

**L.A. SOUTH TOWNS SHOW CHORUS CHAPTER**  
**SWEET ADELINES INTERNATIONAL (SAI)**

**STANDING RULES**  
**(Effective November 1, 2017)**

**SECTION I. CHAPTER MEMBERSHIP**

**A. Eligibility**

1. Membership is open to any woman who meets L.A. South Towns Show Chorus Chapter's ("Chapter") audition requirements.
2. Each Prospective Member must be auditioned, as defined by the Director and/or the Music Team.
3. A Prospective Member will be offered a "practice audition" on her third successive visit. The final audition is held on her fourth visit.
4. A Prospective Member who passes the audition receives the Sweet Adelines International (SAI) "*Application for Membership*" form, and online access to, or a hard copy of (if requested), the Chapter Standing Rules and Chapter By-Laws of SAI.

**B. Acceptance**

1. If the Director determines that a Prospective Member passes her audition, the Director refers the applicant to the Management Team (herein referred to as "Team") for consensus, as prescribed by SAI.
2. Each Prospective Member must fulfill the acceptance requirements as defined by SAI.
3. Upon approval of the application by the Team, the Growth & Retention Coordinator shall advise the applicant of her acceptance, and shall present the applicant to the Chapter membership as a new Member.

**C. Dues**

1. Annual dues per Adult Member and Youth Member (a woman 25 years of age and under) are:
  - a. International dues, as set by SAI.
  - b. Regional dues, as set by Region 11.
  - c. Chapter dues, as set by Chapter.
  - d. Youth member dues are set at 50% of adult dues.

2. Monthly dues are payable upon acceptance into membership, and are thereafter due on the first Monday of each month that we have a rehearsal. International dues and Regional assessments are pro-rated monthly, with these amounts to be held in escrow for each member until they come due. Chapter dues are established and may be periodically changed by the Team; chapter dues are non-refundable up through the date of change-of membership status. International and Regional dues, once paid, are non-refundable.

3. Two months of missed payment of dues must be brought current by the third month, including the monthly dues expected for that third month. A Member who has not paid two months of dues is no longer in "good standing". (See Section E.)

4. A Member who fails to bring her dues current, or make approved payment arrangements with the **Finance Manager** in the third month, will be terminated from the Chorus.

#### **D. Membership Status**

##### **1. Active Member**

a. An Active Member will have dues and all other financial obligations current and attend regularly scheduled rehearsals, special rehearsals, chorus engagements, the annual shows and Regional Competition.

b. An Active Member is expected to prepare herself in advance for Chapter activities, arrive on time for activities, and stay for the duration of activities. It is the Active Member's responsibility to keep current with the music and performance program. Failure to do so may result in her ineligibility to perform, at the discretion of the Director.

c. An Active Member who will be absent from a Chapter performance is expected to inform the **Performance Coordinator**.

d. An Active Member who will be absent from any other Chapter activity is expected to notify the designated event contact person.

##### **2. Inactive Member**

a. A Member requiring an extended absence should notify the Team in writing of her intended "leave of absence" and return date.

b. A Member of the Team who finds it necessary to request a "leave of absence" from the Chapter will discuss and decide with the Team her ongoing participation on the Team.



c. To keep her Chapter membership current, a Member on a "leave of absence" must pay her monthly dues, and meet other required financial obligations on time during the inactive period.

d. "Leave of absence" means that the Member is "inactive" during the period of the leave granted and does not participate in any Chapter activity unless agreed by the Director.

e. An "Inactive Member" will only be allowed to perform at the discretion of the Director and/or the Music Team.

