

Note: *The Chapter Guide* is **SEARCHABLE** using the “FIND” feature:

Hold down the Ctrl (CONTROL) button while pressing the “F” (FIND) key and type any word or phrase (e.g. X-A-3, president, associate membership, etc.) in the FIND box. The FIND feature will take you to every instance of the word or phrase you typed in the FIND box.

CHAPTER GUIDE

SECTION XI:

INTERNATIONAL

INTERNATIONAL BOARD OF DIRECTORS

Sweet Adelines International is managed by a board of directors. Ten directors of the board are elected from the membership by the membership; two directors are appointed annually by the International Board of Directors. Either two (every third year) or four directors are elected annually for a term of three years. Either six or eight previously elected directors remain on the Board to serve the remainder of their terms, thus providing a substantial amount of continuity on the International Board. If the work flow is to continue without interruption, it is vital that Board members be elected from a list of well-qualified nominees. It is your chapter's responsibility to help the international Nominating Committee select such nominees.

Chapter Participation in Suggesting Nominees

The International Nominating Committee meets in June or July to select the list of nominees. Prior to that meeting, each chapter is requested to consider the strengths of its members. Chapters should encourage those who are qualified to allow their names to be considered by the Nominating Committee as potential nominees. The chapter's candidates are required to complete an application (in the event the candidate is selected as a nominee) which is supplied to the chapters by international headquarters. Upon receipt of this notice, it is essential that the chapter take immediate action so that the established deadline is met.

General Qualifications for Suggested Nominees

To be qualified for service on the International Board, a member should be enthusiastic about a management role. She should have a strong leadership background at the chapter, regional or the international level of Sweet Adelines International or in her professional life. The potential nominee also should have knowledge of the organization's policies and sufficient membership longevity to be able to appreciate the scope of the international organization.

Because of the distances involved, much of the work of the International Board is accomplished by electronic mail. A suggested nominee should enjoy participation in written discussion and have good computer skills. Response to and instigation of necessary correspondence is required to fulfill assigned responsibilities.

A nominee should have the ability to devote a substantial amount of time to the promotion and management of the corporate business affairs of Sweet Adelines International. She must be available to travel to International Board meetings as required.

The International Board of Directors meets three times a year and attendance is required:

- The Summer Meeting of the International Board is held in June in Tulsa, Oklahoma. The meeting convenes Friday morning and continues through Saturday.
- The Midyear Meeting of the International Board is held in October or November, during the week and in the city of the international convention. Responsibilities of a Board member customarily begin on the Saturday preceding the convention and continue through the following Saturday.

- The Annual Meeting of the International Board is held in March in Tulsa, Oklahoma. The incoming and outgoing members of the Board meet together, convening on Friday morning and adjourning Saturday evening, with the incoming Board's election of officers held during that time period. Newly elected Board members, when notified of their election, are invited to attend the Annual Meeting of the International Board as observers. The newly elected Board members are eligible to vote at the election of officers during the Annual Meeting.
- Orientation for new Board members is conducted by the President, President-elect, and Immediate Past President, and by headquarters Chief Executive Officer. The orientation is typically scheduled for the Thursday preceding the Annual Board Meeting in March.
- The Executive Committee meets one day prior to each Board meeting, and in February to develop the annual budget.

When a Board member is absent from two consecutive meetings, regardless of cause, she is expected to resign from the Board. For information regarding financial reimbursement to International Board members for expenses of these meetings, refer to the *Policy Book*, Section VIII, Div. J, 2.

Procedure for Suggesting a Nominee

A chapter should take pride in developing leadership qualities in its members. Chapter leaders should encourage those with potential for service to accept responsibilities in a wide range of Sweet Adelines International activities.

If you choose to select one of your fellow members as a potential nominee, the "Nominee Application" is to be completed by the potential nominee, certified by two chapter officers, and forwarded to the Chief Operating Officer or Corporate Secretary at international headquarters before the specified deadline. Nominees are notified of their selection prior to the distribution of ballots and must indicate their acceptance of the nomination. When all acceptances have been received, the slate is considered finalized. If, during the period between acceptance of nomination and the time of election, a nominee becomes in any way ineligible to serve on the International Board of Directors, the Chief Operating Officer or Corporate Secretary at international headquarters must be notified immediately.

Campaigning Prohibited

Sweet Adelines International does not permit campaigning in its elections. The purpose of this rule is to discourage the use of time and resources on activities that are not directed toward singing. The rule refers to active campaigning by use of printed materials, personal contact with members for the purpose of requesting votes, speech-giving or any other general politicking by a nominee and/or her supporters. Qualifications of nominees are made available to all members eligible to vote. Discussion by the membership of the nominees' relative qualifications in order to acquire an informed basis for voting is not prohibited.

