

**STANDING RULES
PRIDE OF KENTUCKY CHAPTER, INC.
HARMONY HEARTLAND REGION #4
SWEET ADELINES INTERNATIONAL**

SECTION I. CHAPTER MEMBERSHIP

A. ELIGIBILITY REQUIREMENTS

1. **Age.** Membership is open to women eighteen (18) years of age or older. Membership is also open to minors under 18 years of age providing each has a relative who is a member of the chapter, or sponsor. If the minor has a mother, sister, aunt, grandmother, or legal guardian already a member of the chapter, said relative/guardian shall oversee her participation in chorus activities. Otherwise, the chapter president shall appoint a chorus member to serve as the sponsor. Appointment of the sponsor shall be ratified by the board of directors and her responsibilities shall be defined by the board. The parent/guardian of a minor who has no relative in the chorus shall sign a notarized liability waiver and a medical release which shall accompany the Application for Membership.
2. ***Audition.** Each prospective member must audition prior to applying for membership in the chapter. A prospective member is eligible to audition on or after her attendance at four (4) rehearsals. Audition processes and procedures are set and conducted by the music team.
3. ***Application for Membership.** Upon passing the audition, a prospective member receives a standard Application for Membership for her review. If a prospective member does not pass the process of auditioning as established by the music team, she does not receive the Application for Membership form and may audition again after a period of one year.
4. **Attendance.** A prospective member shall attend at least six (6) of eight (8) consecutive rehearsals before she may be voted on by the membership.
5. **Bylaws and Rules.** A copy of the chapter bylaws and standing rules shall be provided for each prospective member's review prior to her applying for membership.
6. **Conference.** Prior to submitting her Application for Membership, each prospective member shall be advised of her responsibilities, obligations, and rights as a chapter member in a personal conference with the chapter president, or a person designated by the president.
7. **Dual Members.** See Section I.K for requirements for dual members.

B. ACCEPTANCE

1. ***Board of Directors Review and Recommendation.** Application for Membership and results of the audition and conference shall be reviewed by the board of directors, and a recommendation of action made to the membership prior to the vote. Each prospective member must pay all required fees upon acceptance of her application by the membership.

2. ***Chapter Vote.** Applications are accepted by a two-thirds (2/3) affirmative vote of the members present and in good standing at a regular meeting of the membership or a special meeting called for that purpose. Voting shall be by secret ballot.
3. **International Headquarters Approval.** Acceptance into membership becomes official after processing at international headquarters.
4. **Notification of Acceptance.** Applicants accepted by the membership may be notified of their acceptance, during processing at international headquarters, in some informal manner prior to formal written notice. Formal written notice of acceptance into membership shall be sent by the corresponding secretary or designee within ten (10) days of receipt of the applicant's membership card issued by international headquarters.
5. **Notification of Non-Acceptance.** If the membership declines the application, the applicant must be notified in writing within ten (10) days by the corresponding secretary and informed that a new application can be considered after a period of one (1) year.

C. DUES

1. Annual Membership Dues.

- a. *Total annual membership dues shall consist of chapter dues, international per capita fee (as established by the international organization) and regional assessment (as established by Region #4).
- b. Monthly chapter dues shall be set by vote of the chorus, plus any additional amount required to equalize monthly payments according to Section I.C. 2. Changes in chapter dues other than those specified in Section I. C. 2. require a majority vote of the chapter membership present and in good standing at any meeting of the chapter, provided previous notice of the proposed dues change was given, or by a two-thirds vote if previous notice was not given.
- c. Members 25 and under shall pay reduced rates as follows:
 - 1) Members under 18 shall pay 25% of chapter dues per month plus international per capita fees (as established by the international organization) and regional assessment fees (as established by Region #4) required for this age category.
 - 2) Members, ages 18-25, shall pay 50% of the current chapter dues plus international per capita fees (as established by the international organization) and regional assessment fees (as established by Region #4) required for this age category.
- d. An addendum on membership dues, showing the total annual amount and the amount due each month for all age categories, shall be maintained and updated as needed, with copies provided to the membership each time dues amounts change.

2. Automatic Amendment of Dues Because of Changes in International Per Capita Fees and/or Regional Assessment.

- a. In the event that the international per capita fee and/or the regional assessment is increased, such increases shall result in an automatic increase of the total annual membership dues. Any such increases in international per capita fee and/or regional assessment shall be due in equal increments paid monthly.

- b. To simplify payment schedules, annual chapter dues shall automatically increase by any additional amount needed for the total monthly dues payment to be rounded up to the next nearest whole dollar amount for each month of the year.

3. *Method and Schedule of Payment.