### **3. Levels of SAI Membership**

#### **Full Membership**

Full Membership in Sweet Adelines International entitles the Full Member to all educational, performance, and competition benefits provided by the organization. A Full Member of Sweet Adelines International is a Member of a chorus and a region, as well as the International Organization. There are approximately 23,000 members in chapters in 49 of the 50 states, and other countries worldwide. From the International Organization, Members receive a membership card, a subscription to *The Pitch Pipe*, mailings from International Headquarters, member rates for International Convention registrations and educational events, and discounts on purchases from International Sales. Members learn about vocal production, music, choreography, stage production, costuming, make-up, and much more in this exciting entertainment field.

#### **Youth Membership**

This option is open to women 25 years or younger (minimum age may be determined by a chorus, and additional chorus rules may apply; for example, some chapters require chaperones to travel with Youth Members for out-of-town performances.) Youth Members receive full membership privileges, and are required to only pay one-half of the regular international per capita fee. Choruses are also encouraged, but not required, to provide discounted Chapter dues for Youth Members.

#### **Associate Membership**

Associate Membership was created primarily for members with physical disabilities or time constraints, which make it difficult to meet rehearsal requirements and the associated rigors of performing and competing. Except for being prohibited from performing or competing in a Sweet Adelines Chorus, an Associate Member holds all other privileges of active membership. Associate Members pay the full International per capita fee and Regional assessments; they do not pay Chapter dues. Associate Members may belong to, perform with, and compete in quartets. Associate Members may reapply for regular membership at any time, following the membership and audition procedures established by the Chapter.



From the International Organization, Associate Members receive a membership card, a subscription to *The Pitch Pipe*, mailings from International Headquarters, member rates for International Convention registration, and educational events and discounts on purchases from International Sales.

### **Lifetime Membership**

Lifetime Membership is an option for Members to pay their per-capita fees in one lump sum. The one-time fee is nonrefundable and nontransferable. After payment of the fee, the Member is never required to pay an additional international per capita fee. Even if the Lifetime Member allows her Chapter membership to lapse, she will not have to pay another international per capita fee if she decides to rejoin. This membership option is valid for the life of the individual, regardless of whether she is a Member of a chartered Chapter or "Chapter-at-Large" (see below). Any increases in the International per capita fee do not affect this option. Lifetime Members who are also "Chapter-at-Large" members do not pay the additional "Chapter-at-Large" portion of annual "Chapter-at-Large" dues. Lifetime memberships are available to all Members of Sweet Adelines International. Sometimes a chapter or a region will honor a member by presenting her with a Lifetime Membership as a gesture of their esteem.

### **Transfer of Membership**

A Transferring Member is one who transfers from one chapter to another. The Transferring Member retains continuous affiliation with the International organization. Members have the option of a 60-day transition period when transferring from one chapter to another. The transition period begins upon receipt of the "Request for Transition Membership Status" form at International Headquarters. This may be submitted by either the Chapter or the Member. A Member in transition relinquishes all chorus privileges, but she may compete in a quartet, serve on her Regional Management Team, or on the International Board of Directors, hold Regional or International office, or serve in a committee position. The Chapter accepting a Transferring Member must submit a Certification of Membership form to International Headquarters, along with the membership card of the transferring member.

### **Chapter-at-Large Membership**

For those who choose not to belong to a chorus, membership at the Regional and International levels can be obtained through Chapter-at-Large membership. This category is available to Members and non-members alike, and enables Chapter-at-Large Members to perform and compete in a quartet at regional or International Competition, participate in Regional and International educational opportunities, and enjoy all Regional and International membership privileges. Currently, the Chapter at-Large member pays the International per-capita fee, Regional assessment, and Chapter-at-Large dues. From the International Organization, Chapter-at-Large Members receive a membership card, a subscription to *The Pitch Pipe*, mailings from International Headquarters,

Member rates for International Convention registration, and educational events and discounts on purchases from International Sales. If a Chapter-at-Large Member finds that she desires to join a chorus, she is eligible to transfer her membership without paying an additional per capita fee in the same fiscal year. Upon transfer, Chapter-at-Large membership automatically terminates.

