

AREA 12

RULES OF PROCEDURE



Handbell Musicians

O F A M E R I C A

September 2024

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PREFACE

These Rules of Procedure (ROP) are intended to be the implementing document for the requirements stated in the Articles of Association approved May 28, 1979, the Bylaws dated October 15, 2018, and to provide direction to the Officers and Board of the Directors for AGEHR AREA XII. (693, 694)

The legal name of Area XII, in accordance with the Articles of Association, is The American Guild of English Handbell Ringers, Inc., Area XII. (Art I Sec 1) However, the working name that is used by the national organization and the area is Handbell Musicians of America, Area 12. Throughout this document, reference to Area 12 is reference to the legal entity.

Area 12 is one of the area divisions of The American Guild of English Handbell Ringers, Inc., (AGEHR, Inc.) and is bound by and subscribes to all regulations and bylaws established by AGEHR, Inc. (Art I Sec 1). Reference to the Guild or National in this document is referring to AGEHR, Inc. The Area 12 territory includes (alphabetically) the states of California, Hawaii and Nevada as well as the US Pacific Island territories (e.g., Guam, North Marianna Islands).

Throughout this document, if an Arabic numeral is in parentheses (111), it refers to a motion from the Book of Motions. Reference to the bylaws is indicated by parentheses, with the Article, Section, and Subsection included, as applicable (e.g., Art II Sec 3.a). If there is a date in parentheses, e.g., (4/1985) these are believed to be reference to Board meeting minutes. There are also references to other sections in this document and are usually hyperlinked with section number; for example: refer to ROP [Area 12 Guidelines](#) (Sect I). Clicking on a hyperlink will jump to that section.

This document is not intended to prescribe specific methods on how board members implement their functions. Board members are encouraged to have “desk guides” which contain the implementing information and information that the next person in that position might need. For example: the Treasurer is required to keep books. This document does not specify which software is used. The Treasurer’s desk guide would indicate that Area 12 utilizes QuickBooks.

In the event there is conflict between this document and the Area 12 Bylaws and/or Articles of Association, the Articles of Association, and the bylaws, in that order, take precedence.

I. Area 12 Guidelines

A. Administrative Policy

- 1) The Mission of Area 12 is to educate, motivate, and nurture fellowship, joy, and excellence in handbell and handchime music. (369)
- 2) The primary objectives of Area 12 shall be to educate, promote the exchange of ideas relating to handbell and handchime ringing, and sponsor educational activities that may be adjudicated but which exclude direct competition between handbell and handchime choirs, ensembles, and/or ringers. (Art II Sect 1)
- 3) In no way shall Area 12 become separate from, or work at cross-purposes with, the Guild, of which it is a part. (Art II Sect 2)
- 4) Area 12 and its regions and districts must operate in a manner consistent with the Guild's bylaws. (Art IV Sec 2.e)
- 5) Area 12 and its regions and districts shall submit any and all reports and records to the next higher level of the Guild as requested by the Guild's Board of Directors or Executive Director. (Art VIII Sec 4)
- 6) Except as otherwise provided by law, Area 12 shall be governed and managed by the Area 12 Board of Directors, hereinafter referred to as the Area 12 Board, in accordance with Area 12 Bylaws. (Art IV Sec 2.a /Art V Sec 1)
- 7) Area 12 shall be administered by a Chair elected from the voting membership of Area 12. (Art IV Sec 2.b)
- 8) The Area 12 Board shall establish documents necessary for implementing the bylaws and for governing Area 12. (Art VIII Sec 2) These shall include Rules of Procedure, Book of Motions, and any other official documents approved by the Area 12 Board of Directors.
- 9) All monies collected and administered by Area 12 shall be used in a manner consistent with the objectives of the Guild. (Art II Sect 2)
- 10) Articles of Association for AGEHR, Inc., Area XII, were submitted and approved on May 28, 1979.
- 11) The IRS Employer Identification Number (EIN) for Area 12 is 95-3347050 and Area 12 is listed with IRS as American Guild of English Handbell Ringers Inc Area X11. (5/1979) (Note the intended nomenclature for the EIN was Area XII and the IRS does not include punctuation.) Area 12 is registered with IRS as a 501(3)c non-profit organization.
- 12) Area 12's California Secretary of State/Franchise Tax Board Corporate/Organization number is 9786061. Area 12's California Registry of Charitable Trusts Registration Number is 039539.

- 13) For insurance reasons, no alcoholic beverages are to be served by Area 12 at any Area 12 activity (4/1990), nor other mood-changing controlled substances, such as marijuana.
- 14) The principal office(s) of Area 12 shall be located at the residence of the current Area 12 Chair or such other place as the current Area 12 Chair may designate. (Art I Sec 2) The official address according to the State and Federal tax records is the residence of the current Area 12 Treasurer.
- 15) Area 12 shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Area 12 Board, Executive Committee, and committees having any of the authority of the Area 12 Board at a place or places designated by the Area 12 Board. It shall also keep at its principal or registered office a record of the names and addresses of the board members entitled to vote. All books and records of Area 12 may be inspected by any member of Area 12, or agent or attorney for such member, or by the Guild for any proper purpose authorized by the bylaws or as required by law. (Art VIII Sec 1) The Secretary is the officer responsible for maintaining the Area's records but may delegate some of this task to other officers for specific items. A definition of what are Area 12 records, and which officer is responsible is defined in ROP Records and Retention (Appendix VIII).
- 16) If Area 12 procures a non-profit bulk mail permit, the mailing address shall be determined by the Area 12 Executive Committee. (580)
- 17) The Guild-provided insurance for sponsored events includes borrowed equipment and general liability coverage; any deductible will be as prescribed by the Guild. (683)
- 18) The rules contained in the most recently revised Robert's Rules of Order shall govern Area 12 in all cases where they are applicable and when they are not inconsistent with the bylaws, these Rules of Procedure, or other official documents adopted by Area 12 or the Guild. (Art VIII Sec 3)
- 19) The Area 12 Board may provide an Area 12 Honorary Service Award to an individual who has given extraordinary service to the development of handbells in Area 12. The award will be in the form of a plaque with an appropriate inscription. The Area 12 Board must approve giving the Honorary Service Award. (430)
 - a. The cost for the honorary service award shall be included in the budget for each year the board would like to give out an award. (687)
- 20) Ticket Sales Policy (286): This policy outlines the resources that Area 12 Board members will offer when approached by organizations or individuals for assistance with booking and ticket sales:
 - a. Assistance in locating event sites and contacts, excluding tour planning, housing, and meals.
 - b. Assistance with publicity, such as newsletter announcements at current rates (see ROP sections Events, item 19 (Section I.H); Social Media, item 10 (Section I.K); Twelfth Tone, item 6 (Section I.L); and Website, item 3.a (Section I.M)).
 - c. Assistance with ticket sales, however, Area 12's charge is 25% (twenty five percent) of face value. Area 12 assumes no financial risk nor guaranteed ticket quota.

- 21) The Area 12 Board shall consider joining the North American Guild of Change Ringers or similar organizations and consider holding workshops and including occasional articles in the Twelfth Tone. (673) The Secretary shall be assigned the task of finding such organizations and their organizational deadlines but may delegate.
- 22) The Area 12 Board shall consider nominations for Guild Honorary Life Members annually and submit qualified candidates for nomination by the Guild deadline.
- 23) The Chair shall assign the task of providing Area 12 write up for the quarterly Guild Overtones Area Spotlight by the deadline.

B. Membership

- 1) The members of Area 12 shall be all members of the Guild who reside in the geographical area designated by the Guild as Area 12 and any member classified by the Guild as living outside the defined boundaries of any area of the Guild who chooses to affiliate with Area 12. (Art III, Sec 1)
- 2) A member in good standing is one who is current in Guild dues and has no other outstanding financial obligation to Area 12 or the Guild. (Art III Sec 1.a)
- 3) Membership categories and privileges shall be consistent with the Guild's Bylaws and policies. (Art III Sec 1.b)
- 4) Voting and Other Privileges
 - a. Voting privileges of Area 12 members shall be consistent with the Guild's Bylaws and policies. (Art III Sec 2.a) Area 12 members in good standing, with Guild voting rights, have Area 12 voting privileges.
 - b. In addition to the membership privileges granted by the Guild, the Area 12 Board may grant additional privileges. (Art III Sec 2.b)
- 5) Regions and Districts (Art IV Sec 1)
 - a. Area 12 is subdivided into geographic Regions. Each Region consists of a smaller territory contained within the territory designated to Area 12 by the Guild.
 - b. Area 12 may redefine Regions with the simple majority approvals of the Area 12 Board of Directors and the voting membership of the proposed Region.
 - c. Members who reside in regions that are included within the geographical boundaries of Area 12 shall be members of that Region.
 - d. Each Region may be further subdivided into additional geographic sub-regions known as Districts with the approval of the Area 12 Board. Each District will consist of a smaller territory contained within the territory designated to a single Region.
 - e. Each Region and District must operate under the Area 12 Bylaws.
 - f. Area 12 Regions in California and Nevada are defined by ZIP codes. The Hawaii Region consists of the entire state of Hawaii and the US Pacific Islands. The breakdown of the

Regions is listed in these Rules of Procedure Region Definition (Attachment VII). (583, 670) Regional Coordinators may support members in an adjacent Region, based on distance, etc. The Regions have the following nominal names:

- i. Southern CA (sometimes called SoCal),
- ii. Hawaii,
- iii. LA Metro,
- iv. Southern Nevada,
- v. Northern Nevada,
- vi. Central CA, (sometimes called CenCal),
- vii. Bay Area, and
- viii. Northern California (sometimes called NorCal).

Northern California also has a District nominally known as the Far Northern California District and generally consists of the counties north of Sacramento and west of counties touching Nevada. The ROP Region Definition (Attachment VII) specifies which ZIP codes are supported by the Far Northern California District.

- 6) New Area 12 members shall be sent a new member packet as defined in the Membership Director desk guide. (672)
- 7) Area 12 shall encourage joining the Guild or renewing membership at sponsored/endorsed events. Local event organizers are authorized to reduce or waive event fees for those who join the Guild for that event. (585)
- 8) Any Area 12 member may request data with mailing information as prescribed by the Guild. (193)
- 9) The Communications Director will list new Area 12 members (first names or organizations, and cities only), as provided by the Membership Director, in the Area 12 newsletter, if said new member has given permission for their name to be published. (586)
- 10) There shall be a biennial Area 12 general membership meeting for purposes of receiving reports from the Area 12 Board and for transacting any other such business as may be brought before the membership by either the Area 12 Board or its members. No minimum number of members must be present, either in person or by proxy, for the purposes of the transaction of any business at any meeting of the Area 12 members. (Art IV Sec 4) Note this meeting typically takes place at the biennial conference. If no conference is held a biennial meeting shall still take place.
- 11) An Area 12 general membership meeting may take place in odd-numbered years.
- 12) At least 10% (ten percent) of the membership shall be present, either in person or by proxy, for the purpose of taking any action relating to the merger or dissolution of the area. (Art IV Sec 4)

C. Nondiscrimination

Area 12, its officers, employees, and members will not discriminate against any voting or nonvoting member on any basis, including, but not limited to race, age, color, religion, marital status, veteran status, gender, pregnancy, sexual orientation, national origin, or physical or mental disability. (Art III Sec 3)

In addition, Area 12 has adopted a Code of Ethics; see ROP Code of Ethics (Attachment X). (665)

D. Finances

- 1) The fiscal year of Area 12 shall begin September 1 and extend through August 31. (Art IV Sec 3).
- 2) In the event of the dissolution of Area 12 or any Region or District of Area 12, all assets of the dissolved area, Region, or District shall be transferred to the next higher level of Area 12 or the Guild (e.g., Region to Area 12, Area 12 to the Guild). (Art XII)
- 3) Designated funds are monies (usually donated) earmarked for a specific purpose, such as for scholarships, equipment purchase, event down payment, etc. Undesignated funds are funds that have no stipulations on their use, such as for general board budget items.
- 4) The Area 12 Board shall approve a budget at the first Area 12 Board meeting of the fiscal year. (587)
- 5) The Area 12 budget shall include a line item for membership in a national music educators' association. (588)
- 6) The Area 12 Chair must approve all non-budgetary expenditures of Area 12 funds in excess of \$500 (five hundred dollars). This can be in the form of a motion in the minutes or a signature on the requisition or event forms. Board members may spend up to \$500 (five hundred dollars) for non-budgetary expenditures in carrying out their assigned duties. Such expenditures should be reported to the Area 12 Chair prior to request for reimbursement. (688)
- 7) The Treasurer shall inform the Executive Committee of the potential for investment of all or some undesignated funds not immediately needed when threshold reached as defined in ROP Treasurer, item 2.n (Section III.F).
- 8) At the beginning of each term, the incoming Area 12 Chair and the Area 12 Treasurer shall arrange for a disinterested, qualified party to conduct an inspection of the finances encompassing the preceding two years. This inspection is intended to identify items that may not be consistent with generally accepted accounting principles. (590)
- 9) If Area 12 has reached the financial thresholds described in ROP Finance Investment Committee/Financial Advisor (Section V.D), each incoming Area 12 Chair shall appoint a Finance Investment Committee or Financial Advisor to make recommendations to the Area 12 Board for action concerning investment of the designated Area 12 funds. (591)

- 10) The Area 12 Chair is the person designated to sign and submit to the Guild the paperwork for sponsored and endorsed events. In the event the Chair is unavailable, the Past-Chair or Chair-Elect may sign and submit to the Guild the event paperwork. (592)
- 11) Area 12 shall produce at least one Area 12 conference biennially in even-numbered years, if practicable. These events should produce sufficient revenue to support the financial needs of Area 12 for the ensuing two years. (593) Refer to ROP Conference (Section I.I) for details.
- 12) Money raised from Area 12 sponsored events shall go to the Area 12 Treasury. (4)
- 13) Area 12 shall endeavor to maintain balance(s) with its financial institutions to avoid monthly maintenance charges. For example, if \$5000.00 (five thousand dollars) is the threshold to pay a monthly maintenance fee, the Treasurer should keep the balance above \$5,000.00. (674)
- 14) Area 12 may fund raise to provide funds to operational budget or other normal activities. Including fundraising activities like “Adopt-a-Bell”. It can be in conjunction with Area 12 events like the biennial conference, or other events, or on a stand-alone basis.
- 15) Financial laws, or a financial institution’s requirements, will determine which officers must have access to financial accounts and instruments.
 - a) As a minimum, the Treasurer and one other member of the Executive Committee must be signatories on the financial institution accounts.
 - b) As a minimum, the Treasurer shall have a debit card or equivalent.
 - c) As a minimum, the Treasurer and one other member of the Executive Committee must have administrative access to the PayPal account, or other financial accounts.
- 16) When a Treasurer or Secretary changes, due to an election or replacement appointment, the results of the election or the appointment shall be documented in the Board Meeting minutes. (Financial institutions require this information in the minutes to confirm that the new officer is authorized to access the organization’s accounts.)
- 17) All board members are requested to periodically review the Chase bank statements which can be found in the Shared Drive, in the ‘TreasurerSharedDrive’ folder to make sure that expenses are in line with the intention of Area 12.

E. Expenses and Income

- 1) All deposits and claims for reimbursement from Area 12 funds shall use the current reimbursement form as maintained by the Secretary.
 - 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 include reference to what generated the deposit.
 - e. The reimbursement form, any deposits, and/or supporting receipts/documentation should be submitted to the Treasurer.
- 2) Request for Area 12 reimbursement should be submitted for payment within thirty (30) days of occurrence or following the completion of the event which the expense is related to. Expenses may be submitted for reimbursement as soon as the expense is incurred, even when related to a future event. (681)
 - 3) Reimbursement forms must be signed by Board Member before submission. If a non-board member incurs an Area 12 expense, it needs to be routed to the responsible Board Member before submission to the Treasurer for reimbursement.
 - 4) Reimbursement rates for transportation costs shall be determined on a biennial basis during the fall meeting when the budget is approved. Passage must be by a two-thirds (2/3) majority of those present. This includes transportation expenses incurred by Area 12 Board of Directors on approved Area 12 business, including traveling to and from Area 12 Board of Directors meetings. (594) See ROP Travel Reimbursement Policy (Attachment IX).
 - 5) Reimbursement rates for lodging costs shall be determined on a biennial basis by a two-thirds (2/3) majority of the board present. See ROP Travel Reimbursement Policy (Attachment IX).
 - 6) Alcoholic beverage costs will not be reimbursed. (6/1995) Other controlled substance consumables, e.g., marijuana, will also not be reimbursed.
 - 7) The Membership Director, Regional Coordinators and District Liaisons shall submit into the budget each year any funds they wish to have for mailings to membership. Mailings regarding specific events are to be covered in the event budget. (676)
 - 8) Expenses should be preapproved through the budgeting process and/or the event approval process. Approval of other unbudgeted expenses greater than \$500 (five hundred dollars) shall be approved in writing by the Chair. This approval shall be included with the request for reimbursement. For unbudgeted expenses less than \$500 (five hundred dollars) not previously approved, the Treasurer shall notify the Chair prior to approval and disbursement of funds. (688)
 - 9) Normal expenses that may be reimbursed at full rate 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 12 Board meetings, excluding alcoholic beverages or other

- controlled substance consumables,
 - g. Publicity, letters, supplies, postage,
 - h. Name tags,
 - i. Shipping (e.g., music packets), and
 - j. Miscellaneous (itemized and pre-approved).
- 10) The Treasurer will make reasonable efforts to pay board member expense reports within 30 (thirty) days of receiving a valid (and approved, if necessary) reimbursement form and supporting receipts and documentation.
- 11) Area 12 will provide a membership subsidy to each new set of bells purchased in Area 12 when the information on the purchasing entity is available, and it is financially practicable. (685)

F. Assets

- 1) The Area 12 Treasurer will be responsible for maintaining a current inventory of transferable property owned by Area 12 and make available said inventory to all board members after filing each year's non-profit filings. (94)
- 2) No member of the Area 12 Board is to be held responsible for any Guild material destroyed by fire, natural disaster, or theft while in their possession. (372) Nor vandalism.
- 3) The Area 12 Chair is the custodian of the ceremonial B# bell. The Area 12 Chair shall be responsible for having the ceremonial B# bell engraved prior to each biennial conference. (320) The engraving shall include the city, state, and year of each Area 12 conference, beginning with Honolulu, Hawaii, 1980. No month is to be included. (18)
- 4) The Area 12 University of California Medal shall be kept with the Area 12 Ceremonial B# bell. (19)
- 5) The Area 12 Education Director is the custodian for the Area 12 Bell/Chime Loan Program handbell and handchime instruments and related equipment. (595) The Area 12 Education Director is responsible for examining the instruments and related equipment on a periodic basis. Repair costs will be paid by Area 12.

