

Greater Harrisburg Chapter

Sweet Adelines International

Standing Rules

| | |
|--------------|---------------------------------------|
| Article I | Membership |
| Article II | Form of Government |
| Article III | Board of Directors |
| Article IV | Elections |
| Article V | Meetings |
| Article VI | Dues and Fees |
| Article VII | Chapter Finances |
| Article VIII | Performance Eligibility |
| Article IX | Costumes |
| Article X | Chapter Management |
| Article XI | Music |
| Article XII | Chorus Director |
| Article XIII | Associate/Assistant Directors |
| Article XIV | Quartets/Double Quartets |
| Article XV | International and Regional Activities |
| Article XVI | Established Chapter Practices |
| Article XVII | Amendments |

Article I – MEMBERSHIP

Section 1. Membership is limited to adult women who have attained the age of eighteen. Daughters of members in good standing may be considered for membership at the age of sixteen.

Section 2. Admittance to Membership *

A. Applications for prospective members will be processed at any time during the year when the following conditions and procedures have been met:

Step 1: A prospective member attends at least three rehearsals of the Chapter before being auditioned by the music audition team.

Step 2: Regardless of the outcome of the prospective member's audition, she will be told the results as soon as possible. Upon passing the audition, a prospective member receives a standard form "Application for Membership" along with a copy of the Chapter Bylaws and Standing Rules for her review. If a prospective member does not pass the process of auditioning, she will be informed that a prospective member may audition again after a period of one year.

Step 3: The Membership Coordinator presents the completed "Application for Membership" and the results of the audition to the Board of Directors for evaluation and recommendation. Before the Board votes, the chapter membership should have opportunity at any time to give input to the Board regarding a prospective member.

Step 4: Applications are accepted by a two-thirds affirmative vote of the Board of Directors present and voting. Voting may be by secret ballot.

Step 5: If the Board of Directors accepts the application, the "Certification of Membership" form, with the required per capita fee, is submitted to International Headquarters for processing. Upon acceptance, International Headquarters issues a membership card to the chapter for the applicant. The Chapter then notifies the applicant in writing that she has been accepted for membership. Upon denial, International Headquarters notifies the Chapter and sends a copy of the letter to the applicant.

Step 6: If the Board of Directors declines the application, the applicant will be notified in writing and informed that a new application can be considered after a period of one year, provided the prospective member passes the audition. A copy of the letter of notification will be forwarded to International Headquarters.

B. The prospective member will receive get-acquainted material for her review, including a copy of the chapter's Standing Rules, Chapter Bylaws, and all available information pertaining to dues/Fair Share, fees, and costume requirements.

Section 3. Members of the international organization who wish to transfer their membership to the Chapter will be eligible for membership consideration in accordance with the standard application procedures outlined above.

Section 4. Members in good standing are those who attend rehearsals regularly, are current in the payment of dues/Fair Share and fees, possess and maintain all costumes in good order, and actively participate in the affairs of the Chapter.

Section 5. Attendance Requirements

- A. Members who are absent from four consecutive rehearsals will be contacted by the Membership Chair.
- B. It is your responsibility to advise the Director if you are not going to be able to be at rehearsals for an extended period.
- C. Fair Share must be kept up-to-date during any absence.
- D. It is also your responsibility to make arrangements to keep informed on current Chapter events such as Fair Share, new music, and election information.

Section 6. Associate Member (eliminated 1/03)

Section 6. Dual Membership*(updated 6/05)

- A. Dual membership allows members to join more than one chorus in the same region or different region. This allows members the flexibility to continue membership year-round Sweet Adeline activities, even if they move seasonally to a different location. Dual members are counted in all choruses of which they are paying members for chartering or rechartering purposes. Dual members may compete with all choruses of which they are a member.
- B. The dual member selects one chapter as her *primary* chapter and the other as her *secondary* chapter. Dual members must fulfill all entry requirements (audition, payment of chapter dues, etc.) for both primary and secondary chapters. By notifying both in writing, the dual member may change her choice of primary/secondary chapters.
- C. All chapters must offer the dual membership option, adjusting Standing Rules accordingly. Each chapter should determine how to keep "absent" dual members informed. (Mailing costs must be considered and included in what the member pays for in her absence.) If the Nominating Committee determines that she is qualified for the slate, and if subsequently elected, the dual member may hold office in the primary and/or secondary chapter. The secondary chapter submits the dual membership application form to International Headquarters. Secondary members do not count toward the 20 members necessary for a chapter to charter or to recharter. Primary members, of course, do.
- D. A dual member pays the International per capita fee through her primary chapter affiliation only. She is responsible for chapter dues or Fair Share for each chapter to which she belongs, and for regional dues and assessments for each region to which she belongs.
- E. Regions will adjust Standing Rules to reflect opportunities for dual membership and to accommodate regional assessments.