#### **Member-at-Large Membership**

Members-at-Large are affiliated with, and pay dues to, the International Organization. Members-at-Large are *not affiliated* with a chapter or region, are not required to pay Regional assessments, and *may not compete or perform*. From the International Organization, Member-at-Large Members receive a membership card, a subscription to *The Pitch Pipe*, mailings from International Headquarters, Member rates for International Convention registration and educational events, and discounts on purchases from International Sales. This new membership category was effective on May 1, 2005.

#### **Dual Membership**

Dual Membership allows members to join more than one chorus in the same region or different regions. This allows Members the flexibility to continue year-round Sweet Adelines activities, even if they move seasonally to a different location. Dual Members are counted in all choruses of which they are paying members for chartering and re-chartering purposes. Dual Members may compete with all choruses of which they are Members.

### **E. Good Standing**

1. A Member is considered in "good standing" if:
  - a. All financial obligations are being met;
  - b. Attendance procedures appropriate for her level of membership are followed.
2. A Member will receive notice in writing of loss of "good standing" issued by the **Finance Manager** or the **Membership Coordinator** or designate.
3. Privileges of Chapter membership for those in "good standing" are listed below. Loss of "good standing" causes the Member to forego membership privileges.
  - a. Voting; e.g., in Chapter elections, Standing Rules changes, etc.
  - b. Participation in singing engagements
  - c. Participation in Chorus or quartet competitions
  - d. Holding Team and/or committee positions.
4. The Member's "good standing" is reinstated by bringing dues and financial obligations current, and/or meeting attendance requirements appropriate for her level of membership.



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

1. **Costumes** - The Chapter provides and owns elements of the standard costumes and each Member is required to maintain her costumes in a condition suitable for appearance with the Chorus. Costumes are to be worn only to designated Chorus functions. Items owned by the Chapter are to be returned within 30 days of termination of membership.

Members are expected to supplement, at their own expense, the Chapter-owned costume pieces with accessories, props and theme pieces (make-up, shoes, wigs, etc.) for specific events as required by the Performance Team.

2. **Public Performances** - Each Member is expected to make every effort to participate in all performances given by the Chorus.

3. **Performance Readiness** - Each Member is expected to demonstrate performance readiness, both vocally and visually, to the satisfaction of the Director and/or the Music Team before participating in a Chorus performance.

4. **Music** - Music purchased by the Chapter and provided to Members, either by paper copy or through the chorus website, is considered to be on loan and must be used for rehearsal purposes only. Paper copies must be returned to the Chapter within 30 days of membership termination. Photocopying or use of electronic copies for any other purpose is illegal and is therefore prohibited.

5. **Quartets** -

a. A quartet representing Sweet Adelines International and/or a Chapter must be auditioned and approved for public performance by the Director. .

b. If quartet members are from more than one chapter, the quartet will meet the audition requirements of all chapters represented.

c. Every Chapter quartet is responsible for ensuring that the music they obtain is legal in accordance with current copyright laws.

## **G. Termination of Membership**

1. **Resignation**

a. A Member who wishes to resign from the Chapter and/or Sweet Adelines International should do so in writing to the Team; the Team requests that the Member provide a reason for leaving.

b. The Chorus is notified of the resignation in its weekly newsletter, "*What's Up Weekly*", and the Member is given the SAI resignation form to complete and return to SAI Headquarters.

## **2. Transfer to Another Chapter**

a. If a Member wishes to leave the Chapter but not the International Organization, she may apply for transfer to another Chapter or to Chapter-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. She is permitted a 60-day transition period during which all privileges of International and Regional membership are retained.

3. **Removal of Membership** - Only the International Board of Directors may remove membership in Sweet Adelines International for reasons other than financial.

H. **Reinstatement of Membership** - A former Member who has allowed her membership to terminate, and who wishes to rejoin the Chapter, must meet the eligibility and acceptance requirements, as stated in Section 1 of these Standing Rules.