G. Amendments and Revisions to Bylaws and Rules of Procedure

- 1) Amendments and Revisions to Area 12 Bylaws
 - a) Amendments and revisions to the bylaws may be initiated by an Area 12 member, a committee appointed by the Area 12 Board, or by the Area 12 Board. (Art XI Sec 1)
 - b) The Secretary shall be responsible for receiving suggestions, coordinating any modifications and/or updates to the Area 12 Bylaws, following the approval guidelines described in the bylaws and this ROP Bylaws Committee (Section V.B). The Secretary

serves as chair of the bylaws committee. It is recommended that the Executive Committee review the list of potential changes at least once (1) per Chair term to determine if the Bylaws should be updated.

- c) The proposed bylaws amendment with modifications shall be reviewed by the Area 12 Board of Directors. Bylaw changes must be approved by a two-thirds (2/3) vote of the Area 12 Board of Directors before the proposed bylaws amendment is submitted to the Guild's Board of Directors for review and approval. (Art XI Sect 2)
 - d) If the Area 12 Board rejects the proposed bylaw amendments, a petition to the Chair bearing the signatures of ten percent (10%) of the voting membership shall cause the set of proposed amendments to be sent to Guild's Board of Directors for review and approval. (Art XI Sec 3)
 - e) After final approval from the Guild's Board of Directors and the Area 12 Board of Directors, the changes shall be submitted to the voting membership no less than thirty (30) days prior to the end of the balloting period. (Art XI Sect 4.a)
 - f) The voting on the proposed bylaws may be included in the next regular election. If the Area 12 Board deems prompt action on the bylaws vital to the efficient operation of Area 12, it may call a special election for the purpose of voting on the proposed bylaws. (596)
 - g) Ballots must be returned to an individual who is not a member of Area 12 or to an independent accounting firm by the date required as set forth on the ballot. (Art XI Sec 4.b, 4.c)
 - h) Amendments shall be effective as of the date designated in the proposed amendments. (Art XI Sec 6)
 - i) Area 12 membership shall be notified of the results of the bylaw change vote within forty-five (45) days of the closure of the voting period. Results will be announced in at least two of the following methods: Newsletter, Website, and Social Media.
 - j) After approval, the new Bylaws will be accessible to the Area 12 members from the Area 12 website.
- 2) Revisions to the Rules of Procedure
- a) The Secretary shall maintain a list of procedural changes and approved motions that need to be incorporated into the Rules of Procedure that do not require a Bylaws change.
 - b) Board members shall provide procedural changes to the Secretary for review and/or inclusion in the updated Rules of Procedure. (These are items that do not require bylaws change.)
 - c) The Secretary will present the updated Rules of Procedure for Board approval at each Fall board meeting with any additional motions that might be needed to bring the ROP into compliance with our current practices. (682)
 - d) Revisions to these Rules of Procedure must be approved by a two-thirds (2/3) vote of the Area 12 Board Members.
 - e) The proposed revision shall be accompanied by a reason for change and a mark-up showing what the changes are.

- f) Effective date of the revision shall be the date of approval.
- g) After approval, the new Rules of Procedure will be accessible to the Area 12 members from the Area 12 website.
- h) A thorough review of the Rules of Procedure should be done every four years, in even numbered years. It is suggested the committee that does this work include the Secretary, Chair-Elect and Past-Chair as a minimum; the Secretary will chair the committee.

H. Events

- 1) Sponsored events within Area 12 are the financial responsibility of Area 12. Guild benefits of being a sponsored event include general liability insurance, borrowed equipment insurance, site insurance, employee/volunteer dishonesty insurance, publicity and performance royalty payments (the last if post-event paperwork is timely submitted). [Specific details can be found here.](#)
- 2) Endorsed events are planned, financed, and carried out by Area 12 members and not by any organizational level of the Guild. These events are the sole financial and legal responsibility of the event planner. Board members should encourage people not associated with the Guild that carry out events to consider making their event an endorsed event. The benefits of being an endorsed event include Guild publicity and performance royalty payments (if post-event paperwork is timely submitted).
- 3) The Area 12 Chair is the person designated to sign and submit to the Guild the paperwork for sponsored and endorsed events. If the Area 12 Chair is unavailable, the Area 12 Past-Chair or Chair-Elect may sign and submit the event paperwork. (592)
- 4) It is intended that all events produced by members of the Area 12 Board be sponsored events. (597)
- 5) Area 12 may produce a Director's Seminar as finances permit. (686)
- 6) Money raised from Area 12 sponsored events goes to the Area 12 Treasury. (4) Endorsement fees received from endorsed events also go to the Area 12 Treasury.
- 7) All members of the Guild and their choirs, regardless of area of residence, are entitled to participate in all Area 12 events.
- 8) Non-members of the Guild may participate in the following:
 - a) Any Area 12 sponsored event. The event committee will consider if it will charge non-members an optional surcharge, and
 - b) An Area 12 biennial conference. The event committee will consider if it will charge non-members an option surcharge and will encourage attendees to join the Guild.
- 9) Local event organizers are authorized to reduce or waive event fees for those who join the Guild for that event. (416)

- 10) Area 12 shall encourage participants to join or renew membership in the Guild at sponsored/endorsed events. (585)
- 11) The honorariums and accommodations for clinicians, Conference Chair, Area 12 Chair and other event leaders will be determined by the Event Coordinator or committee managing the event for which the personnel will be compensated for. Honorariums and accommodations for events other than the Biennial Conference shall be handled in a similar manner by the event organizer. (671)
- 12) Board members selected as conductors, clinicians and teachers at Area 12 sponsored events must receive the same honorarium as non-board members providing the same service. (522)
- 13) Registration fees for the host and registrar should be waived for Area 12 sponsored events.
- 14) Meals may be provided as a fundraiser by the host organization in any format. (36)
- 15) It is the goal of the Area 12 Board that repertoire selected for Area 12 sponsored events include a variety of publishers and consider a variety of levels. (598)
- 16) It is the goal of the Area 12 Board that all pieces of music used in Guild sponsored events be graded using the National Difficulty Level System. (304)
- 17) Handchimes may be used as a substitute for handbells in massed ringing at an Area 12 sponsored event, with the permission of the event coordinator/primary event contact. (338)
- 18) The Area 12 Chair may attend Area 12 director's workshops. Room, board, and registration shall be paid by Area 12, when included in the approved annual budget or approved event budget. (599)
- 19) Publicizing Events in Newsletter (600)
 - a. Events within Area 12 may be publicized in the newsletter, at no cost, prior to the event if:
 - i. The event is a sponsored or endorsed event signed by the Chair;
 - ii. An event is youth-oriented (e.g., Concordia Youth Invitational) (556); or
 - iii. An exception has been approved by the Board of Directors.
 - b. Refer to ROP Twelfth Tone Newsletter, item 6 (Section I.L) for paid advertisements in the newsletter.
- 20) Refer to ROP Website, item 3.a (Section I.M) for information on publicizing events on the Area 12 website.
- 21) Refer to ROP Social Media, item 10 (Section I.K) for information on publicizing events through Area 12 Social Media.
- 22) Publicity of Area 12 events should include notification to all Area 12 Board members. (260)

- 23) Area 12 shall follow copyright laws and policies adopted by the Guild (e.g., Use of Tablet Policy). Area 12 event registration material will clearly state that no illegally photocopied music will be allowed. (584)
- 24) Persons responsible for sponsored events shall ensure any required forms (e.g., HMA Youth Protection Policy) are signed and maintained with event documentation. (643)
- 25) The Area 12 Reimbursement Form should be used to document any deposits and/or requests for reimbursement of sponsored events. In the case that cash receipts are received, the event budget should account for a receipt book.
- 26) Area 12 Board Members shall encourage adults in sponsored events that have children present to sign the YPP (Youth Protection Policy) form and submit the signed back to Area 12 for filing in the event folder at the conclusion of the event.

I. Conferences

- 1) Area 12 Conferences shall follow the applicable items described in ROP Events (Section I.H).
- 2) Area 12 shall strive to produce at least one Area 12 conference biennially in the even-numbered years. These conferences should produce sufficient revenue to support the financial needs of Area 12 for the ensuing two (2) years. (602) Refer to ROP Finances, item 11 (Section I.D).
- 3) Area 12 Conferences shall be held at various locations throughout Area 12. Preferably a rotation between large geographic areas of Area 12, if practicable, including, but not in order, Northern California, Central California, Southern California, Hawaii, Southern Nevada, and Northern Nevada will be utilized.
- 4) All Area 12 conference contracts shall be approved by the Area 12 Executive Committee and signed by the Area 12 Chair. (331)
- 5) All registrations over capacity will be placed on a waiting list and accepted on a space-available basis. (195)
- 6) Massed rings at Area 12 biennial conferences may be separated by difficulty level. (603)
- 7) The Events Director, or the Executive Committee or Board of Directors if there is no Events Director, will assemble a Conference Committee to include a Conference Coordinator (typically a person local and/or familiar with the area where the event is being held), a Registrar, and other members, as needed.
 - a. The Conference Committee shall follow the procedures for committees as outlined in ROP Committees, General (Section V.A).
- 8) The honorarium or any benefits for a Conference Chair may be proposed by the Conference Committee and to be included as part of the event budget. (676)

- 9) The early bird deadline, if any, should be scheduled after announcement of any selections for the Jim Scott Memorial Scholarship. See ROP Jim Scott Memorial Scholarship Committee (Section V.F).
- 10) The vendor display rate per square foot for display areas is to be determined by the biennial Conference Committee. (677)
- 11) If possible, the Area 12 Bell/Chime Loan instruments and related equipment should be available for use at the Area 12 Conferences.
- 12) At the Area 12 Conference, as appropriate:
 - a) The Area 12 Chair shall ring the opening bell;
 - b) An Area 12 membership meeting will be held (see ROP Membership, item 10 (Section I.B)). If possible, expand attendance by offering live/recorded option;
 - c) The Area 12 Chair shall ring the closing bell and pass it to the Area 12 Chair-Elect;
 - d) The results of the Area 12 election shall be announced, if available;
 - e) The Area 12 University of California medal shall be passed from the current Area 12 Chair to the incoming Area 12 Chair (Chair-Elect) at the appropriate Area 12 conference; and
 - f) Any arrangers and/or composers of handbell music used in the conference in attendance should be introduced. (644)

J. Bell/Chime Loan Program

- 1) Philosophy
 - a. Provide opportunities for music education.
 - b. Encourage music participation in community outreach programs.
 - c. Foster growth in the membership of the Guild.
- 2) Qualifying organizations may include, but are not limited to:
 - a. Educational institutions,
 - b. Organizations serving the special needs population,
 - c. Senior centers, and
 - d. After-school programs.
- 3) The Bell/Chime Loan Program is not intended to assist churches in starting a handbell program.
- 4) Area 12 handbells or handchimes and related equipment shall be loaned for one semester or half of a school year to one qualifying organization before being passed to another qualifying

organization, unless there is sufficient number of sets of equipment for an organization to have the equipment for more than one semester.

- 5) To apply for a loaned set of bells or chimes, the person responsible must:
 - a. Submit a loan proposal (i.e., Area 12 Handbell/Handchimes Loan Agreement form) to the Education Director 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 persons who will be responsible for the instruments; and
 - d. State how the bells or chimes will benefit the music program.
- 6) Before taking possession of loaned instruments and/or related equipment, the person responsible shall:
 - a. Submit proof of Handbell Musicians of America membership to the Education Director;
 - b. Seek to improve bell/chime knowledge through attendance at workshops, conferences, classes, or tutoring, if practicable; and
 - c. Provide written proof of insurance covering theft and damage of the instruments and/or related equipment. In the event the organization is unable or unwilling to provide insurance, the Board will discuss if other means of liability coverage, such as a personal guarantee, will be acceptable. (714)
- 7) Each host organization accepts liability for the Bell/Chime Loan Program bells or chimes and related equipment while in their possession.
- 8) The host organization's only required costs, other than Handbell Musicians of America membership dues, are transportation/shipping and (potentially) insurance. And likely to have additional expenses to cover music, notebooks, foam, table covers, mallets or other ringing tools.
- 9) At the conclusion of the loan period, the host organization shall write a report detailing their activities, which shall be submitted to the Area 12 Education Director who may submit the report to the Area 12 Board of Directors at the next meeting and for possible posting to the Area 12 Website, inclusion in the newsletter, or Area 12's social media.
- 10) The host organization shall coordinate with the Education Director for the return of the loaned equipment at the end of the loan period.
- 11) If possible, the Bell/Chime Loan Program instruments and related equipment should be available to be used at the Area 12 Conferences.
- 12) The Area 12 Executive Committee may approve waiving one or more of the requirements of the Area 12 Handbell/Handchime loan program if recommended by the Education Director. (691)

K. Social Media

- 1) Area 12 Social Media accounts are utilized to provide information and connection with Area 12 members.
- 2) Area 12 Social Media accounts shall include a link to the Area 12 website (as part of profile, or equivalent).
- 3) Social Media accounts are owned by Area 12 and maintained by the Social Media Director.
- 4) Access to the administration of the Social Media accounts will be held by the Social Media Director and shared with at least one other designated member of the Board of Directors, for back up. The Webmaster is nominally the designated administrative back up.
- 5) Area 12 Social Media accounts should be verified/authenticated (to prove ownership), if at all possible and practicable.
- 6) Following or quoting/referencing another entity's social media account or post does not equate to endorsement of that entity.
- 7) Area 12 Social Media shall be utilized to avoid copyright infringement.
- 8) Area 12 Social Media shall be utilized to avoid use of images or video showing identifiable minors without parental permission.
- 9) Social Media accounts include the following, or may expand to include any new or existing service that fulfills the needs of outreach to Area 12 members, as authorized by the Area 12 Board of Directors or Executive Committee.
 - i. Facebook page (<https://www.facebook.com/HandbellMusiciansOfAmericaArea12>, created June 3, 2013)
 - ii. Instagram (<https://www.instagram.com/area12media/>)
 - iii. Twitter (<https://twitter.com/area12handbells>, created May 2014)
 - iv. YouTube (https://www.youtube.com/channel/UCEV27q_v6bzjWw-oF3GnMDw, created June 24, 2020)
- 10) The Social Media Director shall periodically post calendar information for upcoming Area 12 sponsored and endorsed events, with links, as applicable, for further information.
- 11) The Social Media Director shall post timely news and announcements, such as upcoming Board of Director meetings, and Area 12 election voting information and results.
- 12) The Social Media Director shall ban or block spammers from posting or referencing Area 12 Social Media accounts.
- 13) The Social Media Director shall share access to specific Social Media accounts, such as utilizing the YouTube account for event live stream access, as directed by the Board of Directors.

