

**1/3/2008 REVISED & APPROVED  
STANDING RULES  
BOARD OF Director FORM OF GOVERNMENT**

**HOOD RIVER VALLEY Chapter OF SWEET ADELINES INTERNATIONAL  
REGION 24--HOOD RIVER, OREGON**

**SECTION I. CHAPTER MEMBERSHIP**

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**A. ELIGIBILITY**

1. Membership is open to women who are 16 years of age and over. Exceptions to the age requirement may be made upon recommendation of the Director(s) and music committee. Exceptions must be approved by the Board of Directors. Anyone under 16 years of age must have an adult sponsor who is a member of the chorus.
2. A prospective member must attend at least 3 rehearsals in a one month period and pass an audition before the standard form "Application for Membership" is extended to her. At that time a copy of the Chapter Standing Rules and a copy of standard form Chapter By-Laws will be given to her.
3. A prospective member will be auditioned in their part in a quartet setting with the Director(s). Upon passing the audition, the prospective member will be given the Sweet Adeline application for membership.
4. Prospective members under 16 years of age will complete an additional application process which includes a sponsorship approval and parental permission form.

**B. ACCEPTANCE**

1. Applications for membership are reviewed and approved by the Board of Directors. The Board of Directors will consider any input from members before making their final decision on a prospective member's application for membership.

**C. DUAL MEMBERSHIP**

1. A member of Hood River Valley Chapter may hold membership in other Chapters.
2. The dual member must designate her primary and secondary Chapter affiliations. She may compete with the Chapters with the approval of the chorus Director(s).
3. A dual member must pass her audition, pay her dues (for all Chapters and Regions to which she belongs), and be accepted into each primary and secondary Chapters.
4. A dual member pays the international per capita fee and regional dues through her primary Chapter.
5. A dual member pays the Chapter dues and any other fees to Chapters to which she belongs.

**D. ASSOCIATE MEMBERSHIP**

1. An associate member must be a current or former Chapter member.
2. An associate member is prohibited from performing or competing in a Sweet Adelines chorus. She holds all other privileges of active membership including performing with and competing in a quartet.
3. An associate member pays full international and regional dues.
4. An associate member pays half (1/2) Chapter dues in the Hood River Valley Chorus.

5. An associate member may reapply at any time for active status and re-audition to become a performing member.
6. It shall be the decision of the chorus Director(s) whether an associate member is permitted to sing on the risers at rehearsal.

**E. DUES**

1. Annual membership dues:
  - International per capita fee..... \$80.00
  - Regional Assessment .....\$75.00\*
  - Chapter dues..... \$135.00

\*\$50.00 of the regional fee will be paid by the chorus for the competition All-Events. Actual cost to the member for Regional dues will be \$25.00.
2. Dues for all members will be paid monthly. The monthly fee will be \$20.00.
3. New members will pay the International per capita fee and \$25.00 of the Regional assessment for one year. She will then begin paying the same monthly assessment as other members.
4. Members transferring from another region will pay the Regional 24 assessment and then begin paying the established monthly amount. She will pay International dues to date or request the transfer of these funds from her previous Chapter.
5. A member's International and Regional dues are transferable to another Chapter. Dues held in escrow for a member will be refunded to that member should she choose to not renew her membership.
6. A member on approved leave of absence will continue to pay dues.
7. Dues are payable to the Chapter Treasurer by the second rehearsal of each month.
8. Members who are in default in payment of dues as established by International and Region 24 may not perform with the group.
9. If there is a hardship for a new member, the Chapter, with board approval, may loan the new member \$50.00 which shall be paid back within six months in monthly installments. A promissory note must be signed.
10. The Chapter Treasurer will abide by all rules and regulations of International and Regional when submitting dues monies so that new members will be eligible for competition and have full benefit of membership in the organization.
11. Members joining who are twenty five years of age or under will pay one half of all assessments.

**F. ATTENDANCE REQUIREMENTS**

1. A member must contact the Director(s) if she will be absent.
2. Any member absent from 3 consecutive rehearsals with an unexcused absence is not considered in good standing and forfeits voting privileges.
3. An excused absence shall include illness, out of town, work or special family occasions. Extended excused absences of 4 consecutive weeks shall be reviewed and acted upon by the Board of Directors.
4. Any member absent from the rehearsal prior to a performance shall not be eligible to sing except with consent of the chorus Director(s).

## G. LEAVE OF ABSENCE

1. Any member who finds an extended absence necessary may request a leave of absence from the Chapter. Requests for leaves of absence shall be made in writing to the Board of Directors.
2. A member on approved leave of absence will continue to pay dues.

