

STANDING RULES OF THE HONOLULU BLEND SHOW CHORUS CHAPTER OF SWEET  
ADELINES INTERNATIONAL

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STANDING RULES

HONOLULU BLEND SHOW CHORUS CHAPTER OF SWEET ADELINES INTERNATIONAL  
HONOLULU, HAWAII

SECTION I. CHAPTER MEMBERSHIP

A. Eligibility

1. Membership is open to any woman who meets the audition requirements.
2. A prospective Teen Member must be between twelve (12) and eighteen (18) years of age and must be sponsored by an active member at least twenty-one (21) years old. Special requirements applying to this category are set out in Attachment #1 to these Standing Rules.
3. A prospective member, other than Teen Members, must be at least eighteen (18) years old.
4. \*A prospective member must attend at least three rehearsals before auditioning for membership.
5. \*A prospective member must be auditioned in accordance with the current audition procedures. See Attachment #3.
6. \*Upon passing the audition, a prospective member shall receive the standard Application for Membership form and a copy of the chapter bylaws and standing rules.
7. \*If a prospective member does not pass the process of auditioning as stated in the chapter's standing rules, she does not receive the Application for Membership form. She should be informed that a prospective member may audition again after a period of one (1) year.

B. Acceptance/Rejection

1. \*The Membership Team Leader presents the completed Application for Membership and the results of the audition to the Management Team for evaluation and recommendation to the chapter before the membership votes.
2. International dues must be paid at the time the Application is given to the Management Team. Chapter dues will be payable on the first Monday of the month following acceptance into chorus membership.
3. Before the Management Team completes its evaluation, the chapter membership will be notified and allowed to give input to the Team Coordinator regarding any prospective member.
4. Approval requires consensus by the Management Team.
5. \*The chapter members have the opportunity to vote on the applicant once approved by the Management Team.
6. \*Applications are accepted by two-thirds (2/3) affirmative vote of the members present and in good standing (a quorum having been established) at a regular meeting of the membership or at a special meeting called for that purpose. ("Good Standing" for membership voting privileges is defined as being up-to-date in the payment of all dues and assessments to the chapter and International, and having met the attendance requirements. However, any member whose dues are paid – whether or not she meets the attendance requirements - is considered in good standing to vote on membership applications provided she is present when the vote is taken.).

7. Voting shall be by secret ballot.
8. An informal notification is given to an applicant as soon as possible, even prior to the submission to International Headquarters of the necessary forms for processing.
9. \*If the Management Team and the chapter membership accept the application, the Certification of Membership form (New and/or Transfer of Chapter Member Form) with the required per capita fee, is submitted to International headquarters. Upon acceptance by International, a membership card for the applicant is issued to the chapter who will immediately notify the applicant in writing that she has been accepted for membership. If the application is denied by the International Organization, notification is sent to the chapter with a copy of the letter to the applicant.
10. If the Management Team or the chapter membership declines the application, the applicant must be notified in writing and informed that a new application may be considered after a period of one (1) year as long as the audition is passed. A copy of the letter of notification is forwarded to International Headquarters.
11. A packet of information including, but not limited to, music and the chapter roster shall be given to each new member.

#### C. Categories of Membership

1. Teen Membership - A Teen Member must be at least twelve (12) years old and must be sponsored between the ages of twelve (12) and eighteen (18) by an active chorus member who is at least twenty-one (21) years old. Also, she must have the full approval and cooperation of her parents or legal guardian.(see Attachment #1)
2. \*Youth Membership - Youth membership is open to young women ages 18 to- 25 as of their membership application date or annual renewal date. They receive full membership privileges, but are required to pay only one-half (50 %) of the North American International per capita fees.
3. Active Singing Membership - In the interest of providing a balanced proportion of singing sections, the Music Team with the Management Team approval, reserves the right to suggest that certain members sing alternative parts. A waiting list will be created if the balance of the chorus is unduly affected by new membership applications. If an Inactive Member or an Associate Member wishes to return to Active Singing Membership, she shall have preference over applicants already on the waiting list. In the event that such members declare simultaneously to return to Active Singing Membership, priority shall be determined by date of receipt of request.
4. \*Associate Membership
  - a. An Associate member must be a current or former chorus member.
  - b. An Associate member holds all privileges of active membership, except she may not compete or perform in a Sweet Adeline chorus of which she is an Associate member ,
  - c. An Associate member pays the full International satellite per capita fee, the Regional Assessment, and full chapter dues.
  - d. An Associate member may reapply for active singing membership at any time according to the membership and audition procedures established by the chapter.
  - e. An Associate member may sing in a quartet as long as the quartet has passed its audition in front of the chorus and is approved by the Director / Music Team.