*International Rules

Section 7: Chapter-at-Large Membership (CAL)

- A. For those who choose not to belong to a chorus, membership at the regional and international levels can be obtained through chapter-at-large membership. This category is available to members and nonmembers alike, and enables chapter-at-large members to perform and compete in a quartet at regional or international competition, participate in regional and international educational opportunities, and enjoy all regional and international membership privileges. Currently, the chapter-at-large member pays the international per capita fee, regional assessment, and chapter-at-large dues. From the international organization, chapter-at-large members receive a membership card, a subscription to The Pitch Pipe, mailings from international headquarters, member rates for international convention registration and educational events and discounts on purchases from International Sales. If a chapter-at-large member

finds that she desires to join a chorus, she is eligible to transfer her membership without paying an additional per capita fee in the same fiscal year. Upon transfer, chapter-at-large membership automatically terminates.

B. Chapter at large members may participate in Dual Membership. This allows CAL members to acontinue their affiliation with a regaion as well as to enjoy membership in a chapter.

Section 8: Member-at-Large Membership (MAL). Member-at-large members are affiliated with, and pay dues to, the international organization. Member-at large members are not affiliated with a chapter or region and are not required to pay regional assessments, and may not compete or perform. From the international organization, member-at-large members receive a membership card, a subscription to The Pitch Pipe, mailings from international headquarters, member rates for international convention registration and educational events and discounts on purchases from International Sales. This new membership category is effective on May 1, 2005.

Article II - Form of Government

The governing board of the Chapter is an eight-member Board of Directors elected by the membership for a two-year term of office. The Chorus operates under the Coordinator Management System. *(revised 2001)*

Article III – Board of Directors

Section 1. The Board of Directors will decide on all issues affecting the Chapter membership with the exception of International/Regional/Chapter Board elections, or as otherwise specified in these Standing Rules.

Section 2. Board Meetings

A. The Board of Directors will meet at least monthly at a regularly scheduled time and place designated by the Board at the beginning of each fiscal year. A report of Board actions and decisions will be presented to the membership.

B. Board meetings are open to the membership and attendance is encouraged.

Section 3. Board members are expected to be active, participating Chapter members and to attend all Board meetings. After missing two regular meetings in a fiscal year, a letter will be sent by the President to the Board member and she may be asked to resign. If a Board member takes a leave of absence, she is automatically resigned from the Board.

Section 4. Board vacancies will be filled by presidential appointment within 30 days and ratified by the Board.

Section 5. The following officers are elected by the Board: President, Vice-President, Secretary, and Treasurer.

Article IV - Elections

Section 1. Members who are in good standing will be eligible for nomination to elected positions of the Chapter.

Section 2. Membership does not have any term limits on serving on the Board of Directors. *(revised 1/14/02)*

Section 3. Elections are by ballot. Proxy votes are not permitted.

Section 4. Board Election Procedures

A. The Nominating Committee will prepare a slate of eight nominees for members to elect four to the Board of Directors. A list of their qualifications will be distributed to the membership at least 10 days in advance of the annual election meeting. *(revised 2001)*

B. Nominations from the floor may be made at the annual election meeting with the nominee's consent and with her prepared nominee questionnaire.

C. Plurality votes will elect. In the event of a tie for fourth place, a runoff between those tied will be held until the four highest vote-getters are elected. *(revised 2001)*

D. Absentee ballots are allowed, but must be received by the President before the election begins. She will turn them over, unopened, to the election tellers at the election meeting. Such votes must be marked "absentee ballot" on the inside envelope, with the member's name on the outside envelope.

Section 5. Election of officers by the Board members who will take office on May 1 will be held at a time and place convenient to them as soon as possible after the annual election meeting. Majority votes will elect. In the event an office does not receive a majority, balloting between the two highest vote-getters will continue until one receives more than half the votes.

Section 6. Installation of officers will take place two weeks following the election of officers meeting, or as soon thereafter as feasible, and will be coordinated by the Immediate Past President and Social Chair.

Section 7. Procedures in the "Guide for Nominations and Elections" will be followed.

Article V - Meetings

Section 1. Chorus Rehearsals

A. Regular rehearsals will be held each Tuesday at 7:30 p.m. unless otherwise designated by the Board of Directors.

B. Special rehearsals may be called at the discretion of the Director or President with appropriate advance notice to the membership.

