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# *Chapter Guide*

## Section III:

### *Guidelines for Standing Rules*

It is important that each chapter have a workable set of standing rules to augment the *Standard Form Chapter Bylaws*. Bylaws are the rules that every chapter must follow while your standing rules describe the procedures by which a chapter will implement/comply with the bylaws. Standing rules may also address areas of interest that are specific to your individual chapter, e.g. process for selecting member of the year.

When writing or revising your standing rules, it is not necessary to state purpose, parliamentary authority, etc., as is required in the bylaws. It is recommended that you do not quote the bylaws verbatim in your standing rules as it might confuse the chapter regarding what it does and does not have the authority to change. The bylaws can be amended only by the International Board of Directors. It is preferable for you to cite references to specific sections of the bylaws, e.g. Article III MEMBERSHIP AND DUES, Section 1. – ELIGIBILITY, when necessary. The most current version of the *Standard Form Chapter Bylaws* is available online on the Sweet Adelines website.

Some items in the following standing rules template are marked with an asterisk (\*) to call your attention to certain procedures that are required by international policy. These procedures need to be included in your chapter standing rules and should be identified as international requirements. Your chapter's current standing rules should be available 24/7 to the members of your chapter. It is easy to post your standing rules in the members only section of your website.

Items marked with an asterisk should be written to follow closely the wording of the required international policy or bylaws. Items without asterisks use suggested wording only, and some variation of the language may work better for your chapter. However, your chapter's standing rules should contain specific information about all of the subjects covered in this section.

Every chapter needs rules for guidance, and once adopted, the rules should be followed. Keep the rules as simple as possible and make sure they suit your chapter's needs. Rules should not be so stringent that they are unenforceable.

### **What Are Standing Rules?**

According to *Robert's Rules of Order, Newly Revised*: "Standing rules are motions or resolutions governing actions of an organization. They are adopted from time to time as needed to support the bylaws."

### **How Are They Adopted?**

Standing rules may be adopted at any meeting of the chapter without previous notice by a majority vote of members present who are in good standing.

### **How Are They Rescinded or Amended?**

Standing rules may be rescinded or amended at any meeting of the chapter by a 2/3 vote of the members present who are in good standing. If notice of the proposed action was given at a previous meeting, or in the call for a special meeting, the standing rules may be rescinded or amended by a majority vote of the members in good standing present at the meeting.

### **How Are They Suspended (Waived)?**

Standing rules may be suspended (waived) for one meeting only by a majority vote of the members in good standing present at any meeting of the chapter.

### **Do Chapter Standing Rules Require International Approval?**

No, but a chapter's standing rules cannot be adopted if they conflict with any provisions of the *Standard Form Chapter Bylaws*, *Standard Form Regional Bylaws*, *Corporate Bylaws*, or international policy. Should such a conflict occur, the standing rules in question are null and void and the bylaws take precedence.

Regional standing rules require that chapter standing rules be reviewed periodically by the regional bylaws and rules chair, and that changes to chapter standing rules be approved. The regional bylaws and rules chair is a valuable source of help with your standing rules questions. Take advantage of that help whenever necessary.

## STANDING RULES

Chapter of Sweet Adelines International,

\_\_\_\_\_  
(city)

\_\_\_\_\_  
(state)

### SAMPLE RULES OUTLINE

## Section I: Chapter Membership<sup>(1)</sup>

### A. Eligibility

1. Membership is open to women who are \_\_\_\_\_ years of age or older (2).

\*2. Each prospective member must be auditioned (3).

\*3. A prospective member must attend at least three rehearsals before being auditioned (3) & (4).

\*4. After passing the audition, a prospective member receives the standard "Application for Membership" form and a copy of the chapter bylaws and standing rules (1) & (6).

### B. Acceptance

\*1. Applications for membership and the results of the audition are reviewed by the chapter board of directors<sup>1</sup> (1).

\*2. Applications are accepted either by a 2/3 affirmative vote of the members present and in good standing (5) at a regular meeting of the membership or at a special meeting called for that purpose, or by 2/3 affirmative vote of the chapter board of directors<sup>1</sup> (1) & (6).

### COMMENTARY

(1) Applications for membership are handled in accordance with policy. (See *Policy Book*, Section III, Div. C for further information.)

(2) Necessary only if the chapter wishes to establish a minimum age requirement. No maximum age limit may be established. (See *Policy Book*, Section III. C, 1.)

(3) The chapter should outline its own procedure for auditions (other than those required by the *Policy Book*, Section III, Div. C, 5).

(4) Attendance at three rehearsals is required; however, you may require a prospective member to attend for a longer period of time or attend a specific number of rehearsals within a specified time.

(5) If a member's dues are paid, she is considered in good standing to vote on membership applications, provided she is present when the vote is taken.

(6) If a prospective member submits an application, she must be either accepted or rejected by a vote of the chapter membership or the chapter board of directors<sup>1</sup>. Specify which method is used by your chapter. (See *Policy Book*, Section III, Div. c, 5 regarding options for admittance procedures.)