I. **Transfer** - A Member of Sweet Adelines International who wishes to transfer from another Chapter must meet eligibility and acceptance requirements as stated in Section 1 of these Standing Rules, or at the discretion of the Director.

## **SECTION II. MEETINGS**

A. **Chorus Rehearsals** - Weekly rehearsals are held in accordance with the schedule developed by the Team at the beginning of each year. Any changes or additional rehearsals are called by the Director, and communicated in "*What's Up Weekly*".

### **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. A Member of the Team shall give advance notice to each Member approximately fourteen (14) days prior to the meeting.

2. An annual meeting of the membership is held between March 1 and April 30 for the purpose of electing Members of the Team.

3. A quorum for the transaction of any Chapter business meeting consists of a majority of the membership, all Members being in "good standing".



## **SECTION III. MANAGEMENT TEAM**

### **A. Meetings**

1. The Team shall set the schedule of their meeting time, duration, frequency and location. Meetings will be held no less than once a month.
2. A combined meeting of the outgoing and incoming Team shall be held prior to April 30 each year, after the new Team is established.
3. Special meetings of the Team may be called, as needed, by a majority of the Team members. Notification of time, place and purpose of the meeting is to be given to each Member at least one week in advance.
4. The annual business meeting of the membership shall be held after January 1, but before April 30. Advance notice shall be given to each Member at least fourteen (14) days prior to the annual business meeting. The purpose of the annual business meeting shall be to elect the Team.

**B. Eligibility** - To be eligible for election or appointment to the Chapter Team, a Member must be in "good standing" with the Chapter as stated in these Standing Rules.

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

1. The term of office for all positions on the Team, with the exception of the Director, is one (1) year.
2. The Director automatically becomes a Member of the Team for the duration of her/his contract.
3. There is no limit to the number of consecutive years a Member may serve in elected or appointed positions on the Team.

### **D. Elected and Appointed Positions**

1. The Team shall consist of eight (8) elected Members, plus the Director, for a total of nine (9) Members.
2. The elected positions are: a) Team Coordinator; b) Secretary; c) Finance Manager; d) Membership Coordinator; e) Growth & Retention Coordinator; f) Public Relations Coordinator; g) Performance Coordinator; and h) Special Events Coordinator.



3. Appointed positions may include: Assistant Director, Rookie Representative, Fundraising and Donations Coordinator, Dues Administrator, Music Coordinator, Costume Committee, and other positions as may be deemed necessary by the Team.

4. Each year, prior to April 30, the newly elected Members of the Team and the Director confirm existing appointments, or appoint Members to other positions as necessary.

**E. Vacancies** - In the event of a vacancy on the Team, the remaining Team Members appoint a Chapter Member to fill the remainder of the term in that specific position.

**F. Duties and Responsibilities**

1. The Team has the authority and responsibility to enforce the rules and regulations necessary for the proper maintenance, control and management of the Chapter.

2. The Team is accountable to the membership for the efficient operation of the Chapter and effective communication with the Members.

**SECTION IV. COMMITTEES**

**A. Appointment and Term**

1. The Team and/or the Director appoints the chairs of all Standing Committees. The chairs then appoint the Members of their committees.

2. The Team, as needed, will appoint special committees required for specific tasks. The committee is dissolved when the task is completed.

**B. Nominating Committee**

1. The Nominating Committee, consisting of at least three (3) members, at least one of whom is not a Member of the Team, is appointed by the Team Coordinator, with consensus of the Team.

2. This Committee prepares a slate of nominees for each position listed in Section III of these Standing Rules, and in accordance with SAI's Chapter Guide, Section II: Nomination and Election Procedures.

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 Nominating Committee prior to the election.

## SECTION V. CHORUS DIRECTOR

- A. Duties, responsibilities and entitlements of the Director are set out in the Chorus Director's Contract.
- B. The Chorus Director's Contract is renewed annually, prior to contract expiration, after approval by consensus of the Team.
- C. Termination of the Director's Contract requires a two-thirds (2/3) affirmative vote of the Chapter membership in good standing.