- a. Monthly payment of 1/12 of the total membership dues (chapter, international per capita fee, and regional assessment) may be paid by check, money order, cash, or other approved payment method.
- b. All membership dues may be paid in advance by an annual, semi-annual, or multi-monthly payment. For additional per capita payment options, see the Sweet Adelines International web page.
- c. A new member's initial per capita fee and first month's dues shall be submitted at the time the Application for Membership is submitted

4. Escrow Accounts.

- a. **Per Capita Fee Escrow.** All moneys paid for the international per capita fee shall be held in escrow until the Application for Renewal of Membership is sent to international headquarters, along with the Chapter Renewal form for the new fiscal year. Those members whose membership anniversaries fall in months other than **May** shall have their renewals sent by the Treasurer to international headquarters by their anniversary dates.
- b. **Refund of Per Capita Fee.** Upon request, any member who resigns prior to the forwarding of the Application for Renewal of Membership and per capita fees to international headquarters shall have her moneys held in escrow refunded, plus any chapter dues paid in advance, minus any monies owed to the chapter.
- c. **Regional Assessment Escrow.** All money paid for regional assessment shall be held in escrow until payment is due to Harmony Heartland Region #4 at the end of each fiscal year. Assessment for chapters is based on the number of members on rolls at international headquarters on April 30 each year.

D. ATTENDANCE

- 1. **Rehearsals and Public Appearances.** Each member is expected to attend and be on time for all rehearsals and public appearances of the chapter. A member unable to attend is expected to notify the chorus director, president, and section leader or their designee prior to the rehearsal or appearance. Unexpected absences should be reported as soon as possible after the event.
- 2. **Leave of Absence.** A member who anticipates she will be absent from rehearsals for three or more consecutive weeks is requested to notify the board of directors in writing of the expected absence and her expected return date. After such notification, the member will be considered to be on leave of absence for the duration of the period specified. A member on leave is expected to continue payment of dues.
 - a. A member on leave may continue to participate in non-singing chapter activities, if she desires, e.g., yard sales.
 - b. With the consent of the chorus director, a member on leave may participate in singing activities/performances if she desires, e.g., Singing Valentines.

- c. **Unreported Absences.** If a member is absent for six or more consecutive, regularly-scheduled rehearsals, without notifying the board of directors of her absence, the board may send her a written inquiry. Failure to respond is grounds to notify international headquarters that the individual is no longer a member.

*E. GOOD STANDING

1. A member is considered in good standing if annual membership dues and any other required financial obligations are current.
2. **Loss of Good Standing.** A member who is not in good standing loses the following membership privileges:
 - a. Performing or competing with the chorus,
 - b. Participating in discussions at business meetings,
 - c. Making of motions, seconds, or nominations,
 - d. Voting on any items of chapter business, with the exception that any member whose per capita fee payment is current may vote on Applications for Membership, and
 - e. Being a candidate for a board seat or office.
3. **Restoration of Good Standing.** A member will be restored to good standing when annual membership dues and any other required financial obligations are made current.

F. OTHER RESPONSIBILITIES

1. **Public Performances.**
 - a. Invitations for public performances shall be referred to the chorus business manager, chorus president, or her designee for proper action.
 - b. All invitations for public performance of the chorus shall be cleared with the chorus director.
 - c. Each member shall indicate in advance whether she will be able to attend. Members with last-minute emergencies shall notify the chapter president or her designee.
 - d. Each member is expected to be on time for all performances and to adhere to the schedule announced to the chorus.
2. **Performance Readiness.**
 - a. Each member is responsible for being ready to perform. Performance readiness is defined as meeting accuracy requirements on words, notes, vocal technique, interpretation, choreography, and showmanship for each song to be performed and meeting the applicable attendance expectations. Approval by the chorus director and choreographer is required before a member may perform with the chorus.
 - b. The chorus director, choreographer, or (her) their designee(s) are responsible for determining the performance readiness of each member. Methods for determining performance readiness may include audio recording, video recording, reviews by music team and showmanship team members, and other means of approval designated by the chorus director. In some cases, an individual performance audition may be required to determine performance readiness.

- c. If the chorus director, choreographer, or (her) their designee (s) determine that a member may not be able to meet performance readiness requirements, the member shall be notified as soon as possible.

3. Costumes.

- a. Each member shall be required to have the standard costumes of the chapter.
 - b. Each member is required to pay non-refundable rental fees for costumes owned by the chapter. Members who left in good standing and return to the chorus will not be required to pay a costume fee for a specific costume for which they paid the fee prior to leaving the chorus. Fees will be determined by the costume committee with board of directors' approval. Each member is responsible for the expense of repair or replacement of damaged costumes unless the board of directors determines otherwise.
 - c. Any costume that is the property of the chapter shall be returned to the chapter upon request or upon termination of membership.
 - d. Specific costume requirements are outlined in the costume section of the member guide as prepared by the costume committee and approved by the board of directors.
- 4. Makeup.** Each member may purchase her own chorus-approved makeup or may use chorus supplies. Makeup shall be applied according to chorus directions for makeup and is subject to approval by a member of the makeup committee.
- 5. Travel.** Unless otherwise provided, each member is responsible for her mode of transportation and travel expenses. In the case of a member who is a minor and requires a sponsor, the chorus will provide written information to the minor's parent/guardian for written approval of any arrangements made for out of town and/or overnight travel and lodging, if the parent/guardian is not accompanying the minor.
- 6. Music.** Any music and learning recordings provided to the member by the chapter are the property of the chapter. No music or learning recordings shall under any circumstances be given to or shared with anyone outside this chapter.