#### 5. Dual Membership

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- a. \*A Sweet Adeline may hold membership in more than one chapter.
  - b. \*A dual member must choose one chapter through which she will pay her International per capita fees.
  - c. \*A dual member may compete with any chorus of which she is a member.
  - d. \*A dual member must pass her audition according to current audition procedures as outlined in Attachment #3.
  - e. \*A dual member must pay dues for all chapters and region(s) to which she belongs.
  - f. A member of another Sweet Adelines International Chorus wishing to have dual membership with Honolulu Blend Show Chorus may do so with the following stipulations:
    - (1) Will not be eligible to perform with Honolulu Blend Show Chorus unless performance requirements are met.
    - (2) Will not be eligible for chorus-funded privileges including, but not limited to costumes, convention expenses, and special events.
    - (3) Will comply with and be responsible for maintaining active membership but will not have an attendance requirement if living off the island of Oahu, other than what is expected by the Director in order to qualify to compete.
6. Inactive Membership (not leave of absence)
- a. Voluntary and Involuntary
    - (1) Voluntary - A Voluntary Inactive member is an Active Singing Member of the chapter who has requested in writing to the Management Team and been granted, for a period not to exceed six (6) months, inactive status for personal reasons. She may submit a written request for an extension of inactive status if unable to return at the end of the six (6)-month period. If the Management Team declines the extension, the member shall be notified in writing that she must return to Active Singing Membership status immediately, or select one of the following:
      - (a) Apply for Associate Membership, if eligible.
      - (b) Apply for transfer to another chapter, or
      - (c) Apply for transfer to Chapter-At-Large/ Member-At-Large.
    - (2) Involuntary - At the discretion of the Management Team, an Active Singing Member may be placed on Involuntary Inactive status for a period not to exceed six (6) months after having missed four (4) consecutive rehearsals, or five (5) rehearsals within a two (2) month period, and whose reasons are unacceptable to the Management Team. She shall receive written notice that she has been placed on Inactive status.
  - b. In order to return to Active Singing Membership status, an Inactive member must attend three (3) consecutive chapter meetings and may be asked to complete a vocal/visual audition for the Director to determine performance readiness.
  - c. All members on Inactive status may participate in any regular rehearsal and social function, but may not participate with the chorus in performances, shows or competitions. However, any member may compete with her quartet in competition and, at the discretion of the Director, be allowed to sing with her quartet in conjunction with a chorus performance.
  - d. All members on Inactive status shall have no attendance requirements, shall not be eligible to hold office and are not required to keep costumes current.
  - e. All members on Inactive status must pay International per capita fees, Regional

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assessments and chapter dues in advance for the inactive period .

f. All members on Inactive status are eligible to vote on membership applications only.

### D. Dues and Assessments

1. \*Annual Membership Dues are as stated in Attachment #2.
2. New Honolulu Blend Show Chorus Chapter members shall pay the current International per capita fee and Region 21 assessment, in full, plus one month's chapter dues, which includes the prorated International per capita fee and Regional assessment for the upcoming year,.
3. \*A Dual Member shall designate to which chorus she will pay the current International per capita fee. She shall pay chapter dues plus the Regional assessment for Region 21 to HBSC (unless the Region 21 assessment is paid through the chorus where the International per capita fee is paid).
4. Annual dues for Active Members may be paid annually or in monthly installments, due on the first of each month and delinquent at the end of the third rehearsal of each month.
5. \*Any member in default in payment of financial obligations is suspended from all privileges of membership and her membership shall automatically terminate if default is not remedied within a period of sixty (60) days after written notice by the Financial Manager. A copy must be sent to the Membership department at International headquarters.
6. Prepaid escrowed International per capita fees, Regional assessments and chapter dues may be refunded upon request by a member whose membership is terminated. (Note: per capita fee is not refundable once paid to International Headquarters.
7. Chapter dues and other financial obligations owed by resigning members shall be deducted from escrowed International per capita fee and Regional assessment before refund.
8. When a member has left the chorus, chapter dues will be waived until transfer to another chapter is completed.

### E. Attendance Requirements

1. To facilitate both group and individual progress, members will be expected to participate in chorus rehearsals as much as possible.
2. Attendance requirements for special events such as shows, performances or competition shall be determined in each instance by the Director or Director's Musical Team.
3. Each member shall make every effort to attend public performances given by the chorus.
4. Members shall sign up if they intend to sing for special events. If unable to participate after signing, it is the member's responsibility to notify the Director and/or other designated person as soon as possible. An option if unable to sing after signing up is to find a replacement in your part as long as she has passed her music (performances are accepted on the basis of those who sign up.)
5. A member is not in good standing if she has missed four (4) consecutive rehearsals or five (5) rehearsals within a two (2) month period
6. The member must attend three (3) consecutive chapter rehearsals to regain her good standing.

