



ROCKY MOUNTAIN DISTRICT  
**Chapter Secretary Questions Frequently Asked  
of the District Secretary**  
Last Revised: December 2016

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**Where do I get the forms I need?**

Go to the "Members only" tab on BHS.org on the eBiz Web site [www.ebiz.barbershop.org](http://www.ebiz.barbershop.org); select "Documents", then select your document from the "Top 10 List", or below select "View Full Document Center Here". Open "Document Center" by categories. You may find it easier to get many forms on the District Web site [www.rmdsing.org](http://www.rmdsing.org); on the top bar select "Documents".

**How do I report the death of a member?**

Send an e-mail to BHS, copy the RMD Secretary: [customerservice@barbershop.org](mailto:customerservice@barbershop.org), cc: [tonychiro@juno.com](mailto:tonychiro@juno.com). Include chapter name, member name, and membership number. Name is reported in Chapter Eternal section of *The Harmonizer*, and BHS sends a condolence card to the family.

**When is ASCAP fee paid?**

ASCAP fee is due each year that your chapter has a public performance. The fee may increase each year. Make sure you use the right form for the right year. In 2016 the fee is \$241.00. Mail the completed form and check to the District Secretary. The RMD Secretary can tell you what years your chapter has paid, and for what years your chapter needs to pay (see the "ASCAP Information for Chapters" on [www.rmdsing.org/documents](http://www.rmdsing.org/documents) for more details).

**What about BMI/SESAC licenses? When are they needed?**

It is necessary whenever your chapter produces a show or does a public performance. Make sure all required financial filings are up to-date. Thoroughly fill out the form, **and sign it**. Mail the form and payment to the RMD Secretary with payment made out to "Barbershop Harmony Society"; \$28.00 per performance. (See the "BMI/SESAC Information for Chapters" on [www.rmdsing.org/documents](http://www.rmdsing.org/documents) for more details).

**When should chapter officers be elected? How do I report the results?**

Elections must be held by October 15<sup>th</sup> for the following year. Notification to chapter members two weeks before. Enter officers in "Chapter Leaders" tab on eBiz chapter page.

**How do I get a chapter show on the District Calendar? Where is the Calendar?**

When the BMI/SESAC licensed is requested, the RMD Secretary posts the date on the District calendar. You can contact the RMD Secretary and tentatively reserve a date six months in advance, but if someone else gets in their required financial filings, and gets a BMI/SESAC issued first – the date is theirs. Remember to work out your differences with chapters within a 100-mile radius. The Calendar is on [www.rmdsing.org](http://www.rmdsing.org), on the top bar select "Events", then from the drop down menu, select "Calendar". Dates for District and BHS events have first preference over all chapter shows.

**How do I enter members as chapter leaders?**

Go to eBiz, and select your chapter. Select the "Chapter Leaders" tab and enter your member, his office, and the dates of his term. Always put January 31<sup>st</sup> of the following year (for the

present year his term ends) as the end of his term. That way your officers don't accidentally disappear on December 31<sup>st</sup>!

### **How do I find the dues that a new member owes? What are the categories?**

International dues are published annually. District and chapter dues are shown on the eBiz page. Select your chapter, then the "chapter dues" tab. In Rocky Mountain District, Y1 dues are free, (BHS is \$10.00), and Y2 members pay half. Youth (Y1 and Y2) rates are for first time members and second year renewing members under age 26. Chapter Y1 and Y2 dues are set by, and vary by, each chapter.

### **How does my chapter get show insurance?**

Go to eBiz or [www.rmdsing.org](http://www.rmdsing.org), and select "Documents". Select and fill out "BHS Request for Certificate of Insurance" (usually required by your performing venue). Insurance is through Arthur J. Gallagher and Co. (beginning in 2016). You can also get it by contacting **customer service at BHS**. You can send the form online as a .pdf via e-mail and send it to [customerservice@barbershop.org](mailto:customerservice@barbershop.org), or call BHS: 1-800-876-SING. If you decide to call BHS, make sure you have the following ready: Name of Insured (your chapter), Certificate Holder (venue name and address), dates and location of show, and a Certificate Holder contact name and phone number.

### **What are the Required Financial Reports that we need to do? When are they due? Where can I get a form? Where do I file them?**

**Annual Financial Review** form is due by February 28<sup>th</sup> for the preceding year. File to RMD Secretary by scan and e-mail, or U.S. Mail. Forms are on BHS Web site, or RMD Web site as described previously.

**IRS form 990-N** filed to IRS by May 15<sup>th</sup> for the preceding year. The tax return is filed on [www.irs.gov/charities\\_and\\_non-profits/990-N](http://www.irs.gov/charities_and_non-profits/990-N). The form is postcard sized, and once filed and accepted, the IRS sends a confirmation of acceptance e-mail. Forward this confirmation e-mail to the District Secretary.

**Secretary of State annual report** (or biennial report in Nebraska) is due on the anniversary date (or bi-anniversary date in Nebraska) of the last filing. Save and download as a .pdf for your files, then send a copy (hard copy or e-mail the .pdf) to the District Secretary.

### **What is the District Secretary's contact information?**

#### **Tony Pranaitis, Secretary**

Rocky Mountain District  
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Golden, CO 80401-4646  
**720-618-3725**  
[tonychiro@juno.com](mailto:tonychiro@juno.com)