Election of Board Members

Prior to the Midyear International Board of Directors meeting, the list of nominees, their qualifications, the official ballot and instructions for return of the ballot are sent to each chapter. Upon receipt of the notice, each chapter is obligated to ballot on the list of nominees. Complete instructions for balloting are included in the election notice and should be carefully studied before balloting.

Why Each Chapter Should Participate

Sincere members who give freely of their time and effort to promote your interests comprise the International Board of Directors. Your organization deserves your support in nominating and electing those qualified to promote its continued progress. The combined efforts of the Board members permit the general membership comparative freedom from many of the business details that are a necessary part of a large, dynamic organization such as ours. The degree of efficiency and success with which the organization is managed and operated is in direct proportion to the amount of time, thought and care you and your chapter use in helping to nominate and elect qualified Board members. Balloting is your opportunity to participate in the selection of those who represent you; it is your right and privilege.

INTERNATIONAL CONVENTION

The international convention of Sweet Adelines International is held annually during the month of October or November. In addition to the international chorus and quartet competitions, many education, business and social functions are included in the convention schedule.

International conventions are under the control and guidance of the International Board of Directors and Education Direction Committee with headquarters staff and member volunteers facilitating the logistics.

The sites for international convention are usually chosen at least five years in advance. The International Board of Directors selects each convention site after studying the cities proposed by the Director of Events. For your reference, future convention sites and dates can be found in each issue of *The Pitch Pipe*, on the website, and in each convention program.

A host chapter is not used to assist at the international convention. Instead, there are opportunities for volunteers to participate and assist at the annual conventions as “convention assistants.” Using convention assistants allows involvement from all regions. This is not a steering committee, but individuals who work under the direction of international staff in such areas as official panel concerns and the traffic pattern. Many participants use what they learn at international at their own regional competitions.

Regional leaders recommend individuals from their regions who might have experience and an interest in working behind the scenes. The Senior Director of Music Education & Member Services contacts the potential volunteers, asking them to fill out forms advising international of their willingness to participate and their available time for working at the convention. Everyone who works is invited to participate in future conventions. Those individuals selected to work as convention assistants are provided with special seating for the contest during their “nonworking” hours, various amenities and discounts on future convention registrations.

Each chapter is encouraged to send a member to international convention for the purpose of bringing back a comprehensive report of the activities of the week-long convention.

INTERNATIONAL PROGRAMS

The international organization offers many educational programs for members. Following is a brief overview of each program and instructions for obtaining additional information.

International Music Arrangers Program

This program provides singers and directors with a library of high quality barbershop arrangements for competitions and performance. It consists of highly trained arrangers designated as Master and Certified arrangers. Scholarships for intense one-on-one training for a limited number of promising arrangers are awarded based on recommendation from advanced arrangers. Educational opportunities for beginning arrangers will be offered at Directors' Seminar, Judge Training and IMAP Workshop.

International Judging Program

This program is open to members who are interested in becoming skilled as a judge in order to serve at regional and international competitions.

The four progressive levels of this program are: Applicant, Approved Candidate Judge, Approved Judge, and Certified Judge. Applicants in the program choose one of four specific judging categories in which they wish to specialize—sound, music, expression or showmanship. An applicant to the International Judging Program should have at least four years of membership in the organization, but exceptions may be made in unusual circumstances. Contact the Music Services Department at international headquarters for more information and application procedures for the International Judging Program.

Director Certification Program

The program provides chorus directors and aspiring chorus directors with a continuing opportunity for monitored pursuit of excellence in the area of directing.

There are five levels in the program: Candidate Director, Approved Director, Certified Director, Master Director and Master Director 700. Each region's education coordinator is responsible for administering the program in the region. The education coordinator often appoints a DCP coordinator to facilitate testing and administration of the program. Contact the Music Services Department at international headquarters to obtain an application and/or more information on this program.

Panel Secretary Program

Panel secretaries are assigned to the official judging panels at regional competitions. They prepare official papers for the judges, record all scores during the competition, time performances, prepare official tabulated results, and supervise the distribution of scoresheets, audio and video recordings, and tabulated results following each contest.

An applicant must have sufficient understanding of all aspects of a regional competition. She also must take a professional approach to leadership positions as well as convey a professional image. Applicants must be recommended by international and/or regional leaders.

For more information on this area of service and application procedures, contact the Senior Director of Music Education & Member Services at international headquarters.

International Faculty Program

This program is offered to those members interested in becoming a member of the international faculty.

