



Handbell Musicians
O F A M E R I C A

Area 10

Policies and Procedures

Borrowed Equipment – 2
<i>Campanologist</i> Advertising – 4
Conference Scholarship – 5
Distinguished Service Award – 6
Elections and Appointments – 9
Electronic Voting – 10
Expenses and Reimbursement – 11
Handchime Loan Program – 12
Sponsored and Endorsed Events – 15

Area 10 Borrowed Equipment

Approved January 28, 2006

Policy: Equipment needed for a Handbell Musicians of America event may be borrowed and covered under AGEHR, Inc. insurance.

Procedure:

I. AGEHR Event Committee

1. Appoint person responsible for handling borrowed equipment.
2. Determine equipment needed.
 - a. Number of classrooms requiring equipment.
 - b. How much equipment needed in each room.
3. Locate equipment.
 - a. Advertise need in Campanologist/Website.
 - b. Establish compensation, if any, for loaning equipment.
4. Confirmation with groups willing to loan equipment.
 - a. Borrowed Equipment Form from National.
 - b. Determine how equipment is marked.
 - c. Determine how equipment will be transported to and from site. Need name(s) of who is delivering and picking up.
5. Communicate instructions in writing to those loaning equipment. Use the form provided by AGEHR, Inc.
6. Handling on-site delivery
 - a. Determine process for checking in and delivering equipment to classrooms. Make sure check-in station is manned at all times during delivery hours and someone is available to show where equipment is to go. Lender and AGEHR representative sign off "condition of equipment on pick up."
 - b. Create signs or labels to be taped on outside of cases/pinned on foam, etc. giving Name of Organization, City, State, and Case/Piece # _____ of _____.
 - c. Have manpower available to unload into classrooms.
 - d. Determine who sets up the rooms.
7. Handling on-site returning
 - a. Determine who puts bells back in cases and checks condition.
 - b. No equipment should leave a room until all equipment is checked.
 - c. Determine how each set will be picked up.

- d. Manpower to move equipment.
- e. Lender and AGEHR representative signs off “condition of Equipment on return.”

II. Instructions to Loaners of equipment and those bringing equipment to site.

1. Physically inspect condition and labeling of equipment and record on Borrowed Equipment Form from National office.
2. Attach supplied signs or label on outside of each case/equipment.
3. Lender and person taking bells sign off on “condition of equipment on pick up.”
4. Deliver equipment to designated location within established time frame.
5. Received pick up instructions for when event is finished.
6. Sign off with AGEHR representative on “condition of equipment on return.”
7. Return equipment to lending institution and sign off “condition of equipment on return.”

III. Transportation Costs

1. If an Area 10 sponsored event decides to provide monetary funds to individuals for the transportation of the handbells, tables, pads or other equipment, the monetary compensation should go to the individual or organization who actually transports the equipment to and from a specific event.

Area 10 *Campanologist* Advertising

Approved January 28, 2006

Policies:

1. Advertising space shall be made available for purchase in the *Campanologist*.
2. Free advertising shall be given in the *Campanologist* for director wanted ads and sale of used handbell equipment by an Area 10 member.

Procedures:

1. Area 10 Board shall determine fees and rules for advertising.
2. *Campanologist* Publisher is responsible for handling advertising.
 - a. Keep track of when last issue for an ad is.
 - b. Send bills to vendors and receive payment for ads.
 - c. Forward payments within one month of receipt to the Area 10 Treasurer.
3. Handle questions regarding ads such as size allowed and pricing following fee schedule set by Area 10 Board.
4. Bring to the attention of the Area 10 Board changes needed in policy or fee structure.

Area 10 Conference Scholarship

Approved January 28, 2006

Policy:

Area 10 will provide scholarships to the Area 10 Conference.

Procedures:

1. At first Board meeting of term of office (after October 1 of even years), Area 10 Board of Directors will
 - a. Determine number of scholarships to be offered.
 - b. Determine what is to be covered.
 - c. Determine who is eligible.
 - d. Area 10 Chair will appoint committee of three Board members with one to serve as committee chair.
2. Committee responsibilities:
 - a. Develop application form.
 - b. Write article for September/October or November/December *Campanologist* of odd years and include application.
 - c. Send application and description of scholarship to Area 10 webmaster.
 - d. After deadline, send copies of applications to the committee.
 - e. Determine recipient(s) based on goals and financial need.
 - f. Either electronically or at Area 10 Board meeting before conference, submit recipient names for approval.
 - g. After approval, inform recipients and those not chosen.
 - h. Work with conference registrar and Area 10 Treasurer regarding payment.