L. The Twelfth Tone E-Newsletter

- 1) The Twelfth Tone E-Newsletter is the official publication of Area 12. Its purpose is to disseminate handbell-related information to members of Area 12, as well as other interested parties. To this end, it aims to provide:
 - a) A calendar of events pertaining to handbells/handchimes in Area 12, with a link to the Area 12 website for more details; (523, 537)
 - b) Reports on the activities of the membership;
 - c) Articles pertaining to the handbell art form; and
 - d) Individuals and points of contact who can provide further assistance and information for the membership.
- 2) The Twelfth Tone E-Newsletter does not seek to duplicate information found in other Guild publications, except when specifically pertaining to or having an impact upon the Area 12 membership.
- 3) 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); and
 - b) Sent via the current Area 12 massed e-mail software system.
- 4) The deadline for submissions to the Twelfth Tone E-newsletter will be set by the Communications Director.
- 5) The Area 12 mailing address shall appear in the email that distributes the e-newsletter and shall be the residence of the current Communications Director, who serves as the publisher of the Twelfth Tone E-Newsletter.
- 6) The Twelfth Tone may include (paid and unpaid) advertisements for handbells, concerts and handbell businesses. (5)
 - a) Twelfth Tone newsletter line ads may publish calendar and opportunity items (e.g., position available) free of charge.
 - b) Want ads of a commercial nature will be free to (Area 12) members and for non-members will be billed at a rate determined by the Communications Director with guidance of the Board of Directors. (367)
 - c) Or other types of advertisements as authorized by the Board of Directors.
 - d) The Communication Director shall ask advertisers in the Twelfth Tone if they would like to be included in the regular distribution of the Twelfth Tone. (679)
- 7) Suggested content for the Twelfth Tone E-Newsletter includes, as applicable:
 - e) Messages from the Chair,

- f) Messages from the Communications Director,
- g) Area 12 news, including reports from the Regional Coordinators, District Liaisons,
- h) Special event reports,
- i) A calendar of upcoming events,
- j) A list of new members with permission (first name, organization, and city) (585),
- k) A synopsis of minutes of the most recent Area 12 Board of Directors meeting,
- l) Announcement of upcoming board meetings at least thirty (30) days in advance (605),
- m) Nomination announcements, election procedure, and election results for Area 12 officers,
- n) Conference information, including repertoire lists,
- o) Workshop information, including repertoire lists, as applicable,
- p) Reading session information, including repertoire lists if available,
- q) Composition contest announcements and results,
- r) Scholarship information and application results,
- s) Bell/Chime Loan Program information,
- t) Article from bell/chime loan program borrower on their experience using the equipment,
- u) Article from Patty Marquart scholarship recipient of his/her experience at National Seminar,
- v) Area 12 donation opportunities (e.g., Amazon Smile, Area 12 website direct donation link),
- w) Article highlighting special needs group,
- x) Appropriately relevant handbell-related advertisements, as determined by the Communications Director,
- y) Links to various Area 12 Social Media accounts, and
- z) Other information, including, but not limited to, short articles, Guild Endowment Fund information, Guild membership information, and information on available resource materials.

M. Website (604)

- 1) The Area 12 Website shall be kept via a public domain registration at <https://area12.handbellmusicians.org>. The domain registration is maintained through the Guild. (503)
- 2) The Area 12 Website shall be coordinated with the Guild's Website.

3) The Website shall contain, at a minimum:

- a) A calendar of events happening in the area. This listing may include links to events that are not sponsored or endorsed but are put on by members in the area (e.g., concerts); (523, 537)
- b) A listing of the current Area 12 Board of Directors, along with their Area 12 emails, city, county and state;
- c) Links to Area 12 Social Media accounts;
- d) Copies of previously issued newsletters;
- e) Access to the following:
 - i. A reference so that an individual can request the annual budget and financial statement of income and expenses,
 - ii. A copy of the current Bylaws,
 - iii. A copy of the current Rules of Procedure, including the current definition of regions and districts,
 - iv. A copy of the Area 12 Code of Ethics (666) and Conflict Resolution guidelines (710).
 - v. A reference so that an individual can request the Reimbursement form from a board member;
- f) A description and access to the application form (i.e., Area 12 Handbell/Handchimes Loan Agreement form) for the Bell/Chime Loan Program; and
- g) Access to Guild membership information.
- h) Paid advertising banners shall be allowed on the Area 12 website home page, at a rate to be set by the Webmaster, with guidance from the Board of Directors. (692)

II. Area 12 Board of Directors

A. General

- 1) The Area 12 Board shall consist of the Executive Committee and appointed members as determined by the bylaws and these Rules of Procedure. (Art V Sec 2.b)
- 2) The board of directors is subject to the Guild's Bylaws and policies (e.g., Use of Tablet Policy). (584)
- 3) Each region shall be administered by a Regional Coordinator appointed by the Area 12 Chair and approved by the Area 12 Board. (Art IV Sec 2.c)
- 4) If the formation of a district is deemed necessary, each district shall be administered by a District Liaison appointed by the Area 12 Chair and approved by the Area 12 Board. (Art IV Sec 2.d) See ROP Membership (Section I.B) and Region Definition (Attachment VII) for more information on regions and districts.
- 5) The Area 12 Board may call for a special vote of the membership when necessary. A two-thirds (2/3) vote of the Area 12 Board shall be required before the issue is submitted to the general voting membership. (Art V Sec 6)
- 6) Board members shall provide change of address and contact information to the Area 12 Secretary in a timely manner. (4/1996)
- 7) Board members are responsible for maintaining their officer desk guide with details of how to fulfill their required duties. As a minimum, the desk guide should be updated before the end of their term in office.
- 8) Each member of the board shall pass on information including the current Area 12 Bylaws, ~~and~~ Rules of Procedure, and update their officer's desk guide as applicable, to their successor as the board membership changes. (251)
- 9) Each member of the board shall submit annual budget items for consideration prior to the fall board meeting. (587)
- 10) Board members shall submit procedural changes to the Area 12 Secretary to be included in the revised Area 12 Rules of Procedure.
- 11) Board members shall submit Bylaw update suggestions to the Area 12 Secretary to be considered at the next update by the Bylaws Committee.
- 12) Motions should include a "sunset" clause (an expiration of the motion), if appropriate.
- 13) The Board of Directors shall act on the recommendation of the Finance Investment Committee/Financial Advisor concerning investment of Area 12 funds. Refer to ROP Finance Investment Committee/Financial Advisor (Section V.D).

- 14) Board members should provide the reimbursement form to those who need to be reimbursed for expenditures made on behalf of the Area (8/1995). Leaders of sponsored events should request this form from any Board of Directors member for their use. Non-board members may not directly submit reimbursement forms to the Treasurer; they should be submitted to board member, signed (as the responsible board member), and then sent to the Treasurer for reimbursement.
- 15) Board members shall seek approval of non-budgeted expenditures greater than \$500 (five hundred dollars) from the Chair. Board members shall also notify the Chair of unbudgeted expenditures \$500 (five hundred dollars) or less before submitting reimbursement request to the Treasurer. (688)
- 16) Board members shall sign any required forms annually and return them to the Secretary for record keeping. Examples include Code of Ethics, Conflict of Interest, Social Media Policy, Youth Protection Policy and Conflict Resolution forms. (643, 665, 667,710)
- 17) Financial support can be provided to a board member, if needed, by making a request to the Chair. A decision on the amount and purpose will be determined by the Executive Committee (651A).
- 18) When Area 12 is selecting Clinicians, conductors, teachers for sponsored events, if Board members are in consideration for these positions, they must recuse themselves from the decision-making process. (522)
- 19) Board members shall handle their documents, records, email, etc., as defined in ROP Records and Retention (Appendix VIII).

B. Board Approval/Appointment Responsibilities

- 1) A simple majority is required for approval of items listed below, unless otherwise indicated.
- 2) The Board of Directors shall approve the appointment of Regional Coordinators and District Liaisons. (Art IV Sec 2)
- 3) The Board of Directors may appoint committees beyond those specified in ROP Committees (Section V).
- 4) The Board of Directors must approve any members of committees that are not Area 12 members in good standing. Refer to ROP Committees, General, item 2 (Section V.A).
- 5) The Board of Directors shall approve/determine if a composition contest will take place. Refer to ROP Composition Contest, item 1 (Section V.C). This decision is usually made at the Fall regular meeting in even numbered years, following a biennial Conference.
- 6) The Board of Directors may approve any change to the transportation cost reimbursement, biennially, by a two-thirds (2/3) vote. See ROP Finances, item 3 (Section I.D).
- 7) The Board of Directors may approve any change to the lodging cost reimbursement, biennially, by a two-thirds (2/3) vote. See ROP Finances, item 4 (Section I.D).

- 8) The Board of Directors shall approve a budget at the first Area 12 Board meeting of the fiscal year. This includes discussion and motion on whether or not the Patty Marquart Scholarship (Section V.H) can be given, the Mel Tully Memorial Scholarship (Section V.G) can be given, and if there will be any monetary award for a Composition Contest, item 1 (Section V.C).
- 9) The Board of Directors shall approve any revisions to these Rules of Procedures by a two-thirds (2/3) vote. Refer to ROP Amendments and Revisions to Bylaws and ROP (Section I.G).
- 10) The Board of Directors shall approve financial statements before the Treasurer may submit non-profit filings.
- 11) The Board of Directors shall appoint members to the Nominating Committee. Refer to ROP Nominating Committee, item 4 (Section V.E).
- 12) The Board of Directors shall approve the slate of candidates for election. Refer to ROP Nominating Committee, item 6.d (Section V.E).
- 13) If a Bylaws Committee is deemed necessary, the Board of Directors shall approve the members of such committee.
- 14) The Board of Directors shall approve any bylaw revisions by a two-thirds (2/3) vote. Refer to ROP Amendments and Revisions to Bylaws and Rules of Procedure (Section I.G) and Bylaws Committee (Section V.B).
- 15) The Board of Directors shall approve giving of the Area 12 Honorary Service Award. Refer to ROP Administrative Policy, item 19 (Section I.A).
- 16) The Board of Directors, at the next regular meeting, shall formally review/approve the meeting minutes of the past meeting. (606) Mid-term meetings usually defer minute approval to the next regular meeting; any intervening meetings (emergency, mid-term, special) minutes are approved at the next regular meeting.
- 17) The Board of Directors shall approve any redefinition of a Region for subsequent approval by the voting membership of the proposed Region. Refer to ROP Membership, item 5 (Section I.B).
- 18) The Board of Directors shall approve any district definitions. Refer to ROP Membership, item 5 (Section I.B) and ROP District Liaisons (Section IV.H).
- 19) The Board of Directors shall approve any exceptions to the event-publicizing policy defined in ROP Events, item 19 (Section I.H).
- 20) The Board of Directors shall approve any exceptions to the conflict-of-interest rules defined in ROP Indemnification/Conflicts of Interest, item 4 (Section II.F).
- 21) The Board of Directors shall act on the recommendations of the Finance Investment Committee. Refer to ROP Finance Investment Committee/Financial Advisor (Section V.D).
- 22) The Board of Directors shall approve any new Area 12 social media accounts to be created. Refer to ROP Social Media (Section I.K).

- 23) The Board of Directors shall approve declaring any office vacant by a two-thirds (2/3) vote. See ROP Resignation/Vacancies/Removal, item 3 (Section II.D). The Board of Directors may approve a reinstatement of an officer so removed once (1) in a term by two-thirds (2/3) vote.
- 24) In the case of a vacancy in the office of Past-Chair, the Board of Directors may appoint a person to fill the position. Refer to ROP Past-Chair, item 3 (Section III.D).
- 25) In the case of a vacancy in either of the offices of Treasurer or Secretary, the Board of Directors shall appoint a replacement. Refer to ROP Secretary, item 4 (Section III.E) and Treasurer, item 6 (Section III.F).
- 26) The Board of Directors may call for a special vote of the membership with two-thirds (2/3) vote. See ROP Board of Directors, General, item 5 (Section II.A).

C. Qualifications/Election/Term

- 1) All members of the Board of Directors shall be Guild voting members in good standing of Area 12 during the entirety of their term in office. (Art IV Section 2.b, Art V Sec 2.b; Art V Sec 3.e)
- 2) Term of appointed officers is defined in ROP Appointed Officers, General, item 3 (Section IV.A).
- 3) Appointed officers of the board may be reappointed for additional terms.
- 4) Members of the board shall review the Area 12 Bylaws, Area 12 Rules of Procedure, and any other governing documents, and the appropriate officer desk guide, upon taking office. (607)
- 5) In the case of a tie for any elected office after the required recount, the election shall be determined by a majority vote of the current Board of Directors (Art V Sec 3.d.2), excluding board member(s) on the ballot. (641)
- 6) The term and election of Area 12 Executive Committee members are detailed in ROP Executive Committee (Section III) and Nominating Committee (Section V.E).

D. Resignation/Vacancies/Removal

- 1) Any officer moving out of the geographical area designated as Area 12 shall immediately relinquish their Area 12 office. (608)
- 2) Any officer assuming a national office position in the Guild shall immediately relinquish their Area 12 office. (608)
- 3) Any member of the Board of Directors shall be removed from the board upon evidence of incapacity or unwillingness to serve or to follow the bylaws or governing documents. Any member of the Board of Directors may be removed from the Board of Directors by the remaining members of the Board of Directors whenever, in its judgment, the best interests of Area 12 would be served thereby. Such removal from the office must be approved by a two-

thirds (2/3) vote of the full Board of Directors (not counting the member in question) and the office declared vacant. (Art V Sec 4.c)

- 4) Any member of the Board of Directors may resign at any time by filing a written resignation with the Chair. In the event that the Chair desires to resign, the written resignation must be filed with the Chair-Elect. (Art V Sec 4.a)
- 5) Absence from two (2) sequential board meetings can be considered a resignation. See ROP Meetings/Attendance, item 9 (Section II.E). Board members may be reinstated once (1) in a term by the Board.
- 6) Refer to ROP Sections Chair, item 4 (Section III.B), Chair-Elect, item 4 (Section III.C), Past-Chair, item 3 (Section III.D), Secretary, item 4 (Section III.E), and Treasurer, item 6 (Section III.F) for details regarding how vacancies of the elected officers shall be handled.

E. Meetings/Attendance

- 1) Regular Board of Directors meetings are defined as the Spring and Fall two (2)-day meetings, nominally convened in person (with folks able to participate remotely via established or emerging technologies). Mid-term board meetings are defined as the Winter and Summer half-day meetings, nominally convened electronically, e.g., via Zoom. Special board meetings may be called to address emergency situations (e.g., must be addressed before the next regularly scheduled meeting) or when board action is required prior to the next regularly scheduled board meeting. The meeting calendar of regular and mid-term meetings, scheduled out two years in advance, is maintained by the Secretary.
- 2) All members of the Area 12 Board are expected to attend all board meetings (regular, mid-term and special). Absence from a total of two (2) consecutive regular or mid-term meetings, as defined in this Rules of Procedure, is considered a resignation by such board member. At the member's request, reinstatement may be granted by the Board once (1) during the term of office of that board member. (Art V Sec 4.b) Absence from a regular or mid-term board meeting is defined as not informing the Chair of the inability to attend a meeting at least 24 hours in advance, if practicable. (638)
- 3) Board Members should submit agenda items to the Secretary at least three (3) weeks in advance of an upcoming meeting so it can be included in the agenda distributed.
- 4) The Secretary and Chair work on the agenda for upcoming Board meetings.
- 5) Notice of all regular or mid-term Board of Director meetings must be provided to members of the Area 12 Board at least fourteen (14) days prior to the meeting and shall state date, time, and place, as applicable, as well as the agenda to be considered. (Art V Sec 5.e)
- 6) Each Board of Directors member shall submit a written report for each regular meeting, in a timely fashion so other board members will be able to review all reports in advance of meeting and the Secretary can gather and organize the reports for the meeting. The deadline for report submission is 60 (sixty) hours before the meeting start (for example, if the meeting begins 10am on Saturday, the report should be submitted before 10pm on Wednesday); this allows for time to read the report before any travel required to attend the meeting. The report

should include a summary of officer and committee duties, the status of any assigned action items, events attended on behalf of the board (e.g., participation at CASMEC, NMEA), and other items as may be required for the office (e.g., financial status and/or year end reports from Treasurer). Reports may be required for mid-term or special meetings if the report content will be discussed.

- 7) Regular meetings of the Board of Directors shall be held at least once (1) per fiscal year at such time and place as shall be determined by the Chair. (Art V Sec 5.a)
- 8) Regular or mid-term meetings of the Board of Directors shall be open without a vote to all Area 12 members in good standing (at their own expense). Regular or mid-term meetings of the Board of Directors should be announced in the newsletter, on the Area 12 website and on Area 12 Social Media, at least thirty (30) days in advance. (605) Members should be aware of the open invitation to attend and need to coordinate with the Past-Chair if they wish to attend.
- 9) Area 12 Board Members may participate in Board meetings by any means (e.g., via established or emerging technologies) whereby all members can communicate with each other. (Art V Sec 5.d)
- 10) A simple majority of the Board of Directors shall constitute a quorum for the transaction of business. (Art V Sec 5.c)
- 11) Members of the Board of Directors shall make efforts to attend the Area 12 biennial conference and to attend Area 12 events in their region of residence.
- 12) Motions presented at board meetings need to be in written form before being read and voted on. This can be done by listing proposed motion(s) in a report presented at the meeting, typing in chat for electronic meeting, writing it (legibly) on a piece of paper and handing it to the Secretary, or sending an email to the Secretary. (655)
- 13) Special meetings of the Area 12 Board may be called by either:
 - a. The Chair, with the approval of at least three (3) additional board members and notice to all members of the Area 12 Board; or
 - b. A two-thirds (2/3) majority vote of the Area 12 Board and notice to all members of the Area 12 Board. (Art V Sec 5.b)
- 14) All board members must be notified of a special meeting at least 72 (seventy-two) hours in advance and the purpose of the meeting must be fully described. (609)

F. Indemnification/Conflicts of Interest

- 1) No board member is to be held responsible for any Guild or Area 12 material destroyed by fire, natural disaster, or theft while in their possession. (372) Nor vandalism.
- 2) Members of the board shall abstain from voting on any and all matters that come before the board where they have a conflict of interest or would benefit financially from the outcome.

