

Bella Voce Chapter of Sweet Adelines International
85085 W. Hwy 40
Craig, CO 81625
STANDING RULES

SECTION 1 CHAPTER MEMBERSHIP

A. Eligibility

1. Any female who is genuinely interested in the promotion of barbershop harmony singing and friendship among women is eligible to be considered for membership.
2. Audition....The Directors shall evaluate each prospective member.
3. Every member who accepts membership in our chapter thereby ratifies, accepts and agrees to be bound in all things pertaining to the chapter by the Chapter Bylaws and these Chapter Standing Rules, and to the corporation by the Certificate of Incorporation and the Corporate Bylaws, and further agrees to faithfully observe the provisions thereof.

B. Dues

1. There are annual membership dues per adult member and per youth member (25 years old and younger). Breakdowns are as follows:
 - a. The per capita fee payable to International Headquarters, As set by them. Youth members pay 50%.
 - b. The Regional Assessment, as set by them. This includes a supplemental insurance premium. Youth members pay 50%.
 - c. The Chapter dues, as set by management team. Youth members pay 50%.
2. These dues cover the period May 1 through April 30 of each year.
3. Dues are payable in advance for the current year. Members may pay money in advance to be held in escrow for their next year's dues.
4. Any member in default in payment of dues is suspended from all privileges of membership and shall be considered not in good standing, and if, after written notice by the Finance Manager, (copy to Team Leader and Director), default is not remedied within a period of sixty (60) days, her membership shall be automatically terminated.

C. Good Standing

1. A member is considered in good standing if:
 - a. She is current in all financial obligations.
 - b. She abides by all rules and regulations of the Chapter.
2. A member shall be notified of their loss of good standing by the Finance Manager or Team Leader.
3. Loss of good standing causes the member to forego the following membership privileges:
 - a. Voting on Chapter business.
 - b. Voting at Chapter, Regional and International elections.
 - c. Participating in any chorus performances including chorus and quartet competition.
4. The member's good standing is restored by bringing all financial obligations current.

D. Other Responsibilities of the Chapter Member

1. Costumes
 - a. Each member shall be required to provide the standard costumes of the Chapter and maintain them in a condition suitable for appearance with the Chorus.
 - b. Costumes are worn for Sweet Adeline events ONLY.
2. Rehearsals
 - a. Annually scheduled rehearsals and coaching sessions are mandatory. Any scheduling conflicts must be discussed with Co-Directors.
3. Music-Sheet
 - a. A member's music is considered on loan while she belongs to the Chapter unless she has purchased her own music from International Headquarters.
 - b. Music must be used for Bella Voce Chorus purposes only.
4. Performance/Competition Eligibility

Chorus members must fulfill all pass off requirements to satisfaction of Co-Directors/Music Team. Late pass-off after given due date will result in \$20.00 fine payable to the chorus operational budget.
5. Behavior
 - a. Each member shall conduct herself in a manner as to permit the Chorus leadership orderly rehearsals and meetings.
 - b. Smoking
 1. **Smoking shall not be permitted at any time within the rehearsal area.**
 2. Smokers please be aware of and avoid lingering smoke on their person.
 - c. Scented Products:

No perfumes or scented products should be worn the day of rehearsals or anytime the chorus shall be performing.

E. Termination of Membership

1. Resignation
 - a. Any member who wishes to resign from the Chapter should do so in *writing* to the Membership Coordinator.
2. Transfer

If a member wishes, she may apply for transfer of membership to Chapter–At–Large or to another Chapter.
3. Default
 - a. Membership is automatically suspended and member is not in good standing if she is in default in her financial obligations.
 - b. Membership is terminated if default is not remedied within sixty (60) days of written notice.
 - c. The Finance Manager shall notify the member, in writing, of termination of membership due to forfeiture or default.
4. Removal

Only the International Board of Directors may remove a member from membership with Sweet Adelines International, as stated in the bylaws.

SECTION II MEETINGS/CHORUS REHEARSALS

A. Chorus Rehearsals

1. Rehearsals shall be held 4 times a year, scheduled on an annual basis. The schedule will be available by September 1st for the following season.
2. Special rehearsals may be called or offered by the Directors as deemed necessary.

B. General Membership Meetings

1. Necessary business, excluding amendments to the Standing Rules, may be conducted on the date of regular chorus rehearsal.
2. The annual business meeting of the membership shall be held between Jan 1 and April 30. Advanced notice of at least fourteen (14) days shall be given each member. The annual election for the purpose of electing members of the Management Team shall be conducted as part of the annual business meeting.
3. Quorum – A quorum for transaction of business at any meeting shall consist of a majority of the membership who are in good standing.

