items and other normal duties.
5. The Regional Coordinator for the State of Hawaii shall be compensated to attend Area XII Board of Directors meetings as is financially possible.
 6. Regional Coordinators may request a petty cash fund to work with. Documentation of legitimate expenses needs to be made when asking for personal reimbursement or petty cash reimbursement. (23)
 7. All Area XII requests for reimbursement by non-Area XII Board members must be submitted by a member of the Area XII Board. Regional Coordinators may request mailing labels from the National Office in order to publicize their events.
 8. The Regional Coordinators are also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

IV. Area XII Appointed Officers

F. Local Liaisons

1. A Local Liaison may be appointed by the Area XII Chair in regions where the Regional Coordinator and the Chair see a need. Local Liaisons are recommended by an Area XII Regional Coordinator and appointed by the Area XII Chair, with approval of the Executive Committee.
2. A Local Liaison may be invited by the Area XII Chair to participate in Board of Directors meetings without voting privileges.
3. The term of office for Local Liaisons shall be one year, coinciding with the fiscal year.
4. The Local Liaisons shall:
 - a. Provide assistance to the Regional Coordinator within their region.
 - b. Help create and/or organize local events.
 - c. Be a mentor to local directors.
 - d. Obtain preapproval of all funds to be spent for events from the Regional Coordinator for their area.
5. All monies spent by Local Liaisons shall be routed through their Regional Coordinator for reimbursement.
6. All Local Liaisons area also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

IV. Area XII Appointed Officers

G. Webmaster

1. The Webmaster is appointed by the Area XII Chair with approval of the Executive Committee.
2. The Webmaster may be invited by the Area XII Chair to participate in Board of Directors meetings without voting privileges.
3. The term of office for the Webmaster shall be one year, coinciding with the fiscal year.
4. The Webmaster shall:
 - a. Be responsible for Area XII information on the Area XII web site.
 - b. Be responsible for registering the Area XII Web domain address as needed.
 - c. Ensure all fees related to domain registration and Web hosting are paid and current at all times.
 - d. Set-up and maintain all official Area XII Board e-mails as needed.
 - e. Work with the Communications Director, the Regional Coordinators and the Area XII Chair to ensure the Area XII Web site is current and accurate.
 - f. Forward communications received to the appropriate Area XII Board of Directors member for proper handling.
 - g. Work with any formed Area XII Committees as the Area XII representative for furthering AGEHR online.
 - h. Coordinate web pages or other electronic communications for Area XII announcements.
 - i. Prepare a report for each Area XII Board of Directors meeting. This report shall include the status of assigned action items and other normal duties.
5. The Webmaster is also subject to the Area XII Bylaws and other pertinent sections of the Area XII Rules of Procedure.

IV. Area XII Appointed Officers

H. Historian

1. The Historian shall:
 - a. Be responsible for documenting Area XII events and activities.
 - b. Collect historical documents relating to Area XII and preserve these documents for future reference.
 - c. Prepare a display of Area XII history at each Area XII Ringers Conference.
 - d. Prepare a report for each Area XII Board of Directors meeting. This report shall include the status of assigned action items and other normal duties.
 - e. Attend meetings at the invitation of the Executive Committee. (Bylaws III B, 3)
 - f. Maintain in an accessible format the Area XII video library (tapes, CDs, DVDs).
 - g. Transfer all Area XII videos from VHS to DVD as finances permit.
 - h. Be the custodian and librarian for the Area XII lending library.
 - i. Advertise the library titles and their availability from time to time in Area publications.
 - j. Display recordings at major area events for borrowing.
 - k. Mail and keep track of the video library titles requested by the membership.
 - l. Acquire additional videos each year as budgeted by the Area XII Board.
 - m. Seek recommendations from Area XII officers for video purchases.
 - n. Seek donated videos.
2. Videos will only be loaned to current members of Area XII.
3. Members may borrow any video and are responsible for return shipping charges and the return of the video within one month. Additional videos beyond the first will be shipped at current postal rate charge.
4. Damaged videos are the responsibility of the borrowed.
5. The Area XII Board shall determine the annual budget for the video library.