G. TERMINATION OF MEMBERSHIP

1. *Resignation.

- a. Any member who wishes to resign from the chapter shall do so in writing to the chapter board of directors. The president or her designee shall inform the chapter membership of a resignation, and the membership chair shall forward a copy of the resignation letter to international headquarters
 - b. **Transfer of Membership.** A member who wishes to retain her membership in the international organization should apply for transfer into an alternate membership status according to procedures set by Sweet Adelines International. A member resigning from a chorus may apply for a 60-day grace period during which she can decide to transfer into another membership status without having to pay the international per capita fee a second time.
- 2. *Forfeiture of Membership.** Any member in default in payment of dues as outlined in these rules is not in good standing and is suspended from all privileges of membership, including performing with the chorus. Written notice of default shall be sent as directed

by the board of directors. Membership is automatically terminated if default is not remedied within 60 days of written notice.

3. ***Removal from Membership.** A member may be removed from membership in her chapter and from the international organization only by the international board of directors

H. **REINSTATEMENT OF MEMBERSHIP.** A former chapter member who wishes to be reinstated into membership must meet eligibility requirements, pay past due sums as determined by the board of directors, and apply for membership as stated in these standing rules. In addition, a former member who resigned from Sweet Adelines International (SAI) and wishes to be reinstated within the same fiscal year as her termination must pay another international per capita fee.

1. **Procedures.** Any member wishing to transfer her membership to or from another chapter (including chapter-at-large and member-at-large) shall follow the procedures set by Sweet Adelines International.

*I. TRANSFER OF MEMBERSHIP

1. **Procedures.** Any member wishing to transfer her membership to or from another chapter (including chapter-at-large and member-at-large) shall follow the procedures set by Sweet Adelines International.
2. **Eligibility Requirements.** A member of the international organization wishing to transfer into the chapter from another chapter (including chapter-at-large and member-at-large) must meet eligibility requirements and apply for membership as stated in these standing rules.

J. ASSOCIATE MEMBERSHIP

1. **Eligibility.** Associate membership is open only to current and former chapter members who have a minimum of one (1) year of active membership. A member wishing to become an associate member must provide written notification to the board of directors.
2. **Status.** A member who becomes an associate member is not permitted to compete or perform and must return all chorus-owned costumes. An associate member enjoys all other privileges of active membership, i.e., voting, holding office, receiving the Pitch Pipe, etc.
3. **Dues.** An associate member pays the full international per capita fee, the regional assessment, and 50% chapter dues.
4. **Reapplying for Active Membership Status.** An associate member may apply at any time for active status and shall re-audition to become a performing member provided full membership dues are paid for the entire current fiscal year.

K. DUAL MEMBERSHIP

1. Dual membership is an option for any member who desires membership in more than one chapter.
2. **Membership Status.**

- a. A Sweet Adeline may hold membership in more than one chapter.
 - b. The dual member must choose her primary and secondary chapter affiliations. The primary chapter is the chapter through which she pays her international per capita fees.
 - c. A dual member must pass respective auditions, pay respective dues, and be accepted into both primary and secondary chapters.
 - d. Chorus directors may direct one chorus and sing with another chorus within the same contest.
 - e. Dual members may sing with more than one chorus in the same contest.
3. **Finances.**
- a. The primary chapter will collect the international per capita fee and submit it.
 - b. The dual member is responsible for local chapter dues for each chapter to which she belongs.
 - c. A dual member is responsible for regional dues and assessments for all regions with which she is affiliated.
 - d. For dual members who are primary with Pride of Kentucky Chapter, Region 4 dues will be collected in the monthly dues and paid by Pride of Kentucky Chapter.
 - e. For dual members who are secondary with Pride of Kentucky chapter and are primary members outside of Region 4, the Region 4 dues will be collected in the monthly dues and paid by Pride of Kentucky Chapter.
4. **Chapter Membership.**
- a. Every chapter in Sweet Adelines International offers the dual membership option.
 - b. The secondary chapter will submit a dual membership application form to international headquarters.
 - c. Specific dual membership requirements and guidelines are outlined in the Pride of Kentucky Chorus Dual Membership Guidelines as prepared by the board of directors and music team.

SECTION II: CHAPTER MEETINGS

A. **CHORUS REHEARSALS.** Regular chorus rehearsals shall be held weekly, unless circumstances necessitate cancellation of a rehearsal. Extra rehearsals may be called when deemed necessary by the chorus director.