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<sup>2</sup> Team

<sup>3</sup> Team Coordinator

## B. Acceptance (continued)

3. An acceptance or rejection letter will be sent to the prospective member by \_\_\_\_\_ (7).

4. Dual members must meet the audition requirements as outlined previously. (Or: Dual members, if current members of other Sweet Adelines International chapters will be accepted as members without going through the audition process.)

## C. Associate Members

1. The chapter allows/does not allow associate membership as outlined in the *Policy Book*, Section III, Div. C, 9. In addition, the chapter has the following requirements: (List any additional requirements specific to your chapter.)

## D. Dues

\*1. Annual membership dues (8) are \$\_\_\_\_\_. (Explain the breakdown of international per capita fee, chapter portion of dues, regional assessments, escrow account, when dues are paid and by whom, etc.) (9)

\*2. Dues are payable as follows: (State method of payment and when due: monthly, quarterly, by April 1, etc.)

\*3. Any member in default in payment of dues as outlined is suspended from all privileges of membership. If after written notice, default is not remedied within a period of 60 days, her membership automatically terminates (10).

(7) The prospective member must be notified in writing if her membership is accepted or rejected. Be sure to include in these rules who is responsible for writing the letters.

(8) Definition of dues: "The sum established by the chapter as the total financial obligation for membership in that chapter." International per capita fee is due during the month of the member's anniversary date or during the month of May annually, whichever is applicable. Standing rules should state any special dues categories such as youth, dual, or associate member.

(9) Stipulate whether the chorus collects international per capita fees and any regional assessment from the members to pay when due or if chorus members are expected to pay the fees in a lump sum when due. Give details for both new and renewing members' payments of membership dues, international per capita fees and regional assessments.

(10) In accordance with *Standard Form Chapter Bylaws*. You may want to stipulate who will give written notice regarding default in payment of dues. Written notice should be sent to the member as soon as she is default. A copy of the notice should be sent to the membership department at international headquarters.

### E. Attendance Requirements

(if applicable)

1. Any member absent from \_\_\_\_\_  
(# or %) rehearsals within \_\_\_\_\_  
(period of time) is not considered to be  
in good standing and forfeits voting  
privileges (with the exception that any  
member whose dues are current may  
vote on applications for membership if  
your chapter uses the chapter vote  
option) (11). A member may re-  
establish good standing by attending  
\_\_\_\_\_  
(# or %) rehearsals.

2. Associate members are/are not  
required to comply with the preceding  
attendance requirements. (If not, list  
any special attendance requirements.)

### F. Leave of Absence (if applicable)

1. Any member who finds an extended  
absence necessary may request leave of  
absence from the chapter (12). Requests  
for leaves of absence are acted upon by  
the board of directors<sup>1</sup>.

2. A leave of absence will be limited to  
(three, six) months after which a  
member (may, may not) apply for  
extensions.

3. A member of the board of directors<sup>1</sup>  
who finds it necessary to request a leave  
of absence from the chapter must:

(11) If your chapter enforces attendance at  
chorus rehearsals, the requirements should  
be set forth here. Your chapter's  
requirements should not be so rigid that they  
constantly require enforcement, are largely  
ignored or waived, or are enforced  
sporadically or in special circumstances.

(12) State if the request should be made in  
writing or if verbal notice is sufficient. It is  
strongly advised that no longer than six  
months be considered for the initial period.

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**F. Leave of Absence** (continued)

- a. Resign her position on the board<sup>2</sup>.
  - b. Limit her leave of absence to no more than \_\_\_\_\_ months.
  - c. Other.
4. Dues of members on leave of absence must be \_\_\_\_\_. (paid in advance, kept current, etc.)
5. State specifically what "leave of absence" means (13).

**\*G. Good Standing**

1. A member is considered in good standing if:
- a. Annual membership dues and any other required financial obligations are current.
  - b. Attendance standards have been met (if this is a requirement in the chapter).
2. A member must be notified in writing of loss of her good standing by the \_\_\_\_\_ (14).
3. Loss of good standing causes the member to forgo these membership privileges: \_\_\_\_\_ (15) & (16).
4. The member's good standing is restored by:
- a. Attending \_\_\_\_\_ consecutive rehearsals (if applicable).
  - b. Bringing dues current (if applicable).

(13) Suggestions:

- a. Leave of absence means that the member will be inactive during the period of leave granted, and will not participate in any chapter activity. (Leave may be terminated by the member at any time upon notification to the chapter president<sup>3</sup>.)
- b. Members on leave of absence may, at their option and with the consent of the director, participate in performances.
- c. Clarify whether loss of good standing due to nonattendance will/will not result.
- d. Any combination of the above or other.

(14) Specify who writes the letter: secretary, treasurer, membership chair, etc.

(15) The chapter may list privileges such as voting on chapter business (except for membership applications if dues are current, if chapter uses chapter vote option), voting at chapter elections, participating in singing engagements, participating in chorus or quartet competitions, etc.

(16) All members of a registered quartet must be in good standing with the chapter to be eligible to compete. (*Policy Book*, Section IX, Div. A).