V. Area XII Committees

A. Nominating Committee

1. Area XII elections shall be held biennially by ballot in the even-numbered years. (Bylaws IV, B)
2. A candidate shall:
 - a. Be elected from the resident voting membership. (Bylaws IV, A)
 - b. Give consent to being nominated. (Bylaws IV, C)
 - c. Be cognizant of office duties and responsibilities before accepting nomination.
 - d. Be willing to serve if elected.
3. The process for filling an elected office's vacancy is defined in Area XII Bylaws, Article IV, and also outlined in each elected office's rules of procedure.
4. Six months prior to the election, the Area XII Chair shall appoint at least three but not more than four voting members to the Nominating Committee. One of these shall be the Area XII Immediate Past Chair, who shall serve as chair for the Nominating Committee. (Bylaws IV, C)
5. The Nominating Committee Chair shall:
 - a. Submit announcements of the nominating period to be announced to the current membership prior to the election to allow any interested Area XII voting member to nominate or to self-nominate an Area XII voting member for one of the three offices. (Bylaws IV, D)
 - b. Work with the Nominating Committee to compile the list of six candidates (two each for the three positions) from the list of potential candidates. This list shall be compiled by May 1 of the election year.
 - c. Officially approach these six candidates, confirming their ability and willingness to serve if elected. The Nominating Committee Chair shall provide the Area XII Bylaws and applicable sections of the Area XII Rules of Procedure to the candidates.
 - d. Submit a final slate of candidates to the Area XII Board of Directors for approval. Note: If there is not a full slate of candidates for the ballot by May 1, a ballot will be created at such time as enough nominees are found. The elections process and the announcement of the election results should be postponed accordingly.
 - e. Oversee the creation and mailing of election ballots. Ballots must be in the hands of the Area XII voting members one month prior to the biennial conference (usually held in June), or at least one month prior to the close of the voting period if a postponement is necessary. (Bylaws IV, D)
 - f. Oversee the numbering of each ballot with a colored pen. Each number shall correspond to a current Area XII member. The chair of the Nominating Committee shall keep a record of the corresponding numbers, but shall not disclose those numbers unless there is a discrepancy in the ballots. If the firm or individual counting the ballots suspects an error or possible ballot tampering, s/he may request a copy of the numbered membership list from the Nominating Committee chair.
6. The Nominating Committee shall:
 - a. Nominate two candidates for each office open for election (Bylaws IV, C): Chair-elect, Secretary, and Treasurer.
 - b. Research potential candidates and approach these potential candidates about their willingness to be nominated and to serve.

- c. Provide their recommendations to the Nominating Committee Chair by April 1 of the election year.
7. The Area XII election ballot packet shall include biographical information about the candidates.
 8. Ballots shall be returned either by mail to a designated individual who is not a member of the Area XII Board of Directors or an independent accounting firm, or shall be submitted to the ballot box at the biennial conference. The conference committee shall designate a ballot closing time during the conference, depending on the conference format, and the person or accounting firm designated to receive ballots shall be present at the conference to preside over the ballot box.
 9. Upon closing of the ballot box, an individual who is not a member of Area XII or an independent accountant shall count the ballots on site at the conference and confirm the election results to the Area XII Executive Committee, unless a postponement has been deemed necessary, in which case the individual or accounting firm designated to receive ballots shall take custody of the ballots for counting upon closing of the election period.
 10. A simple majority of all votes cast for each office shall elect. An automatic recount by the Area XII Chair shall occur if the margin of victory is less than or equal to one percent of the total votes cast. In the event of a tie, the election shall be determined by a majority vote of the Area XII Executive Committee. (Bylaws IV, E)
 11. The newly elected Area XII Executive Committee shall be announced as defined by the Rules of Procedure and shall begin their terms of office at the beginning of the fiscal year. (Bylaws IV, F)
 12. The Area XII Chair-Elect shall serve for six years in the following manner: (Bylaws IV F, 1)
 - Two years as Area XII Chair-Elect.
 - Two years as Area XII Chair.
 - Two years as Area XII Immediate Past-Chair.
 13. The Area XII Secretary and the Area XII Treasurer shall be elected for two-year terms and may serve no more than two consecutive terms in the same office. (Bylaws IV F, 3)
 14. The results of the Area XII election shall be reported to the Area XII Executive Committee, who shall inform all of the candidates first. The results will be publicly announced to the membership at the conclusion of the biennial conference, or later if a postponement of the election process has been deemed necessary. The new Area XII officers shall be published on the Area XII Web site by September 1 of the election year.
 15. Election ballots and supporting material shall be mailed to Area XII voting members first class without stamped ballot return. (335)
 16. An Area XII member attending the conference without bringing the ballot that was mailed to him/her may not cast a vote in the election unless the mailed ballot was returned via mail to the designated official ballot counter.