## SECTION VI. REGIONAL AND INTERNATIONAL ACTIVITIES

- A. **By-Laws and Standing Rules** - Every Chapter member is bound by the Chapter By-laws of SAI and the Chapter Standing Rules.
- B. **Regional and International Competition** - To be eligible to compete with the Chorus, each Member must be in "good standing", and must meet the performance readiness criteria as stated in Section 1 in these standing rules.

## SECTION VII. FINANCES

- A. Operating income is derived from dues and miscellaneous fundraising.
- B. The ***Finance Manager*** and selected members of the Team shall prepare and submit to the Team a written annual budget proposal for the coming year, as soon as possible after the installation of officers.
- C. Expenses to be paid by the Chapter or expended from Chapter funds are established in the annual budget.
- D. **Authorization of Expenses**
  - 1. Expenses for a specific event are to be submitted for reimbursement no later than 60 days after the day of the event. All other expenses are to be submitted 60 days from the date of purchase. Expenses submitted after these deadlines will be reimbursed at the discretion of the ***Finance Manager***.
  - 2. No funds shall be disbursed without prior approval of the Team.
    - a. Budgeted items are authorized without further approval.
    - b. Expenditures over budget are submitted for approval to the Team.



c. Receipts must be submitted with invoices for reimbursement, whether budgeted or not.

3. The Team may annually designate monies to benefit a charity, special chapter project, organization, person, etc.

#### **E. Escrow**

1. The Chapter collects dues monthly and holds in escrow the portion designated for Regional and International dues (see Section 1.)

2. When a Member terminates her membership, she must return all chapter property that was assigned to her as a Member. She may either donate, or request a refund from the Finance Manager of all funds held in escrow minus expenses for unreturned Chapter property.

3. Upon request, the **Finance Manager** will issue a check to the terminating Member for her funds held in escrow, minus expenses for unreturned Chapter property.

#### **F. Audit Procedures**

1. The records maintained by the **Finance Manager** are audited annually before transfer to the incoming **Finance Manager**. Verification of this audit must be sent to International Headquarters.

2. The Team appoints the auditor, who may be a member of the Chapter or someone from outside the Chapter, before April 30.

3. By dates established by the IRS, the **Finance Manager**, during the year for which the 990 Form is to be filed, prepares, if applicable, the required IRS forms in compliance with the rules established by Sweet Adelines International and the IRS.

### **SECTION VIII. CHAPTER PROPERTY**

A. Chapter property consists of costumes, music, stage properties, equipment, etc. that has been purchased with Chapter funds, and thus belongs to the Chapter.

B. Upon termination of membership, all Chapter property must be returned within 30 days to the **Growth & Retention Coordinator** or designate.

## SECTION IX. MANAGEMENT TEAM TERMINOLOGY

A. Some of the terminology used by the Chapter for the Team does not equate to the traditional titles used under the "Board of Directors" type of government. These are:

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

B. The traditional titles will be used when conducting official Chapter business, i.e., signing tax returns, conducting banking business, applying for incorporation, etc.

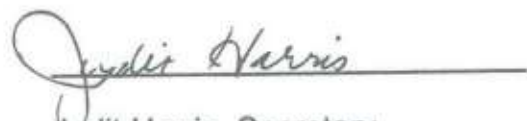
## SECTION X. AMENDMENTS

These **Standing Rules** may be amended:

1. With previous notice: (at a meeting or in the call for a special meeting) by a majority of the Members present.
2. With no previous notice: by a two-thirds (2/3) vote of the Members present and in good standing at a regular or special meeting.

Adopted by L.A. South Towns Show Chorus Chapter membership, as amended on the 1st day of November, 2017.

  
Joani Thompson, Team Coordinator

  
Judith Harris, Secretary