- 3) If a member of the board is a candidate involved in a tie, where the Board of Directors shall determine the result, they shall recuse themselves from the tie-breaker vote. (649)
- 4) No member of the Area 12 Board or appointed committee shall receive any salary, fee, payment, honorarium, or other compensation of any kind from the area or any other party as a result of their position or affiliation with Area 12. Nothing contained herein shall prevent any person from being reimbursed by Area 12 for expenses incurred in performing authorized business of, or on behalf of Area 12; from being paid the usual and normal royalties or honoraria for authoring music, books, and other resources published by Area 12; or from being paid the usual and normal honoraria for teaching, conducting, or serving as a clinician at events sponsored or endorsed by Area 12. (Art IX Sec 1)
- 5) No member of the Area 12 Board or of an appointed committee shall engage in any course of conduct that may result in a conflict of interest with Area 12. No member of the Area 12 Board or appointed committee, while operating in that capacity, may take any public position contrary to the best interests of Area 12 or of the Guild, without the prior written approval of the Area 12 Board. (Art IX Sec 2)
- 6) Area 12 shall provide for indemnification by Area 12 of any and all of the members of the Area 12 Board against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they or any of them are made parties or a party by reason of having been a member of the Area 12 Board. The exception to this indemnification relates to matters in which such members of the Area 12 Board in such action, suit, or proceeding shall be judged liable for willful misconduct or gross negligence in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability. (Art X)

III. Area 12 Executive Committee

A. General

- 1) The Executive Committee members are subject to the details provided in ROP Board of Directors (Section II).
- 2) The Area 12 elected officers constitute the Executive Committee and shall be (Art V Sec 2.a):
 - a. Area 12 Chair,
 - b. Area 12 Chair-Elect,
 - c. Area 12 Past-Chair,
 - d. Area 12 Secretary, and
 - e. Area 12 Treasurer.
- 3) Refer to ROP Nominating Committee (Section V.E) for details of the election process.
- 4) The newly elected Area 12 Executive Committee shall be announced to the general membership by at least two (2) means (e.g., monthly newsletter, ~~and~~ social media, and website). (610)
- 5) The term of the Area 12 Executive Committee shall commence at the beginning of Area 12's fiscal year following the election. (Art V Sec 3.a & 3.b) Should the election take place after the beginning of the fiscal year the Chair-Elect and Chair shall move to Chair and Past-Chair, respectively, and Chair-Elect shall be left vacant. Upon election, any newly elected officers shall take office no more than thirty (30) days after election to allow for a smooth transfer (e.g., transfer of bank signatories, etc.). (611)
- 6) The term of any officer elected or appointed to fill a vacancy shall commence immediately upon notification of their election or appointment. (Art V Sec 4.d.6)
- 7) The Area 12 Chair-Elect shall serve for six (6) years in the following manner (Art V Sec 3.a):
 - a. Two (2) years as Area 12 Chair-Elect,
 - b. Two (2) years as Area 12 Chair, and
 - c. Two (2) years as Area 12 Past-Chair.
- 8) The Chair, Chair-Elect, and Past-Chair may not be re-elected to the same office at the end of a six (6) year term as Chair-Elect, Chair, and Past-Chair until two (2) years after the date on which such person last served on the Area 12 Board in that capacity. (Art V Sec 3.a[#]) (612)

"In that Capacity" added to the RULES OF PROCEDURE for consistency with other sections and original intent.

- 9) The Area 12 Secretary and the Area 12 Treasurer shall be elected for two (2)-year terms and may serve no more than two (2) consecutive terms in the same office. (Art V Sec 3.b)
- 10) The Secretary and Treasurer may not be re-elected to the same office at the end of two consecutive two (2)-year terms until two (2) years after the date on which such person last served in that capacity on the Area 12 Board. (Art V Sec 3.b)
- 11) The Area 12 Executive Committee shall:
 - a) Approve appointments of Appointed Officers (Art V Sec 3.e[#]);

Area 12 Bylaws Article IV Section 2.C and Section 2.D state the board shall approve Regional Coordinators and District Liaisons, respectively.
 - b) Determine privileges of appointed officers beyond those stated in the bylaws and these Rules of Procedure (Art V Sec 3.e);
 - c) Receive the results of the elections from the Nominating Committee Chair (nominally the Past-Chair) after all candidates have been notified, prior to announcement to the Board and, subsequently to the Area 12 membership (see ROP Nominating Committee, Section V.E);
 - d) Act on Treasurer notification that financial threshold of undesignated funds has been reached and may be available for investment. See ROP Treasurer, item 2.j (Section III.F); (690)
 - e) Approve Area 12 conference contracts;
 - f) Review board member financial requests and decide on the amount and purpose of support (651A);
 - g) Approve social media new platforms/accounts. Refer to ROP Social Media (Section I.K); and
 - h) Approve waiving one or more of the requirements of the Area 12 Handbell/Handchime loan program if recommended by the Education Director. (691) See ROP Bell/Chime Loan Program, item 13 (Section I.L).
- 12) The Chair may call a meeting of the Area 12 Executive Committee with 72 (seventy-two)-hour notice provided to the executive committee stating the purpose and agenda of the meeting. (613)
- 13) The executive committee quorum shall consist of four (4) members.
- 14) It is recommended that the Executive Committee review the list of Bylaws potential changes, maintained by the Secretary, at least once (1) per Chair two-year (2-year) term to determine if the Bylaws should be updated.
- 15) As required, such as an emergency action, the Executive Committee shall approve the minutes of the Executive Committee proceedings.

- 16) All minutes of Executive Committee proceedings shall be filed and distributed to the Executive Committee members by the Secretary. The Area 12 Secretary shall make a report at the next Area 12 Board meeting of Executive Committee meetings.

B. Chair

- 1) The Chair is subject to the details provided in Section II, Board of Directors, and Section III.A, Executive Committee, of these Rules of Procedure.
- 2) The Chair shall:
 - a. Reference the official address of Area 12 as the Chair's residence; (70)
 - b. Oversee the running of Area 12;
 - c. Preside with the right to vote on all matters, at all meetings of the Area 12 Executive Committee and Area 12 Board of Directors (Art VI Sec 1);
 - d. Perform other assignments as determined by the board and outlined in these Rules of Procedure (Art VI Sec 1);
 - e. Communicate to the board members timely and relevant information. (680)
 - f. Be responsible for having the ceremonial B# bell engraved. (320) Refer to ROP Assets, item 3 (Section I.F);
 - g. Approve all disbursements of Area 12 funds for non-budgeted items in excess of \$500 (five hundred dollars); (688)
 - h. At the beginning of the Chair's term, along with the Area 12 Treasurer, arrange for a disinterested, qualified party to conduct an inspection of the finances encompassing the preceding two years as outlined in ROP Finances, item 6 (Section I.D); (590)
 - i. Coordinate the set-up and maintenance of all official Area 12 Board e-mails, as needed (614);
 - j. Work with the Secretary on the agenda for upcoming Board meetings.
 - k. Prepare a report for each Area 12 regular Board meeting. This report shall include the status of assigned action items, activities of the Guild that may affect Area 12, and other normal duties;
 - l. Review and approve, with corrections as needed, the draft Area 12 Board of Directors meeting minutes submitted by the Area 12 Secretary so they can be distributed to the Area 12 Board of Directors within thirty (30) days of the Area 12 Board of Directors meeting. (253) Review and approval of final meeting minutes will take place at the next regular board meeting;
 - m. Review and approve, with corrections as needed, a synopsis of the minutes of the Area 12 Board of Directors meeting prior to the Area 12 Secretary submission for inclusion in the Area 12 Newsletter; (93)

- n. Sign all Area 12 conference contracts with the approval of the Area 12 Executive Committee. (331) Refer to ROP Conferences, item 5 (Section I.I);
 - o. Be responsible to review submitted Guild endorsed/sponsored event paperwork and to submit the paperwork to the Guild for final approval. The Chair shall notify the Area 12 Board when an event is provided to the Guild for final approval; (592)
 - p. Attend all Area 12 biennial conferences and may attend other Area 12 events. All reasonable expenses to attend these events, including transportation, room, board, and registration, shall be paid if included in the annual budget or approved event budget; (671)
 - q. Wear the symbol of the office of the Area 12 Chair (the University of California Medal) at official events and special occasions, as appropriate; (19)
 - r. Ring the Area 12 ceremonial B# to open the Area 12 Biennial Conference; and
 - s. Present the Area 12 University of California Medal to the Area 12 Chair-Elect at the end of each Area 12 Biennial Conference and introduce the incoming officers, as applicable. The Area 12 Chair will ring the closing bell and pass it to the Chair-Elect, as applicable. (41) Refer to ROP Conferences, item 11 (Section I.I).
- 3) The Chair shall appoint:
- a) Regional Coordinators and District Liaisons that are subsequently approved by the Board of Directors (Art IV Sec 2.C and Sec 2.D, respectively).
 - b) Other officers as needed to assist in the work of Area 12. Such appointments shall be made for two (2) years and shall commence concurrent with the Chair's term (Art V Sec 3.c) and be submitted to the Area 12 Executive Committee for approval. Such appointments may include membership on the Area 12 Board of Directors. (Art V Sec 3.e)
 - c) If Area 12 has reached the financial thresholds described in ROP Finance Investment Committee/Financial Advisor (Section V.D), each incoming Area 12 Chair shall appoint a Finance Investment Committee or Financial Advisor to make recommendations to the Area 12 Board of Directors for action concerning investment of the Area 12 funds. (591)
- 4) Should a vacancy occur in the office of Area 12 Chair, the Chair-Elect shall accede to the office for the unexpired term of the Chair as well as serving their own term as Chair. Under these circumstances, the office of Chair-Elect shall remain vacant until the next election. The board shall distribute the duties of Chair-Elect to the remaining board members until the new Chair-Elect takes office. (Art V Sec 4.d.1)

C. Chair-Elect

- 1) The Chair-Elect is subject to the details provided in ROP Board of Directors (Section II), and Executive Committee (Section III.A), of these Rules of Procedure.
- 2) The Chair-Elect shall:
 - a) Perform such duties as assigned to them by the Chair or the Area 12 Board (Art VI Sec 2);

- b) In the absence of the Chair, preside at all meetings of the Area 12 Board and assume the duties of the Chair as determined by the Area 12 Board (Art VI Sec 2);
 - c) Prepare a report for each Area 12 regular Board of Directors meeting. This report shall include the status of assigned action items and other normal duties, such as biennial conference classes;
 - d) Be responsible for planning the curriculum and faculty for the Area 12 biennial conferences, with the assistance of the Area 12 Past-Chair;
 - e) Receive the University of California Medal and receive the closing bell at the Area 12 biennial conference, if practicable, prior to taking office as Area 12 Chair. (41) Refer to ROP Conferences, item 11 (Section I.I);
 - f) Contact all appointed Area 12 Board of Directors members before starting as Area 12 Chair to request their willingness to accept re-appointment for subsequent term(s); and
 - g) Participate in thorough review of Rules of Procedure every four years. See ROP Amendments and Revisions to Bylaws and Rules of Procedure, item 2h (Section I.G).
- 3) Should a vacancy occur in the office of Chair-Elect, other than through accession, or if a newly elected Chair-Elect becomes unable or unwilling to assume office, the board shall, within a period of one month, appoint a Nominating Committee in accordance with Article V, Section 3 of the By-laws to nominate two (2) persons for the office. Within a period of one (1) month after nominees have been selected, a ballot containing these two (2) names shall be provided to the voting members in accordance with the procedures outlined in Article V, Section 3 of the Area 12 Bylaws. (Art V Sec 3.d.2 and Art V 3.d.3, respectively) Refer to ROP Nominating Committee (Section V.E).

D. Past-Chair

- 1) The Past-Chair is subject to the details provided in ROP Board of Directors (Section II), and Executive Committee (Section III.A).
- 2) The Past-Chair shall:
 - a. Serve as an advisor to the Area 12 Chair and the Area 12 Board;
 - b. Serve as parliamentarian at all Area 12 meetings of the membership, Area 12 Board Meetings, and executive committee 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 the most recently revised Robert's Rules of Order shall govern Area 12 in all cases where they are applicable and when they are not inconsistent with the bylaws, Rules of Procedure, or other official documents adopted by Area 12. (Art VIII Sec 3) If the Past-Chair is unavailable for a meeting, the Chair may designate someone to serve as parliamentarian (615);
 - c. Make any necessary arrangements for all Area 12 Board of Directors and all Area 12 Executive Committee meetings;
 - d. Coordinate visitors' attendance meetings, e.g., provide location/meeting link, hours,

- suggested accommodations;
- e. Prepare a report for each Area 12 regular Board of Directors meeting. This report shall include the status of assigned action items and other normal duties, such as Composition Contest, committee duties, upcoming election status, etc.;
 - f. Serve as chair of the Area 12 Nominating Committee. Refer to ROP Nominating Committee (Section V.E);
 - g. Serve as chair of the Area 12 the Jim Scott Memorial Scholarship Committee (Section V.F), Mel Tully Memorial Scholarship Committee (Section V.G), and the Patty Marquart Scholarship Committee (Section V.H), and recruit members to these committees. (4/1985);
 - h. Oversee the Area 12 Composition Contest. Refer to ROP Composition Contest (Section V.C);
 - i. Assist the Area 12 Chair-Elect for planning the curriculum and faculty for the Area 12 biennial conferences;
 - j. Be responsible for seeing that all Area XII board member follow through on the duties as defined in these Rules of Procedures (250); and
 - k. Participate in thorough review of Rules of Procedure every four years. See ROP Amendments and Revisions to Bylaws and Rules of Procedure, item 2h (Section I.G).
- 3) Should a vacancy occur in the office of Past-Chair, the board may appoint a voting member of Area 12 who has previously served as Chair of any Guild area board to complete the unexpired term of the vacated office. The board shall distribute the duties of Past-Chair to the remaining board members until such an appointment has occurred. (Art V Sec 4.d.4)

E. Secretary

- 1) The Secretary is subject to the details provided in ROP Board of Directors (Section II), and Executive Committee (Section III.A).
- 2) The Secretary shall:
 - a) Maintain all minutes of the Area 12 Executive Committee, Area 12 Board of Directors, and Area 12 Member meetings. (Art VI Sec 3) Such minutes should include where the meeting was held, a list of members present, and their Area 12 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) Be responsible for maintaining all written documents of the Area 12 Board (Art VI Sec 3); See ROP Records and Retention (Section VIII) for definition of Area 12 records;
 - c) Notify Area 12 Board members where the Area 12 Bylaws and Area 12 Rules of Procedure and other area documents and records may be located electronically;
 - d) The Secretary will be responsible for keeping the Book of Motions and the Rules of Procedures up to date, with the Book of Motions updates being done following each meeting of the Executive Committee and the Board of Directors, and the Rules of Procedure being presented for

update at each Fall board meeting with any additional Motions that might be needed to bring the ROP into compliance with our current practices; (682)

- e) Lead thorough review of Rules of Procedure every four years. See ROP Amendments and Revisions to Bylaws and Rules of Procedure, item 2h (Section I.G);
- f) The Secretary shall receive procedural updates from Board Members to be incorporated in the next Rules of Procedure. These do not require Bylaws updates;
- g) Receive requested updates and changes to the Area 12 Bylaws. At least once (1) per Chair term, review these with the Executive Committee to determine if a Bylaws Committee needs to be formed;
- h) Be responsible for coordinating any modifications and updates to the Area 12 Bylaws, following the approval guidelines described in the bylaws. The Secretary serves as chair on the bylaws committee if a committee is formed. Refer to ROP Bylaws Committee (Section V.B) for details;
- i) Maintain forms, including the reimbursement form (with input from the Treasurer), the Code of Ethics (COE), Conflict of Interest (COI) Form, the Social Media policy (SMP) form, the Youth Protection Policy (YPP), and Conflict Resolution form and other forms as needed;
- j) Make available and retain the signed versions of required forms per records retention rules; see ROP Records and Retention (Section XII). Examples include Code of Ethics, Conflict of Interest, Social Media Policy, Youth Protection Policy forms (643) and Conflict Resolution form (710);
- k) Write and send correspondence on behalf of the Area 12 Executive Committee and the Area 12 Board of Directors;
- l) Maintain a roster containing name, title, address, phone numbers, and other contact information of all Area 12 Board members. Changes shall be received from Area 12 Board members and be made available to other Area 12 Board members as required. For example, provide information to the Area 12 Webmaster for posting to the Area 12 Website (complete addresses and personal phone numbers shall not be posted on the Area 12 website) and to the Guild for their purposes (4/1996);
- m) Provide a template for stationery, including graphic logo, letterhead, business cards, etc.;
- n) Track unfinished agenda items from previous Board Meetings. Maintain list of agenda items for specific meetings, i.e., things that need to be done at certain times of a Chair's term. Receive agenda items from Board Members. Work with the Chair on the agenda for upcoming Board meetings. Agenda needs to be distributed two weeks before meeting;
- o) Prepare a report for each Area 12 regular Board of Directors meeting. This report shall include the status of assigned action items and other normal duties;
- p) For each Area 12 Board of Directors meeting, collect and store together the minutes, reports, and other information including board members present and absent, agenda, and correspondence reported on in the Area 12 records;
- q) Submit draft Area 12 Board of Directors meeting minutes to the Chair so they can be

