

3. **Chapter Name Change:**

A chapter may change its official name at the time it applies for renewal of chapter membership in May or in December. The Education Coordinator and the Membership Coordinator must approve the name choices of the chapter before final approval at International headquarters. Requests for chapter name change must be accompanied by the current processing fee (see Appendix F, 2.). A chapter may not select a chorus name that sounds like the name of any other currently chartered chapter or registered quartet.

2. MISCELLANEOUS FEES

1. A \$25 fee is required for producing a duplicate of any chapter charter.
2. The fee for changing a chapter name and/or official geographical location is \$75.
3. Prospective chapters are required to pay a nonrefundable chartering fee of \$100. The chartering fee is payable as follows: \$25 at the beginning of Step One; \$25 at the beginning of Step Two; and \$50 at the actual time of chartering.
4. Chapters are required to pay a \$100 charter renewal fee on May 1 of each year.
5. If the Application for Renewal of Chapter Membership is not received by May 31, the chapter will be charged a late fee of \$50.
6. A nonrefundable, nontransferable fee of \$75 must be paid to International headquarters by each chapter involved in chapter consolidation. This fee is to help defray the cost of paperwork necessary for a consolidation.
7. Members who transfer to at-Large status must pay a \$20 fee for chapter dues.

**AMENDMENT TO CHANGE NAME AND/OR LOCATION
AMENDMENT TO CHAPTER BYLAWS
ARTICLE I -- NAME**

The name and/or official city/state of this chapter, organized by the authority and under the provisions of the bylaws of Sweet Adelines International, shall be

CHANGED FROM:

_____ CHAPTER OF SWEET ADELINES INTERNATIONAL

Official City City _____ (State/Province) _____

NEW Official City _____ (State/Province) _____

Change Name to:

_____ CHAPTER -- list first choice for new name

Explanation: _____

_____ CHAPTER -- list second choice for new name

Explanation: _____

_____ CHAPTER -- list third choice for new name

Explanation: _____

Adopted this _____ day of _____, 20____

Attest: _____
President/Team Coordinator Secretary

***Return completed form and payment to International Headquarters Membership Department for processing
9110 S. Toledo Ave, Tulsa, OK, 74137 · Fax: 918-665-0894***

<p><i>For International Headquarters Use:</i></p> <p>NEW NAME APPROVED: _____</p> <p>APPROVED AND ORDERED ON FILE _____, 20____</p> <p style="text-align: right;">_____ Membership Department</p>