## H. GOOD STANDING (International Requirement)

1. A member is considered in good standing if:
  - a. International per capita fee, Regional assessment fee and Chapter dues are current.
  - b. Attendance requirements have been met.
2. A member will be notified in writing (email is acceptable) of loss of her good standing by the Treasurer.
3. Loss of good standing causes the member to forego all membership privileges. This includes voting on chapter business, voting in Chapter elections, and participation in performances and/or competition.

## I. OTHER RESPONSIBILITIES OF THE CHAPTER MEMBER

1. **Costumes**--Each member will be required to provide the standard costumes of the Chapter and maintain them in a condition suitable for appearance with the chorus. Costumes, all or in part, are to be used only for Sweet Adelines. Costume changes, as recommended by the costume committee, shall be passed by a 2/3 vote of the membership present. When a member leaves the Chapter, her costume shall be turned in to the Costume Chair. If the costume was purchased by the member, the Chapter will reimburse the member. The amount of reimbursement will be decided by the Costume Committee.

A costume rental fee may be charged with the approval of 2/3 of the membership present.

2. **Public Performances**--Each member shall make every effort to attend each performance given by the chorus. An excused absence shall include: illness, out of town, work or special family occasion. A sign-up sheet will be signed by each member stating whether or not she will sing. Members then will be excused only in emergency situations; in which case, she will contact the Director(s) at the earliest possible time.

All requests for performance are subject to approval by a majority vote of the membership present and Director(s) before acceptance.

3. **Music**--A member's music is considered on loan while she belongs to the Chapter, must be used for rehearsal purposes only, and must be returned when her membership terminates.

## J. TERMINATION OF MEMBERSHIP (International Requirement)

1. **Resignation**--Any member who wishes to resign from the Chapter should do so in writing to the Board of Directors. The Board of Directors will inform the Membership Chair and see that a copy of the resignation from the member is sent to International Headquarters.
2. **Transfer**--If a member wishes, she may apply for transfer of membership to Chapter-at-Large or to another Chapter.

Note: Members should be aware that when you resign, your resignation is effective for the entire organization, not just the Chapter. If a member wishes to transfer to another Chapter or Chapter-at-Large, the member should apply for transfer, not resign. Also, when she transfers to another Chapter, she must meet their application requirements.

3. **Forfeiture**--Membership is automatically terminated if a member is absent without a granted leave of absence from 3 consecutive rehearsals and does not, after written notice, either return to the Chapter or contact the Membership Chairman within 10 days to forestall her automatic termination. She shall understand that her Chapter can only assume that she has chosen to automatically terminate her membership and she shall return her costumes and music to the chair of those committees. Membership is automatically terminated if a member is in default paying her membership dues.
4. **Removal**--Only the International Board of Director(s) may remove a member from membership in Sweet Adelines International.

#### **K. REINSTATEMENT OF MEMBERSHIP**

1. Former members may re-affiliate with the Chapter upon meeting the eligibility requirements and being accepted by the membership as stated in Section I, B. of these Standing Rules.

#### **L. TRANSFER**

1. A member in good standing from another Chapter may transfer her membership to this Chapter provided she meets all requirements for membership. She will be allowed to sing in performances with the approval of the Director(s).

### **SECTION II. MEETINGS**

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#### **A. CHORUS REHEARSALS**

1. Regularly scheduled meetings for chorus rehearsals shall be weekly on a day and time agreed upon by the chorus members.
2. Special rehearsals may be set by the Director(s) as needed.

#### **B. BUSINESS MEETINGS**

1. The President may, when necessary, call a special Chapter business meeting.
2. A quorum for the transaction of business at any Chapter business meeting consists of a simple majority of the membership.

#### **C. ANNUAL AND ELECTION MEETINGS**

1. The annual business meeting is held between March 1 and April 30. The annual election meeting for the purpose of electing the Board of Directors is held on the same date. Time and place of this meeting is to be announced by the President.

### **SECTION III. BOARD OF Directors**

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#### **A. MEETINGS**

1. The Board of Directors shall meet monthly at a predetermined time and place to be announced to the membership in advance. All Board of Directors meetings are open to the membership.
2. A meeting for the purpose of electing officers is held prior to May 1st. Board members who have a year remaining in their term and newly elected board members who will begin their term on May 1st have voting privilege at this meeting.