Area 10 Distinguished Service Award

Approved January 28, 2006

The Area 10 Board of Directors has developed an award program to show their gratitude to those who have given so much of their time and expertise to the advancement of handbell and handchime ringing in Area 10.

Past recipients have been: Marcy Winter, Bobbie Benjamin, Marlene Anderson, Blanche Kangas.

A nominee, living or deceased, ringer or director, should:

- have made outstanding contributions to the art of ringing in Area 10. This should include an extended time commitment in activities that greatly exceed normal expectations or are generally perceived as significant.
- be an active member of Handbell Musicians of America, or if deceased, have been a member in good standing.
- have performed leadership roles at local, state, and/or Area 10 levels.
- not be currently serving on the Area 10 Board of Directors.

The forms are due May 1st the year of a conference.

Procedure

1. The Area 10 Chair Elect is the facilitator of this committee.
2. The Chair Elect then selects individuals to be on the anonymous committee to review the nomination forms. Three Handbell Musicians of America Area 10 members not currently serving on the Board of Directors should serve on the anonymous committee.
3. This anonymous committee has the discretion, based on the nomination forms submitted to select none, one, or more than one recipient.
4. Send out in the Campanologist an article including the policy for nominating an individual and then the following information:
 - a. Date nomination form is due (ideally May 1st the same year as the conference)
 - b. Qualifications for award
 - c. Who will do the selecting (an anonymous committee)
 - d. Where to send the nomination form, with a contact phone number
 - e. Name, address, phone number of the individual to be nominated
 - f. Name, address, phone number, and Handbell Musicians of America membership number of the individual submitting the form.
 - g. Why this individual should be selected to receive this award with a short biography of the nominee.
5. When forms are received, send copies of the form to the committee. Then develop criteria for selection.
6. When a person is selected, it should be presented to the Area 10 Chair for approval by the Area 10 Board.
7. Order a plaque for the recipient.
8. A photo of the recipient should be taken or provided, and a photo and/or article should be placed

in the next issue of the *Campanologist*.

9. When awarded, the announcement and presentation should be made at the next Area 10 Conference.

Area 10 Distinguished Service Award

The Area 10 Board of Directors has developed an award program to show their gratitude to those who have given so much of their time and expertise to the advancement of handbell and handchime ringing in Area 10. Nominations are being accepted until May 1, 2014. The Award will be bestowed at the June 27-29, 2014 Area 10 Conference in Yakima, WA.

Past recipients have been: Marcy Winter, Bobbie Benjamin, Marlene Anderson, Blanche Kangas.

A nominee, living or deceased, ringer or director, should:

- have made outstanding contributions to the art of ringing in Area 10. This should include an extended time commitment in activities that greatly exceed normal expectations or are generally perceived as significant.
- be an active member of Handbell Musicians of America, or if deceased, have been a member in good standing.
- have performed leadership roles at local, state, and/or Area 10 levels.
- not be currently serving on the Area 10 Board of Directors.

An anonymous committee of three Handbell Musicians of America Area 10 members, not currently serving on the Board of Directors, will review nominations and present the selection for Area 10 Board approval. If you have any questions, please contact the Area 10 Chair-Elect, Diane Barnes at 541-708-0365 or dkbarnes@jeffnet.org.

Area 10 Distinguished Service Award Nomination Form

Nominee's Name _____

Nominee's Address _____

Nominee's Email _____ phone _____

Please include a short biography of the nominee and why you feel they should receive this award.

Your name _____

Address _____

Email _____ phone _____

Send completed form by May 1 to:

Diane Barnes

479 Drager

Ashland, OR 97520

dkbarnes@jeffnet.org

Area 10 Election and Appointments

Approved January 28, 2006

Policy: Elections for Area 10 officers shall be held biennially in even-numbered years. Two candidates are needed for each office.

- **Chair-Elect shall be elected every two years.**
- **Beginning in 2000, Secretary shall be elected every four years.**
- **Beginning in 2002, Treasurer shall be elected every four years.**
- **Sub-Area (State) and Standing Committee Chairs are appointed by the Area 10 Chair with Board approval.**

Procedures for elected offices:

1. By the beginning of the second fiscal year (October 1 of odd-numbered years), the Area 10 Chair appoints the Nominating Committee that may consist of one member from each Sub-Area and one former or current Executive Committee officer who serves as the committee chair. It will have a minimum of three members.
2. The Nominating Committee forms a list of possible candidates and determines who shall ask them. If desired, an article asking for recommendations can be placed in the *Campanologist*.
3. By March 1 of even years, the Nominating Committee presents to the Board of Directors, for approval, a slate of two candidates for each office to be filled.
4. Arrange for an independent accounting firm to receive and count the ballots. Determine fee. If there is no fee, provide a thank you gift/gift certificate for up to \$30.
5. Check with the National AGEHR office Membership Chairman to see who is eligible to vote.
6. By April 1 of even years, a ballot containing names and biographical sketches of all nominees is to be mailed to the voting membership. Be sure to include the postmark deadline for ballots.
7. A majority of the votes cast elects. An automatic recount shall occur if the margin of victory is less than four percent of the total votes cast. In case of a tie, the election shall be determined by a majority vote of the Board of Directors.
8. Notify the Board of Directors and those elected and those not elected.
9. Write an article for the July/August *Campanologist* announcing the new officers.

Procedures for appointed positions:

1. The Area 10 Chair, at the beginning of term, is responsible to fill appointed positions and may ask the Nominating Committee, Sub Area Chairs and Committee Chairs to assist in finding people willing to serve.
2. The Area 10 Bylaws regarding term of office for Sub-Area and Committee Chairs must be followed.
3. The Area 10 Chair or whoever is designated to fill appointed positions presents the names for each appointed position to the Executive Committee for approval.
4. The Area 10 Chair is to notify the National AGEHR office of election results and other appointments.

Area 10 Electronic Voting Procedure

Approved February 27, 2004

1. Any member of the Board may send a motion to the Area Chair and request discussion and electronic voting.
2. The Area 10 Chair sends the motion to all Board members and encourages discussion by “replying to all.” The first reply is considered a second to the motion.
3. Either when discussion seems to be ending or at a predetermined time established in #2 when the Area Chair sends out the motion, the Area Chair calls for the vote setting a deadline for voting. Vote by “replying to all.”
4. The Area Chair tallies the vote and announces the result. The Area Chair shall keep printed copies of voting responses until results are recorded in regular Board meeting minutes and those minutes are approved.
5. The secretary shall keep a copy of the motion, who seconded it, and the voting results and present it at the next regular Board meeting so it can then be included in the minutes.
6. If a member does not reply when the vote is called for or does not have access to email, then the Area Chair needs to try to contact the member by phone.
7. Changes to this policy can be made by a majority vote of those present at a Board meeting.

Area 10 Expenses and Reimbursement

Approved April 13, 2013

Policies:

Reimbursement of Administrative and Board Related Travel Expenses

1. Full travel, housing and meal expenses shall be paid for approved Area 10 board related travel. Each person is responsible for booking own air travel. Please strive for the most economic travel possible. Mileage reimbursed at current IRS business rate.
2. In accordance with board budgeting, other travel expenses shall be paid as follows:
 - a. Area 10 Chair's travel, housing, meals and registration costs to an Area 10 sponsored or Guild endorsed event in each Area 10 state once during the two-year term will be reimbursed.
 - b. Area 10 Chair's travel, meals, housing and registration costs will be reimbursed for the cost of the main body of the National Directors' Seminar, Handbell Spectacular, or related national event once a year.
 - c. Area 10 State Chair travel expenses, meals and registration will be reimbursed for all Area 10 sponsored or Guild endorsed events in their state which they choose to attend.
 - d. Each board member shall be allotted, once during each two-year budget cycle, a board specified amount to be applied toward travel, meals, housing, and /or registration to a national event for the purpose of education and networking with handbell musicians from other areas.
3. Common administrative expenses such as postage, copying and phone charges incurred in the execution of Area 10 responsibilities will be reimbursed for all board members and committee chairs.
4. Any expense not specifically covered in these policies can be paid with voted board approval.

Reimbursement (Check Writing) Policy

There shall be 3 authorized signers for checks: Chair, Chair-Elect and Treasurer.

No checks shall be written without prior written approval of either the Chair or Event Chair (for a local event).

Reimbursement (Check Writing) Procedures

1. The originator of the request shall fill out a "Request for Reimbursement" form, provide an itemized list of expenses and reason for expenses and send electronically to the Chair and Treasurer along with a scan of receipts. Original receipts must then be sent to the treasurer, keeping a copy for themselves.
2. The Treasurer shall write the check and send it to the originator, keeping the final copy of the form and the receipts for the files.

Area 10 Handchime Loan Program

Approved March 11, 2005

Policy: Area 10 will offer the loan of 3-octave handchime sets to educational groups.

Procedure:

1. Handchime coordinator on Board is to see that the application is printed in the *Campanologist*. Send information and application to State Music Education Associations.