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## H. Other Responsibilities of the Chapter Member

1. Each member will be required to provide the standard costume(s) of the chapter and maintain them in a condition suitable for appearance with the chorus (17).
2. Each member should make every effort to attend each performance given by the chorus (18).
3. Music purchased with chapter funds and provided to members by the chapter is considered to be on loan and must be used for rehearsal purposes only. It must be returned when membership terminates (19).
4. A quartet representing Sweet Adelines International or the chapter must audition before the \_\_\_\_\_ (20) prior to performing in public.

Any other specifics such as not smoking during chorus rehearsals, turning off cell phones, prohibiting the wearing/display of political statements, punctuality, etc., may be included here.

### \*I. Termination of Membership

1. Resignation
  - a. Any member who wishes to resign from the chapter should do so in writing to the board of directors<sup>1</sup> and/or the chapter membership (21).
  - b. The board of directors<sup>1</sup> will inform the chapter membership and see that a copy of the resignation is sent to international headquarters (21).

(17) In some cases, the chapter provides the costume and the member maintains. The costume must be returned if the member leaves the chapter.

(18) The chapter may wish to stipulate who is to be contacted if a member is unable to attend. One method to help ensure attendance at performances could be to take a count of those willing to participate before a commitment to perform is made by the chorus, director, or music staff.

(19) Provisions for control of chapter-owned music such as deposits on music notebooks, check-out procedures, compliance with copyright laws, etc., may be added here.

(20) Chapter, music committee or director, whichever is most suitable for the chapter. See Section IX of the Chapter Guide for more information on this topic.

(21) Members should be aware that when they resign, their resignation is effective not only for the chapter, but for the entire organization as well. If a member wishes to become a member of another chapter or an at-large chapter, she should apply for a transfer rather than resign. (*Policy Book*, Section III, Div. C, 6).

Members can apply for a 60-day period in which to transfer to another chapter or an at-large chapter.

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## I. Termination of Membership (continued)

### \*2. Transfer to Another Chapter

a. A member may apply for transfer of membership to another chapter or an at-large chapter by following the correct procedure for transfer to the desired chapter (21).

### 3. Forfeiture (if applicable)

a. Membership is automatically terminated if a member is absent, without a granted leave of absence, from \_\_\_\_\_ consecutive rehearsals and does not, after written notice, either return to the chapter or contact the chapter president<sup>3</sup> within \_\_\_\_\_ days (22).

b. Membership is automatically suspended if a member is in default in the payment of dues. Membership is terminated if default is not remedied within 60 days of written notice.

c. The appropriate chapter officer (corresponding secretary, membership chair, treasurer, etc.) follows the procedures for forfeiture/termination of membership as is stated in these standing rules.

### \*4. Removal

a. Only the International Board of Directors may remove a member from membership in Sweet Adelines International (23).

(22) Failure to meet attendance requirements may result in forfeiture of membership.

(23) See Section VI of the Chapter Guide.

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## J. Reinstatement of Membership

Former members who have allowed their membership to terminate must meet the eligibility requirements and be accepted by the membership as stated in these standing rules (24).

A member whose longevity in the organization has been interrupted, for whatever reason, may buy back her missing years resulting in a record of continuous membership. (Policy Book, Section III, Div. C, 4.)

### \*K. Transfer

If a member wishes to transfer her membership from another chapter, she must follow the procedures set out in Section \_\_\_\_ of these standing rules (25).

## Section II: Meetings

### A. Chorus Rehearsals

Regularly scheduled meetings for chorus rehearsals are held \_\_\_\_\_.

### B. Business Meetings

1. Necessary business may be conducted on the date of a regular chorus rehearsal, or at a special meeting called for that purpose.

\*2. The president<sup>3</sup> may, when necessary, call a special chapter business meeting (preferably with advance notice) (26).

\*3. A quorum for the transaction of business at any chapter business meeting shall consist of a majority of the membership in good standing.

(24) Membership records of members who resign (or fail to renew their membership) are retained on computer at international headquarters for one full fiscal year. Re-affiliation within this period will result in retention of longevity and other records of the member.

(25) Refer to Policy Book, Section III, Div. C, 6 for special instructions.

(26) Regularly scheduled meetings do not require advance notice, but adequate notice of special meetings should be provided. It may be designated here if copies of minutes are to be made available to all members. (See *Standard Form Chapter Bylaws*.)

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### C. Annual and Election Meetings

\*1. The annual business meeting is held after January 1 but before April 30 (27).

\*2. The annual election meeting for the purpose of electing (28) board<sup>2</sup> members is held on the same date as the annual business meeting.

## Section III. Board of Directors<sup>1</sup>

### A. Meetings

1. The board of directors<sup>1</sup> meets at least once each month at a predetermined time and place (29).

\*2. The annual meeting of the board of directors<sup>1</sup> shall be held between January 1 and April 30 each year (30).

\*3. A meeting for the purpose of electing officers is held prior to May 1. Board<sup>2</sup> members who have a year remaining in their terms and newly elected board<sup>2</sup> members who begin their terms on May 1 have voting privileges at this meeting.

4. A combined board of directors<sup>1</sup> meeting consisting of incoming and outgoing directors is held after the annual election meeting, but before the beginning of the fiscal year (31).