V. Area XII Committees

B. Jim Scott Memorial Scholarship

1. Background: Jim Scott was an Area XII District Representative (now called Regional Coordinator) from Yuba City, California. The first Jim Scott Memorial disbursements were for attendance at the 1986 Area XII Festival in Visalia, California.
2. The Jim Scott Memorial Scholarship provides funds for Area XII members to attend an Area XII conference. (111)
3. The Jim Scott Memorial Scholarship may be given at the Area XII special events (336).
4. The Jim Scott Memorial Scholarship is given to a ringer and to a director for a conference. (132)
5. The scholarship funds will include registration fees, room at half the double occupancy rate, and board at the Area XII conference only. (132)
6. Director applicants shall:
 - a. Reside in Area XII.
 - b. Be attending their first Area XII conference.
 - c. Be a member or associated with an organizational member of AGEHR.
 - d. Be currently or have contracted to be a handbell choir director in Area XII.
7. Ringer applicants shall:
 - a. Reside in Area XII.
 - b. Be attending their first Area XII conference.
 - c. Be a member or associated with an organizational member of AGEHR.
8. The Area XII Immediate Past-Chair shall chair the Committee and serve in a non-voting capacity except in the case of a tie.
9. The Area XII Chair shall appoint three members of the Area XII Board of Directors to the Jim Scott Memorial Scholarship Committee. These persons must not have ringers or associates applying for the scholarship that year.
10. The Committee members shall remain anonymous except for the Committee Chair who will receive all applications and notify applicants of the results.

V. Area XII Committees

C. Patty Marquart Scholarship

1. The Patty Marquart Scholarship provides funds for an Area XII director to attend the National Seminar.
2. The scholarship funds will include registration fee and room at half the double occupancy rate at the National Directors Seminar.
3. The Area XII Board shall determine each year when the budget is prepared whether area funds are sufficient to cover the cost of the next Seminar.
4. Applicants shall:
 - a. Reside in Area XII.
 - b. Be attending their first National Directors Seminar.
 - c. Be a member or associated with an organizational member of AGEHR.
 - d. Be currently or has contracted to be a handbell director in Area XII.
5. The Area XII Immediate Past-Chair shall chair the Committee and serve in a non-voting capacity except in the case of a tie.
6. The Area XII Chair shall appoint two additional members of the Area XII Board of Directors to the Patty Marquart Scholarship Committee.
7. The Committee members shall remain anonymous except for the Committee Chair who will receive all applications and notify applicants of the results.