SECTION III MANAGEMENT TEAM

A. Membership and Term of Office

1. The Management Team consists of the Co-Directors, Team Leader/Coordinator, Secretary, Finance Manager, Membership Coordinator.
2. The term of office is May 1 through April 30, except for the Co-Directors, who are governed by contract.
3. Each year, at the annual business meeting, the Chapter Membership shall elect the following positions to the Management Team:

Team Leader
Secretary
Finance Manager
Membership Coordinator

Authority

The Management Team shall have all powers and authority over the affairs of the chapter except as otherwise set out in the Chorus Bylaws, the Regional Bylaws, and the International Bylaws. It shall be authorized to adopt rules and regulations as it may deem proper for the economy, progress and success of the chapter provided they do not conflict with the bylaws or these adopted Standing Rules.

B. Eligibility

To qualify for the Management Team, you must be a member in good standing for at least one (1) year or have a recommendation from a majority of the Management Team.

C. Management Team Meetings

The Management Team meeting business may be held over the internet, by phone or at chapter rehearsals.

D. Vacancies

In the event of a vacancy on the Management Team, the Team Leader appoints a chapter member to fill the unexpired term, subject to ratification by the members of the Management Team.

E. Duties and Responsibilities

1. Develops long – range plans based on the goals and values of the chapter membership.
2. Oversees and evaluates the implementation of strategies developed to achieve long – range plans.
3. Develops an appropriate structure of task – oriented groups (teams, committees, staffs, etc.) who are responsible for developing strategies and implementing plans determined by the Management Team based on the core values and goals of the chapter.
4. Ensures open communication at all levels of the chapter.
5. The Management Team has the authority to enforce the rules and regulations necessary for the proper maintenance, control and management of the chapter.

F. Quorum

A majority of the members of the Management Team in good standing shall constitute a quorum.

SECTION IV OFFICERS' DUTIES AND RESPONSIBILITIES

A. Team Leader/Coordinator

The Team Leader is the leader of the Management Team. It is her responsibility to see that the Management Team members carry out all its functions effectively and efficiently. She calls all meetings of the Management Team and, in consultation with Management Team members', sets the agenda for the meetings. She assures that the chapter members are kept apprised of the work of the team and represents the chapter at regional meetings as appropriate.

B. Secretary

The Secretary shall record the minutes of all meetings and file them in a permanent minute's book of the Chapter. She shall maintain current copies of the bylaws and standing rules and a list of all committees, and shall assist the membership chairwoman with attendance records if applicable. The Secretary shall keep in books or files of the Chapter a clear and complete record of the Chapter correspondence. She shall conduct all correspondence necessary for the proper function of the Chapter, keeping the Management Team and membership advised. She shall give all meeting notices, as required by the bylaws and chapter standing rules. She shall conduct correspondence with International Headquarters office as instructed.

C. Finance Manager

The Finance Manager shall have custody of all chapter funds and securities and shall keep in books belonging to the chapter full and accurate accounts of all receipts and disbursements. She shall be responsible for the deposit of all money, securities and other valuable effects in such depositories as may be designated for that purpose by the Management Team. She shall disburse the funds of the chapter as may be ordered by the Management Team, taking proper receipt for such disbursements. All checks, drafts and orders for payment of money shall be signed in the name of the chapter by the Finance Manager or in the absence of the Finance Manager they shall be signed by an approved Chorus member. The Finance Manager prepares the annual budget, which is presented to the Management Team for approval. She shall render at the annual business meeting, and whenever requested by the Team Leader or Management Team, a report of all her transactions as Finance Manager and of the financial condition of the chapter. The books of the Finance Manager shall be audited annually at the close of the fiscal year, the cost, if any, to be borne by the chapter.

D. Membership Coordinator

The Membership Coordinator is responsible for keeping track of membership in the chorus. She maintains the Chorus Roster and keeps it up to date. She keeps roll of Chorus members present for all chorus rehearsals, coaching sessions and activities. She is in contact with Sweet Adelines International for membership related issues. She maintains all membership forms and sends in applications and other member information to Sweet Adelines International in coordination with the Treasurer/Finance Coordinator.

E. Chorus Co-Directors

The Chorus Co-Directors are responsible for the planning and implementation of the musical program of the chorus. They choose a team of musical leaders to assist in carrying out the musical program. The Chorus Co-Directors are responsible for overseeing the team with the musical education they need to carry out their functions. Other duties, responsibilities, and entitlements of the Chorus Co-Directors are set out in each Chorus Co-Director's Contract. The Chorus Co-Director's Contracts are renewed annually prior to July 1, by a two-thirds (2/3) affirmative vote of the chapter membership.