\*5. Special meetings may be called by the president<sup>3</sup> or by a majority of the members of the board<sup>2</sup>, as needed, with notification of time, place and purpose to be given to each board<sup>2</sup> member at least \_\_\_\_\_ in advance.

(27) Specify whether the annual business meeting is to be a chorus rehearsal night or a specially called business meeting.

(28) As many members as necessary to achieve a full board<sup>2</sup>. If your chapter operates under the management team form of governance, refer to Section II of the Chapter Guide for specifics related to election/appointment of team members.

(29) Management Teams meet as needed and may determine the frequency with which they meet.

(30) The chapter may stipulate that minutes of all board<sup>2</sup> meetings will be given or made available to the chapter membership

(31) This meeting is held to present annual reports, review ongoing projects, transfer materials to successors, tie up loose ends, etc.

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<sup>2</sup> Team

<sup>3</sup>Team Coordinator

## B. Eligibility

1. To be considered for election to the board<sup>2</sup>, a member must be in good standing with the chapter (32). (The chapter may wish to set out other requirements in order for a member to be considered for election.)

2. Dual members and/or associate members may/may not be considered for election to the board.

## C. Election and Term of Office

\*1. The board of directors<sup>1</sup> consists of six to 12 members.(33)

\*2. After the chapter's initial election following chartering, the chapter membership annually elects half the number of positions provided for in the chapter's standing rules to two-year terms (34).

## D. Vacancies

\*In the event of a vacancy on the board of directors<sup>1</sup>, the chapter president<sup>3</sup> appoints a chapter member to fill the unexpired term, within 30 days, subject to ratification by the remaining members of the board<sup>2</sup>. Any stipulations as to qualifications of replacements may be set out here.

## E. Duties and Responsibilities

\*1. The board of directors<sup>1</sup> has the authority and responsibility to enforce the rules and regulations necessary to manage the chapter.

2. The chapter may wish to state that each board<sup>2</sup> member, other than officers, be assigned a specific duty such as chair of a committee.

(32) The term "good standing" must be defined in the standing rules.

(33) Management Teams consist of five to eight members.

(34) Select twice the number of candidates to run for the open positions on the board<sup>1</sup>. (If you are using the management team form of governance, refer to Section II of the Chapter Guide for election/appointment information.

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## Section IV: Officers' Duties and Responsibilities

The specific duties and responsibilities of each officer (or team member) that are not listed in the *Standard Form Chapter Bylaws* should be added in a job description as an addendum to the standing rules.

## Section V: Committees and Duties

### A. Appointment and Term

\*1 The president<sup>3</sup>, with ratification by the board of directors<sup>1</sup>, appoints the chairs of the standing committees. Terms are from May 1 through April 30 (35).

\*2. Standing committees are: (list here) (36).

3. Standing committee chairs choose committee members as needed.

### B. Duties of Standing Committees

The specific duties of committees should be included in a job description addendum (37).

### C. Special Committees

Any special committees that the chapter wishes to have, such as a show committee, should be included in the standing rules and duties should be included in a job description addendum. The chapter should specify how these committees are appointed and if ratification is needed by the board of directors<sup>1</sup>.

(35) It is important that these appointments be made prior to May 1 so that they new chairs can assume their duties promptly at the beginning of the fiscal year.

(36) Standing committees, other than those set forth in the *Standard Form Chapter Bylaws*, such as newsletter, history, music, public relations, quartet promotion, social, costume, ways and means, long-range planning, etc. may be stated here.

(37) Section I of the Chapter Guide details committee duties.

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### \*D. Nominating Committee

\*1. A nominating committee of \_\_\_ (38) members is appointed by the president<sup>3</sup> and ratified by a majority vote of the board of directors<sup>1</sup> at least 30 days prior to the annual election meeting of the chapter.

a. The chair of the nominating committee is appointed by the president<sup>3</sup>.

b. This committee prepares a slate consisting of two nominees (if possible) for each vacancy to be filled, listing the qualifications of each (39). The slate is distributed to the membership at least 10 days prior to the election meeting.

2. Procedures in Section II of the Chapter Guide should be followed.

\*3. Absentee ballots are sent upon request to any member in good standing who is unable to attend the annual election meeting. Absentee ballots must be received by the chair of the election meeting prior to the election (40).

(38) At least three members, as required by the *Standard Form Chapter Bylaws*. It is preferable that the nominating committee be appointed early in the year so that it has sufficient time to obtain the most qualified nominees possible for the slate.

(39) If a slate of at least two nominees for each vacancy cannot be obtained, then the slate should consist of at least one more person than the number to be elected. A single slate will be valid only if the nominating committee is unable to secure the consent of two qualified members for each position to be filled. (See *Standard Form Chapter Bylaws*, Article VII, Sec. 3).

(40) See Article IV, Sec. 1, C of the *Standard Form Chapter Bylaws*.

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## Section VI: Chorus Director (41)

### A. Selecting

1. Selection of and related details to the chorus director are decided by a \_\_\_\_\_ (42) vote of the chapter membership in good standing, upon recommendation from the board of directors<sup>1</sup>.

Specific duties, terms of compensation and provisions for termination should be defined in a separate agreement with the chorus director. A copy of the agreement should be provided for each member.