V. Area XII Committees

D. Composition Contest

1. The Area XII Immediate Past-Chair shall serve as chair of the Composition Contest Committee. (4/85)
2. Composition Contest applicants need not reside within Area XII, but all Area XII submissions will be given additional consideration in the adjudication process.
3. The winning composition shall be selected by the end of the spring Area XII Board of Directors meeting in the year preceding the Area XII conference.
4. Composition Contest manuscript submissions:
 - a. Should be unpublished and not under consideration for publication. (170)
 - b. Should be suitable for massed ringing at approximately 3-7 minutes in length. (170)
 - c. Must follow the guidelines as in the AGEHR Notation pamphlet and be graded using the National Difficulty Level System.
 - d. Shall include four (4) manuscript copies of the composition with no identifying marks (such as the applicant's name). The material may be submitted electronically or by mail. (71)
 - e. Shall include an audio copy of the piece. Handbells are the preferred instrument for the recording. It should be understood that a different timbre (such as piano or synthesizer) could affect the judge's perception of the piece.
 - f. Shall be sent to the Composition Contest Chair.
 - g. Must be submitted by the deadline for entries.
 - h. Submission material (manuscripts and recordings) will not be returned.
5. General Guidelines for selection of the winning composition shall be as follows:
 - a. Musicality – Interest: Is the composition novel or interesting, and does it enhance the general handbell repertoire?
 - b. Musicality – Artistry: Does the composition possess an inherent beauty of musical sound?
 - c. Musicality – Construction: Is the composition musically well-constructed?
 - d. Appropriateness: Is it a good composition for the instrument?
 - e. Accessibility: Will choirs be able to identify with the composition and want to play it outside of the conference?
 - f. Playability: Can the composition be played with relative ease while still providing adequate challenge and interest?
 - g. Judge's Discretion: Points may be given according to a judge's fondness for a composition.
6. The winning Composition Contest entry shall be considered for publication and AGEHR publishing shall be given the first opportunity to publish Area XII Composition Contest winners. (297)
7. A monetary prize, an amount to be determined by the Area XII Board of Directors, in advance of the contest announcements, shall be awarded to the winning composition.
8. The Area XII Board shall determine whether a contest will be held in any given year.

9. If the Composition Contest Committee finds no piece deemed acceptable, no prize shall be awarded.
10. The Composition Contest Committee Chair shall:
 - a. At the fall Board meeting in even-numbered years, the Area XII Past-Chair shall appoint three to five Committee members. The Committee chair has no vote. Membership of the Committee shall not be disclosed. (334)
 - b. Be the recipient and mailing address for Composition Contest entries.
 - c. Announce the Composition Contest rules and deadline to the Area XII membership in at least two different formats.
 - d. Review all pieces before distribution to the Committee. This review will include contest criteria, removal of identifying marks, and copyright permission.
 - e. Put the recorded pieces on one recording and distribute manuscript copies and combined recordings to Composition Contest Committee members within thirty days of the entry deadline.
 - f. Collate the choices made by the Composition Contest Committee members. If the recommendation is unclear, the Composition Contest Committee members shall re-vote on the top five pieces. In the event of a tie, or if a final determination cannot be made by the Composition Contest Committee, the finalists may be submitted to the Area XII Board to select the winner.
 - g. After the recommendation has been made, the Composition Contest Committee Chair shall destroy all materials (manuscripts and recordings) for all submissions except for the recommended selection.
 - h. Report the final recommended selection to the Area XII Board of Directors at the spring Area XII Board of Directors meeting in the odd-numbered year (the year preceding the Area XII conference).
 - i. Notify the Composition Contest winner after the acceptance of the recommendation by the Area XII Board of Directors.
 - j. Contact the non-winning applicants and thank them for their participation.
 - k. Announce the Composition Contest results to the Area XII membership in at least two different formats
 - l. Have a publishing contract in place by June of the year preceding the Area XII conference, for a publisher distribution to occur no later than August 31 of that same year if a piece is deemed acceptable for publication. (330)
11. The Composition Contest Committee members shall:
 - a. Send back their top three choices to the Composition Contest Committee Chair, each piece being given a rating from 1 to 10 (10 being the highest) within thirty days of receiving the materials.
 - b. If the recommendation is unclear, the Composition Contest Committee Chair shall require the Composition Contest Committee members to re-vote on the top five pieces. In the event of a tie, or if a final determination cannot be made by the Composition Contest Committee, the finalists may be anonymously submitted to the Area XII Board to select the winner.
 - c. After the recommendation has been made, the Composition Contest Committee members except the Chair shall destroy all materials (manuscripts and tape) for all submissions except for the recommended selection.