State Chairs:

1. Coordinate handchime loan program in your state.
2. Form a small local committee to review applications and select recipient(s). Use your own judgment in weighing the various areas on the application.
3. Select and inform recipient(s) by June 15.
4. Coordinate the return of the handchimes and materials as soon as the school year has ended.
5. Inspect the handchimes and materials. If there are problems with any handchimes, contact the manufacturing representative or company. If necessary, send handchime(s) to representative or company for evaluation and possible replacement.
6. If music is missing or badly damaged, order a replacement copy. When it arrives, affix a label identifying it as AGEHR Area 10 property.
7. Send a bill to the teacher/school for the cost of replacement or repair for missing or damaged materials or damaged handchimes determined to be caused by abuse.
8. Arrange delivery or shipment of handchimes to new recipient as early in the summer as possible.
9. The person receiving the handchimes must complete the form indicating what has been received. Have them sign and you sign 2 copies – one for the teacher and one for the State Chair.
10. Make a copy of the completed check out form and send to the Area 10 Board member handling this.
11. If the recipient is not familiar with the use and care of handchimes, arrange for a mentor to help show them proper usage.
12. Periodically check with recipient on how things are going.
13. Get an article for the *Campanologist* from them and forward it to the Chair Elect or Editor.

Handchime recipients:

1. Coordinate with State Chair how the handchimes and materials will get to you.
2. Complete the sign-out form indicating what has been received. One copy is for your records and one is for the State Chair.
3. At some time during the year, write an article for the *Campanologist*.
4. At the end of the school year, return the handchimes and materials to the State Chair.
5. If there is any damage or missing material, pay for repair or replacement.

State Chair Checklist for Handchime Loan Program

Approved March 12, 2005

- Contact State MENC representative and inform them about the program and ask them to publicize it. Send them a copy of application.
- Receive applications.
- Recruit a committee (if desired) to review applications and select recipient(s).
- Notify recipient(s).
- Arrange to get chimes and materials to recipient(s). You may need to locate/make boxes for shipping.
- Complete sign out form in triplicate – one copy for teacher, one for State Chair, and send one to the Chime Program Coordinator or Area 10 Chair.
- Send name and contact information for recipient(s) to *Campanologist* Publisher.
- If recipient(s) is (are) not a members of AGEHR, fill out a membership form and send it to the Area 10 Treasurer who will write check and send membership form to National.
- Contact recipient(s) monthly to see how things are going. Ask them to write an article for the *Campanologist*. Give them a deadline – an article is a requirement for the chimes. Send article to *Campanologist* Publisher.
- The beginning of May, arrange with recipient(s) for return of chimes.
- When chimes are received, play each one to make sure they are all working properly. If not, get it fixed.
- Check to make sure all materials are returned in good order. If something is missing, order it and send a bill to the recipient. To order music, have vendor send a bill to Area 10 Treasurer. Notify treasurer that this will be coming.

Malmark Choirchimes Information:

Area 10 Customer # 45408

Alaska Order #76315

Oregon Order #76313

Montana Order #76314

Washington Order #76316

Schulmerich Melodychimes Information:

Order #79321

Customer #112355

(Originally ordered by Cyndy Patterson for Area 10.)

Area 10 Handchime Loan Program Sign Out Form

Name _____
School _____
Address _____
City _____ State _____ Zip _____
Work Phone () _____ Home Phone () _____
Email _____
Contract Dates _____

Equipment and Materials (please check each item received):

- 3 octave set **Malmark Choirchimes** or **Schulmerich MelodyChimes** (PLEASE CIRCLE) in 2 cases with tool kit
- “Handchimes in General Music” – A Curriculum Guide Grades 1-3 (by Janet Van Valey and Martha Avery)
- “Handchimes in General Music” – A Curriculum Guide Grades 4-6 (by Janet Van Valey and Martha Avery)
- Musical Elements: A Classroom Method for Handchimes by Kenneth Liske
- 9 copies: “Making Music with Choirchime Instruments” by Dr. Paul Rosene
- 9 copies: **“Clapper Classics”** or **“More Clapper Classics”** (PLEASE CIRCLE) arranged by Martha Lynn Thompson & Frances L. Callahan
- 1 set (8 books) Ring Along Christmas
- 1 set (8 books) Ring Along Songs of America
- 9 copies “Ready to Ring Christmas” by Thompson & Callahan

I have received these materials in good condition.

Signature _____ Date _____
Area 10 Representative _____ Date _____

AGEHR Area 10 contacts are on the back of this page.

Area 10 Sponsored and Endorsed Events

Approved January 5, 2013

Since events are sponsored and endorsed by Handbell Musicians of America, the policies are established by the Guild. This information is from Handbell Musicians of America website, www.handbellmusicians.org, Events & Networking, Events, Sponsored Endorsed Event Information. Any Area 10 specifics and clarification are in italics.