B. CHAPTER BUSINESS MEETINGS

1. ***Periodic Meetings.** Necessary business may be conducted on the date of a regular chorus rehearsal or at a special meeting called for that purpose.
2. ***Annual Membership Meeting.** The annual membership meeting of the chapter shall be held between January 1 and April 30. Advance notice shall be given each member at least fourteen (14) days prior to the annual membership meeting.
3. **Annual Election of Board of Directors.** A meeting for the purpose of electing members of the board of directors shall be held prior to May 1.

4. ***Special Meetings.** Special business meetings not held on rehearsal night may be called at any time by the president or a majority of the board of directors, or upon written request to the board of directors by a majority of the chapter members. At least ten (10) days' prior notice shall be given each chapter member of the time, place, and purpose thereof.
5. ***Quorum.** A quorum for the transaction of business at any meeting shall consist of a majority of the membership in good standing, including dual members who have designated Pride of Kentucky as their primary chapter.

SECTION III. BOARD OF DIRECTORS

A. MEMBERSHIP AND TERM OF OFFICE

1. ***Number.** The number of members of the board of directors shall be twelve (12).
2. **Term.** Board of directors' terms of office shall be for two (2) years, or until their successors are elected. Term of office and duties shall begin on May 1 following their election.

B. AUTHORITY AND DUTIES

1. ***Powers and Authority.** The board of directors shall have all powers and authority over the affairs of the chapter except as otherwise stated in these standing rules and in the chapter, regional and corporate bylaws.
2. **Adoption of Rules and Regulations.** The board of directors 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 these standing rules or the chapter, regional, or corporate bylaws.
3. **Accountability.** The board of directors shall make regular reports, including a financial report, to the chapter membership.
4. **Consultation with Membership.** Whenever possible, the board of directors is expected to consult the chapter membership before finalizing any action in which membership participation (or lack thereof) will alter the result. (EXAMPLES: Ways and means projects, shows, etc.)

C. MEETINGS

1. ***Regular Meetings.** Regular meetings to conduct business shall be held at least monthly unless circumstances dictate otherwise. The date, time and location of meetings shall be determined by the board. Prior to a regularly scheduled meeting, items may be distributed to board members for their review and feedback.
2. ***Special Meetings.** Special meetings of the board of directors may be called as needed by the president or by a majority of the members of the board of directors. Special meetings may be called during or immediately after any scheduled chorus rehearsal by means of announcement of the meeting during rehearsal. Other special meetings may be called at any time, providing twenty-four (24) hours' notice of the time, place, and purpose of the meeting is given to each board member.

3. **Electronic voting between meetings.** Voting on routine, non-controversial items of business may be done by e-mail, telephonic, or similar electronic means. Any board member has the right to require that a decision by email vote be deferred until discussion of the item occurs at a regular or special meeting of the board. All votes taken by email must be ratified at the next meeting of the board.
4. ***End-of-Year Combined Meeting.** A combined board of directors meeting including both incoming and outgoing members is to be held at some mutually agreeable date following the annual election meeting, and prior to the beginning of the new fiscal year on May 1.
5. **Quorum.** A quorum is a majority of the membership of the board of directors.
6. **Board Member Attendance at Meetings.** All board members are expected to attend every board meeting. Board members must be in good standing (See SECTION III. E.2. for attendance requirements.)
7. **Chapter Member Attendance at Board Meetings.** Chapter members may attend board meetings.

D. NOMINATION AND ELECTION OF BOARD MEMBERS

1. ***Term and Method of Election.** Each year, at the annual election meeting, the chapter membership elects six (6) members to the board of directors, each for a two (2) -year term of office.
2. **Eligibility for Consideration for the Slate of Nominees.** Each potential nominee must be a chapter member in good standing, must be at least eighteen (18) years of age, and must have been a member of Pride of Kentucky chapter for at least one (1) year immediately prior to the nomination.
3. ***Nominating Committee.**
 - a. ***Appointment.** At least thirty (30) days prior to the annual election meeting of the chapter, the president shall appoint, subject to ratification by the board, a nominating committee of either three (3) or five (5) members. The nominating committee shall consist of at least one (1) member from the current board of directors and at least one (1) member from the general membership outside the board of directors. The nominating committee shall select its own chair from among its membership.
 - b. **Eligibility.** To serve on the nominating committee, appointees must be chapter members in good standing, must have been members of Pride of Kentucky chapter for at least one (1) year and must be familiar with a board of directors form of government. No member of the nominating committee shall serve more than two (2) consecutive years on the committee.
 - c. **Required Guidelines.** The nominating committee shall follow the election procedures established by Sweet Adelines International.
 - d. ***Duties.** The nominating committee shall prepare 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 shall be distributed to the membership at least ten (10) days prior to the election meeting.

