

FOREWORD

The *Chapter Guide*, used in conjunction with the *Policy Book* and bylaws, provides a thorough overview of Sweet Adelines International's policies and procedures. However, the *Chapter Guide* is just that—a guide. It is designed to assist chapter leaders in the efficient management of their chapters. The information contained in this guide is the result of many years of knowledge and experience gained by observing and participating in successful chapter operations. This guide provides a basis on which chapters can operate with uniformity and consistency within the international organization.

Because the organization is broad in scope and constantly changing, it is almost impossible to anticipate every question, change, or development that may arise. The *Chapter Guide* is written to allow chapters flexibility in their methods of operation, while ensuring that these methods do not conflict with any organizational bylaws, policies, or procedures. For information on topics not covered in this guide, or further information and/or clarification on any subject, contact your regional leaders or the staff at international headquarters, 800-992-7464. This is your guide, so feel free to submit topics that you would like to see addressed in future revisions of the *Chapter Guide* to international headquarters.

The *Chapter Guide* is available online for all members. Hard copies of the *Chapter Guide* are available for sale through international headquarters. Revision also may be purchased from international headquarters. For price information, or to order additional copies of the *Chapter Guide* or any of its revisions, contact the international Sales Department, 800-992-7464.