Provision for annual review and renewal of the director's agreement should be included here.

### B. Termination

Termination of the chorus director's term of service is by a \_\_\_\_ (43) vote of the chapter membership in good standing, after notification to each qualified member. Each member in good standing must be notified at least \_\_\_\_\_ (44) in advance of the meeting at which the vote is to be taken.

### C. Assistant Chorus Director(s)

1. Assistant chorus director(s) will be chosen by the chorus director with ratification by (45).

Duties for assistant director(s) may also be specified in a separate agreement, if desired.

(41) See Section I of the Chapter Guide.

(42) Specify either a majority or 2/3 vote. (Voting rules should be consistent for acceptance and termination of the director.)

(43) Specify either a majority or 2/3 vote. (Voting rules should be consistent for acceptance and termination of the director.)

(44) Specify the amount of notice required for the membership.

(45) Specify here who ratifies the selection of the assistant chorus director(s).

## Section VII. Regional and International Activities

### A. Regional Bylaws and Standing Rules

1. Every chapter member is bound by the regional bylaws and standing rules.

### B. Regional Annual Membership Meeting (RAMM) (if applicable)

\*1. The chapter selects from its membership in good standing a delegate to the RAMM (46).

2. The chapter pays \$ \_\_\_\_\_ toward the expenses for lodging, registration and transportation (per mile or flat fee) for the delegate to attend the RAMM.

### C. Presidents' Forum

1. The chapter president <sup>3</sup> should attend each presidents' meeting sponsored by the region and report the meeting's outcome to the chapter.

2. The chapter pays \$ \_\_\_\_\_ toward the expenses for lodging, registration and transportation (per mile or flat fee) for the president<sup>3</sup> to attend each scheduled meeting of the Presidents' Forum.

(46) Any qualifications the chapter wishes to require for a member to be eligible to serve as a delegate may be added here.

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## D. Regional and/or International Chorus Competition

1. To be eligible to compete with the chorus, new members must be accepted \_\_\_\_\_ (47) prior to the regional/international chorus competition. (Special requirements for performing or competition eligibility such as attendance, auditions, etc., should be included here. Be specific, including the position/title(s) of the person(s) responsible for determining eligibility.)
2. Refer to the *Competition Handbook* to determine eligibility of quartets for competition.

(47) Specify here the required length of time a new member must be an official chapter member before being eligible to compete.

## Section VIII. Finances

### A. Income

1. Operating income is derived from the following sources: (*List*) (48)

(48) For example: dues, ways and means, performances, etc.

### B. Expenses

1. Expenses to be reimbursed by the chapter or expended from chapter funds: (*List*) (49)

(49) For example: chorus director's compensation, fees for coaching, rehearsal hall rental, etc.

### C. Paying Bills – Receipts Required

1. Include a procedure for submitting bills for payment.

### D. Authorization of Expenditures (50)

1. Budgeted items
2. Expenditures over budget
3. Number of signatures required on checks (51)
4. Bonding (52)

(50) This area can be adjusted to fit your chapter's particular needs.

(51) *Standard Form Chapter Bylaws*, Article VI, Sec. 3, D.

(52) All members responsible for handling chapter money should be bonded.

### E. Escrow Account

1. The chapter collects dues and holds in escrow the portion designated for regional and international dues.
2. When a member terminates her membership, funds held in escrow are ALWAYS returned upon receipt of all chapter property. (53)

(53) See *Chapter Guide*, Section V Finances.

### F. Audit Procedures

- \*1. The records maintained by the chapter treasurer are audited annually before transfer to the incoming treasurer (54). Verification of this audit must be sent to international headquarters (applies to U.S. and Canadian chapters).
2. The board of directors<sup>1</sup> will appoint an auditor from within or outside the chapter to perform the audit by

(54) See *Standard Form Chapter Bylaws*, Article VI, Section 3, D.

\_\_\_\_\_  
(date)

### G. Internal Revenue Service Forms (55)

- \*1. By the deadline established by the IRS, the treasurer (or another qualified person such as the auditor) prepares in duplicate the required IRS forms in compliance with the rules established by Sweet Adelines International and the Internal Revenue Service.

(55) Applies to U.S. chapters only.

## Section IX: Chapter Property

### A. Description

1. Chapter property consists of costumes, music, manuals, stage properties, etc. (Include anything else the board of directors<sup>1</sup> stipulates as chapter property.)

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<sup>2</sup> Team

<sup>3</sup>Team Coordinator

**B. Termination**

1. When an individual member terminates her membership she must return all chapter property to the designated person(s). (56)

(56) Specify who has the responsibility of reclaiming chapter property if it is not returned.

**Section X: Amendments**

These standing rules may be amended:

**A. Previous Notice**

\*1. With previous notice (at a meeting or in the call for a special meeting) by a majority vote of the members present and in good standing.

**B. Without Previous Notice**

\*1. With no previous notice by a 2/3 vote of the members present and in good standing at a regular or special meeting.