4. **Nominations from the Floor.** Nominations from the floor are permitted, providing prior consent of the nominee has been obtained. The person making the nomination shall read the nominee's qualifications at the time of nomination from the floor.
5. **Tellers Committee.** Unless she is a nominee, the bylaws and rules chair shall be the chair of the tellers committee. The members of the tellers committee are appointed by the president.
6. **Chair of the Election Meeting.** Unless she is a nominee, the president shall be the chair of the election meeting. Should she be a nominee, the president will appoint another non-nominee member to chair the meeting.
7. **Voting Procedures.** The election procedures established by Sweet Adelines International shall be followed for the election, including the following:
 - a. *Voting shall be conducted by secret ballot, either in person or by absentee ballot. Absentee ballots shall be sent upon request to any member in good standing who is unable to attend the annual election meeting.
 - b. Plurality votes shall elect. Ballots are tallied by the tellers committee and results of the election are reported to the chair of the election meeting, as described in the election procedures established by Sweet Adelines International.
8. **Campaigning.** Campaigning by, on behalf of, or in opposition to nominees is not permitted.

E. VACANCIES

1. ***Appointment of Replacements.** In the event of a vacancy on the board of directors, the chapter president shall appoint a chapter member within thirty (30) days to fill the unexpired term, subject to ratification by the remaining members of the board.
2. **Automatic Vacating of Position.** Any member of the board of directors shall automatically vacate her position, except for extenuating circumstances approved by the board, if she is not in good standing in the chapter, or misses more than two (2) regular board of directors meetings within a fiscal year.

SECTION IV. CHAPTER OFFICERS

A. OFFICERS. The officers of the chapter board of directors are:

1. President
2. Vice President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer
 - a. **Financial Secretary.** A financial secretary shall be appointed by the president after consultation with the treasurer and subject to ratification by the board of directors. The financial secretary shall assist the treasurer as described in their job descriptions.

- B. **ELECTION OF OFFICERS MEETING.** A board meeting for the purpose of electing officers shall be held prior to May 1 each year. Board members who have a year remaining in their term and newly-elected board members who will begin their term on May 1 have the voting privilege at this meeting.
- C. **ELIGIBILITY FOR OFFICE.** All officers are to be elected by the board of directors from within the membership of the board of directors.
- D. **ELIGIBILITY FOR OFFICE OF PRESIDENT.** To be considered as a nominee for president, a member must have served no less than one year as a member of Pride of Kentucky's board of directors.
- E. **TERM OF OFFICE.** The term of office shall be for one (1) year, or until her successor is elected or appointed.
- F. **VACANCIES.** A vacancy in the office of president shall be filled by the vice president. Vacancies in other offices shall be filled by appointment of the president, ratified by a majority vote of the board of directors.
- G. **DUTIES.** Duties of officers shall include the duties described for each office in the chapter bylaws. Additional duties determined by the board of directors shall be included in a job description for each office.
- H. **EXPENSES FOR PRESIDENT'S ATTENDANCE AT REGIONAL AND INTERNATIONAL EVENTS**
1. **Regional Meetings.** The chapter shall pay registration fees to the region, and shall pay the following to the president for attendance at regional events: mileage and cost of shared lodging up to ½ room rate, for the number of days needed for chorus activities or to represent the chorus.
 2. **Competition.** The chapter shall pay registration fees to the region or to SAI and shall pay the following to the president for attendance at International or regional competitions where the chorus is competing or performing; mileage or airfare (whichever is lower) and cost of shared lodging, up to ½ room rate, for the number of days needed for chorus activities.

SECTION V. ADMINISTRATIVE TEAMS AND COMMITTEES

- *A. **COMMUNICATIONS WITH THE BOARD OF DIRECTORS.** All administrative teams, standing committees and special committees operate under the authority of the board of directors and report to the board of directors. Upon the recommendation of the president, the board of directors appoints coordinators/team leaders who function as liaisons to the board and who supervise the functions of their team and those chairs within the team.
- B. **ADMINISTRATIVE TEAMS AND STANDING COMMITTEES APPOINTMENTS.** Teams shall be established to manage the functions of, membership, external and internal communication,

fund development, rehearsal services, music, visual product, performing events, governance, and other functions as identified.

1. The governance team shall include, but not be limited to:
 - a. Bylaws and rules committee
 - b. Nominating committee
 - c. Current team structure shall be made available to the chorus via the chorus website or other electronic means.
2. Appointment of Administrative Team Leaders and Chairs. The president shall appoint administrative coordinators, subject to ratification by the board of directors (CBOD) and then each coordinator proposes the chair(s) under her, subject to approval of the president and ratification of the CBOD. Administrative coordinators, team leaders and committee chairs shall be chapter members in good standing at the time of their appointment.
 - a. (EXCEPTION: music team, see SECTION VII.)
3. The term for all team leaders and standing committee appointments and committees shall be from May 1 through April 30, or until their successors are appointed.