- reviewed, and corrections made as needed and subsequently distributed to the Area 12 Board of Directors within thirty (30) days of the Area 12 Board of Directors meeting. (253) Review/approval of meeting minutes will take place at the next regular board meeting;
- r) Be responsible for submitting, after receiving the Chair’s approval, a synopsis of Area 12 board minutes to the Area 12 Communication Director for inclusion in the newsletter (93);
 - s) Maintain Action Item list;
 - t) The Secretary shall be the responsible officer for finding and tracking music organizations that Area 12 may join, such as the North American Guild of Change Ringers (NAGCR) or National Association for Music Education (NAfME), and their organizational deadlines, but may delegate the task;
 - u) Maintain calendar of regular and mid-term board meetings, scheduled out two (2) years; and
 - v) Perform such other duties as assigned to them by the Chair or the Area 12 Board (Art VI Sec 3).
- 3) The Secretary may receive correspondence on behalf of Area 12. The Secretary shall inform the Area 12 Chair, the Area 12 Executive Committee, and/or the Area 12 Board of Directors of incoming correspondence in a timely manner.
- 4) Should a vacancy occur in the office of Secretary during such officer’s term, or if a newly elected Secretary becomes unable or unwilling to assume office prior to the commencement of that officer’s term, the vacancy shall be filled by appointment by the Area 12 Board within six (6) months of the vacancy. The appointed officer will complete the unexpired term of the vacated office. (Art 5 Sec 4.d.5)

F. Treasurer

- 1) The Treasurer is subject to the details provided in ROP Area 12 Guidelines, Finances (Section I.D), Expenses and Income (Section I.E), and Assets (Section I.F), as well as Board of Directors (Section II), and Executive Committee (Section III.A).
- 2) In carrying out their responsibility for the safekeeping of all monetary assets of Area 12 and for reporting thereon (Art VI Sec 4), the Treasurer shall:
 - a) Handle all financial matters for Area 12;
 - b) Pay all approved bills and keep a proper set of books;
 - i. Keep a separate Area 12 biennial conference accounting;
 - ii. In order to be honored, requests for reimbursement and/or invoices to be paid directly by Area 12, ensure that reimbursements have been turned in to the Treasurer thirty (30) days of occurrence, or the conclusion of the event to which the expense is related to, whichever is later; (681)
 - iii. Ensure that non-board member reimbursement forms are signed by the

- responsible Board Member before reimbursing expenditures;
- iv. Seek approval of the Chair for any disbursements of funds greater than \$500 (five hundred dollars) that have not previously been approved (688);
 - v. Make reasonable efforts to pay board member expense reports within 30 (thirty) days of receiving a valid (and approved, if necessary) expense report; and
 - vi. In coordination with the Communications Director, ensure monthly newsletter advertisements fees are invoiced and paid; (618)
- c) Provide acknowledgment of donations greater than \$250 (two hundred fifty dollars) in accordance with IRS guidelines and industry best practices defined by the IRS [here](#). Donations of less than \$250 may be acknowledged by the Treasurer or other Board Members on request. (689)
 - d) At the beginning of the new Chair's term, along with the incoming Area 12 Chair, arrange for a qualified party to conduct an inspection of the finances encompassing the preceding two (2) years. This inspection is intended to identify items that may not be consistent with generally accepted accounting principles. (590) Refer to ROP [Finances, item 6](#) (Section I.D).
 - e) Serve as chair of the Finance Investment Committee if Area 12 has reached the financial thresholds defined in ROP [Finance Investment Committee/Financial Advisor](#) (Section V.D). (591)
 - f) Receive budget requests from Board Members and incorporate them into proposed budget to be approved at the first board meeting of the fiscal year. (587)
 - g) Prepare and send to all Area 12 Board members at least annually, a report that shall include such items as reminders of requisition deadlines, a fiscal year budget, and other pertinent information (5/1995);
 - h) Prepare a report for each Area 12 regular Board of Directors meeting. This report shall include the status of assigned action items and other normal duties, such as the financial status of Area 12;
 - i) Submit Year End Financials for approval by the Area 12 Board of Directors before submitting non-profit filings;
 - j) Handle annual reports required by State and Federal Governments; including tax filings and required reports to the California Secretary of State to keep Area 12 in good standing;
 - k) Make an inventory of transferable property owned by Area 12 updated annually. (94) This includes, but is not limited to bells, chimes, related equipment, the Ceremonial B# Bell and the University of California Medal. The Education Director provides an updated list of bell equipment to the Treasurer annually;
 - l) Furnish financial reports to the Guild's Board of Directors, as required;
 - m) Notify the Executive Committee if more than \$25,000 in undesignated funds for a period of greater than 3 months is available so that Executive Committee may determine if investment

is appropriate (690); and

- n) Perform such other duties as assigned by the Chair or the Area 12 Board (Art VI Sec 4).
- 3) Should a vacancy occur in the office of Treasurer during such officer's term, or if a newly elected Treasurer becomes unable or unwilling to assume office prior to the commencement of that officer's term, the vacancy shall be filled by appointment by the Area 12 Board within six (6) months of the vacancy. The appointed officer will complete the unexpired term of the vacated office. (Art 5 Sec 4.d.5)
- 4) "Master" documents including requisitions and photocopies of receipts, are paper, not electronic.
- 5) See ROP Records and Retention for a full list of records the Treasurer is responsible for and their required retention duration.

IV. Area 12 Appointed Officers

A. General

- 1) The Appointed Officers are subject to the details provided in ROP Board of Directors (Section II).
- 2) The Area 12 Chair shall have power to appoint officers to assist in the work of Area 12. The board shall approve all appointments of Regional Coordinators and District Liaisons. The Area 12 Executive Committee shall approve all other appointments. (Art IV Sec 2.c, and 2.d; and Art V Sec 3.e)
- 3) Terms for all appointed positions shall be for two (2) years and shall commence concurrent with the Chair's term. Persons appointed to positions on the Area 12 Board may be reappointed to the same position for additional term(s) by the Chair, except for positions involving financial activity. (Art V Sec 3.c)
- 4) Area 12 Appointed Officers shall:
 - a) Serve as voting members of the Area 12 Board;
 - b) Function along the lines of duty outlined for them by the Area 12 Rules of Procedure and other documents (e.g., respective officer desk guide);
 - c) Prepare a report for each Area 12 regular Board of Directors meeting. This report shall include the status of assigned action item and other normal duties;
 - d) Submit calendar information to the Communications Director, Social Media Director, and the Webmaster for publication;
 - e) Submit images from events, programs, and similar information to the Communications Director, Social Media Director, and the Webmaster for publication, and the Historian for posterity; and
 - f) Submit a budget request to perform their officer duties to the Area 12 Treasurer annually, prior to the start of the fiscal year.

B. Communications Director

- 1) The Communications Director shall (587):
 - a) Prepare monthly and special communications for distribution to the Area 12 membership;
 - b) Be responsible for the content of the Area 12 newsletter. Refer to ROP The Twelfth Tone E-Newsletter (Section I.L);
 - c) Act as a resource for the Regional Coordinators and other members of the board;

- d) Solicit information from the Regional Coordinators and the Area 12 Board for inclusion in the monthly newsletter;
- e) Chair the Area 12 Appointed Officers meetings when held at the Area 12 Board of Directors meeting. A report of this meeting shall be made at the full Area 12 Board of Directors meeting;
- f) In coordination with the Treasurer, the Communications Director shall ensure monthly newsletter advertisements fees are invoiced and paid (220);
- g) Ask advertisers in the Twelfth Tone if they would like to be included in the regular distribution of the Twelfth Tone (679); and
- h) Follow the guidance in ROP The Twelfth Tone E-Newsletter, item17 (Section I.L) regarding the publicizing of events.

C. Education Director

- 1) It is the responsibility of the Area 12 Education Director to promote the following:
 - a) The development of handbell education activities and resources within Area 12;
 - b) The development of in-service training activities for handbell educators within Area 12; and
 - c) The use of handbells and handchimes in the population of music educators.
- 2) The Education Director shall:
 - a) Be responsible for establishing and maintaining a list of handbell educators in Area 12, to the extent practicable, with input from the Regional Coordinators;
 - b) Provide to the Treasurer a current list of handbells and handchime instruments and related equipment owned by Area 12 annually;
 - c) Be responsible for the Area 12 Bell/Chime Loan Program described in ROP Bell/Chime Loan Program (Section I.J);
 - i. Advertise the Area 12 Bell/Chime Loan Program in educational and other appropriate publications;
 - ii. Distribute information about the Bell/Chime Loan Program to prospective qualifying organizations;
 - iii. Collect loan applications and ensure the applications are complete;
 - iv. Select and inform the qualifying organization of its selection as host;
 - v. Coordinate transportation from the previous host location;
 - vi. Maintain a list of host qualifying organizations (and host dates);
 - vii. Submit information/testimonials about the current and past Bell/Chime Loan Program hosts to the Communications Director, Webmaster, and Social Media

Director for publication, and the Historian for history-keeping; and

- viii. The Area 12 Education Director is the custodian for the Area 12 Bell/Chime Loan Program handbells, handchimes, and related equipment and is responsible for having the equipment examined on a periodic basis. Repair costs will be paid by Area 12.
- d) Act as a liaison between Area 12 and special needs handbell/handchime groups, including, but not limited to:
 - i. Networking with other individuals/groups who work with special needs musicians; ii. Creating and maintaining a list of special needs handbell groups in Area 12, to the extent practicable;
 - ii. Maintaining a list of resources regarding adaptive methods that may be pertinent to special needs groups (such as ringing and alternative music) for dissemination to those who request it. This includes materials that the Guild may have;
 - iii. Organizing performances by special needs groups at Area 12 events, if requested by the Area 12 Board or by a special needs group; and
 - iv. Write occasional article in 12th Tone highlighting special needs group.
- 3) The Education Director shall serve as the primary liaison for any Guild committees associated with education. (620)
- 4) The Education Director shall be the Area 12 lead in educational and special needs outreaches, such as attending educational conferences.

D.Events Director

- 1) The Events Director shall be responsible for overseeing Area 12 events by:
 - a) Advising conference coordinators, Regional Coordinators, and others responsible for Area 12 sponsored events (441);
 - b) Checking on possible sites for biennial conferences and area-wide events;
 - c) Collate lists of potential clinicians and event venues received from the Regional Coordinators;
 - d) Assist in negotiating contracts for Area 12;
 - e) Assist in the preparation of budgets for sponsored events;
 - f) Assemble a biennial Conference Committee to include a conference coordinator, registrar, and other members as needed (441); and
 - g) Be the chair of the biennial Conference Committee if no one else can serve as Conference Committee Chair. (622)
- 2) Refer to ROP Conferences (Section I.I) for details of the biennial conference.

E. Historian

- 1) The Historian shall:
 - a) Be responsible for documenting Area 12 events and activities;
 - b) Collect historical documents and images relating to Area 12 and preserve these items for future reference;
 - c) Prepare a display of Area 12 history at each Area 12 biennial Conference; and
 - d) Be custodian of Area 12 mascots and make them available for Area 12 events.

F. Membership Director

- 1) The Membership Director shall (524, 630, 645):
 - a) Periodically download a copy of the Area 12 membership from the Guild database to keep apprised of any new, or lapsed, members of Area 12;
 - b) Maintain templates of the information provided to new members. Definition of information provided to new member is defined in the Membership Director desk guide;
 - c) Coordinate with the appropriate Regional Coordinator to welcome any new member of Area 12;
 - d) Coordinate with the appropriate Regional Coordinator to follow up on any lapsed member, to ascertain, if possible, what the Guild and Area 12 can do better;
 - e) Provide to the Communications Director a listing of any new members (first name, organization, city) for inclusion in the monthly newsletter. Permission shall be sought from the new member prior to providing the information to the Communications Director;
 - f) Provide assistance to Area 12 Board of Directors members and committee members to confirm an individual/organization's membership status;
 - g) Submit report to the Executive Committee annually on the status of any lapsed memberships of Board Members;
 - h) Be familiar with Guild membership types, how the Guild contact members, including new member contacts and the timing for renewals;
 - i) Coordinate with the Guild Regional Membership Coordinator West for inquiries and other membership issues, as required;
 - j) Submit reports to the Guild, as required; and
 - k) Chair Area 12 Regional Coordinator meeting, when broken out from general Appointed Officers discussions.

G. Regional Coordinators

- 1) Regional Coordinators shall:
 - a) In coordination with the Membership Director, contact new regional members as they join Area 12 to offer assistance, and act as a mentor to new members;
 - b) In coordination with the Membership Director, follow up on lapsed memberships and conduct a brief exit survey with the results reported to the Membership Director;
 - c) At least annually, as practicable, reach out to region members to understand how the organization (Area 12 and/or Regional Coordinators specifically) can help directors/ringers, what skills they may want emphasized at upcoming events, answer questions; (4/1997, 9/2002)
 - d) Submit articles with information of interest to their respective regions to the Communications Director for publication;
 - e) Submit information to the Social Media Director for publication through Area 12's social media channels (623);
 - f) Submit calendar information to the Communications Director and the Webmaster for publication;
 - g) Handle public relations including publicity and thank you notes in their region for sponsored events held within their region;
 - h) Assist endorsed event organizers with public relations for their events;
 - i) Include all Area 12 Board of Directors when event information is sent to members;
 - j) Ensure events take place in their region and assist with goals, direction, design, and publicity of events offering assistance as needed to those putting on the event. Regional Coordinators do not have to be directly involved in individual events, although the Regional Coordinator may be the clinician/director;
 - k) If possible, attend and evaluate events in the region;
 - l) If requested, help members of their region put on events and encourage those events to be either endorsed or sponsored events;
 - m) Coordinate all events with other Regional Coordinators for the purposes of publicity and to avoid date overlap with events in nearby regions;
 - n) Complete pre- and post-event forms for sponsored events and submit to the Area 12 Chair/Guild, as applicable, in a timely manner. The Area 12 Chair should be cc'd on post event reports sent to the Guild. (625) In addition, post-event financials should be submitted to the Area 12 Treasurer so that they can reconcile the books for the event;
 - o) Ensure that complete pre- and post-event forms for endorsed events in their region are submitted to the Area 12 Chair/Guild, as applicable in a timely manner. The Area 12 Chair should be cc'd on post event reports sent to the Guild. Note, post-event financials should be sent to the Area 12 Treasurer so that they can ensure that the appropriate endorsement fees

- are paid;
- p) Develop a list of clinicians/directors and workshop locations within the region for both local and area-wide events, and provide this information to the Events Director; and
 - q) Follow the guidance in ROP Events, item 19 (Section I.H) regarding the publicizing of events. (600)
- 2) The State of Hawaii and US Pacific Islands Regional Coordinator shall be reimbursed to attend Area 12 Board of Directors meetings as is financially practicable and approved.
 - 3) Regional Coordinators may request a petty cash fund to work with. Documentation of legitimate expenses needs to be made when asking for personal reimbursement of petty cash disbursement. (23)
 - 4) All Area 12 requests for reimbursement by non-Area 12 Board members must be signed and submitted by a member of the Area 12 Board.
 - 5) Regional Coordinators may request member data from the Guild to publicize their events. (626)

H. District Liaisons

- 1) A district liaison may be appointed by the Area 12 Chair in regions where the Regional Coordinator and the Chair see a need. District Liaisons may be recommended by an Area 12 Regional Coordinator and appointed by the Area 12 Chair, with approval of the board. (Art IV Sec 2.d)
- 2) A district liaison has all the rights and responsibilities of other appointed officers. (627)
- 3) A district liaison shall:
 - a) Provide assistance to the Regional Coordinator within their region;
 - b) Notify designated Regional Coordinator of director/ringers needs; (380)
 - c) Notify designated Regional Coordinator of activities, e.g., concerts, workshops, etc.; (380)
 - d) Find unused bell sets; (380)
 - e) Help create and/or organize sponsored or endorsed local events; (380)
 - f) Be a mentor to local directors; (380) and
 - g) Obtain preapproval from the Regional Coordinator of all funds to be spent in their district.
- 4) All monies spent by District Liaisons shall be routed through their Regional Coordinator for reimbursement. (200)

I. Social Media Director

- 1) The Social Media Director shall (623):
 - a) Act as primary administrator on all social media accounts. (Preferred back up administrator is the Webmaster (630));
 - b) May add other Board members as administrators on Facebook or other accounts;.
 - c) Maintain all official Area 12 social media accounts, or set up new accounts, as authorized (e.g., Facebook, Twitter, Instagram). See ROP Social Media (Section I.K) for further definition;
 - d) Periodically post calendar information for upcoming Area 12 sponsored and endorsed events, with links, as applicable, for further information. (See ROP Website, item 3.a (Section I.M));
 - e) Post timely news and announcements, such as upcoming Board of Director meetings, scholarship availability, composition contest information, and Area 12 election voting information and results;
 - f) May-solicit information from the Regional Coordinators and the Area 12 Board of Directors for inclusion in Area 12's social media accounts;
 - g) Act as a resource for the Regional Coordinators and other members of the board, as well as any Area 12 committees or sponsored event organizers;
 - h) If requested, work with Regional Coordinators to facilitate the use of social media for furthering their work in their region;
 - i) Follow the Social Media Policy (see form/policy in ROP Social Media Form (Section XII.C)) to promote Area 12 values when posting on the Area 12 social media accounts as the Social Media Director;
 - j) Ban or block spammers from posting or referencing Area 12 social media accounts;
 - k) Avoid use of images or video showing minors without parental permission;
 - l) Avoid copyright infringement;
 - m) Acknowledge receipt of direct messages or queries via social media requiring a response within forty-eight (48) hours and respond with the answer as soon as practicable; and
 - n) Maintain the integrity and strength of passwords, and access methods, to social media accounts, updating periodically.