F. Leave of Absence

1. A written request for a leave of absence may be approved by the Management Team for a maximum period of two (2) months. The Management Team may thereafter approve one request for a maximum two (2) months extension.
2. If a member is unable to return to regular attendance, a transfer to inactive status may be approved by consensus of the Management Team.
- 3.\* A member of the Management Team who finds it necessary to request a two-month leave of absence from the chapter may retain her position on the Management Team,, only if the Management Team approves.
4. A member in good standing who is on leave of absence shall be eligible to vote on Chapter business and International Board elections and with the consent of the Director, participate in performances.
5. \*A member on approved leave of absence must keep all dues current - loss of good standing due to nonattendance does not apply..

G..\*Good Standing

1. A member is considered in good standing if:
  - a. Annual membership dues and any other required financial obligations are current.
  - b. Attendance requirements have been met (See Section I. E.)
2. A member must be notified in writing of loss of her good standing.
3. A member not in good standing shall not run for office and shall not be eligible to vote (except on membership applications as long as dues are current) and shall not participate with the chorus in performances, competitions or shows.
4. A member's good standing may be reinstated by action of the Management Team upon payment of moneys owed the chapter and/or satisfactory resolution of other problems which could include the attendance requirement of three (3) consecutive rehearsals.
5. Each member of a registered quartet must be a member in good standing with the chapter and with Sweet Adelines International, and each chapter represented by the quartet must be in good standing with the International Organization.

H. Other Responsibilities of Chapter Members

1. Costumes
  - a. \*Each member shall be required, within ninety (90) days of acceptance into membership, to purchase the current costumes of the chapter as designated by the Management Team and to maintain same in a condition suitable for appearance with the chorus. In order to receive a chorus costume, the new member must be performance ready at the time the costume is originally ordered. Associate members are exempt from having required costumes. Members shall refrain from wearing current costumes, including shoes when they are designated, for other than chapter functions. Members are required to return their costumes when leaving the chorus. A request for partial refund depending on the condition of the costume will be considered.
  - b. A prospective member may not receive costumes, fabric, accessories, etc. until she has been accepted for membership and is current in her financial obligations to the chapter.
  - c. Any member presenting herself at a public performance whose makeup, costume or

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neatness does not meet with chapter standards, as determined by the Makeup and/or Costume Committees or Director, may not be allowed to participate.

### 2. Music

- a. \*Music purchased with chapter funds and provided to members by the chapter (either hard copies or through access on the Members Only section of the website) is considered to be on loan and must be used for rehearsal purposes only. All music purchased with chapter funds and furnished to members, even if purchased by the member, must be returned to the chapter when a member transfers or resigns.
- b. In compliance with copyright laws, no unauthorized person shall make copies of music purchased.
- c. A Prospective Member may use a music "Guest Book" at rehearsal, but must return it after chorus each week. Guest Books may be rented at a cost of \$10.00, and may be retained by a prospective member who joins the chorus. Non-members who return the book, will have their \$10.00 refunded.
- d. An Audition Packet, which includes sheet music and a learning CD for the audition songs, may be purchased for a nominal fee on the second visit.

### 3. Performance.

- a. New quartets, containing one (1) or more chapter members shall audition prior to their acceptance of a public performance before the chorus and any two (2) or more of the following persons: Director, Assistant Directors or Section Leaders. Permission to perform publicly is contingent upon passing this audition.
- b. New double quartets/ ensembles shall audition prior to accepting public performances before the chorus and any two (2) of the following persons: Director, Assistant Directors or Section Leaders. Permission to perform publicly is contingent upon passing this audition.

## I. \*Termination of Membership

### 1. Resignation

- a. Upon written notification that a member wishes to resign, the Management Team will forward a Resignation of Membership form to the member for her notification to International. The Management Team will inform the chapter membership and will see that a copy of the resignation is sent to International Headquarters.
- b. All property of the Chapter is to be returned to the Financial Manager (or her successor).
- c. Resignation is effective not only for the Chapter but for the entire organization as well.

### 2. Transfer to another Chapter

- a. If a member wishes, she may apply for transfer of membership to -at-Large or to another chapter by following the correct procedures for transfer to the desired chapter.
- b. Members have the option of a 60-day transition period when transferring from one chapter to another or to at-large. The transition period will begin upon receipt of the "Request for Transition Membership Status" form at International Headquarters. If, after 60 days, a member has not transferred her membership, she will forfeit her membership in the organization.
- c. Transfer of membership is NOT automatic. The member who wishes to transfer to another chartered chapter must meet the admittance requirement of the Chapter to which she wishes to transfer.