SECTION V COMMITTEES AND DUTIES

A. Appointment and Term

1. The Co-Directors, with ratification by the Management Team, appoint the Chair of the Music Committee and Chair of the Choreography Team whose responsibilities are the musical product.
2. The membership, with ratification by the Management Team, votes on the Chair of Standing Committees whose responsibilities are administrative. Term of office for Chair shall be One (1) year.
3. The Finance Manager shall be the Budget Committee Chair.

B. Standing Committees

Appointed by:

Choreography	- Director appointed
Music	- Director appointed
Performance Manager	- Management Team appointed
Costume	- membership vote
History	- membership vote
Make Up	- membership vote
Membership	- membership vote
Publicity	- membership vote
Ways and Means	- membership vote
Budget	- Finance Manager

C. Duties of Standing Committee Chairs

The duties of the chairs shall be created by the management team as needed.

D. Nomination Committee

1. A Nominating Committee shall consist of a one (1) person or a team appointed by the Team Coordinator at least thirty (30) days prior to the Annual Business Meeting of the Chapter.
2. This committee prepares a slate of nominees containing at least two (2) nominees, if possible, for each vacancy to be filled and listing the qualifications of each. The slate is distributed to the membership at least one (1) week prior to the election meeting.
3. The “Guide for Chapter Nominating Committee” as outlined by Sweet Adelines International is to be followed.
4. Absentee ballots are sent upon request to any member in good standing who is unable to attend the Annual Business Meeting. Absentee ballots must be received by the Chair of the Nominating Committee prior to the election. Proxies shall **NOT** be permissible.
5. Nominations from the floor shall be allowed, provided prior consent of the nominee has been obtained.

SECTION VI CHORUS DIRECTOR SELECTION

- A.** Each Chorus Co-Director’s selection and conditions of service is by majority vote of the Chapter membership upon recommendation of the Management Team. A contract or agreement shall be formulated, specifying the conditions under which the Co-Directors shall serve.
- B.** Termination of the each Chorus Co-Director’s term of service is by a majority vote of the Chapter membership upon recommendation from the Management Team. Each qualified voting member must be notified fourteen (14) days in advance of the meeting at which the vote is to be taken.

SECTION VII REGIONAL & INTERNATIONAL ACTIVITIES

A. Regional Bylaws and Standing Rules

Every Chapter Member is bound by the Regional and International Bylaws and Standing Rules.

B. Regional and/or International Chorus Competition

1. In order to be eligible to compete, members must be in good standing; dues must be current.
2. Prior to competition, each member will be required to meet the pass off requirements established by the directors.

SECTION VIII FINANCES

A. Operating Income

Operating income is derived from the following sources: dues, ways & means projects, performances, sponsorships, etc.

B. Possible Reimbursable Expenses

1. Director's compensation based upon annual contract or agreement.
2. Coaching fees
3. Rehearsal Hall rental
4. Delegate, Team Leader, Director Expenses to regularly scheduled Regional workshops; HOW weekends, Rocky Mtn Round-UP and other regional educational events.
5. Other chorus related expenditures with proper documentation -examples; show expenses, committee budgeted items, stamps, etc.

C. Authorization of Expenditures

1. Expenditures over budget –any amount over budget are to be paid after approval of the Management Team.
2. Submitting Bills – All receipts for payment will be turned into the Finance Manager.
3. All checks or debit card purchases will be signed in the name of the chapter by the Finance Manager or approved chorus member in her absence.

D. Audit Procedures

1. The records maintained by the chapter Finance Coordinator are audited annually and before transfer to the incoming Finance Coordinator.
2. The Management Team will appoint an auditing committee from within or outside the Chapter to perform the audit by May 30.

E. IRS Forms

By July 1, the Financial Manager during the year for which the 990 Form is to be filed (or another qualified person, such as the auditor) prepares in triplicate the required IRS forms in compliance with the rules established by Sweet Adelines International and the Internal Revenue Service.

SECTION IX CHAPTER PROPERTY

- A.** Chapter property consists of: music, stage properties, costumes and accessories, and risers.
- B.** Upon termination of membership, all Chapter property is returned to designated person(s). All costumes and accessories paid for by the individual member become the property of the chapter. The Chapter requests that all costumes be returned and there will be given reimbursement for the costume.

SECTION X AMENDMENTS

- A.** These Standing Rules may be amended:

By a majority vote of members in good standing present at a special meeting called for that purpose with notification of time and place to be given to each member at least fourteen (14) days in advance.

Revised/adopted by the Bella Voce Chapter Membership on _____.
Date

Signed: _____
Team Leader

Signed: _____
Secretary

Reviewed by: _____
Regional Bylaws & Rules Chair

Date: _____