C. ADDITIONAL APPOINTMENTS. Additional team leader or committee appointments may be made at the discretion of the board of directors.

D. FUNCTIONS OF ADMINISTRATIVE TEAMS AND COMMITTEES

1. **Functions of Standing and Annual Special Committees.** The functions of all teams and standing committees, the nominating committee, and Singing Valentines committee shall be written in job descriptions.
2. **Functions of Other Special Committees.** The functions of other special committees deemed necessary by the board of directors shall be written in the minutes of the board meeting at which the committee was established.

E. REPLACEMENT OF TEAM LEADERS AND COMMITTEE CHAIRS

1. **Removal for Failure to Perform.** A team leader or committee chair who fails to fulfill her duties may be removed according to the procedure in the chapter bylaws, Article VII, Section 4.
2. **Removal due to loss of good standing.** A team leader or committee chair may be removed by the board of directors if she fails to remain in good standing in the chapter.
3. **Appointment of Replacement.** When a team leader or committee chair position becomes vacant for any reason, the president shall appoint a replacement within thirty (30) days, subject to ratification by the board of directors.

F. EX-OFFICIO MEMBERSHIP. The president shall be an ex-officio member, without vote, of all chapter administrative teams and committees except the nominating committee.

SECTION VI. CHORUS DIRECTOR

A. INITIAL SELECTION. The chorus director's initial selection and conditions of service shall be by two-thirds (2/3) vote of the chapter membership present and in good standing at a regular

or special meeting, upon recommendation by the board of directors. Vote shall be by secret ballot.

B. DIRECTOR'S AGREEMENT

1. Conditions of service shall be stated in a written director's agreement negotiated between the chorus director and the board of directors.
2. Review and Negotiation of Agreement. The director's agreement shall be reviewed every two years by the chorus director and the board of directors. If changes are requested by the chorus director and/or the board of directors, a new director's agreement shall be negotiated between the chorus director and the board of directors.
3. Signing of Agreement. The director's agreement shall be signed by the chorus director and the president within thirty (30) days of its approval by the chorus director and the board of directors.

C. TERMINATION

1. The services of the chorus director shall be terminated if anyone of the following occurs:
 - b. Termination by Resignation. The chorus director may terminate her services by submitting a letter of resignation to the president.
 - c. Termination by Failure to Sign the Director's Agreement. The services of the chorus director shall automatically terminate if the chorus director fails to sign the director's agreement within thirty (30) days of its approval by the board of directors.
 - d. Termination by Vote of the Chapter Membership. The chapter membership may terminate the services of the chorus director at any time.
- (1) A recommendation to terminate the services of the chorus director must be initiated by one of the following methods:
 - (a) The board of directors may initiate proceedings to terminate by a two-thirds (2/3) affirmative vote of the board of directors to recommend to the chapter membership that the services of the chorus director be terminated. A recommendation by the board of directors to terminate the chorus director shall state the reason(s) for the recommendation.
 - (b) The chapter membership may initiate proceedings to terminate by means of a petition presented to the president. To be considered valid, the petition must state reason(s) for a recommendation to terminate the services of the chorus director and must be signed by at least twenty (20) per cent of the chapter membership in good standing.
- (2) A recommendation to terminate the services of the chorus director shall be presented to the chapter membership for a vote within twenty-one (21) days of either a vote by the board of directors to recommend termination or the delivery to the president of a valid petition recommending termination. Notification of the date, time and purpose of a meeting to vote on a recommendation to terminate the services of the chorus

director shall be given to the chorus director and to each chapter member at least ten (10) days in advance of the meeting. Notification shall include reason(s) for the recommendation to terminate.

- (3) The chorus director shall be given the opportunity to address the chapter membership prior to a vote of the chapter membership on a recommendation to terminate her services.
- (4) The services of the chorus director shall be terminated upon a majority vote of the chapter membership present and in good standing at the meeting called to vote upon the recommendation to terminate. Voting shall be by secret ballot. Absentee votes are not permitted

SECTION VII. CHOREOGRAPHER

CHOREOGRAPHER'S AGREEMENT – Conditions of service shall be stated in a written choreographer's agreement negotiated between the choreographer and the board of directors.

SECTION VIII. MUSIC TEAM

A. **POSITIONS.** The music team of the chapter shall include the following: chorus director, associate director, assistant directors(s), section leaders, performance producer and choreographer. Other positions required for the efficient operation of the musical program of the chapter may be added as needed by the music team chair or the chorus director. One person may serve in more than one position on the music team.

B. APPOINTMENT

1. **Music Team Chair Appointment.** After consultation with the chorus director, the president appoints the music team chair, subject to ratification by the board of directors.
2. Associate director, assistant director(s), section leaders, and choreographer shall be appointed from the chapter membership by the chorus director. In the event that there is no chorus director, the above positions shall be filled by appointment of the music team chair, subject to ratification by the board of directors.

