

LA SOUTH TOWNS CHAPTER, SPEBSQSA, INC.
BARBERSHOP HARMONY SOCIETY

STANDING RULES
Effective May 15, 2023

SECTION I – CHAPTER MEMBERSHIP

A. Eligibility

1. Membership is open to any woman who meets LA South Towns Chapter, SPEBSQSA, Inc. audition requirements and financial obligations.
2. Each Prospective Member must be auditioned, as defined by the Director.
3. A Prospective Member will be offered a “practice audition” on her third successive visit. The final audition will be held on her fourth visit.
4. A Prospective member who passes the audition will receive a Barbershop Harmony Society (BHS) *Application for Membership* form, and online access to, or a hard copy of (if requested), the Chapter Standing Rules and Chapter By-Laws of BHS.
5. Audition may be waived, at the discretion of the Director, if the prospective member is either:
 - a) A former member of LA South Towns (LAST)
 - b) Is a Former/current member of another BHS/SAI /Harmony, Inc. Chorus
6. Non-Discrimination Clause compliant with the Barbershop Harmony Society: Neither the Society nor it’s chapters discriminate against anyone who desires to become members of the Society based on race, religion, sexual orientation, political affiliations or views, or other non-gender preferences.

B. Acceptance

1. Once a Prospective member passes her audition, the Director refers the applicant to the Board of Directors, (herein referred to as the Board) for acceptance by a majority vote, as prescribed by BHS.
2. Each Prospective member must fulfill the acceptance requirements as defined by BHS By Laws, Article VIII, 8.03 Manner of Admission. Applications for membership must receive either:
 - a) A majority favorable vote of the Board; or
 - b) A majority favorable vote of the Chapter members present (providing a quorum exists as provided in Section 9.04 Quorum.)
3. Upon Board approval of the application and receipt of initial payment both for BHS membership fee and Chorus dues for first month. 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 BHS dues per Adult Regular Member, Senior Member, and Youth Member (25 years of age or younger) is the member's responsibility as set forth by:
 - a. Society dues, as set by BHS
 - b. Far Western District (FWD) dues, as set by FWD
2. All **Chapter dues** are set by the Chapter. Youth member dues are set at 50% of adult dues.
3. Upon acceptance into membership, Chapter dues are payable monthly by the member, payable by the first Monday rehearsal of each month (based on the Chorus rehearsal schedule). Chapter dues are established by the Board and may be periodically changed as needed. Chapter dues are non-refundable up through the date of change of membership status.

4. 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 chorus member who has not paid dues for two consecutive months is considered by The Board to be no longer a Member in “Good Standing.” (See Section E.)
5. A member who fails to bring her dues current or make approved payment arrangements with the **Treasurer** in the third month will have her membership terminated from the Chapter/Chorus.

D. Membership Status

1. Active Member

- a. To be considered an “Active Member,” all dues and other financial obligations must be current. An “Active Member” is expected to attend all regularly scheduled rehearsals, special rehearsals, chorus engagements, shows, and District convention/events per schedule of Chorus events.
- b. An Active Member is expected to prepare herself in advance for Chapter activities, arrive on time 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 any scheduled Chapter/Chorus event/performance is expected to notify the **Performance Coordinator** or designated event contact person.

2. Inactive Member

- a. A member requiring an extended absence should notify the Board in writing of her intended “leave of absence” (LOA) and return date.
- b. A Member of the Board who finds it necessary to request a “leave of absence” from the Chapter will discuss and decide with the Board, her ongoing participation on the Board.

- c. To keep her Chapter membership current, a Member on a LOA 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/Chorus activity unless agreed upon by the Director.
- e. An “Inactive member” will only be allowed to perform at the discretion of the Director.

3. Levels of BHS Membership

Regular Membership

A member who is neither a Youth Member nor a Senior Member is considered a Regular Member.

Senior Membership (75 years or older)

As a Senior Member, Society dues are at a 25% discount off of the current regular member dues. Some districts and chapters may also have special rates for Senior Members. A regular member will automatically be reclassified by the Society Membership Department as Senior upon reaching 75 years of age.

Youth Membership (25 years or younger)

Dues for youth members 25 years of age or younger at the effective date of joining, renewal, or reinstatement are set at the rate of 50% of the dues for the Society’s regular membership dues category.

Lifetime Membership

A member who pays a fee twenty-five (25x) times the current regular dues rate may become a Life member of the Society. Upon becoming a Life Member the member ceases to pay annual Society dues, but is still responsible for any district and chapter dues.

50-Year Member (50 years or more of service)

Upon becoming a Harmony Fellow the member ceases to pay annual Society dues, but may still be responsible for district and chapter dues, if any.

The above memberships are entitled to all educational, performance, and competition benefits provided by the organization. Each member of BHS is a member of a Chorus and a District, as well as the BHS organization. Members receive a membership card, a subscription to The Harmonizer, mailings from BHS headquarters, member rates for BHS convention registrations and educational events, and discounts on purchases from BHS sales. Members learn about vocal production, music, choreography, stage production, costuming, make-up, and much more in this exciting entertainment field.

4. Transfer of Membership, Member-at-Large, Dual Membership

Refer to www.barbershop.org, and search “HOW TO DROP A CHAPTER, CHORUS, OR DISTRICT.”

E. Good Standing

1. A Member is considered in “good standing” if:
 - a. All financial obligations are being met.
 - b. Attendance procedure is followed based on her level of membership.
2. A Member will receive notice in writing of loss of “good standing” issued by the **Treasurer** or the **Growth & Retention Coordinator** or the **Membership Coordinator**.
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 Board 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 **Director/Performance Team**.