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- d. A member in transition relinquishes all chorus privileges, but she may compete in a quartet or serve on a Regional Team or the International Team, hold Regional or International office, or serve in a committee position.
  - e. A member in transition may have to pay Regional assessment to the new region before arriving. Payment of all applicable Regional assessments is necessary to be in good standing and eligible to compete.
  - f. If a member in transition wants to return to her former chorus during the 60- day period, she does not have to pay the International per capita fee again. However, she must comply with the chorus' admittance procedures and pay chorus dues as specified in the chorus standing rules.
  - g. If, after 60 days, a member has not transferred her membership to a chapter or to Chapter-At-Large, she forfeits her membership in the Organization.
  - h. Chapter dues are suspended during the transition period.
3. Forfeiture/Default
- a. Membership is automatically suspended if a member is in default in the payment of dues set forth in Section I, D. "Dues and Assessments " of these Standing Rules, and terminated if default is not remedied within sixty (60) days of written notice by the Financial Manager.
  - b. A member who has been notified in writing of the expiration of her inactive status and has failed to respond within sixty (60) days shall, at the discretion of the Management Team, be considered to have forfeited her chapter membership and the International Management Team will be notified accordingly.
4. Removal - Only the International Board of Directors may remove a member from membership in Sweet Adelines International.

### J. \*Reinstatement of Membership

1. Members who have allowed their membership to terminate and wish to be reinstated must meet the current membership requirements and be accepted by the membership as stated in Section I. A & B of these Standing Rules.
2. If a member in transition from the Honolulu Blend Show Chorus wishes to return to the Honolulu Blend Show Chorus during the 60-day transition period, she would not have to pay the International per capita fee again. However, she will have to comply with the admittance procedures herein, and it will be up to the management team to determine if the member has to pay dues as set forth herein.

### K. \*Transfer from another Chapter

1. If a Sweet Adelines International member wishes to transfer her membership from another chapter, she must follow the procedures for admittance to membership set out in Section I, A & B of these Standing Rules.
2. A current membership card must be forwarded to International Headquarters along with the application. Payment of additional International fees in the same fiscal year is not required.
3. Transfer of membership is not automatic; that is, the chapter is not obligated to accept a transferring member simply because she is a member of Sweet Adelines International.
4. The transferring applicant's previous chapter may be contacted for a recommendation before the Management Team considers her application.

## SECTION II. MEETINGS

### A. \*Chorus Rehearsals

Regular chorus rehearsals shall be held at a time and place approved by the Management Team. The Management Team or the Chorus Director may call special rehearsals at any time.

### 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 as needed.
2. A quorum for the transaction of business at any chapter business meeting consists of a majority of the membership, present and in good standing.
3. Special Chapter business meetings may be called at any time by the Team Coordinator or by a majority of the Management Team or upon written request to the Management Team by a majority of the members. At least seven (7) days prior notice shall be given to each member of the time, place and purpose thereof.

### C. \*Annual Business and Election Meetings

1. The annual business meeting of the membership shall be held after January 1, but before April 30 on a chorus rehearsal meeting night.
2. Advance notice shall be given each member at least fourteen (14) days prior to the annual business meeting.
3. The annual election meeting will be for the purpose of electing three (3) members to each serve for a two (2)-year term. This meeting is held on the date of the annual business meeting.
4. Voting shall be in person or by absentee ballot.
5. Absentee ballots are sent upon request to any members in good standing who are unable to attend the annual election meeting. Absentee ballots must be received by the Team Coordinator prior to the election.
6. Proxies shall not be permitted.

## SECTION III. MANAGEMENT TEAM

### A. Authority and Duties

1. \*The Management Team shall have all powers and authority over the affairs of the Chapter except as otherwise set out in the Chapter 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 Chapter Bylaws or adopted Standing Rules.
2. \*The Management Team
  - a. Develops long-range plans based on the goals and values of the chapter membership.
  - b. Oversees and evaluates the implementation of strategies developed to achieve long-range plans.
  - c. Develops an appropriate structure of task-oriented groups (teams, committees, staffs,

- etc.) who are responsible for developing strategies to implement plans determined by the Management Team based on the core values and goals of the chapter.
- d. Ensures open communication at all levels of the chapter.
3. \*Duties shall be assumed on May 1.
4. The established positions on the Management Team shall be:
- a. \*TEAM COORDINATOR  
The Team Coordinator is the leader of the team or group. It is her responsibility to see that the team carries out all its functions effectively and efficiently. She calls all meetings of the team and in consultation with team members and sets the agenda for the meetings. She assures that the chapter members are kept apprised of the work of the team.
- b. \*FINANCIAL MANAGER  
The Financial 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 receipts for such disbursements. All checks, drafts, and orders for payment of money shall be signed in the name of the chapter by the Financial Manager and countersigned by such other team member, if any, as the Management Team in its discretion may designate. The Financial 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 Coordinator or Management Team, a report of all her transactions as Financial Manager and of the financial condition of the chapter. The books of the Financial Manager shall be audited annually at the close of the fiscal year as directed by the Management Team the cost, if any, to be borne by the chapter.
- c. \*SECRETARY  
The Secretary shall record the minutes of all meetings and file them in a permanent minutes book of the chapter. She shall maintain current copies of bylaws and standing rules, a list of all committees and membership 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 the correspondence with the International Headquarters office as instructed.
- d. \*MUSICAL DIRECTOR  
The Musical Director is responsible for the planning and implementation of the musical Program of the chorus. She/he chooses a team of musical leaders to assist in carrying out the musical program. The Musical Director is responsible for providing this team with the musical education they need to carry out their functions. She/he brings recommendations of the music team to the Management Team for decision and action.
- e. COMMUNICATIONS TEAM LEADER  
The Communications Team Leader is responsible for coordinating communications

within and outside the chorus. Her team maintains the chorus calendar and develops brochures and business cards for the chorus. They are responsible for the weekly Hotsheet and the monthly Newsletter, and they maintain the Webpage and other Social Media sites. In addition they maintain mailing and email lists for publicity purposes and develop public relations strategies for promotion of the chorus.