C. **DUTIES.** Duties of the music team shall be established by the chorus director.

D. **MEETINGS.** The music team shall meet as needed; meetings may be called by either the chorus director or the music team chair.

SECTION IX. PERFORMANCE PRODUCTION

A. PERFORMANCE PRODUCER

1. **Appointment.** After consultation with the chorus director, the performance producer shall be appointed annually from the chapter membership by the chapter president, subject to ratification by the board of directors.

2. **Duties.** Duties of the performance producer shall be stated in a written job description adopted by the board of directors, after consultation with the chorus director.

B. SHOWMANSHIP TEAM

1. **Appointment.** The showmanship team shall be appointed annually from the chapter membership by the performance producer, after consultation with the chorus director.
2. **Duties.** Duties of the showmanship team shall be stated in a written job description adopted by the board of directors, after consultation with the chorus director.

C. OTHER PERFORMANCE STAFF. The performance producer may appoint other performance staff as needed to assist in performance production.

SECTION X. QUARTETS AND SMALL CHORUSES

A. AUDITION REQUIREMENTS AND PROCEDURES

1. Quartets, double quartets and small choruses must be auditioned and approved by the music team prior to their first public appearance as representatives of the chapter and the international organization. Auditions shall be conducted to assure quality in the public performances, by determining the readiness of the group, and to assist the group in preparing for public performance. Specific audition requirements and guidelines are outlined in the Pride of Kentucky Chorus Quartet/Small Chorus Audition Guidelines.
2. **Audition Requirements.** Audition is required for any:
 - a. Quartet which wants to perform publicly as members of Pride of Kentucky chapter
 - b. Existing quartet which has not previously auditioned,
 - c. Existing quartet in which one or more voice parts changes,
 - d. Interchapter quartet which includes a member(s) of Pride of Kentucky chapter,
 - e. Quartet formed specifically to sing at a one-time performance, i.e., chapter show, etc.
3. **Audition Procedures.** Audition procedures have been established by the director and the music team of Pride of Kentucky Chorus. Please refer to Pride of Kentucky Chorus Quartet/Small Chorus Audition Guidelines for a complete description of the audition procedure.
4. **Audition Purposes.**
 - a. To determine whether the auditioning group is able to sing four-part harmony, barbershop style, in tune, and in balance, at a level acceptable for public performance, and
 - b. To give advice and coaching to improve the auditioning group's musical performance.

B. ENGAGEMENTS. Quartets and double quartets are expected to keep the quartet business contact informed of engagement dates. Quartet performances which conflict with rehearsal time must be cleared with the chorus director prior to acceptance.

C. RETAINING OF DONATIONS AND FEES. Registered quartets, non-registered quartets and double quartets may retain donations or fees for performances.

D. **GOOD STANDING IN THE CHAPTER.** For a quartet or double quartet to represent themselves as members of Pride of Kentucky chapter in performance, all members must be in good standing.

E. **PERFORMING ON SHOWS.** Quartets and double quartets are expected to perform gratis for any chapter show or performance as requested.

SECTION XI. REGIONAL AND INTERNATIONAL ACTIVITIES

A. COMPETITION

1. **Competition Eligibility.** To be eligible to compete in regional and international chorus competitions, each chapter member must meet performance readiness standards established by the chorus director or her designee(s) including the applicable attendance expectations. Vocal and/or visual auditions may be required to determine competition eligibility.
2. **Medal Eligibility.** To receive a medal in regional and international competitions, a chapter member must be in good standing on day of the contest and have competed on the stage with the chorus, OR have been designated as a chapter lifetime member of the chorus, whether the member is on stage or not.
 - a. To be eligible to purchase a medal through the chorus in regional and international competitions, a chapter member not on stage must be in good standing on the day of contest and be an active member (not on Leave from the chorus) or a chapter associate member, contributing to the contest preparation effort by having attended and participated in more than fifty percent of the scheduled rehearsals within the contest year (defined as the 12 months prior to the date of the contest).
 - b. Members who are not in active status, including chapter associate members, who have not attended and participated in more than fifty percent of the scheduled rehearsals within the contest year (defined as the 12 months prior to the date of the contest) are not considered eligible to receive or purchase a medal for that competition event.
3. **Regional Competition Expenses.** Each chapter member should expect to pay all expenses associated with attendance at regional competition. The chapter board of directors may allocate funds to help defray chapter members' expenses if funds are available to do so.

B. REGIONAL ACTIVITIES

1. **Bylaws and Rules Compliance.** Each chapter member shall abide by the regional bylaws and standing rules.
2. **Involvement in Regional Activities.** All chapter members are encouraged to be actively involved in regional activities.

SECTION XII. FINANCES

A. **INCOME.** Income of the chapter is derived from dues, performances, donations, and other sources. Such income shall be used for chapter operating expenses and community service

contributions. The board of directors may designate various ways and means projects to increase the income of the chapter.