Section 2. Business Meetings

A. Business meetings of the membership may be called at any time with advance notice.

B. Business meetings are open to the membership and to guests at the discretion of the presiding officer.

C. All chapter business will be conducted in accordance with "Robert's Rules of Order Newly Revised". A majority of the members in good standing will constitute a quorum for the transaction of business.

Section 3. The annual meeting of the membership will be held between January 1 and April 30 for the purpose of electing the Board of Directors and reviewing committee reports.

Article VI – Dues/Fair Share and Fees

(revised 6/05)

Section 1. Per Capita Fees: Prospective members will pay International per capita fee of \$80 upon submitting application for membership. Thereafter, new members' per capita fees will be due on the anniversary date of their membership. International per capita fees are held in escrow until time of payment to International.

Section 2. Annual Dues/Fair Share: Annual dues will be referred to as Fair Share. Fair Share is the amount of money assessed to each member at the beginning of each fiscal year (May 1 to April 30).

A. A chorus member may decide to fund raise to earn her amount of Fair Share or to pay her amount over the fiscal year.

B. If a member chooses to pay her amount, it is suggested that some amount be paid weekly, monthly, or quarterly throughout the fiscal year.

C. All Fair Share money must be paid in full by the last rehearsal of the fiscal year. As of May 1, any Fair Share amount not paid will make the member not in good standing.

D. Eligible Fair Share projects will be given at the beginning of the fiscal year

Section 3. Default of Dues/Fair Share and Fees: *(revised 1/03)*

A. Any member in default of Fair Share as of April 30 will be notified in writing that her membership will automatically be terminated if the default has not been cleared within 60 days. The member will be notified by letter of the action taken with a copy sent to International Headquarters.

B. Fair Share monies owed the Chapter must be paid by April 30 or member will not be rechartered.

Article VII – Chapter Finances

Section 1. Annual Budget

A. Each year a Budget Committee, consisting of the Treasurer, Assistant Treasurer, President and/or Vice-President, and the Financial Coordinator, will prepare a proposed budget with estimated receipts and disbursements from the coordinators and committees.

B. The budget will be presented to the Board of Directors for approval. A copy of the adopted budget will be made available to the membership.

C. The Show Committee, as well as any other special committee formed for any project involving expenditure of chapter funds, will prepare a budget for approval by the Board. A copy of said budget(s) will be made available to the membership.

D. An expense of any amount not included in the approved budget will be authorized by the Board prior to commitment of funds.

Section 2. Receipts

- A. Other than dues and fees (Article VI), receipts will be:
 - 1. Proceeds from annual show
 - 2. Fees from performances
 - 3. Ways and Means projects as recommended by the Ways and Means committee and approved by the Board
 - 4. Gifts and grants
 - 5. Interest and dividends

- B. All monies will be turned in as they are collected, with appropriate accounting to the Treasurer, for deposit.

Section 3. Disbursements

- A. Chapter funds will be disbursed upon presentation of approved vouchers with attached receipts.

- B. Vouchers will contain three of the following signatures: Coordinator, President or Vice-President, and Treasurer.

- C. Vouchers must be tendered within 60 days of the expense to be honored.

- D. Checks will contain one of the following signatures: Treasurer, President, or Vice-President.

- E. All checks should be cashed within 60 days.

Article VIII – Performance Eligibility

Section 1. Members in good standing who have met the standards of the Music and Performance Committees will be eligible to perform with the chorus.

Section 2. The standards of the Music and Performance Committees will be kept current in the Member Handbook.

Section 3. The Director will have the authority to determine performance participation of eligible members. Her determination will be based upon several factors that include attendance and musical and performance preparedness in consultation with her Section Leader.

Article IX -Costumes

Section 1. Any costume, accessories, or effects that are issued to a member by the Chapter are Chapter property. Each member is responsible for the costumes and accessories she has been issued and will comply with regulations concerning their care.

- A. Costumes or any parts of costumes will not be worn for personal use and will be kept in good condition.

B. Damaged costumes and accessories will be replaced by the member at her own expense, but will remain the property of the Chapter.

C. All costumes and accessories will be returned upon resignation.

Section 2. Each member will provide regulation shoes at her own expense, unless otherwise specified by the Board of Directors.

Section 3. Proposed new costumes and costume change ideas will be presented by the Costume Committee to the Performance Committee. The Director has final approval. Funding of costumes will be decided by the Board. New costumes or costume change decisions will be presented to the membership with details on construction and funding.

Article X – Chapter Management

Section 1. Coordinators: Committees will be facilitated by Coordinators. For a list of Coordinators and committees, see the Member Handbook.