f. PERFORMANCE TEAM LEADER

The Performance Team Leader is responsible for all aspects of chorus performances as well as other Ways and Means projects. Her team manages performance requests and performance events generated by the chorus including an annual show. Responsibilities include emcees, costumes, makeup, the sound system and risers, and performance instructions and sign-up sheets.

g. MEMBERSHIP TEAM LEADER – The Membership Team Leader is responsible for all aspects of chorus membership. This includes member recruitment, recognition and retention; guest nights and social events, as well as new member handbook, name tags and mailboxes. The team also maintains a chorus directory and prepares visitor packets.

B. \*Meetings

1. Regular meetings for the purpose of conducting chorus business shall be held as needed, and shall be scheduled monthly whenever possible.
2. Special meetings may be called at any time by the Team Coordinator or by a consensus of the Management Team by means of at least seven (7) days advance notice to each team member of the time, place and purpose thereof.
3. The annual meeting of the Management Team shall be held between March 1 and April 30 each year.
4. A meeting for the purpose of electing officers is held prior to May 1. Management team members who have a year remaining in their terms and newly elected team members who begin their terms on May 1 have voting privileges at this meeting.
5. A combined meeting of the incoming and outgoing Management Team members shall be held after the annual election meeting, but before the beginning of the fiscal year. This meeting is held to present annual reports, review ongoing projects, transfer materials to successors, tie up loose ends, etc.
6. A majority of the Management Team shall constitute a quorum.

C. Eligibility

1. \*To be considered for election to the Management Team, a member must be in good standing and have held chapter membership for a minimum of six (6) months prior to the annual election meeting.
2. \*Off-island dual members and associate members may not be considered for election to the Management Team..
3. To be eligible for the position of Team Coordinator, a member shall have been a continuous active member of the Honolulu Blend Show Chorus for the one (1) year immediately preceding election.
4. An elected Management Team Member may also serve on the Music Team.

D. \*Election and Term of Office

1. The Management Team shall consist of six (6) members (plus the Musical Director).
2. Three (3) members shall be elected each year, each to serve for a two (2)-year term.
3. The Management Team shall appoint, by consensus within the Team, the Team Coordinator, Secretary and Financial Manager plus other positions as deemed necessary by the current Management Team.
4. The term of office for any position within the Team shall be for one (1) year or until a successor shall be elected.

E. \* Vacancies

If a vacancy occurs on the Management Team, the Team Coordinator is authorized to appoint a chapter member to fill the unexpired term, subject to ratification of the remaining members of the Team, within 30 days.

F. Non-Performance

Any member of the Management Team who shall be absent from three (3) consecutive regularly scheduled Team meetings, or six (6) Team meetings within one (1) year, shall be counseled by the Team Coordinator and may be asked to resign from the Management Team unless, in the opinion of the Team Coordinator and Management Team, such absences are permissible.

G. \*Removal

Any member of the Management Team who fails to perform the duties of her office, or whose conduct is deemed prejudicial to the organization, may be removed from her position by consensus of the Management Team after written notice by the Management Team has been given. Prior to such removal, the Team member shall be given an opportunity to produce, before the Team, evidence to refute such charges. This also applies to committees and any other teams within the chorus.

H. \*Authority

The Management Team has the authority and responsibility to enforce the rules and regulations necessary to manage the Chapter.

## SECTION IV PAST TEAM COORDINATOR DUTIES AND RESPONSIBILITIES

The Immediate Past Team Coordinator may serve in an advisory capacity to the Management Team and may be requested to attend Management Team meetings, regardless of whether her term on the Team has expired.

## SECTION V. OTHER MANAGEMENT TEAM MEMBERS, COMMITTEES AND DUTIES

### A. \*Standing Committees

1. Bylaws and Rules, and Membership shall be standing committees. Chairs of standing committees shall be appointed by the Management Team to serve on such committees during the same term of office as the Team's.
2. The Team Coordinator, with ratification from the Management Team shall appoint the Chairs of any additional standing committees. The Chairs appoint the members of their committees.
3. Terms are one year, May 1 to April 30.
4. The proposed Committee Chairs shall be presented to the Management Team prior to the confirmation of their appointment.
5. Standing committees may include history, newsletter, music, public relations, quartet promotion, social, make up, costume, gigs/events, fundraising, long range planning, social etc.