J. Vendor Coordinator

- 1) The Vendor Coordinator shall (631):
 - a) Foster a collegial relationship with businesses that provide equipment and services to Area 12 members;
 - b) Coordinate with the biennial Conference Committee for vendor participation in the Area 12 Conference; and
 - c) Act as a resource for Regional Coordinators that may seek vendor participation in their events.

K. Webmaster

- 1) The Webmaster shall:
 - a) Be responsible for Area 12 information and content on the Area 12 website (a subdomain of the Guild's website);
 - b) Be responsible for coordinating with the Guild regarding website issues including updates and domain registration;
 - c) Be responsible for creating and/or posting information on the Area 12 website;
 - d) Coordinate with the Guild, as necessary, to ensure all fees related to domain registration and web hosting are paid and current at all times;
 - e) Act as a resource for the Regional Coordinators and other members of the board;
 - f) Solicit information from the Regional Coordinators and the Area 12 Board for inclusion on the website;
 - g) Work with the Communications Director, the Regional Coordinators, and the Area 12 Chair to ensure the Area 12 Website is current and accurate;
 - h) Work with any formed Area 12 committees relative to information posted on the Area 12 Website;
 - i) Coordinate web pages for Area 12 announcements;
 - j) Act as the preferred back-up administrator on all social media accounts (629);
 - k) Follow the guidance in ROP Events, item 19 (Section I.H) regarding the publicizing of events. Note that non-sponsored/-endorsed events may be included in the calendar. (600); and
 - l) In coordination with the Treasurer, the Webmaster shall ensure monthly banner advertisements fees are invoiced and paid.
- 2) Refer to ROP Website (Section I.M) for details regarding the Area 12 Website.

V. Area 12 Committees

A. General

- 1) The Area 12 Board may appoint committees. All committees appointed by the Area 12 Board are accountable to the Area 12 Board. The term of any committee may not extend past the term of the Chair who was in office at the time the committee was formed and may be terminated by the Area 12 Board at any time. (Art VII Sec 1)
- 2) All members of committees must be members in good standing of Area 12 during the entirety of their membership on the committee. An exception to this requirement may be made if approved by the Area 12 Board. (Art VII Sec 2)
- 3) Committees shall keep minutes of their meetings (Art VIII Sec 1) as part of Area 12 records. Including the rationale for decisions made in the minutes is helpful. These minutes should be kept with the materials the committee is working on (e.g., event committee minutes should be kept with the event materials, budget, paperwork), or with the board member committee chair (e.g., the Past-Chair for the Nominating Committee). See ROP Records and Retention (Section VIII).

B. Bylaws Committee (Art XI)

- 1) If required, the Bylaws Committee shall consist of three (3) to five (5) members appointed and approved by the Board, including at least two (2) board members. (636)
- 2) The Secretary shall serve as chair of the committee and is a voting member of the committee.
- 3) The Bylaws Committee Chair shall:
 - a) Receive any bylaw modification requests from Area 12 members;
 - b) Review any bylaw modification requests with the Area 12 Bylaws Committee;
 - c) After approval from the Area 12 Bylaws Committee, present the proposed bylaws to the Area 12 Board;
 - d) After approval from the Area 12 Board, send the proposed bylaws to the National Board of Directors;
 - e) If changes are requested by the National Board of Directors, get approval from the Area 12 Board;
 - f) Resubmit the revised bylaws to the National Board of Directors for final approval;
 - g) After final approval from the National Board of Directors, and the Area 12 Board of Directors, coordinate with the Area 12 Nominating Committee Chair to submit the changes to the voting membership no less than thirty (30) days prior to the end of the balloting period;

- h) Include effective date of any change(s);
 - i) After the Area 12 members approve the bylaws, submit the approved bylaws to the State of California; and
 - j) Distribute approved bylaws to Board Members and to Members on the Area 12 website.
- 4) The Area 12 Bylaws Committee shall:
- a) Propose any bylaw modifications based on requests from the Area 12 members;
 - b) Propose any bylaw modifications based on changes of law; and
 - c) Propose any bylaw modifications based on changes from the Guild.

C. Composition Contest (447)

- 1) At the fall board meeting in even-numbered years, the Area 12 Board shall determine if a composition contest will take place. (647)
- 2) The Area 12 Past-Chair shall serve as chair of the composition contest committee and shall not vote. (334) (4/1985)
- 3) The Area 12 Past-Chair shall recruit three (3) to five (5) committee members. Membership of the committee shall not be disclosed. (334)
- 4) Composition contest applicants need not reside within Area 12, but all Area 12 submissions will be given additional consideration in the adjudication process.
- 5) The winning composition shall be selected by the end of the spring Area 12 Board meeting in the year preceding the Area 12 biennial conference.
- 6) Composition contest manuscript submissions (192):
 - a) Should be unpublished and not under consideration for publication (170);
 - b) Should be suitable for massed ringing at approximately 3-7 (three to seven) minutes in length (170);
 - c) Must follow the guidelines in the Guild notation pamphlet and be graded using the National Difficulty Level System;
 - d) Shall include electronic manuscript copies of the composition with no identifying marks (such as the applicant's name) (635);
 - 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 perception of the piece;
 - f) Shall be sent to the Composition Contest Chair by the deadline for entries; and
 - g) Arrangers of copyrighted music must include in their submission documentation

certifying that permission to make the arrangement and permission to publish the piece has been granted by the copyright holder. (333)

- 7) 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; and
 - g) Judge’s Discretion: Points may be given according to a judge’s fondness for a composition.
- 8) Composition contest winners must be published by a willing publisher, self-published (by composer), or provide to Area 12 for use at a conference with release documentation by the composition author. (684)
- 9) A monetary prize, in an amount to be determined by the Area 12 Board in advance of the contest announcements, shall be awarded to the winning composition (648).
- 10) If the Composition Contest Committee deems no piece acceptable, no prize shall be awarded.
- 11) The Composition Contest Committee Chair shall:
 - a) Be the recipient of contest entries;
 - b) Announce the composition contest rules and deadline to the Area 12 membership in at least two (2) different formats (e.g., newsletter and website or newsletter and social media);
 - c) Review all pieces before distribution to the committee. This review will include contest criteria, removal of identifying marks, and copyright permission;
 - d) Put the recorded pieces on one recording and distribute manuscript copies and combined recordings to composition contest committee members within thirty (30) days of the entry deadline;
 - e) 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 (5) 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 12 Board to select the winner;
 - f) After the recommendation has been made, the Composition Contest Committee Chair

shall destroy all materials (manuscripts and recordings, any and all electronic files) for all submissions except for the recommended selection;

- g) Report the final recommended selection to the Area 12 Board of Directors at the spring Area 12 Board meeting in the odd-numbered year (the year preceding the Area 12 biennial conference);
- h) Notify the Composition Contest winner after the acceptance of the recommendation by the Area 12 Board of Directors;
- i) Contact the non-winning applicants and thank them for their participation;
- j) Announce the Composition Contest results to the Area 12 membership in at least two different formats (e.g., newsletter and website or newsletter and social media); and
- k) Strive to have published piece available no later than August 31 of the year preceding the biennial Area 12 Conference.

12) 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 (one to ten; 10 being the highest) within thirty (30) 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 (5) pieces.
- c) After the recommendation has been made, the composition contest committee members shall destroy all materials (manuscripts, recordings any and all electronic files).

D. Finance Investment Committee/Financial Advisor

- 1) If Area 12 has designated funds greater than \$25,000 (twenty-five thousand dollars), each incoming Area 12 Chair shall appoint a Finance Investment Committee or Financial Advisor to make recommendations to the Area 12 Board for action concerning investment of the designated Area 12 funds. (591)
- 2) The Finance Investment Committee/Financial Advisor shall:
 - a) Be appointed for two (2) years corresponding to the term of each Area 12 Chair; and
 - b) If a committee, it will consist of the Area 12 Treasurer, who will serve as committee chair, and two (2) other members, one (1) of which must be an Area 12 Board member. (164)
- 3) The Area 12 Board shall act on the recommendation of the Finance Investment Committee/Financial Advisor concerning investment of Area 12 funds. Action shall be in the form of adoption or rejection of the recommendation by a simple majority vote of the board of Directors. (591)

E. Nominating Committee

- 1) Area 12 elections shall be held in each even-numbered year. (Art V Sec 3.d)
- 2) A candidate shall:
 - a) Be elected from the resident voting membership (646);
 - b) Give consent to being nominated (646);
 - c) Be cognizant of office duties and responsibilities before accepting nomination; and
 - d) Be willing to serve, if elected.
- 3) The process for filling an elected office's vacancy is defined in the Area 12 Bylaws, Article V, and also outlined in each elected office's specific section in these Rules of Procedure.
- 4) A Nominating Committee of at least two (2), but not more than four (4), members shall be appointed by the Area 12 Board, with half of this committee consisting of members not currently on the Area 12 Board. Such members shall be appointed to the Nominating Committee in sufficient time to comply with other provisions of the bylaws governing elections and the assumption of office of those elected. The Nominating Committee shall nominate two (2) candidates each for Chair-Elect, Secretary, and Treasurer. (Art V Sec 3.d.1)
- 5) The Area 12 Past-Chair shall serve as chair of the Nominating Committee. (646)
- 6) 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 12 voting member to nominate or to self-nominate an Area 12 voting member for one (1) of the three (3) offices (646);
 - b) Work with the Nominating Committee to compile the list of two (2) candidates for the three (3) positions from the list of potential candidates. (Art V Sec 3.d.1) This list should be compiled by May 1 of the election year (even-numbered years);
 - c) Officially approach the six (6) candidates, confirming their ability and willingness to serve if elected. The Nominating Committee Chair shall provide the Area 12 Bylaws, ~~and~~ the Area 12 Rules of Procedure, and may provide appropriate officer desk guide, to the candidates;
 - d) Submit a final slate of candidates to the Area 12 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 of election ballots (electronic or mail). Ballots must be available to the Area 12 voting members no less than thirty (30) days prior to the close of the voting period (Art V Sec 3.d.2.i); and
 - f) Ensure means are in place to minimize the chance of tampering with the election process. (640)

- 7) The Nominating Committee shall:
 - a) Research potential candidates and approach these potential candidates about their willingness to be nominated and to serve; and
 - b) Nominate two (2) candidates for each office open for election (Art V Sec 3.d.1): Chair-Elect, Secretary, and Treasurer.
- 8) The Area 12 election materials shall include access to biographical information about the candidates.
- 9) Ballots shall be returned/managed by a designated person or entity independent of the Area 12 Board of Directors. (Art V Sec 3.d.2.ii)
- 10) Each member's completed ballot must be received by the designated independent agency or postmarked by the date required as set forth on the ballot. (Art V Sec 3.d.2.iii)
- 11) Upon closing of the election period, the individual or entity shall count the ballots and confirm the election results to the Nominating Committee Chair.
- 12) A simple majority of all votes cast for each office shall elect. An automatic recount shall occur if the margin of victory is less than or equal to one percent (1%) of the total votes cast. In the event of a tie, the election shall be determined by a majority vote of the Area 12 Board. (Art V Sec 3.d.2) If a member of the board is a candidate involved in a tie, they shall recuse themselves from the tie-breaker vote. (641)
- 13) The Nominating Committee Chair shall inform all the candidates first of the election results, then inform the Area 12 Executive Committee.
- 14) The newly elected Area 12 Executive Committee shall be announced first to the existing board of directors and then to the Area 12 membership by at least two (2) of the following means, newsletter, website, or social media. (632)
- 15) In normal circumstances officers begin their terms at the beginning of the fiscal year. (Art V Sec 3) In the event that elections are delayed are such that officers cannot take office at the beginning of the fiscal year, the officers shall take office no later than thirty (30) days after the announcement of the election results to the membership, to allow for an orderly transition. (611)

F. Jim Scott Memorial Scholarship Committee

- 1) Background: Jim Scott was an Area 12 District Representative (now called Regional Coordinator) from Yuba City, California. Refer to the [Area 12 website](#) for details of the circumstances of his death. The first Jim Scott Memorial Scholarships were awarded for attendance at the 1986 Area 12 Festival in Visalia, California.
- 2) The Jim Scott Memorial Scholarship provides funds for Area 12 members to attend an Area 12 biennial conference. (113)

- 3) The Jim Scott Memorial Scholarship may be given to a ringer and to a director for an Area 12 biennial conference. (132) In the absence of director applications, two (2) ringer scholarships may be given. (402)
- 4) The scholarship funds will include registration fees, room (at half the double occupancy rate), and board. (132)
- 5) Funds for these scholarships shall be accounted for in the biennial conference budget. (633)
- 6) Timing of scholarship committee work:
 - a. Announce scholarship availability in January (of even numbered years).
 - b. Deadline for application March.
 - c. Selection announcement in April (before early bird deadline, if any).
- 7) Applicants shall:
 - a) Reside in Area 12,
 - b) Be attending their first (1) Area 12 biennial conference,
 - c) Be a member or associated with an organizational member of the Guild, and
 - d) Be currently or have contracted to be a handbell choir director in Area 12 (directors only). This includes volunteer directors.
- 8) The Area 12 Past-Chair shall chair the committee and serve in a non-voting capacity except in the case of a tie.
- 9) The Area 12 Past-Chair shall recruit three (3) members of the Area 12 Board of Directors to be on the Jim Scott Memorial Scholarship Committee. These persons must not have ringers or associates applying for the scholarship that year. (634)
- 10) The committee members shall remain anonymous except for the Jim Scott Memorial Scholarship Committee Chair who will receive all applications and notify applicants of the results.

G. Mel Tully Memorial Scholarship Committee

- 1) Background: Mel touched many lives with his ministry, kindness, and laughter. Many knew him from his handbell business West Coast Handbell Supply that he ran with his wife, Gail. He attended California State University, Long Beach, where he received his BA in Music, then began a career as a Minister of Music at Malibu Presbyterian Church. In 1980, he moved his family to Visalia to continue his ministry at First Presbyterian Church, Visalia, and then at First Presbyterian Church, Lindsay. It was in 1980 that he became involved in handbell organizations. Mel served several board positions for Area 12, including Area Chair and Central California Regional Coordinator. He also served as Conference Chair and taught classes at several Area 12 conferences. Mel was loved by all in the handbell community.

Based on Mel's love for Area 12 and those that are new to directing handbells, the family requested a scholarship be established.

See the [Area12 website](#) for more information.