There are three levels to this program: Master Faculty, Faculty, and Faculty Emerita. Interested members may request an application and information from the Music Services Department at international headquarters.

Young Women in Harmony Program

This program focuses on acquainting young female singers with the barbershop style, primarily through school-based choruses and quartets. Through this program, complimentary teaching materials and sheet music are sent to music educators. Volunteer support is provided to the groups by many Sweet Adelines choruses, quartets and individual members.

Young Women in Harmony packets are available by contacting the Sales Department at international headquarters. For more information about the YWIH Program, contact the Interim Director of Education at international headquarters.

INTERNATIONAL HEADQUARTERS STAFF

The international organization is administered by a paid, professional staff. Today, 28 full- and/or part-time employees work at international headquarters in Tulsa, Oklahoma. The staff is available to assist you Monday through Friday, 8:00 a.m. to 4:30 p.m., Central Time.

Headquarters staff is organized in departments, each under the supervision of a director or manager. To help you reach the department and/or staff member most qualified to assist you with questions or concerns, a list of departments and a brief description of their areas of responsibility and expertise follows:

Executive & Corporate Services Department

The Chief Executive Officer works closely with the International President, President-elect, and the International Board of Directors in the day-to-day administration and advancement of the organization.

The Executive & Corporate Services Department staff consists of the Chief Executive Officer, Chief Operating Officer, two assistants and the Corporate Secretary.

The Chief Operating Officer and Corporate Secretary are responsible for corporate documents such as bylaws, standing rules, and policy. The Chief Operating Officer supervises the production of minutes of all committee meetings.

Finance Department

Under the supervision of the Controller, staff members in this department can provide you with the information related to:

- 501(c)(3) tax exemption laws and regulations
- finances, including tax filings, etc.
- membership processing including member records, per capita fees and charter renewals
- accounts payable/receivable
- expense statements
- general liability insurance

Marketing & Communication Department

The Senior Director of Marketing & Communication oversees both internal and external public relations for the organization. Promotion and marketing of organizational products, services and events are also the responsibility of this department. The Marketing & Communication Department writes, edits, publishes and sells advertising for all of the organization's literature. Contact the Marketing & Communication Department with your questions related to:

- *The Pitch Pipe*
- newsletters, brochures, and press releases

- international convention program
- use of the official insignia and licensing agreements
- website
- international convention webcast
- Marketing Center
- social media
- media relations

Music Education & Member Services Department

The Senior Director of Music Education & Member Services, an associate manager and two assistants comprise this department which, under the auspices of the Education Direction Committee, administers most of the organization's educational programs as well as international and regional competitions. Contact Music Education & Member Services for questions related to:

- international and/or regional competitions
- International Judging Program
- International Faculty Program
- International Music Arrangers Program
- Director Certification Program
- copyright issues
- music licensing, including ASCAP, BMI, mechanical and synchronization licenses
- quartet registrations

The Senior Director of Music Education & Member Services, membership manager and membership specialist also handles the following membership areas:

- membership promotion and retention
- worldwide activity
- prospective chorus education and STEPS to Chartering
- new programs/benefits development
- chapter consolidations
- membership options

The Senior Director of Music Education & Member Services and Director of Education oversees the content of the online Education Center and educational seminars. She writes the quarterly DCP Newsletter, and is the staff liaison for international education events, the Director Education Coordinators and the Young Women in Harmony (YWIH) Program Coordinators. She serves as an advocate for the YWIH program by promoting it in regions, chapters and schools. She works to establish relationships with other professional music organizations by representing Sweet Adelines International at the National Association for Music Education (NAfMe) and the American Choral Directors Association (ACDA). The Education Department also consists of an Education Assistant.

Events Department

The Chief Executive Officer and Director of Events are responsible for locating and recommending to the International Board of Directors sites for international conventions. The director also researches and recommends sites to the Education Direction Committee for educational events.

The Events Department staff consists of the Director, the Events Coordinator, and the Meetings Assistant. They are available to assist you with:

- international convention registration and housing
- exhibit space at conventions and seminars
- housing and registration for educational events

Advancement and Development Department

The Chief Executive Officer oversees fund-raising, grant writing, sponsorship proposals and seeks major donors and sponsors. The department members can assist with questions related to:

- Contributions to the organization
- Grant writing and sponsorships
- The Overtone Society
- Young Singers Foundation

Sales Department

The Sales Manager oversees the sales department and mailroom. She and the Sales Coordinator help members with questions related to:

- published music (single sheet or folios)
- regional and international medals
- organizational literature
- handbooks such as the Judging Category Description Book or Arranger's Guide
- longevity pins
- pitch pipes
- DCP modules
- competition videos and recordings
- brochures
- educational recordings and books