3. A combined Board of Directors meeting consisting of incoming and outgoing members is held after the annual election meeting and before the beginning of the fiscal year. This gives opportunity to share annual reports and to review ongoing projects with new members to insure continuity.
4. Special meetings may be called by the President or a majority of the members of the Board of Directors as needed. Notification of time, place and purpose is to be given to each board member at least one week in advance.

## **B. ELIGIBILITY**

1. To be considered for election to the board, a member must be in good standing with the Chapter. (Section I, F)
2. A member may not serve more than two (2) consecutive terms on the Board of Directors. After a period of one (1) year she may again be nominated if desired.
3. In the event that the immediate past President is not an elected member of the Board of Directors, she will serve for one year as an ex-officio member of the board in a non-voting capacity.
4. The office of Treasurer does not fall under the two consecutive term rule. She may continue in the office if reelected.

## **C. ELECTION AND TERM OF OFFICE**

1. The number of Directors of the Chapter shall be eight (8). Their term of office shall be for two years or until their successors are elected; the nomination committee w/present slate of at least four (4) nominees. The membership votes for four position each year. The four (4) nominees receiving the highest number of votes each year will serve two year terms. In the event of any tie, the Chapter will revote between the members who were tied. Nominations from the floor shall be allowed provided prior consent of the nominee has been obtained.
2. The Board of Directors shall be elected by ballot of the membership at the Annual Election Meeting; plurality votes shall elect.

## **D. VACANCIES**

1. In the event of a vacancy on the Board of Directors, the Chapter President shall appoint a Chapter member to fill the unexpired term, subject to ratification by the remaining members of the Board.

## **E. DUTIES AND RESPONSIBILITIES**

1. The Board of Directors has the authority to enforce the rules and regulations necessary for the proper maintenance, control and management of the Chapter.
2. Each officer and committee chairman shall submit a written report of her office to the Board of Directors at the end of the fiscal year.

## **SECTION IV. COMMITTEES AND DUTIES**

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### **A. APPOINTMENT AND TERM**

1. The President, with ratification by the Board of Directors, appoints the chairs of Standing Committees whose terms are from May 1 through April 30.

2. Standing Committees shall be:
  - a. By-Laws and Rules
  - b. Budget
  - c. Costume
  - d. Marketing
  - e. Membership
  - f. Music (appointed by Director(s))
  - g. Performance
  - h. Ways & Means (fund raising)
3. Established duties shall be in the Job Description Booklet and in the committee organizational chart.
4. The music committee will be appointed and chaired by the Director(s). It will consist of the four section leaders, the visual coordinator, and assistant Director(s).
5. The Director(s) may appoint other members of the music committee at her discretion.
6. The President will be invited to participate in the music committee meetings and work to help communicate and facilitate the objectives of the music committee with the board.

## **B. SPECIAL COMMITTEES**

1. Special committees may be appointed by the President to perform functions not performed by the Standing Committees and shall serve until the special purpose for which they were appointed has been fulfilled, or until dissolved by the President.

## **C. NOMINATING COMMITTEE**

1. At least thirty (30) days prior to the annual business meeting of the membership, the President shall appoint a Nominating Committee composed of not fewer than three (3) members. Such appointment is to be ratified by a majority vote of the Board of Directors. This committee, under the direction of its chair, shall prepare a list of nominees consisting of at least twice the number of positions to be filled. A single slate shall be valid only if the Nominating Committee is unable to secure the consent of two (2) qualified members for each position to be filled. Nominations from the floor shall be allowed provided prior consent of the nominee has been obtained.
2. The Chair is elected by the three (3) members of the nominating committee. The "Guide for Chapter Nomination and Elections Procedures" shall 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 Committee prior to the election.

## **SECTION V. CHORUS Director(s)**

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- A. The Chorus Director(s) selection and conditions of service is by majority vote of the Chapter membership upon recommendation from the Board of Directors.
- B. A contract will be signed by the Director(s) and the President stating the Director(s) conditions of service, responsibilities and conditions of termination.
- C. Termination of the Chorus Director(s) term of service is by majority vote of the Chapter membership after notification of each qualified member. Each member must be notified at least one week in advance of the meeting at which the vote is to be taken.