Revised/adopted by \_\_\_\_\_ Chapter membership  
on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signed:

\_\_\_\_\_  
Chapter President<sup>1</sup>

\_\_\_\_\_  
Chapter Bylaws and Rules Chair

Reviewed by:

\_\_\_\_\_  
Regional Bylaws and Rules Chair

\_\_\_\_\_  
Date

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<sup>2</sup> Team

<sup>3</sup>Team Coordinator

(S A M P L E)

STANDING RULES

## Sweet Adelines International

### \_\_\_\_\_ Chapter

#### Section I. Chapter Membership

##### A. Eligibility

1. Membership is open to any woman who meets the audition requirements.
2. Each prospective member must audition. See audition schedule.
3. A prospective member must attend at least three rehearsals before auditioning.
4. A prospective member who passes the audition receives the standard "Application for Membership" form and a copy of the chapter bylaws and standing rules.

##### B. Acceptance

1. Applications for membership and audition results are reviewed by the board of directors<sup>1</sup>. The chapter membership is notified of the date the decision will be made and is invited to submit comments or information regarding the prospective member(s) to the board<sup>2</sup>.
2. Applications are accepted by a 2/3 affirmative vote of the board of directors<sup>1</sup> or 2/3 affirmative vote of the chapter membership.
3. A letter of acceptance or rejection is sent the prospective member by the audition coordinator.

##### C. Dues

1. Annual dues are (fill in the current amount): \$XX.00 for international *per capita* fee  
\$XX.00 for regional assessment  
\$XX.00 for chapter
2. International dues and regional assessments are payable upon acceptance into membership. A monthly fee of \$XX.00 is payable on the first Thursday of each month. Of that amount, \$X.00 is held in escrow to cover the following year's international and regional dues.
3. Any member in default in payment of dues is suspended from all privileges of membership, and if, after written notice by the treasurer<sup>4</sup>, default is not corrected within 60 days, her membership automatically terminates.

<sup>1</sup> Management Team

<sup>2</sup> Team

<sup>3</sup>Team Coordinator

<sup>4</sup>Finance Manager

#### **D. Attendance Procedure**

1. Any member who expects to be absent from four or more consecutive rehearsals is required to request a leave of absence.
2. Any member who will be absent from a rehearsal or chapter activity is expected to inform the chorus director or the president<sup>3</sup>.
3. Associate members are/are not required to comply with these rules.

#### **E. Leave of Absence**

1. Any member who requires an extended absence (four or more weeks) may request a leave of absence, in writing, from the chapter. Requests for leave are acted upon by the board of directors<sup>1</sup>.
2. A leave of absence is limited to three months, after which the member may apply for an extension.
3. Any member of the board of directors<sup>1</sup> who finds it necessary to request a leave of absence must resign from the board<sup>2</sup>.
4. Members requesting a leave of absence must pay dues in advance.
5. Leave of absence means:
  - a. That the member is inactive during the period of leave granted and does not participate in any chapter activity. Leave may be terminated at any time upon notification to the president<sup>3</sup>.
  - b. That the member who requests to take a leave of absence does not lose her good standing status in the chapter.

#### **F. Good Standing**

1. A member is considered in good standing if:
  - a. Annual dues and any other financial obligations are current.
  - b. Attendance procedures are followed.
2. A member must be notified in writing of loss of good standing by the membership chair.

<sup>1</sup> Management Team

<sup>2</sup> Team

<sup>3</sup>Team Coordinator

<sup>4</sup>Finance Manager

3. Loss of good standing causes the member to forgo the following privileges: voting in chapter/regional/international elections, participating in singing engagements and participating in chorus or quartet competitions.

4. A member's good standing is restored by:

- a. Bringing dues current.
- b. Meeting attendance requirements.

### **G. Other Responsibilities of Chapter Membership**

1. The chapter provides and owns the standard costume(s). Each member is required to maintain her costumes in a condition suitable for appearance with the chorus.

2. Each member is expected to make every effort to participate in all performances given by the chorus.

3. Each member is expected to demonstrate performance readiness, both vocally and visually, to the satisfaction of the chorus director and choreographer before participating in a chorus performance.

4. Music purchased by the chapter and provided to members is considered to be on loan and should be used for rehearsal purposes only. Music must be returned to the chapter when membership is terminated.

5. Specific quartet responsibilities are:

- a. A quartet representing Sweet Adelines International or the chapter must audition and be approved for public performance by the music committee.
- b. If quartet members are from more than one chapter, the quartet should meet the audition requirements for the chapter as well as any audition requirements of the other chapters represented.
- c. The quartet is required to present for audition a mini-performance of two or three songs plus appropriate emcee material.

### **H. Termination of Membership**

1. Resignation procedure:

- a. Any member who wishes to resign from the chapter and/or Sweet Adelines International should do so in writing to the board of directors<sup>1</sup>.

<sup>1</sup> Management Team

<sup>2</sup> Team

<sup>3</sup>Team Coordinator

<sup>4</sup>Finance Manager

b. The board of directors<sup>1</sup> informs the chapter membership and international headquarters of the resignation.