### B. \*Special Committees

Special task oriented committees may be established by the Management Team to perform functions not performed by the existing teams and shall serve until the special purpose for which they were established has been fulfilled, or until dissolved by the Management Team.

### C. \*Nominating Committee

1. A Nominating Committee of not less than three (3) members is appointed by the Team Coordinator at least thirty (30) days prior to the Annual Election Meeting of the chapter, such appointments to be ratified by consensus of the Management Team.
  - a. The Chair of the committee shall be appointed by the Team Coordinator.
  - b. This committee prepares a slate of nominees containing (if possible) two (2) nominees for each vacancy to be filled, listing the qualifications of each. The slate with qualifications listed is distributed to the membership at least ten (10) days prior to the election meeting.
  - c. Absentee ballots may be sent in from any member in good standing who is unable to attend the Annual Election Meeting and must be received by the Team Coordinator prior to the election.
  - d. This committee shall ascertain the eligibility of all nominees as well as advise potential Team Members of the attendant duties, responsibilities and qualifications.
2. The procedures in Section II of the Chapter Guide shall be followed.

### D. Duties

Chairs/Committees shall fulfill their responsibilities as defined in the International Chapter Guide, Chapter Bylaws and Chapter Standing Rules of Honolulu Blend Show Chorus.

### E. \*Replacement

If at any time a Committee Chair fails to fulfill her duties, the Team Coordinator, with the consensus of the Management Team, may remove such Chair and appoint her replacement.

SECTION VI. CHORUS DIRECTOR, ASSISTANT DIRECTOR (S), SECTION LEADERS AND VISUAL COORDINATOR

A. Chorus Director

1. \*The chorus director's selection shall be by a two-thirds (2/3) vote of the chapter membership in good standing, upon recommendation of the Management Team.
2. \* An agreement/contract shall be executed between the Management Team and the Chorus Director with copies to the membership upon request.
3. The review and renewal of the director's agreement shall be done annually.
4. The contract may be terminated by either the Director or the Management Team upon ninety (90) days advance written notice.
5. \*Contract may be terminated by a two-thirds (2/3) vote of the membership present and in good standing, upon recommendation of the Management Team. The Team must give at least seven (7) days notification of intent to all qualified voting members and to the Director prior to taking this action.

B. Assistant Director(s), Section Leaders and Visual Coordinator

1. Assistant Director (s)

- a. \*Assistant chorus director(s) shall be chosen by the chorus director with the ratification of the Management Team.
- b. \*The appointment of Assistant Director(s) shall be for a one (1) year term, beginning May 1.
- c. An Assistant Director shall perform duties as specified by the Director.
- d. In the absence of the Director at rehearsals, an Assistant Director shall, at the request of the Director or Team Coordinator, assume the duties of the Director.
- e. In the event that an Assistant Director is Acting Director for a competition or off island performance, all, or a portion, of her expenses shall be paid by the chapter. The amount, to be determined by the Management Team, shall depend upon the financial condition of the chapter.
- f. Expenses, or a portion thereof, depending upon the financial condition of the chapter, may be paid for out-of-town music schools for Assistant Directors.

2. Section Leaders and Visual Coordinator

The Director shall appoint the Section Leaders and the Visual Coordinator, and may make other appointments for a one (1) year term, beginning May 1, as necessary and having been ratified by the Management Team.

SECTION VII. REGIONAL AND INTERNATIONAL ACTIVITIES

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

B. Regional and/or International Chorus/Quartet Competition

Guidelines governing choruses and quartets participating in Regional and International Competition can be found in the Sweet Adelines International Competition Handbook,

## Standing Rules of the Honolulu Blend Show Chorus Chapter of Sweet Adelines International

Section II, "Competition Eligibility".

### SECTION VIII. FINANCES

#### A. General

1. The Financial Manager is authorized to pay, upon receipt, bills for budgeted expenses. If no budgeted amount is available, the Financial Manager shall inform the Management Team so that proper action may be taken. The chapter checking account shall require two (2) authorized signatures.
2. Any unbudgeted item over \$25.00 shall require consensus of the Management Team for approval. Any single item purchased for use by the chorus for greater than one thousand dollars (\$1000) shall be considered a fixed asset and shall be depreciated over the expected life of the item.

#### B. Contracts

1. All contracts require the approval of the Management Team.
2. Grant applications shall be signed by the Grant Committee Chair and Team Coordinator.
- 3.. All other contracts must be signed by the Team Coordinator on behalf of the Chapter.

#### C. \*Audit Procedures

1. The records maintained by the Financial Manager are audited annually before transfer to the incoming Financial Manager. Verification of this audit must be sent to International Headquarters.
2. The Management Team will appoint an auditor from within or outside the chapter to perform the audit by date required by International.

#### D. \*IRS Forms

By the deadline established by the IRS, the Financial Manager (or other qualified person, such as the auditor) prepares in duplicate the required IRS forms in compliance with the rules established by Sweet Adelines International and the Internal Revenue Service.