**D. The Director(s) shall:**

1. Be the final authority on music sung at a performance.
2. Attend schools, competition, Regional meetings, etc. Money will be budgeted annually for the expenses of the Director(s). The Director(s) will attend meetings at Chapter expense with prior approval of the Board of Directors.
3. Meet with the Board of Director(s) at the beginning of each chorus year to discuss plans for the coming year and to renew the agreement between the Chorus and the Director(s).
4. Choose the Assistant to the Director(s) with ratification of the membership. The Assistant will work with and under the general direction of the Director(s).
5. Have her International and Regional dues paid for by the membership unless she is a member of another chorus and pay her membership dues through that chorus

**E. Director(s) Expense**

1. The Director(s) compensation shall be based upon the annual agreement.
2. The Director(s) costume will be provided whenever there is a change in costume by the Chorus.

**SECTION VI. REGIONAL AND INTERNATIONAL ACTIVITIES**

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**A. REGINAL BYLAWS AND STANDING RULES**

1. Every Chapter member is bound by the Regional Bylaws and Standing Rules.

**B. PRESIDENTS' TRAINING**

1. The Chapter President or her designee should attend the Region 24 Presidents' Training sessions and report to the Chapter.
2. The Chapter will have an annual line item in the budget to assist the President with the expenses incurred in attending scheduled Presidents' Training sessions.

**C. REGIONAL AND/OR INTERNATIONAL CHORUS COMPETITION**

1. In order to be eligible to compete, a membership shall be established sixty (60) days prior to the Regional Chorus Competition. Any member taking a leave of absence during such a period shall be ineligible to sing in competition. Members of the competing chorus who are absent from two (2) rehearsals during such period, whether excused or unexcused, may not sing in the competition at the discretion of the Chorus Director(s).

**SECTION VII. CHAPTER PROPERTY**

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- A. Chapter property consists of costumes, music, risers, stage props, manuals, and makeup kits purchased by the costume committee.
- B. Upon termination of membership, all Chapter property is returned to the designated person.
- C. A resigning member may be reimbursed as designated by the costume committee for costumes returned.

## **SECTION VIII. FINANCES**

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### **A. Operating income is derived from the following sources:**

1. Chapter dues;
2. Performances--The Performance Chair will be responsible for negotiating a performance fee. The standard fee will be \$100.00. If possible, more may be charged. A minimum fee of \$35.00 will be charged even for charitable events because of the Director(s) fee.
3. Ways and Means--This committee will organize and promote fund raising projects to increase our treasury.
4. Annual show and program advertising revenues.

### **B. POSSIBLE REIMBURSABLE EXPENSES**

1. The Director(s) compensation based upon the annual agreement.
2. Director(s) costume will be provided whenever there is a change in costume by the Chorus.
3. Office expenses--advertising, postage, stationery, etc.--as budgeted.
4. Hospitality--Membership drive expenses--as budgeted.
5. Gifts pre-authorized by the Board of Directors.

### **C. AUTHORIZATION OF EXPENSES**

1. Budgeted items need not have advanced approval of purchase by the Board of Directors. The Treasurer shall present receipts at a regular monthly meeting and reimbursement can be made.
2. Expenditures over budget shall be approved by the Board of Directors prior to purchase.
3. All requests for expenditures must be accompanied by a properly completed voucher which will be signed by the person requesting the funds and approved by the President. The Treasurer will pay no bills without a voucher.
5. The Treasurer shall submit to the Board each month a list of all bills submitted for payment during the previous month.

### **D. AUDIT PROCEDURES**

1. The records maintained by the Chapter Treasurer are audited annually before transfer to the incoming Treasurer. The Treasurer shall present the books and financial statements for audit to the Board appointed auditor by April 1 of each year.

### **E. IRS FORMS**

1. By July 15, the Treasurer during the year for which the 990 Form is to be filed, shall prepare in duplicate the required IRS forms in compliance with the rules established by Sweet Adelines International and the Internal Revenue Service.

**SECTION IX - ADDITIONAL PROVISIONS**

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**A. QUARTETS**

1. Members that are forming a quartet should obtain copies of the Sweet Adelines International Guidelines for Forming a Quartet and the "Basic Criteria For Public Performance" to review early in their planning.
2. A quartet representing Sweet Adelines International and the Hood River Valley Chorus must be approved for public performance by the Director(s) or designee.
3. If quartet members are from more than one chapter, the quartet will meet the audition requirements for Hood River Valley Chorus as well as any audition requirements of the other chapters represented.

**B. STANDING RULES AMENDMENTS:**

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.
  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.
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Approved by the Hood River Valley Chapter Membership on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

(signed) \_\_\_\_\_  
Chapter President

(signed) \_\_\_\_\_  
Chapter Bylaws & Rules Chairman

Reviewed by \_\_\_\_\_ Approved - date: \_\_\_\_\_  
Regional Bylaws & Rules Chairman