- 2) The Mel Tully Memorial Scholarship provides funds for Area 12 members to attend a conference or workshop associated with improving their directing skills. (663)
- 3) The Mel Tully Memorial Scholarship may be given to an Area 12 member who is new to directing handbells, regardless of prior conducting experience.
- 4) The scholarship funds will include registration fees, room (at half the double occupancy rate), and board.
- 5) The Area 12 Board shall determine each year, when the budget is prepared, whether area funds are sufficient to cover the cost of offering this scholarship and if multiple scholarships can be given.
- 6) If the Mel Tully Memorial Scholarship may be awarded in the fiscal year, a standing committee, shall be formed.
- 7) The Area 12 Past-Chair shall chair the Mel Tully Memorial Scholarship Committee and serve in a non-voting capacity except in the case of a tie.
- 8) The Area 12 Past-Chair shall recruit three (3) to five (5) members of the Area 12 Board of Directors to be on the Mel Tully Memorial Scholarship Committee. These persons must not have ringers or associates applying for the scholarship that year.
- 9) The Mel Tully Memorial Scholarship Committee members shall remain anonymous except for the Mel Tully Memorial Scholarship Committee Chair who will receive all applications and notify applicants of the results.
- 10) Scholarship applications may be made any time of a fiscal year if the scholarship is available. The committee will deliberate, and a decision will be rendered within 30 days.
- 11) Payment of scholarship will be made by reimbursement to recipient, or the Area 12 Executive Committee may make exception for prepayment of registration.
- 12) Applicants shall:
 - a) Reside in Area 12.
 - b) Be a member or associated with an organizational member of the Guild.
 - c) Be currently or have contracted to be a handbell director in Area 12. (New directors in a volunteer position meet this criterion.)
 - d) Be attending their first director-related conference or workshop.
- 13) Specific Area 12/HMA events that would fit the criteria for consideration for the Mel Tully Memorial Scholarship include, but are not limited to:
 - a) Area 12 Director Seminar
 - b) HMA Master Class (often held in conjunction with National Seminar)
 - c) HMA National Seminar

- d) HMA Virtual Winter Workshop

H. Patty Marquart Scholarship Committee

- 1) Patty Marquart first heard handbells when she attended a Choristers Guild Seminar in Colorado in the mid-1960s. A few years later, in 1968, as the director of music at the First United Methodist Church of Orange, California (along with her husband), she was asked to help start a handbell program with the church's new set of memorial handbells. As she took the bells from their individual plastic bags and put them inside their new cases (and, of course, rang each one), she was hooked.
During her years in handbells, Patty directed some of Area 12's most capable ensembles, both at the Methodist Church in Orange, and then later at Trinity United Presbyterian Church in Santa Ana, California. While most groups were competently handling quarter notes (with a few eighth notes thrown in here and there), Patty's groups wowed audiences at many Area 12 conferences with a repertoire that included Leroy Anderson's Syncopated Clock and Handel's Overture to Messiah. It was at Patty's request that Dr. William Payn wrote two of his compositions, Prism of Light (named after her Trinity bell choir), and Nova, which is dedicated to Patty.
From her beginning as a handbell director with very little formal music education, Patty schooled herself by attending Choristers' Guild events, Handbell Musicians of America (formerly AGEHR) events, and eventually completed music theory and piano courses at the Santa Ana Community College. Those who attended Area 12 conferences in the 1970s and 80s always looked forward to a stellar performance from Patty's choirs, and they were not disappointed. Patty is a model for all directors who might begin their musical journey with little experience, but who have a desire to continue to learn and grow. See the [Area 12 website](#) for more information.
- 2) The Patty Marquart Scholarship provides funds for an Area 12 director to attend a Guild National Seminar. (447, 455)
- 3) The scholarship funds will include registration fee and room at half the double occupancy rate at a National Seminar.
- 4) The Area 12 Board shall determine each year when the budget is prepared whether area funds are sufficient to cover the cost of offering this scholarship for the next National Seminar.
- 5) The Area 12 Past-Chair shall recruit two (2) additional members of the Area 12 Board to be on the Patty Marquart Scholarship Committee. (634)
- 6) The Area 12 Past-Chair shall chair the committee and serve in a non-voting capacity except in the case of a tie.
- 7) The committee members shall remain anonymous except for the Patty Marquart Scholarship Committee Chair who will receive all applications and notify applicants of the results.

- 8) The Board (or sub group from the Board) shall create a schedule to include:
 - a. Announcement of scholarship availability.
 - b. Deadline for application.
 - c. Selection announcement.
- 9) Applicants shall:
 - a) Reside in Area 12,
 - b) Be attending their first (1) National Seminar,
 - c) Be a member or associated with an organizational member of the Guild, and
 - d) Be currently or have contracted to be a handbell director in Area 12. This includes volunteer directors.
- 10) Payment of scholarship will be made by reimbursement to recipient. Or the Area 12 Executive Committee may make an exception for prepayment of registration.
- 11) Recipients shall write an article of their experience for the Area 12 newsletter.

VI. Record of Revision

2024 Minor revisions to bring the ROP up to date with current motions, approved Sept 15 by motion 727.

2023 Revision to add record retention approved September 17, 2023 by motion 708.

2023 Revision to add new motions since last update, and update with current practices approved January 21, 2023 by motion 694.

2021 Major Revision to reflect 2018 Bylaw changes and update with current practices approved on June 5, 2021, by motion 649.

2010 Previous Revision

VII. Region Definition 9/18/2022

The following pages show the definition of the Area 12 regions assigned to Regional Coordinators, ordered by zip code (California first, then Nevada and Hawaii). The county nominally associated with the zip code is listed (some zip codes span counties), the major cities, the responsible Regional Coordinator, any District Liaison assigned, and any support Regional Coordinator.

A support Regional Coordinator is an adjacent/near RC of a region. For example, someone living in Bishop, California, in Inyo County, is assigned to the Central California (CenCal) Regional Coordinator, but because of geography and roads, the support Regional Coordinator is Northern Nevada. It's a couple of hours to Reno for events, but more than four hours to Bakersfield.

Regional definition change procedure is defined in the Bylaws, Art IV, Sec 1.b. The Board of Directors must first approve the change, and then the voting members in the effected region must approve the change.

History of revision of region definitions:

- Original regional definition by zip code (583; 6/5/2021)
- Move Inyo county zip codes 92328, 92384, 92389 into Central California region (from Southern California) with Southern Nevada support (670; 9/18/2022). There were no active members in the affected zip codes.

VIII. Records and Retention

Revision history of this appendix:

- September 17 2023 Motion 707 – approval of initial list of records and retention definition.

A. Record definition

The bylaws (Article VIII) address the requirement for retention of records but does not define them. This appendix is being set forth to define the type of records and length of retention.

In general, records include all financial and procedural information. This includes Board and Committee minutes, as well as any emails discussing/directing officer actions.

For example, while an officer desk guide document is not a record, it does describe many records that an officer uses.

The sections below are divided by responsible officer for the records listed.

Documents are defined things generated or used, but not considered records.

B. General (all officer) records

1. Email

Emails that direct an officer to perform their duty should be considered records. For example, the Webmaster receiving a notification of a submitted event to be posted to the website would be considered a record.

Administrative related emails, for example, requesting status on updating desk guide or discussing timing of a meeting, are NOT records. It is suggested that administrative emails be kept for a minimum of one year.

Board meeting related -- e.g., agenda, minutes-- emails would be considered a record for the Secretary. Emails related to travel to/from Board meeting or link to virtual Board meeting is a record for the Past-Chair. Board meeting reports would be a record for the officer making the report.

Email Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Officer specific responsibility,	Forever	Bylaws	Never	Officer Gmail account

including Board reports				
Administration	1 year	ROP	After one year	Officer Gmail account
Event specific emails (e.g., conference, workshop)		ROP	Event + 3 years OR next iteration + 1 year	Officer Gmail account
Committee specific emails		ROP	Task + 3 years OR next iteration + 1 year	Officer Gmail account

2. Committee Chair records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Committee minutes	Forever	Bylaws	Never	Area 12/ Events/event subfolder or as appropriate for committee
Emails related to committee duties	Forever	Bylaws	Never	Officer Gmail
Committee roster	Forever	Bylaws	Never	Area 12/ Events/event subfolder or as appropriate for committee

3. Committee Member records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to committee duties	Forever	Bylaws	Never	Officer Gmail
Created documents/records	Forever	Bylaws	Never	Area 12/ Events/event subfolder or as appropriate for committee

C. Chair records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Chair Gmail

D. Chair-Elect records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Chair-Elect Gmail

E. Past-Chair records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails: Location, schedule, meals, accommodations, virtual invites for Board meetings	1 year	ROP	1 year after meeting	Past-Chair Gmail
Emails related to officer duties	Forever	Bylaws	Never	Past-Chair Gmail
Election results	Forever	Bylaws	Never	TBD (As Nominating Committee Chair)

F. Secretary records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails: Minutes - for review, errata	Until minutes are finalized	ROP	Once minutes have been approved and BOM updated.	Secretary Gmail

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Emails: Action Items - assignment	1 year	ROP	One year	Secretary Gmail
Emails: Agenda	1 year	ROP	1 year after related meeting	Secretary Gmail
Email: Extra-board meeting proceedings (such as votes/discussion on emergency/ out-of-convened-meeting)	Forever	Bylaws	Never	Secretary Gmail
Emails related to officer duties	Forever	Bylaws	Never	Secretary Gmail
Board member roster (living document)	Forever	Bylaws	Never	Area 12 Shared drive/ User Resources/Board Contact List
Board member roster (snapshot)	Forever	Bylaws	Never	Area 12 Shared drive/ Board Meeting
Board Meeting Minutes	Forever	Bylaws	Never	Area 12 Shared drive/ Board Meeting
Board meeting reports	10 years	ROP	10 years	Area 12 Shared drive/ Board Meeting
Book of Motions	Forever	Bylaws	Never	Area 12 Shared drive/ Board Meeting
Articles of Association	Forever	Bylaws	Never	Area 12 Shared drive/ Governing Documents
Bylaws and revisions	Forever	Bylaws	Never	Area 12 Shared drive/ Governing Documents
ROP and Revisions	Forever	Bylaws	Never	Area 12 Shared drive/ Governing Documents
Code of Ethics (COE) form (filled out)	7 years	ROP	7 years	Area 12 Shared drive/Governing Documents /Required Forms /Signed Forms
Conflict of Interest (COI) form (filled out)	7 years	ROP	7 years	Area 12 Shared drive/Governing Documents

				/Required Forms /Signed Forms
Social Media (SM) form (filled out)	7 years	ROP	7 years	Area 12 Shared drive/Governing Documents /Required Forms /Signed Forms
Youth Protection Policy (YPP) form (filled out)	7 years	ROP	7 years	Area 12 Shared drive/Governing Documents /Required Forms /Signed Forms
Executive Committee meeting minutes	Forever	Bylaws	Never	Area 12 ExCom Shared Drive

G. Treasurer records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Treasurer Gmail
Tax Returns	Forever	Bylaws	Never	Area 12 Shared Drive/Treasurer/ Filings to IRS and State
Tax Thank-you letters	Forever	Bylaws	Never	Treasurer Google Drive
Requisitions	7 years	ROP/standard procedure	7 years	Treasurer Google Drive and Treasurer Gmail
Checking Statements	7 years	ROP/standard procedure	7 years	Area 12 Shared Drive/Treasurer/ Chase Bank Statements
Checkbook registers/duplicates	7 years	ROP/standard procedure	7 years	Treasurer (physical copies)
Annual budget	7 years	ROP/standard procedure	7 years	Area 12 Shared Drive/Treasurer/ Current Annual Budget and Area 12 Shared Drive/Treasurer/ Historical Budgets

Annual financial statement/report	Forever	Bylaws	Never	Area 12 Shared Drive/Treasurer/ Approved Year End Report
Financial books	Forever	Bylaws	Never	Treasurer TBD (electronic and physical/historic)
Audit results	Forever	Bylaws	Never	Treasurer TBD
Biennial Inspection results	Forever	Bylaws	Never	Treasurer TBD

H. Communications Director records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Communications Director Gmail
Final Newsletters	Forever	Bylaws	Never	Constant Comment archive. Area 12 Shared Drive/ Communications/ Archive of 12 th Tone issues
Article submissions	1 year	ROP	1 year after issue published	Communications Director TBD
Article graphics	1 year	ROP	1 year after issue published	Communications Director TBD
Emails – Invoices for publication	Forever	Bylaws	Never	Communications Director Gmail

I. Education Director records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Education Director Gmail
Loan applications	Forever	Bylaws	Never	Area 12 Shared Drive/Education/ Bell Chime Loan Program

Executed loans	Forever	Bylaws	Never	Area 12 Shared Drive/Education/Bell Chime Loan Program
Loan insurance supporting document	Forever	Bylaws	Never	Area 12 Shared Drive/Education/Bell Chime Loan Program

J. Events Director records

In the event this office is vacant, the responsibilities listed here shift to the Past-Chair.

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Events Director Gmail (or Past-Chair Gmail)
Event Forms (budget, general info; as sent to National)	Forever	Bylaws	Never	Area 12 Shared Drive/Events/event subfolder
Final Event Reports	Forever	Bylaws	Never	Area 12 Shared Drive/Events/event subfolder
Executed A12 Initiated Contracts (Clinicians/Tech Directors etc)	Forever	Bylaws	Never	Area 12 Shared Drive/Events/event subfolder
Conference Contracts (venue, suppliers)	Forever	Bylaws	Never	Area 12 Shared Drive/Events/event subfolder
Event paperwork between A12 and Facility	Forever	Bylaws	Never	Area 12 Shared Drive/Events/event subfolder
Received correspondence - related to preceding event	Forever	Bylaws	Never	Area 12 Shared Drive/Events/event subfolder

K. Historian records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Historian Gmail

L. Membership Director records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Membership Director Gmail
Member Rosters (annual, circa January) (with limited information - member #/type, organization/name, city)	Forever	Bylaws	Never	Area 12 Shared Drive/ Membership

M. Regional Coordinator records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	RC Gmail
Documents related to regional events held in region (as organized by the RC as an Area 12 event), such as a Spring Ring.	Forever	Bylaws	Never	Area 12 Shared Drive / Events/ event subfolder

N. District Liaison records

See Regional Coordinator.

O. Social Media Director records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Social Media Gmail

P. Vendor Coordinator records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Vendor Coordinator Gmail

Q. Webmaster records

Topic	Retention Time Frame	Source for Retention Time Frame	When to destroy	Storage location
Emails related to officer duties	Forever	Bylaws	Never	Webmaster Gmail
Email – submissions for events (e.g., concerts) for calendar on website	Forever	Bylaws	Never	Webmaster Gmail
Email – submissions for want ads for website	Forever	Bylaws	Never	Webmaster Gmail
Email – announcement of approved sponsored/endorsed events for website/ calendar	Forever	Bylaws	Never	Webmaster Gmail
Email – Links to 12 th Tone newsletter for website	Forever	Bylaws	Never	Webmaster Gmail

IX. 2017 Travel Reimbursement Policy

Approved in motion 557.

Transportation and Lodging Reimbursement Policy. A clarified policy was presented by the Executive Committee and discussed by the Board of Directors, with final revision as follows for all requested reimbursements for expenses incurred for attendance at Area 12 board meetings (or other Board business). (Note: Board members may choose NOT to request reimbursement for incurred expenses, but should still submit receipts to the Treasurer in order to maintain an accurate accounting of meeting expenses for budgeting purposes.)

Transportation:

- Drive Own Vehicle - Reimbursement for full mileage at 50% (fifty percent) of IRS standard mileage business rate
- Flight - Reimbursement for 50% (fifty percent) of flight expense
- Ground transportation (public transit, Uber/Lyft, taxi, etc.) Reimbursement for 50% (fifty percent) of cost
- Car Rental - Reimbursement for 50% (fifty percent) of rental cost if no other transport is available / practical.

Lodging

- Reimbursement for 50% (fifty percent) of hotel costs if no homestays are available. If homestays are available, no reimbursement will be given.

With consideration given by the Executive Committee to special circumstances for exceptions to be made to the above policy.

X. Code of Ethics (665)

Code of Ethics

Respect for the communities we work with and serve.

Integrity in our actions.

Responsibility for our decisions and their consequences, be they individual or corporate.

Honor our mission to educate, motivate, and nurture fellowship, joy, and excellence in handbell and handchime music, thus promoting the open exchange of ideas.

We are committed to:

1. Acting honestly, truthfully, and with integrity in all our transactions and dealings.
2. Treating every individual with dignity and respect—all races, ages, systems of belief, sexes, abilities, sexual orientations, financial circumstances, families, life experiences, ethnicities, gender identities, nationalities, colors.
3. Avoiding conflicts of interest, disclosing conflicts of interest, and updating the board if this changes.
4. Appropriately handling actual or apparent conflicts in our relationships, using Area 12 conflict resolution procedures agreed to by the board.
5. Treating our members/volunteers/clinicians with respect, fairness, and good faith.
6. Providing conditions that safeguard the rights and welfare of all participants.
7. Being a good corporate citizen and complying with both the spirit and the letter of the law.
8. Acting responsibly toward the music communities with which we work and for the benefit of the communities that we serve.
9. Being responsible, transparent, and accountable for all of our actions.

XI. Conflict Resolution (710)

Most conflicts between board members deal with an emotional issue of hurt feelings. It is safe to say that all board members generally want what is best for the board. When two people on a board are in conflict with one another, then the issue needs to be confronted. Confrontation does not have to be a fight or a “blow-out”. The sooner the conflict is confronted, the less volatile the conflict becomes. Confrontation of a conflict is never easy, and often feels awkward. However, a healthy, calm confrontation often leads to a stronger relationship between the board members.

Regarding conflict with a specific person on the board follow these steps:

1. The board member who has a conflict with another board member should speak privately to the member with whom they have the conflict. Conversing face-to-face is always the best option. If the two parties are not able to come together for a face-to-face meeting, then a zoom meeting (or something similar) should be employed.
 - a. Each person must have the opportunity to share his/her concern.
 - i. The person with the conflict should go first.
 - ii. Statements should be made from an “I” perspective. i.e...”I was hurt when you said that my report is always too vague in front of the whole board.”
 - b. Each person must have the opportunity to respond to the concern.
 - c. While conflict is often emotional, it is best to keep the personal feelings at bay so that the problem can be addressed. (Side note: This is incredibly difficult to do.)
 - d. Through discussion, an understanding of the conflict and a resolution can be developed.
 - e. Hopefully, an apology and acceptance can be communicated.
 - f. Sometimes the resolution is simply an agreement to disagree but respect each other’s position.
2. If a one-on-one private conversation proves to be ineffective, then the person who has the conflict should schedule a meeting with the chair and the person with whom they are in conflict.
 - a. The chair acts as a mediator.
 - b. Each person must have the opportunity to share his/her concern.
 - c. Each person must have the opportunity to respond to the concern.
 - d. With the chair acting as a mediator, the goal is that the chair would have suggestions to help resolve the conflict.
3. If no resolution can be found, then the issue should be taken to ExCom.
 - a. ExCom should meet in a special meeting to discuss the situation and provide suggestions for resolution.
 - b. ExCom either appoints someone from the board to continue discussions with the conflicting parties or the chair resumes discussions.
4. A second meeting is scheduled with the conflicting parties
 - a. Suggestions from ExCom are brought to the table.
 - b. Each person will have an opportunity to respond to the suggestions.