### SECTION IX. CHAPTER PROPERTIES

- A. The Team Coordinator shall maintain an inventory list of all chapter property, and the location thereof.
- B. \*Upon termination of membership, all chapter property must be returned to the chapter via the Team Coordinator or her successor.

### SECTION X. 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 vote of the members present and in good standing, a quorum having been established.
2. With no previous notice: By a two-thirds (2/3) vote of the members present and in good

Standing Rules of the Honolulu Blend Show Chorus Chapter of Sweet Adelines International

standing at a regular or special meeting.

B. These standing rules may be suspended at any meeting and for one meeting only, by a majority vote of the members present, in good standing, a quorum having been established.

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Amended Standing Rules and the 7 attachments have been reviewed by Honolulu Blend Show Chorus Chapter Membership and voted on this day, March 25, 2013.

Signed: \_\_\_\_\_  
Chapter Management Team Coordinator

Signed \_\_\_\_\_  
Chapter Bylaws & Rules Chair

Date: \_\_\_\_\_

## **ATTACHMENT #1**

## **TEEN MEMBERSHIP**

### **A. Eligibility**

A prospective Teen Member must be at least twelve (12) years old and must be sponsored between the ages of twelve (12) and eighteen (18) by an active chorus member at least twenty-one (21) years old.

A prospective Teen Member must attend the required number of rehearsals and pass the audition as set out in **the HBSC Standing Rules, Section I. A.**

A prospective Teen Member shall have full approval and cooperation of her parents or legal guardian. Her Mother, Father or guardian shall read the HBSC Standing Rules and Attachment #1, and shall attend at least one (1) Rehearsal prior to giving this approval.

The Membership Committee shall advise the parents/guardian of time and expense involved in chapter membership prior to their granting approval and signifying same by signing the Teen Membership Declaration and Authorization Form.

### **B. Acceptance/Rejection**

The Application for Membership shall be handled in the same manner as that of a regular chorus member. (See HBSC Standing Rules Section I. B.)

### **C. Rights/Responsibilities**

1. Upon acceptance by the chorus and International Headquarters, the prospective Teen Member becomes a **HBSC** Chapter member, with "Teen Member" status.

a. The Teen Member is governed and shall abide by the Bylaws and Standing Rules of the Chapter, the Region, and Sweet Adelines International.

b. The Teen Member has all the privileges of chapter membership, except that she may not be elected to the Management Team or a Standing Committee Chairman or Show Chairman; however she may serve on any committee.

c. The Teen Member has full International membership privileges.

### **D. Deportment**

A Teen Member shall conduct herself as a young lady. If her behavior is questionable in any situation, the Management Team has the authority to reprimand her. If behavioral problems continue, the Management Team will consider recommending that the chapter petition the International Management Team to consider membership removal proceedings.

A Teen Member shall not partake of any alcoholic beverages or illegal drugs during any Sweet Adeline function.

The Teen Member's activities must be closely monitored by her sponsor, to assure that the Teen Member is maintaining her agreed-upon responsibilities to the chapter, as set out in the HBSC Standing Rules and Attachment #1 thereto. The sponsor shall bring the report of any infraction thereof to the Management Team.

The sponsor shall know, understand and accept her responsibilities to the Teen Member, and vice-versa, as acknowledged by their signatures on the Teen Membership Declaration and Authorization Form. The sponsor must accompany the Teen Member at all Sweet Adeline functions away from weekly rehearsals.

### **E. Dues and Assessments**

## Standing Rules of the Honolulu Blend Show Chorus Chapter of Sweet Adelines International

Dues and Assessments are set out in HBSC Attachment # 2

### F. Transfer to Regular Membership/Removal from Membership

Upon becoming eighteen (18) years of age, a Teen Member may become a regular member if her department as a Teen Member has been satisfactory.

a. The Management Team shall evaluate and vote on the Teen Member's request to become a regular member.

b. Upon favorable review and acceptance by an affirmative consensus of the Management Team members present and in good standing, the Teen Member will become a regular member with full privileges and responsibilities.

c. If the Management Team' decision is that the Teen Member has exhibited conduct inconsistent with the privileges of membership, or it has other good and sufficient cause, it shall recommend to the membership that the chapter petition the International Management Team to consider membership removal proceedings. An affirmative consensus vote of the Management Team members present and in good standing is required.

d. A two-thirds (2/3) affirmative vote by the chapter membership is required to initiate the petition proceedings. (Chapter Guide Section II, "Membership Termination and Removal" and "Procedure for Removal from Membership.")