A. The Coordinators are appointed by the President and ratified by the Board. Music and Performance Coordinators are appointed by the Director in consultation with the President.

B. The Coordinators present Chairs for appointment by the President, to be ratified by the Board.

Section 2. Committees and Appointees

A. All committees and appointees, except Nominating and special committees, will serve during the same term as the President.

B. Standing committees will be Bylaws and Rules and Membership and will be appointed by the President and ratified by the Board.

C. Special committees are appointed by the President or as directed by the Board.

D. A Nominating Committee, consisting of three people, will be appointed by the President and ratified by the Board at the beginning of the fiscal year.

E. An Assistant Treasurer and an Off-Board Secretary will be appointed by the President each year.

Section 3. Committee members may be selected by the respective chairs, except Nominating Committee.

Section 4. Committees will make recommendations to the Board regarding plans for member participation.

Article XI – Music

Section 1. All music is the property of the Chapter, to be returned to the Music Library Committee upon leaving the chorus.

Section 2. No music will be given to anyone outside the Chapter without the consent of the Director.

Section 3. For competition, show, and public performances, the Director will select the musical numbers to be presented by the chorus.

Article XII - Chorus Director

Section 1. Selection and Termination

A. Selection and related details of the Chorus Director are decided by a two-thirds ballot vote of the Chapter membership voting and in good standing, upon recommendation from the Board of Directors. Members will be notified at least 10 days in advance of the meeting when the vote will occur.

B. The Director's term of service may be terminated by a two-thirds ballot vote of the Chapter membership voting and in good standing, after at least 10 days' notice to each eligible voting member. The Director will be given 60 days' advance notice of termination.

Section 2. The Director is presented with a Director and Member Agreement by the President for annual review and approval. The agreement will be ratified by the Board. Copies of the approved agreement will be distributed to the members.

Section 3. A member Chorus Director is accorded the rights and privileges of regular Chapter membership, including duties delegated to her through the holding of office.

Section 4. A member Director is a member of the Audition Team.

Section 5. A music staff is selected by the Director.

Section 6. Voice Placement: The Director will assign the individual members to specific voice sections. She will also reassign those who are already members to other voice sections if she deems it advisable to improve the chorus' sound.

Section 7. The Director will select the Choreographer(s) and the MC Chair. The Choreographer(s), with the assistance of the Director, will be responsible for instructing the chorus on stage presentation deemed necessary to enhance the performance of the chorus.

Section 8. The Music Coordinator and Performance Coordinator will be appointed by the Director in consultation with the President.

Section 9. A non-member Chorus Director will not participate in Chapter business.

Section 10. The Director's costumes will be provided by the Chapter.

Section 11. The Director will receive remuneration of 10% of the performance contract or a minimum of \$20 for performances she directs.

Section 12. If the Director finds it necessary to terminate her services, the Chapter will be given 60 days' advance notification.

Article XIII - Associate/Assistant Directors

Section 1. The Associate and Assistant Directors will be appointed by the Director.

Section 2. The Associate and/or Assistant Directors will direct the chorus at rehearsals in the absence of the Director.

Section 3. The selection of time for the Associate and Assistant Directors to direct the chorus will be determined by the Director.

Section 4. An Associate or Assistant Director will receive remuneration of 10% of the performance contract or a minimum of \$20 for performances she directs.

Section 5. Registration fees for music schools and seminars, when not covered by the Region or International, will be considered for payment by the Chapter.

Article XIV - Quartets/Double Quartets

Section 1. If at any time a registered quartet should substitute for the chorus at a scheduled chorus performance, the quartet will be entitled to receive full compensation for that performance.

Section 2. When performing, a chapter quartet or double quartet may wear a chorus costume, with the consent of the Costume Chair.

Section 3. Registered quartets and performance quartets will be auditioned yearly in front of the chorus. Double quartets will audition when necessary. The Director will determine their readiness for public performance.

Article XV - International & Regional Activities

Section 1. The President will represent the Chapter at all regional meetings. The President will give a report to the membership.

Section 2. If eligible, the chorus will enter the annual regional competition.

Section 3. The Chapter will provide a hospitality room, when available, for the chorus at conventions.

Article XVI - Established Chapter Practices

Section 1. All members will make every effort to attend all rehearsals and each public performance given by the chorus.

Section 2. In the event it becomes necessary to miss a performance, a member will contact a replacement for the performance.

Section 3. In the event it becomes necessary to miss a rehearsal, a member will contact the Director.

Section 4. Rehearsals will start promptly as scheduled.

Section 5. Conversation will be kept to a minimum while rehearsal is in session.