2. Transfer to another chapter procedure:

a. If a member wishes to leave the chapter but not the organization, she may apply for transfer to another chapter, to chapter-at large, or to member-at-large status.

b. If the transferring member has not decided where to relocate her membership, she may apply to international headquarters for transition status by submitting a “Request for Transition Membership Status” form. The member is permitted a 60-day transition period during which all privileges of international and regional membership are retained. (*Policy Book*, Section III, Div. C, 6.)

3. Forfeiture

a. Membership is automatically suspended if a member is default in the payment of dues, and terminated if default is not corrected within 60 days of written notice by the treasurer<sup>4</sup>. The membership chair follows up on this procedure.

4. Removal

a. Only the International Board of Directors may revoke membership in Sweet Adelines International.

### **I. Reinstatement of Membership**

Former members who have allowed their membership to terminate and wish to rejoin the chapter must meet the eligibility and acceptance requirements as stated in Section I of these standing rules.

A member whose longevity in the organization has been interrupted, for whatever reason, may buy back her missing years resulting in a record of continuous membership. (*Policy Book*, Section III, Div. C, 4.)

### **J. Transfer or Dual Members**

Members of Sweet Adelines International who wish to transfer from another chapter or who are current members of another chapter must meet the eligibility and acceptance requirements as stated in Section I of these standing rules.

## **Section II: Meetings**

### **A. Chorus Rehearsals**

Regularly scheduled meetings for chorus rehearsal are held Thursday evenings at 7:30 p.m.

<sup>1</sup> Management Team

<sup>2</sup> Team

<sup>3</sup>Team Coordinator

<sup>4</sup>Finance Manager

## **B. Business Meetings**

### 1. Options

- a. Necessary business may be conducted on the date of a regular chorus rehearsal or at a special meeting called for that purpose.
- b. An annual meeting of the membership is held between March 1 and April 1 for the purpose of electing members of the board of directors<sup>1</sup>. Advance notice shall be given to each member at least 14 days prior to the meeting.

2. The president<sup>3</sup> may, when necessary, call a special chapter business meeting with 10 days prior notice.

3. A quorum for the transaction of business at any chapter business meeting consists of a majority of the membership in good standing and present.

## **Section III: Board of Directors<sup>1</sup>**

### **A. Meetings**

1. The board of directors<sup>1</sup> meets on the first Monday of every month.

2. The annual meeting of the board of directors<sup>1</sup> shall take place between January 1 and April 1.

3. A combined meeting of the outgoing and incoming boards of directors<sup>1</sup> shall be held prior to April 30 each year after the new team is established.

4. Special meetings of the board of directors<sup>1</sup> may be called by the president<sup>3</sup> or by a majority of the board<sup>2</sup> members as needed. Notification of time, place and purpose of the meeting is to be given to each member one week in advance.

### **B. Eligibility**

To be eligible for election to the chapter board of directors<sup>1</sup>, a member must be in good standing with the chorus as stated in these standing rules.

### **C. Term of Office**

1. The term of office for all positions on the board of directors is two years (term of office for management team members is either one or two years, except for the chorus director).

2. If using the management team form of governance, the chorus director automatically becomes a member of the management team for the duration of her/his contract.

3. The number of consecutive terms a member of the management team may serve is not limited. (Establish any term limits for members of the chapter board of directors here.)

<sup>1</sup> Management Team

<sup>2</sup> Team

<sup>3</sup>Team Coordinator

<sup>4</sup>Finance Manager



## **D. Election and Appointment**

1. The number of chapter directors shall be six (for example). (or: The management team shall consist of five elected members, three appointed members, plus the chorus director for a total of nine members.)
2. Three (for example) board members are elected annually for two-year terms. (or Each year, prior to April 30, the elected members of the management team and the chorus director shall appoint three members to fill the following positions: secretary, finance manager and audition coordinator.)

## **E. Vacancies**

In the event of a vacancy on the board of directors, the president shall appoint a member to fill the vacancy within 30 days, subject to ratification by a majority vote of the board of directors. (In the event of a vacancy on the management team, the remaining team members shall appoint a chapter member to fill the unexpired term in that specific position.)

## **Section IV: Officers' Duties and Responsibilities**

1. The board of directors<sup>1</sup> has the authority and responsibility to enforce the rules and regulations necessary for the proper maintenance, control and management of the chapter.
2. The board of directors<sup>1</sup> is accountable to the membership for the efficient operation of the chapter and effective communication with the members.

## **Section V: Committees and Duties**

### **A. Appointment and Term**

1. The president (or management team) appoints the chairs of all standing committees. (Exception: The nominating committee is appointed by the president<sup>3</sup>.) The chairs appoint the members of their committees with ratification by the board of directors<sup>1</sup>. Terms are one year: May 1-April 30.
2. Standing committees are: fundraising, membership, public relations and nominating.
3. Two additional appointments are made to serve these functions: bylaws and rules chair and newsletter/website content editor.
4. Special committees may be appointed by the board of directors<sup>1</sup> as needed for a specific task. The committee is dissolved upon completion of the task.