5. If no resolution can be found, then an individual discussion between ExCom and each person will need to take place. This discussion may include asking one or both parties to resign their membership on the board.

If one of the members in conflict is the chair, then the past-chair will take the mediator role.

Adopted February 24, 2024

XII. Annual Forms

The annual forms can be found on the Area 12 Shared Drive in the folder *Board Meetings -> Recurring Forms To Be Signed*, or can be requested from the Secretary. Signed forms should be returned to the Secretary.

A. Code of Ethics Form (665)



Adopted 17 September 2022

Code of Ethics

Respect for the communities we work with and serve.

Integrity in our actions.

Responsibility for our decisions and their consequences, be they individual or corporate.

Honor our mission to educate, motivate, and nurture fellowship, joy, and excellence in handbell and handchime music, thus promoting the open exchange of ideas.

We are committed to:

1. Acting honestly, truthfully, and with integrity in all our transactions and dealings.
2. Treating every individual with dignity and respect—all races, ages, systems of belief, sexes, abilities, sexual orientations, financial circumstances, families, life experiences, ethnicities, gender identities, nationalities, colors.
3. Avoiding conflicts of interest, disclosing conflicts of interest, and updating the board if these change.
4. Appropriately handling actual or apparent conflicts in our relationships, using Area 12 conflict resolution procedures agreed to by the board.
5. Treating our members/volunteers/clinicians with respect, fairness, and good faith.
6. Providing conditions that safeguard the rights and welfare of all participants.
7. Being a good corporate citizen and complying with both the spirit and the letter of the law.
8. Acting responsibly toward the music communities with which we work and for the benefit of the communities that we serve.
9. Being responsible, transparent, and accountable for all of our actions.

Signed _____ Date _____

B. Conflict of Interest Form (667)

(Two Pages)

HANDBELL MUSICIANS OF AMERICA, AREA 12 AREA 12 - CONFLICT OF INTEREST POLICY

The primary objectives of Area 12 of the Handbell Musicians of America (Area 12) shall be to educate, promote the exchange of ideas relating to handbell and handchime ringing, and sponsor educational activities that may be adjudicated but which exclude direct competition between handbell and handchime choirs, ensembles and/or ringers. (AGEHR, Inc, Area 12 Bylaws, Article II) In pursuing these objectives, Area 12 not only has business dealings with many companies but also provides services and products to the ringing community. Area 12 recognizes the benefit of including on the Board of Directors persons representing a broad range of business experience. The following Conflict of Interest Policy has been adopted in an effort to effectively manage the responsibilities of the Board of Directors, and to successfully enable the business of Area 12.

1. A conflict of interest or the appearance of a conflict of interest exists whenever a member of the Board of Directors has a material interest (private or business) in matters concerning Area 12. Members of the Area 12 Board of Directors are obligated not only to avoid any conflict of interest, but to prevent even the appearance of a conflict. Internal Revenue Service regulations and Area 12 policy prohibit Board members from using that office for their own financial benefit.
2. Members of the Area 12 Board of Directors will not participate in Board or Board Committee discussions or decisions about matters in which a member has a financial interest, either personally or through a business association. If the Board member fails to excuse him/herself, the Board of Directors shall determine if a conflict of interest exists, and, if so, shall vote to excuse the person from that particular portion of the meeting. Any decision by the Board of Directors to this effect shall likewise be documented in the minutes for public record.
3. If the Board Chair perceives that a conflict of interest might exist when presenting Agenda items prior to or during a presentation to the Board of Directors, the Board Chair will alert the Board that a probable conflict exists, and the Board member shall be excused from that portion of the meeting.
4. Examples of a conflict of interest on the part of a Board Member include but are not limited to the following:
 - Composers, conductors, or clinicians being part of discussions or decisions regarding their own music or services.
 - Retailers, publishers, or factory representatives being part of discussions or decisions on policy or marketing plans for Area 12 products or services.
5. If the board is considering appointment of a board member to a paid position, or a position that creates a potential advantage to a board member (either real or perceived) that could be considered a conflict of interest, the following three activities shall occur: 1. Compare (seek information from independent sources such as competitive bids or expert opinions). 2. Determine (Evaluate to confirm that utilizing a board member is still in the best interest of the board and that no undo or unintended influence, preference or above normal compensation is being provided). 3. Document (Document the process of comparison and determination in notes of the meeting(s)/process).
6. If a situation arises that is not specifically addressed by this policy but falls under its spirit and intent, the situation will be resolved according to this policy.
7. All Area 12 Board of Directors shall annually complete the Area 12 Board Disclosure Statement regarding business associations or relationships as a volunteer.

ADOPTED SEPTEMBER 2022

AREA 12 DISCLOSURE STATEMENT

1. At this time, I am a Board member, a committee member, an employee, have a relationship as a volunteer or earn wages from the following organizations/companies: *(please list, and include all organizations and sources of income, including those not related to handbells)*

2. Do any of the above organizations provide services (including teaching, clinics, etc) related to handbells/handchimes? Circle one: Yes / No
 - a. If yes, what organization(s) / what services?

3. Do any of these organizations provide services to Handbell Musicians of America or Area 12? Yes / No
 - a. If yes, what organization(s) / what services?

4. Do you work for a company or provide work on a contract basis for a company that provides services related to handbells/handchimes or Handbell Musicians of America? Circle one: Yes / No?
 - a. If yes, what is the name of the company and/or the nature of the services?

5. Do you serve as an independent contractor to provide handbell related services? Circle one: YES / NO
 - a. If yes, please describe anything not already listed above (include here if you are asked to teach at handbell conferences if not already covered).

6. Do members of your family own/operate/work for businesses that provide handbell/chime services or have a business relationship with Handbell Musicians of America or Area 12? Yes/No:
 - a. If yes, what is the name of the company and the nature of the business related to handbells/handchimes or Handbell Musicians of America or Area 12?

I understand that if at any time my personal interests (financial /familial/ professional, etc) are in conflict with discussions or decisions of the Board of Directors of Area 12, I will disclose this information immediately to the Board of Directors. If the Board determines that a conflict exists, I will consent to recuse myself from the discussion and voting process.

Signature, Printed Name

Date

ADOPTED SEPTEMBER 2022

C.Social Media Form (643)

Handbell Musicians of America Social Media Policy

Be smart. Be respectful. Be Human.

Our **social media company policy** provides a framework for using social media. Social media is a place where people exchange information, opinions and experiences to learn, develop and have fun. Whether you are handling an organization account or use one of your own, you should remain fair and respectful. This policy provides practical advice to avoid issues that might arise by careless use of social media. Remember, your responsibility to HMA does not end when you are off the clock. Many national staff members, those who serve on national and Area boards, and volunteers working in various roles for the organization are widely recognized in the handbell community. Therefore, your activity on your personal social media accounts as well as organizational accounts can have an impact on HMA – both national and Area.

What You Should Do:

Disclose Your Affiliation: If you talk about HMA related matters you must disclose your affiliation with Handbell Musicians of America.

State That It's YOUR Opinion: When commenting on the issues within the handbell community, unless authorized to speak on behalf of HMA, you must state that the views expressed are your own. You shouldn't state or imply that your personal opinions and content are authorized or endorsed by HMA. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.

Act Responsibly and Ethically: When participating in online communities, do not misrepresent yourself or provide false or questionable information. In all cases, adhere to applicable laws on copyright, trademarks, plagiarism and fair use.

Honor Our Differences: Live the values. Handbell Musicians of America will not tolerate discrimination (including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status or any other legally recognized protected basis under federal, state, or local laws, regulations or ordinances).

Exercise Restraint with Controversial Topics: Be careful discussing things where emotions run high (e.g. politics and religion) and show respect for others' opinions. Defamatory, offensive or derogatory comments and posts will not be tolerated.

Know When to Stop: Many of us have found ourselves in the midst of a discussion in social media that becomes inflammatory. In those situations, it is important to know when to stop contributing to the conversation and, in extreme situations, to remove a post from your feed or (if it is your own post) to delete it.

I acknowledge that I have read and understand this policy.

Signature: _____ Date: _____

Printed Name: _____

Position in HMA:

D. Youth Protection Policy (643)

(Three pages)



Youth Protection Policy

Handbell Musicians of America is implementing this policy for all national, sponsored and endorsed events that involve children under the age of 18. It is recommended by the Stewards of Children program from an organization called Darkness to Light, a national nonprofit that seeks to empower adults to prevent child sexual abuse. Their programs raise awareness and educate adults how to prevent, recognize, and react responsibly to child sexual abuse. Learn more about this organization at www.D2L.org.

We highly recommend that Area leaders, event planners, and volunteers or contractors that will be working with youth, take the 2-hour online training course – Stewards of Children. Cost is only \$10 per person. Find the details here: http://www.d2l.org/site/c.4d1C1JOkGcISE/b.6143709/k.3D5F/Child_Sexual_Abuse_Prevention_Training_ONLINE.htm

Facts and Statistics about Child Sexual Abuse

80% or more of child sexual abuse incidents happen in isolated, one-on-one situations. Those who abuse children often become friendly with potential victims and their families. They participate in family activities, earn trust, and gain time alone with children. The goal of this Youth Protection Policy is to eliminate or reduce isolated, one-on-one situations between adults and children to decrease the risk of sexual abuse.

Defining Child Sexual Abuse: Any sexual act with a child performed by an adult or an older child. Child sexual abuse could include a number of acts, including but not limited to:

- Sexual touching of any part of the body, clothed or unclothed;
- Penetrative sex, including penetration of the mouth;
- Encouraging a child to engage in sexual activity, including masturbation;
- Intentionally engaging in sexual activity in front of a child;
- Showing children pornography, or using children to create pornography;
- Encouraging a child to engage in prostitution.

Following are some other facts and statistics that will help you understand the threat of child sexual abuse in the U.S. today.

- Based on meta-analysis of 22 separate U.S. studies, 30-40% of girls and 13% of boys experience sexual abuse before the age of 18.
- A national study using information from law enforcement agencies nationwide found 14% of sexual assault victims are ages 0-5, 20% are ages 6-11, and 33% are ages 12-17.
- 66% of molestation victim will not tell until adulthood, if ever.
- 90% of victims are abused by someone they know and trust.
- Male molesters of boys will have an average of 150 victims PRIOR to prosecution
- Male molesters of girls will have an average of 42 victims PRIOR to prosecution
- Sexual molesters “groom” children AND gatekeepers prior to abuse.
- There is NO visual profile for molesters. Most appear helpful, trustworthy, and responsible. Abusers come from all segments of society and include men and women. Many are married, educated, and have families.
- Less than 10% of sexual abusers will EVER encounter the criminal justice system.
- Sexual molesters will seek access to children where protective barriers are low.

Overview of Behaviors/Situations

Appropriate and Encouraged Interactions	Inappropriate and Prohibited Interactions	Harmful and Prohibited Interactions
Praise, encouragement, and acknowledgement	Isolated, one-on-one interactions	Patting buttocks
Rewards available to all who achieve	Risqué jokes and profanity	Actions or speech that humiliates, threatens, ridicules, degrades or frightens
Asking permission to touch for necessary purposes	Favoritism or gift giving to individual children	Corporal punishment of any kind
Pats on back or shoulder	Frontal hugging	Touch of personal areas – face, mouth, legs, breasts, stomach, genitals
Side hugs	Photographing individual children unless authorized by parent or guardian for the purpose of event publicity and marketing	Intimate, romantic, or sexual conduct
Handshakes and high fives	Contact outside of program activities	Showing pornography or involving youth in pornography
Warmth and kindness	Exchanging personal email or phone numbers	Use of alcohol or controlled substances with or in the presence of youth
Public social media alerts to groups of kids and parents	Private interactions through social media, computer, or handheld devices	

Definitions:

Staff & Volunteers – paid staff, volunteers, committee members, event faculty, event clinicians, national board members, Area board members, contractors, or anyone in a role of responsibility with a national, sponsored, or endorsed event.

Child/Children – any person under the age of 18.

Policies:

1. To protect Handbell Musicians of America, staff, volunteers, contractors, and program participants, at no time during a Handbell Musicians of America national, sponsored or endorsed event may a staff person or volunteer be alone with a single child where the staff person or volunteer cannot be observed by others.
2. Staff and volunteers shall never leave a child unsupervised.
3. Staff and volunteers will make sure a restroom is not occupied before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. If staff or volunteers are assisting younger children, doors to the facility must remain open.
4. Staff and volunteers will conduct and supervise private activities (diapering, putting on bathing suits, showering) in pairs. When this is not feasible, staff should be positioned so that they are visible to others

5. Staff shall not abuse children or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for dismissal.
6. Staff and volunteers will respect children’s right to not be touched in ways that make them feel uncomfortable. A child’s right to say “No” is to be encouraged and respected. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
7. Staff and volunteers will use appropriate touch including pats on the back or shoulder, side hugs, handshakes, and high fives. Staff and volunteers will refrain from full frontal hugging, touching of personal areas, or patting of the buttocks. No child should sit in the lap of adult staff and volunteers.
8. Staff and volunteers will use positive techniques of guidance, including redirections positive reinforcement, and encouragement rather than competition, comparison, and criticism.
9. Staff and volunteers will not give gifts or special favors to individual children, or show preferential treatment to a child or group of children to the exclusion of others.
10. Staff and volunteers may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with youth event participants. Parents and another staff member or volunteer should be copied in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.
11. Staff and volunteers will respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture.
12. Staff and volunteers will refrain from intimate displays of affection toward others.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and any kind of harassment is prohibited.
16. Staff may not be alone with children they meet at Handbell Musicians of America events outside of event activities. This includes babysitting, sleepovers, and inviting children to their home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
17. Staff may not transport children in their own vehicles.
18. Staff may not date event participants under the age of 18.
19. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with event organizers.)
20. Staff and volunteers are required to report any suspicion of child abuse to the proper authorities and to Handbell Musicians of America executive director as soon as possible after being made aware of an issue.

I, (name) _____, have read and understand the policies stated above and agree to follow these policies to the best of my ability.

Signed: _____ Date: _____

E. Conflict Resolution Policy (710)

(Two pages)

Area 12 Board Conflict Resolution Policy Handbell Musicians of America

Most conflicts between board members deal with an emotional issue of hurt feelings. It is safe to say that all board members generally want what is best for the board. When two people on a board are in conflict with one another, then the issue needs to be confronted. Confrontation does not have to be a fight or a "blow-out". The sooner the conflict is confronted, the less volatile the conflict becomes. Confrontation of a conflict is never easy, and often feels awkward. However, a healthy, calm confrontation often leads to a stronger relationship between the board members.

Regarding conflict with a specific person on the board follow these steps:

1. The board member who has a conflict with another board member should speak privately to the member with whom they have the conflict. Conversing face-to-face is always the best option. If the two parties are not able to come together for a face-to-face meeting, then a zoom meeting (or something similar) should be employed.
 - a. Each person must have the opportunity to share his/her concern.
 - i. The person with the conflict should go first.
 - ii. Statements should be made from an "I" perspective. i.e..."I was hurt when you said that my report is always too vague in front of the whole board."
 - b. Each person must have the opportunity to respond to the concern.
 - c. While conflict is often emotional, it is best to keep the personal feelings at bay so that the problem can be addressed. (Side note: This is incredibly difficult to do.)
 - d. Through discussion, an understanding of the conflict and a resolution can be developed.
 - e. Hopefully, an apology and acceptance can be communicated.
 - f. Sometimes the resolution is simply an agreement to disagree, but respect each other's position.
2. If a one-on-one private conversation proves to be ineffective, then the person who has the conflict should schedule a meeting with the chair and the person with whom they are in conflict.
 - a. The chair acts as a mediator.
 - b. Each person must have the opportunity to share his/her concern.
 - c. Each person must have the opportunity to respond to the concern.
 - d. With the chair acting as a mediator, the goal is that the chair would have suggestions to help resolve the conflict.
3. If no resolution can be found, then the issue should be taken to Excom.
 - a. Excom should meet in a special meeting to discuss the situation and provide suggestions for resolution.
 - b. Excom either appoints someone from the board to continue discussions with the conflicting parties or the chair resumes discussions.

**Area 12 Board Conflict Resolution Policy
Handbell Musicians of America**

4. A second meeting is scheduled with the conflicting parties
 - a. Suggestions from Excom are brought to the table.
 - b. Each person will have an opportunity to respond to the suggestions.
5. If no resolution can be found, then an individual discussion between Excom and each person will need to take place. This discussion may include asking one or both parties to resign their membership on the board.

If one of the members in conflict is the chair, then the past-chair will take the mediator role.

As a member of the Area 12 Board, I acknowledge that I have read the above policy and will abide by it.

Signed _____ Date _____