

**CHAPTER GUIDE**  
**A YEAR IN THE LIFE OF A CHAPTER**

Event/Activity	<i>Chapter Guide</i> Section	<i>Policy Book</i> Section
<b>March</b>		
Current President/Team Coordinator:		
Elect chapter board or management team; Notify region	II, B-1	
Update chapter officers in the members only section of the website	II	
Schedule audit of chapter financial records	V, E-6	
Annual chapter budget meeting	V, E-5	
Annual chapter business meeting	II, B-6	
Plan installation/order appropriate jewelry	II, B-11	
Regional competition deadlines	X, J-4	VIII, Div. H
Provide SA website link information for <i>Policy Book</i> and <i>Chapter Guide</i> to newly elected president or team coordinator	IV, D-12	
President/Team Coordinator-elect:		
Review Policy Book and Chapter Guide	IV, D-12	
Selection of committee chairs	I, A-8 IV, D-3	
Submit officer and committee chair data to region		

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<b>April</b>		
Current President/Team Coordinator:		
Conduct audit of chapter financial records	V, E-6	
Prepare chapter tax forms	V, E-28	VIII, Div. B
Review insurance/bonding	V, E-5 V, E-7	VIII, Div. E
Request written year-end reports from committee chairs		
Update chapter bank accounts with signatures of new officers	V, E-21	
Regional competition deadlines	X, J-4	VIII, Div. H
Installation of new chapter board/officers; ensure that region has been notified of new board/officers and information has been updated on SA automated Chapter Officer update form	II, B-11	
President/Team Coordinator-elect:		
Finalize appointments/committee chairs	I, A-8 IV, D-3	
Prepare for first board meeting/joint board meeting with outgoing officers	IV, D-11	
Orientation/training for new board, officers, committee chairs		
Review goals/long-range plans	IV, D-1	
Prepare any advertising or editorial material for the July issue of <i>The Pitch Pipe</i> . Submission deadline is May 1.	XIII	XI, Div. A

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<b>May</b>		
Chapter renewal	VI, F-1	III, Div. A, 2
Quartet re-registration	IX, I-1	IX, Div. A
Encourage attendance and participation in regional meetings	X, J-1	VIII, Div. B
Review insurance/bonding	V, E-5 V, E-7	VIII, Div. E
Prepare chapter tax forms	V, E-28	VIII, Div. B
<b>June</b>		
Prepare chapter tax forms	V, E-28	VIII, Div. B
Deadline for international quartet entry form	X, I-5	
Deadline for convention program advertisements		
<b>July</b>		
Submit chapter tax forms	V, E-28	VIII, Div. B
Submit verification of audit by July 15	V, E-29	
Review chapter standing rules and revise or update, if needed	III	
Prepare any advertising or editorial material for the October issue of <i>The Pitch Pipe</i> . Submission deadline is August 1.	XIII	XI, Div. A
<b>August</b>		
International chorus competitors submit entry form		
International chorus competitors submit "Assignment of Recording and Film Rights" form		X, Div. A, 2

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<b>September</b>		
International chorus competitors submit entry form		
International chorus competitors submit "Assignment of Recording and Film Rights" form		X, Div. A, 2
Plan and publicize international convention	VII	
Copy and distribute slate for International Board elections		V, Div. B
Deadline for submission of tax forms	V, E-28	VIII, Div. B
<b>October</b>		
International convention (any week from the end of September to the first of November)		
Copy and distribute slate for International Board elections		V, Div. B
Prepare any advertising or editorial material for the January issue of <i>The Pitch Pipe</i> . Submission deadline is November 1	XIII	XI, Div. A
<b>November</b>		
Hold election for International Board		V, Div. B
Submit official ballot within 24 hours of International Board election		V, Div. B
<b>December</b>		
Official ballots for International Board election must be received at international headquarters		V, Div. B
Remind quartets to register with international 60 days prior to regional competition	IX, I-1	IX, Div. A VIII, Div. H
Event/Activity	Chapter Guide Section	Policy Book Section

<b>January</b>		
Select qualified chapter members as potential nominee(s) to International Board of Directors for following fiscal year		V, Div. A
Plan and prepare publicity for regional competition	VII	
Hold chapter long-range planning meeting	IV, D-1	
Meet deadlines for regional competition		
Appoint nominating committee 30 days prior to chapter elections	II, B-1	
Prepare any advertising or editorial material for the April issue of <i>The Pitch Pipe</i> . Submission deadline is February 1.	XIII	XI, Div. A
<b>February</b>		
Collect per capita fee, if not done throughout the year	V, E-17	
Meet deadlines for regional competition		
Verify that all members planning to compete in regional quartet and chorus competitions have met eligibility requirements		
Submit regional chorus and quartet competition entry forms to international headquarters		
Publicize regional competition/convention	VII	
Select delegate to Regional Annual Membership meeting, if applicable	X, J-3	
<b>Monthly</b>		
Collect per capita fees		
Submit anniversary dues	V, E-17	
Plan publicity for chapter events/activities	VII, G-6	
Submit "Certification of Membership" form with required per capita fee for new members to international headquarters	VI, F-8	