<sup>1</sup> Management Team

<sup>2</sup> Team

<sup>3</sup>Team Coordinator

<sup>4</sup>Finance Manager

## **B. Nominating Committee**

1. The nominating committee, consisting of three members, at least one of whom is not a member of the board of directors<sup>1</sup>, is appointed by the president<sup>3</sup> with ratification by a majority vote of the board of directors<sup>1</sup>.
  - a. This committee prepares a slate of nominees for each position listed in Section III, D, 2 of these standing rules. Where possible, two or more nominees are presented for each position. Prior to determining the slate, chapter members are invited to submit applications. Each applicant is interviewed by the nominating committee to assess suitability for the role.
  - b. The slate of candidates is distributed to the membership at least 10 days prior to the election meeting.
2. The procedures as outlined in the Nominating & Election Procedures section of the *Chapter Guide* are generally followed. (See Section I of the *Chapter Guide* for procedures for governance by management team.)
3. Absentee ballots are sent upon request to any member in good standing who is unable to attend the election meeting. Absentee ballots must be received by the president<sup>3</sup> prior to the election.

## **Section VI: Chorus Director**

### **A. Director's Annual Agreement**

1. Duties, responsibilities and entitlements of the chorus director are set out in the chorus director's annual agreement.
2. The chorus director's agreement is renewed annually prior to July 1 by a 2/3 affirmative vote of the chapter membership.

## **Section VII: Regional and International Activities**

### **A. Bylaws and Standing Rules**

Every chapter is bound by international bylaws and regional bylaws and standing rules.

### **B. Regional Annual Membership Meeting (RAMM)**

The chapter selects from its membership in good standing a delegate to attend the RAMM.

<sup>1</sup> Management Team

<sup>2</sup> Team

<sup>3</sup>Team Coordinator

<sup>4</sup>Finance Manager

### **C. President's Forum**

1. The president<sup>3</sup> should attend each meeting of the Presidents' Forum and report the meeting's outcome to the chapter.
2. The chapter pays the actual expenses for lodging, registration and transportation (for example, 50-cents per mile) for the president<sup>3</sup> to attend each scheduled meeting of the President's Forum.

### **D. Regional and International Competition**

1. To be eligible to compete with the chorus, new members must be accepted prior to the regional/international chorus competition and must be in good standing.
2. To be eligible to compete with the chorus, each member must meet the performance readiness criteria as stated in Section I, G. 3, of these standing rules.
3. Eligibility of quartets for competition is evaluated according to the *Police Book*, Section IX.

## **Section VIII: Finances**

### **A. Income**

Operating income is derived from dues and miscellaneous fundraising.

### **B. Expenses**

Expenses to be paid by the chapter or expended from chapter funds are: chorus director's compensation, coaching fees and related expenses, rehearsal hall rental, music, stage costume(s) where applicable, riser set-up and transportation, administrative expenses and others as established in the annual projected budget.

### **C. Paying Bills - Receipts Required**

Receipts should be submitted with invoices for reimbursement.

### **D. Authorization of Expenses**

1. Budgeted items are authorized without further approval.
2. Expenditures over budget are submitted to the board of directors<sup>1</sup> for approval.
3. The signatures of the treasurer<sup>4</sup> and president<sup>3</sup> are required on all checks.

<sup>1</sup> Management Team

<sup>2</sup> Team

<sup>3</sup>Team Coordinator

<sup>4</sup>Finance Manager

### E. Escrow Account

1. The chapter collects dues monthly and holds in escrow the portion designated for regional and international dues. (For information on establishing escrow accounts, refer to Section V of the Chapter Guide, *Finances*.)
2. When a member terminates her membership, funds held in escrow are ALWAYS returned by the president<sup>3</sup> upon receipt of all chapter property assigned to the resigning member.

### F. Audit Procedures

1. The records maintained by the treasurer<sup>4</sup> are audited annually before transfer to the incoming treasurer<sup>4</sup>. Verification of this audit is sent to international headquarters.
2. The board of directors<sup>1</sup> appoints the auditor, who may be a member of the chapter or someone from outside the chapter, by April 1.
3. By the deadline established by the Internal Revenue Service, the treasurer<sup>4</sup>, during the year for which Form 990 is to be filed, prepares the required IRS forms in compliance with the rules set forth by Sweet Adelines International and the Internal Revenue Service (for U.S. chapters only).

## Section IX. Chapter Property

### A. Defined

Chapter property consists of costumes, music, stage properties, and equipment.

### B. Returning Chapter Property

When an individual member terminates her membership she must return all chapter property to the appropriate chair or the president<sup>3</sup> within 30 days.

## Section X: Management Team Terminology

### A. Job Titles

Much of the terminology used by the chapter for the management team does equate to the traditional titles used under the board of directors form of governance. These are:

Management Team	=	Board of Directors
Team Coordinator	=	Chapter President
Financial Manager	=	Treasurer
Secretary	=	Secretary
Position	=	Office

<sup>1</sup> Management Team

<sup>2</sup> Team

<sup>3</sup>Team Coordinator

<sup>4</sup>Finance Manager

## **B. Use of Titles**

The traditional titles will be used when conducting official chapter business such as signing tax returns, conducting banking business, applying for incorporation, etc.

<sup>1</sup> Management Team

<sup>2</sup> Team

<sup>3</sup>Team Coordinator

<sup>4</sup>Finance Manager