2. **Public Performances:** Each Member is expected to make every effort to qualify for and participate in, all performances given by the Chorus.
3. **Performance Readiness:** Each Member is expected to qualify (demonstrate performance readiness, both vocally and visually), to the satisfaction of the Director in order to participate in a Chorus performance.
4. **Music:** Music purchased by the Chapter and provided to Members, either by paper copy or digitally via the Chapter 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, duplication, or use of electronic copies for any other purpose is illegal and is therefore prohibited.
5. **Quartets:**
 - a. Any Chapter Quartet representing Barbershop Harmony Society (BHS) and/or the Chapter must be reviewed by the Director, by audition, to be approved for public performance.

- 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 BHS, should do so in writing to the Board. The Board requests that the Member provide a reason for leaving.
- b. The Chorus is notified of any resignation in its weekly newsletter.

2. Transfer to another Chapter

- a. If a Member wishes to leave the Chapter but not the BHS Organization, she may apply for transfer to another Chapter or to Member-at-large status through the BHS website, www.barbershop.org.

3. Removal of Membership:

Only the Barbershop Harmony Society Board of Directors may remove membership in the Barbershop Harmony Society for reasons other than financial.

H. Reinstatement of Membership:

A former Member who has allowed her membership to be terminated, and who wishes to rejoin the Chapter, must meet the eligibility and acceptance requirements as stated in Section 1 of these Standing Rules.

SECTION II – MEETINGS

A. Chorus Rehearsals

Weekly rehearsals are held in accordance with the schedule developed by the Director/Board at the beginning of each year. Any changes or additional rehearsals are called by the Director and communicated in the weekly newsletter.

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 Board 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 (month/day) and (month/day) for the purpose of electing Members of the Board.
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 – BOARD OF DIRECTORS

A. Meetings

1. The Board shall set the schedule of their meeting time, duration, frequency and location of Meetings and shall be held no less than once a month.
2. A combined meeting of the outgoing and incoming Board shall be held prior to (month/day) each year after the new Board is established.
3. Special meetings of the Board may be called as needed, by majority of the Board 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 Board.

B. Eligibility

To be eligible for election or appointment to the Chapter Board, 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 Board, with the exception of the Director, is one (1) year.
2. The Director automatically becomes a Member of the Board 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 Board.

D. Elected and Appointed Positions

1. The Board shall consist of eight (8) elected Members, plus the Director, for a total of nine (9) Members.
2. The elected positions are: a) President, b) Secretary, c) Treasurer, d) Membership Coordinator, e) Growth & Retention Coordinator, f) Public Relations Coordinator, g) Performance Coordinator, and h) Special Events Coordinator.
3. Appointed positions may include, a) Assistant Director, b) Rookie Representative, c) Donations Coordinator, d) Fundraising Coordinator, e) Dues Administrator, f) Music Coordinator, g) Costume Committee, and other positions as may be deemed necessary by the Board.
4. Each year, prior to (month/day) the newly elected Members of the Board and the Director confirm existing appointments or appoint Members to other positions as necessary.

E. Vacancies

In the event of a vacancy on the Board, the remaining Board Members appoint a Chapter Member to fill the remainder of the term in that specific position.

F. Duties and Responsibilities

1. The Board 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 is accountable to the membership for the efficient operations of the Chapter and effective communication with the Members.

G. Member Contact Conduct

Chorus members must not use the **Chorus contact/ mailing** list for any communication other than Chorus business. No business networking or sharing of political or religious material.

H. Social Media Conduct

Chorus Members must not post any Chorus or Chapter Quartet rehearsal or performance videos unless approved/cleared by The Board/BHS for copyright compliance.

SECTION IV - COMMITTEES

A. Appointment and Term

1. The Board and/or the Director appoint the chairs of all Standing Committees. The chairs then appoint the Members of their committees.
2. The Board, 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 Board, is appointed by the Board President, with consensus of the Board.
2. This Committee prepares a slate of nominees for each position listed in Section III of these Standing Rules, and in accordance with BHS's Chapter Guide and 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 majority vote of the Board.
- C. Termination of the Director's Contract requires a two-thirds (2/3) affirmative vote of the Chapter membership in good standing.

SECTION VI – DISTRICT AND INTERNATIONAL ACTIVITIES

- A. **By-Laws and Standing Rules**
Every Chapter Member is bound by the Chapter By-laws of BHS and the Chapter Standing Rules.
- B. **District 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 I in these Standing Rules.

SECTION VII – FINANCES

- A. **Operating income** is derived from dues and miscellaneous fundraising.
- B. The **Treasurer** and selected members of the Board shall prepare and submit to the Board, 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 thirty (30) days after the day of the event. All other expenses are to be submitted thirty (30) days from the date of purchase. Expenses submitted after these deadlines will be reimbursed at the discretion of the **Treasurer**.
 - 2. No funds shall be disbursed without prior approval of the Board.
 - a. Budgeted items are authorized without further approval.
 - b. Expenditures over budget are submitted for approval to the Board.
 - c. Receipts must be submitted with invoices for reimbursement, whether budgeted or not.
 - 3. The Board may annually designate monies to benefit a charity, special chapter project, organization, person, etc.
- E. **Audit Procedures**
 - 1. The records maintained by the **Treasurer** are audited annually before transfer to the incoming Treasurer. Verification of this audit must be sent to BHS Headquarters for the annual financial review.

2. The Board appoints the auditor, who may be a member of the Chapter or someone from outside the Chapter, before **(month/day)**.
3. By dates established by the IRS, the **Treasurer**, 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 BHS 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 thirty (3) days to the **Growth & Retention Coordinator** or designate.

SECTION IX – AMENDMENTS

- A. 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 LA South Towns Chapter, SPEBSQSA, Inc. membership, as amended on the (day of month, year).

Sharon Fair, President

Susie Cox, Secretary