**ATTACHMENT #2**

**Membership Dues and Fees**

<b>Type of Membership</b>	<b><u>Monthly</u> Chorus Dues</b>	<b><u>Monthly</u> SAI Per Capita Fee</b>	<b><u>Monthly</u> Region 21 Assessment</b>	<b><u>Monthly</u> TOTAL</b>
Adult when paying SAI Fee through HBSC chapter	\$ 15.00	\$ 7.50	\$ 2.08	\$ 24.58 rounded to \$25
Dual Member when paying SAI Fee through another chapter	\$ 15.00		\$ 2.08	\$ 17.08 rounded to \$17
Teen (12-18 years) and Youth (18-25 years) 10% off chapter dues 50% off SAI Fee	\$ 13.50	\$ 3.75	\$ 2.08	\$ 19.33 rounded to \$19

<b>Type of Membership</b>	<b><u>Annual</u> Chorus Dues</b>	<b><u>Annual</u> SAI Per Capita Fee</b>	<b><u>Annual</u> Region 21 Assessment</b>	<b><u>Annual</u> TOTAL</b>
Adult when paying SAI Fee through HBSC chapter	\$ 180.00	\$ 90.00	\$ 25.00	\$ 295.00 rounded to \$300
Dual Member when paying SAI Fee through another chapter	\$ 180.00		\$ 25.00	\$ 205.00 rounded to \$204
Teen (12-18 years) and Youth (18-25 years) 10% off chapter dues 50% off SAI Fee	\$ 162.00	\$ 45.00	\$ 25.00	\$ 232.00 rounded to \$228

### **Attachment #3            Auditioning procedures**

1. A prospective member must attend at least three rehearsals to become familiar with the Sweet Adelines culture and the musical expectations of Honolulu Blend Show Chorus before auditioning for membership.
2. The audition sheet music and the audio learning CD will be supplied on the second visit for a nominal fee.
3. The song(s) shall be selected by the Director. The audition is to be done without music. The song(s) will be periodically updated.
4. The audition will be done with only Section Leaders (and/or Assistant Section Leaders), the Director, and the candidate present. The candidate will sing her part and the other three parts will be sung by Section Leaders or Assistant Section Leaders. A private discussion with the Section Leaders and/or Assistant Section Leaders present can decide if all are in agreement when the Director is not present. The Director will determine if the candidate passes the audition otherwise.
5. The candidate is expected to attend a minimum of six rehearsals within the eight weeks after she first comes to chorus. She will be given up to three chances to pass an audition in this eight-week period. (Exceptions to this requirement may be made by the Director who will notify the Management Team of her decision).
6. If the candidate fails to pass the audition after this time, she will not be allowed to sing with the chorus and will be informed by the Director that she may try again in one (1) year.
7. Audition requirements for individuals seeking Dual Membership will be at the discretion of the Director.

## **Attachment #4                      Chorus Vision Statement**

This Vision Statement for Sweet Adelines Honolulu Blend Show Chorus, Region 21, was developed at the Planning Session on July 23, 2012

Honolulu Blend Show Chorus is a group of like-minded women who gather to perpetuate and revel in the joy of singing four-part harmony in the barbershop style. We are constantly striving to challenge our singing and performance abilities. We sing for our own enjoyment and to please others, knowing that the journey to improvement is just as important as the final product. We also sing because we can't imagine doing anything else.

## **Attachment #5                      Objects (Purposes)**

To perpetuate and enhance the barbershop music art form through education, thereby benefiting local communities by furthering their artistic enrichment. The Chorus will accomplish this purpose by:

Providing education and training for its members in singing four part harmony in barbershop style, without instrumental accompaniment - the parts being tenor, lead, baritone and bass. This is to be accomplished by organizing and maintaining the Chorus, and giving public and private performances to promote an interest in the development and general appreciation of all things pertaining to the art form of barbershop harmony, and doing any and all things to accomplish said purpose, including the owning and disposition of real and personal property.

Seeking grants, subsidies and scholarships for the purpose of providing education and training; and accepting endowments, donations, gifts, legacies and bequests and to carry out any trust attaching to or relating to the same within the general objectives of this Chapter; and awarding grants and scholarships to chapter members and others in their pursuit of study and activities in the field of vocal music in order to encourage the development, application, and appreciation of musical talents; and educating chapter members in order that they may pass their knowledge on in the area promoting the purpose of Sweet Adelines International.

## **Attachment #6                      Core Values**

The Core Values of Honolulu Blend Show Chorus are:

- To strive for musical excellence
- To provide opportunities for personal growth
- To have fun
- To be professional in all our dealings with each other.
- To respect the differences in each other.

These are the foundation for the Chorus and govern all its activities.

## **Attachment # 7      Angel Fund**

The "Angel Fund" is a fund made up of donated monies for those who have difficulty in paying for costs such as music, make up or costumes etc.

It is not designed to pay for chorus or International dues.

This fund is managed by the Chorus Financial Manager.

Those who choose to donate may place their contribution in a location designated by the Financial Manager

The identity of the giver and the receiver is kept private.

If an active chorus member wishes to ask for assistance, she contacts the Financial Manager who will process the request. Prospective members do not qualify for the Angel Fund.