B. **BUDGET.** The board of directors shall establish an annual budget for each fiscal year, including line items for normal operating expenses and a contingency fund for non-budgeted or emergency expenditures. The annual budget shall be made available, upon request, to any chapter member in good standing for her review.

C. AUTHORIZATION OF EXPENDITURES

1. **Budgeted Expenditures.** The treasurer shall be authorized to disburse moneys in accordance with the annual budget, with the approval of the president. Chapter officers, committee chairs and other chapter members authorized to expend budgeted moneys shall present receipts for budgeted expenditures to the president for approval prior to reimbursement.
2. **Unbudgeted Expenditures.** Any expenditures either not authorized in the budget or in excess of budgeted amounts must be approved by the board of directors prior to disbursement of funds.
3. **Authorization.** The president and financial secretary shall be authorized to sign checks and disburse moneys only in the absence or disability of the treasurer. Only the president and treasurer may authorize use of the chorus credit card.
4. **Bonding of Check Signers.** The chorus will provide appropriate fidelity bond insurance to cover authorized checking account signers. Such signers shall be bondable.

D. **INVESTMENT ACCOUNT.** The treasurer, vice president, and financial secretary shall be authorized signers on the investment account and will make recommendations about the management of these funds to the board of directors. Changes to the investment account may only be made at the direction of the board of directors.

E. AUDIT PROCEDURES AND INTERNAL CONTROLS

1. ***Annual Audit.** The financial records maintained by the treasurer shall be audited annually.
2. ***Auditor Appointment.** The board of directors shall appoint an auditor from within or outside the chorus to perform the audit by June 15.
3. The board of directors shall establish appropriate internal financial controls.

*F. **FINANCIAL FILINGS.** The treasurer is responsible for meeting all financial filing requirements established by Sweet Adelines International and all applicable governmental agencies.

G. GIFTS

1. **Recipients.** The chapter will send a gift to members who have new babies, newlywed members, members who are graduating high school, and hospitalized members.
2. **Donations.** Upon a death in a member's immediate family, a donation will be made to the recipient specified in the obituary. In the event no recipient is specified, a donation will be

made to the chapter's community service project. Immediate family is defined as husband, parents, children, and others as authorized by the president.

3. **Gift Amount.** Amount expended on each individual gift and donation shall be set by the board of directors at the beginning of each fiscal year as reflected in the budget.

SECTION XII. CHAPTER PROPERTIES

All material items, including music, learning recordings, and costumes, either purchased by the chapter or donated to the chapter, shall be considered property of the chapter regardless of where or by whom the property is kept. The chapter shall retain all property rights to such materials. Upon termination of membership for any reason, the former member shall return all chapter property in her possession to the chapter.

***SECTION XIII. AMENDMENTS TO STANDING RULES**

These standing rules may be amended by a majority vote of the chapter membership present and in good standing at any meeting of the chapter at which a quorum is established, provided previous notice of the proposed amendment was given. These standing rules may be amended without previous notice by a two-thirds (2/3) affirmative vote of chapter membership present and in good standing at any meeting of the chapter at which a quorum is established.

Last amendment date: 10/27/2015



Donna Ebelhar, Chapter President

Date 10/27/15



Elaine Deutsch, Bylaws and Rules Chair

Date 10/27/15

Approved by: *Melissa Welch (via e-mail)*

Region # 4 Bylaws & Rules Chair

Date 1/26/16

Standing Rules Adoption Information: These standing rules were approved as a complete amended and restated version by the chapter membership on October 27, 2015 at a regular meeting of the chapter.

Elaine Deutsch

From: <welchmom6@aol.com>
Date: Tuesday, January 26, 2016 7:24 AM
To: <bluegrass518@att.net>
Attach: Pride of Kentucky Standing Rules - 10.27.15pdf (1) (1).pdf
Subject: Re: Pride of Kentucky Standing Roles

Elaine, I'm so sorry it has taken so long for me to review these standing rules! Everything looks really good and thorough. Since it is a pdf document, I could not "sign" it, but you can consider it approved! I do have one question, does your chorus have a separate document that details dues for new members? Many choruses incorporate that into their standing rules. I was just curious. Don't forget that the international fee changes in May 2016 and that dues will need to change accordingly. Thanks again for being patient in this process! Melissa

-----Original Message-----

From: Elaine Deutsch <bluegrass518@att.net>
To: Melissa Welch <welchmom6@aol.com>
Sent: Wed, Nov 11, 2015 10:22 am
Subject: Pride of Kentucky Standing Roles

Hi Melissa! Attached are the Standing Rules for Pride of Kentucky. These have been approved by the Chapter Board of Directors and the membership of Pride of Kentucky.

Thanks!!

Elaine

Elaine Deutsch
P O Box 591
Millersburg, KY 40348