Sponsored Event – an event that is presented by an Area or sub-Area of Handbell Musicians of America. The Area or sub-Area is financially responsible for the event and receives any financial benefit. If the presenter is a sub-Area, it must be identified as an “official” sub-Area in the Area By-Laws, operate under the Federal ID Number of the Area, and have representation on the full board of the Area. *These are events that are financially and administratively the responsibility of Area 10. The event’s organizing committee must include an Area 10 Board of Directors member.*

Endorsed Event – an event that is presented by a member or member organization of Handbell Musicians of America. The identified presenter **MUST** be the entity that is financially responsible for the event and receives any financial benefit. In order to comply with the requirements of the Guild’s insurance provider, any presenting organization must be a current member of Handbell Musicians of America (the membership must be in the name of the organization). *These are events that are financially and administratively organized by an organization or individual other than Area 10.*

BEFORE THE EVENT:

(All forms are available at www.handbellmusicians.org)

- Complete the following:
 - Either the Sponsored Event Application OR the Endorsed Event Application (REQUIRED)
 - Sponsored Endorsed Event Budget (REQUIRED)
 - Membership Data Request (OPTIONAL – for marketing your event to Guild members)
 - Request for Certificate of Insurance (OPTIONAL – complete if your venue contract requires proof of liability insurance and/or if the venue must be named as an additional insured)
- Send these completed forms to the chairperson of your Area for approval (contact the Guild national office at 800-878-5459 if you need assistance identifying and contacting your Area’s Chair)
Your Area Chair will review your application, sign their approval, and send the application on to the National Office for next steps. If an Area Chair does not approve your application, they will contact you directly. *The dates for the sponsored or endorsed event must not conflict with dates or locations that compete for the same potential registrants of other scheduled Guild sponsored events.*
- The Guild Executive Director will review your application and determine whether the event meets the criteria for sponsorship and endorsement.

AFTER APPROVAL:

- Upon approval (or denial), your Area Chair and the primary event contact will be notified via e-mail by the national office.
- Once approved, your event will be added to the Event Calendar on www.handbellmusicians.org and included in the event listing in each subsequent issue of Overtones.
- If requested, your member data will be forwarded as indicated on the Membership Data Request form (labels).

Be sure to include the following in all information distributed about the event, including event programs and other items distributed during the event:

This event is sponsored/endorsed by Handbell Musicians of America, dedicated to uniting people through the musical art of handbell and handchime ringing.
www.handbellmusicians.org.

- If your event venue requires liability insurance, you **MUST** complete the Request for Certificate of Insurance and submit it to the national office as indicated on the form. Please submit your request a minimum of 2 weeks prior to the date by which insurance documents are required by the event venue. If there are unusual or extensive documentation requests, more time may be required to secure what is needed.

AFTER YOUR EVENT:

- Complete the following and submit to the Guild national office:
 - Sponsored Endorsed Event Report (REQUIRED)
 - Sponsored Endorsed Event Financial Report (REQUIRED)

The Event Report must be submitted on the following schedule or the Guild will NOT pay your ASCAP Licensing Fees:

Event takes place between January 1 and March 31 – report is due by April 15

Event takes place between April 1 and June 30 – report is due by July 15

Event takes place between July 1 and September 30 – report is due by October 15

Event takes place between October 1 and December 31 – report is due by January 15

- If you made any recordings of music performances at your event, complete the Mechanical Royalties Report and submit it, with payment, to the publishers whose music was recorded.
- If your event was an Endorsed Event, complete the Endorsement Fee Report and send it with the appropriate endorsement fee to your Area.

Specific for Area 10 Sponsored events:

- ✓ *The Event Chair may request to use funds for up-front expenses in the budget, by completing a “Requisition for Payment” form.*
- ✓ *The handling of funds can be done through a local organization such as a church with a complete accounting with receipts and any profit sent to the Area 10 Treasurer. It can also be handled through the Area 10 Treasurer. Checks would be payable to the organization handling the funds.*
- ✓ *If using the Area 10 Treasurer as the fiscal handler, all bills will be submitted to the Area 10 Treasurer by using the “Requisition for Payment” form, with written approval of the Event Chair (a signature is sufficient). The Area 10 Treasurer will pay all bills, either directly to the recipient or to the Event Treasurer, whichever is requested.*
 - *If bills are paid directly to recipients, the Area 10 Treasurer will notify the Event Chair that the bill has been paid.*
 - *The Area 10 Treasurer will follow through with a financial statement of the event, to be sent to the Event Chair and Area 10 Board when all finances have cleared.*