

**BYLAWS AND STANDING RULES**  
**FOR**  
**CHINOOK WINDS SHOW CHORUS**  
**OF**  
**SWEET ADELINES INTERNATIONAL**  
**LOCATED AT CALGARY, ALBERTA**

Revised January 2011  
[Amended June 9, 2011](#)

## BYLAWS AND STANDING RULES

### TABLE OF CONTENTS

	<b>Page</b>
SECTION I. CHORUS MEMBERSHIP .....	1
SECTION II. MEETINGS .....	6
SECTION III. MANAGEMENT TEAM.....	6
SECTION IV. OFFICERS' DUTIES AND RESPONSIBILITIES .....	8
SECTION V. COMMITTEES AND DUTIES .....	8
SECTION VI. MUSICAL DIRECTOR .....	9
SECTION VII. REGIONAL AND INTERNATIONAL ACTIVITIES .....	10
SECTION VIII. FINANCES .....	10
SECTION IX. CHORUS PROPERTY .....	11
SECTION X. AMENDMENTS.....	12
SIGNATURES	
APPENDIX A JOB DESCRIPTIONS	

**BYLAWS AND STANDING RULES FOR  
CHINOOK WINDS SHOW CHORUS, SWEET ADELINES INTERNATIONAL  
LOCATED AT CALGARY, ALBERTA**

\* Denotes policies mandated by International

**SECTION I. CHORUS MEMBERSHIP**

**A. Eligibility**

1. Membership is open to women who are 18 years of age or over.
- \*2. The prospective member must attend 4-6 rehearsals, of which 3 must be consecutive, before being auditioned.
- \*3. Each prospective member must be auditioned by the Audition Committee. Readiness for audition is at the discretion of the appropriate section leader. In the event that the prospective member is unsuccessful in her audition, she may re-audition at the discretion of the Audition Committee.

NOTE: Regarding eligibility for competition, the above time commitment may be modified at the discretion of the Musical Director, the Audition Committee and the Management Team.

4. The prospective member will be advised within two days, by a member of the Audition Committee, the results of her audition.
- \*5. After passing the audition, a prospective member receives the "*Application for Membership*" form, the Standard Form Chapter Bylaws, and the Standing Rules for Chinook Winds Show Chorus. If she wishes to apply for membership, her application must be voted upon by the Management Team.
- \*6. If a prospective member does not pass the audition, she will be advised she may audition again after a period of one (1) year.

**B. Acceptance**

- \*1. Names of those prospective members who have passed their audition will be published in the *Chinook Winds Show Chorus Serenade* over a two-week period to allow Chorus Membership to provide input, after which the "*Application for Membership*" for the prospective member will be accepted or rejected by consensus of the Management Team.
- \*2. If the Management Team declines the application, the applicant must be notified in writing by the Communications Coordinator and informed that a new application can be considered after a period of one (1) year. A copy of the letter of notification is forwarded to International Headquarters.

**C. Dues**

1. Membership dues are paid one year in advance and said monies held in an escrow account. On transfer or resignation from the chorus, dues held in escrow shall be refunded to the member, provided all chorus property has been returned.
  - a. Transfer members are required to bring their dues up-to-date, in line with Chorus requirements.
- \*2. Dues are payable annually, quarterly or monthly, as the member chooses.

\*3. Annual membership dues are ~~US\$80 until May 1, 2011 and~~ US\$90 thereafter, and C\$240 payable by one month prior to the member's anniversary date. This amount includes International per capita fees of ~~US\$80 until May 1, 2011 and~~ US\$90 thereafter, the regional assessment of C\$40 as set by the Regional Management Team, and chapter dues of C\$200.

a. *New members* must pay:

i) International per capita fees of ~~US\$80 until May 1, 2011 and~~ US\$90 thereafter with their Application for Membership.

ii) the regional assessment of C\$40 with their Application for Membership.

iii) Thereafter, annual dues of ~~US\$80 until May 1, 2011 and~~ US\$90 thereafter, and C\$240 are due and payable one month prior to the member's anniversary date.

\*b. *Youth Membership.* Members up to the age of 25 will be required to pay only half the International per capita dues and half of the Regional Assessment. They pay the full amount of chapter dues.

\*c. *Lifetime Membership* may be purchased by any member for a one-time, non-refundable, non-transferable per capita fee of US\$1,200 which covers the International per capita fees for life. The member is still required to pay the normal amounts for the annual regional assessment and chapter dues.

\*d. *International multi-year Membership options:* 10% discount for a three year renewal; 20% discount for a five year renewal; 30% discount for a 10 year renewal. These discounts apply only to the International per capita fees. The member is still required to pay the normal amounts for the annual regional assessment and chapter dues.

All dues submitted to International are non-refundable.

\*4. Any member in default in payment of dues (as outlined) is suspended from all privileges of membership, and if, after written notice from the Management Team, default is not remedied within a period of sixty (60) days, her membership automatically terminates.

#### **D. Attendance Requirements**

1. An active member absent from three consecutive rehearsals is not considered in good standing and forfeits all voting privileges. A member may re-establish good standing by attending three consecutive rehearsals.

2. There are no attendance requirements for members on leave of absence and for associate members.

#### **E. Leave of Absence**

1. An active member who finds it necessary to be absent for more than three weeks must make a written request for a leave of absence from the Chorus. Requests for leaves of absence are acted upon by the Management Team.

2. A leave of absence will be limited to six months, after which a member may apply for an additional three-month extension. After a maximum nine-month period, the Management Team will review the case and take appropriate action.

3. A member of the Management Team who finds it necessary to request a leave of absence from the Chorus must resign her position on the Team. Acceptance of the resignation will be at the discretion of the Management Team.
4. Dues of members returning from leave of absence must be brought up-to-date in full within thirty (30) days following their return to active status. Notwithstanding the foregoing, if a member is on leave of absence when her International per capita dues must be paid, the member's dues must be paid in full before her membership is renewed. Returning members shall also report to the Section Leader to be brought up-to-date on music and choreography.
5. Leave of absence means that the member will be inactive during the period of leave granted, and will not participate in any Chorus performances.

#### **F.\* Good Standing**

1. A member is considered in good standing if dues are current and if attendance requirements have been met. Attendance requirements only apply to active members.
2. Loss of good standing causes the member to forego the following membership privileges: voting on all Chorus business, voting at Chorus elections, participating in performances, and participating in quartet or chorus competition.
3. A member not in good standing will be notified in writing by the Membership Coordinator, of the loss of the privileges listed in 2) above.
4. The member's good standing is restored by attending three consecutive rehearsals, if applicable; and bringing dues current, if applicable.

#### **G. Other Responsibilities of the Chorus Member**

1. Costumes - Each active member shall be required to provide herself with the standard costumes of the chorus and be responsible to meet the requirements of fit and good grooming. Costumes shall not be worn other than at Sweet Adelines International and Chorus functions, and shall be carried to and from performances, unless otherwise directed by the Costume Chair.
2. Public Performances - Each active member in good standing shall make every effort to attend each performance given by the Chorus. If a member is unable to attend a performance for which she has signed up, she must find a replacement.

A count of those committing to participate in a performance shall be taken before a firm commitment is made. The Musical Director may invite "ineligible" members to sing at a public performance, for the purpose of a better musical balance, and shall then inform their Section Leader.

In order to participate in a performance, chorus members must attend the regular rehearsal preceding the performance or any special rehearsal called for that performance. If a member fails to attend such rehearsal, permission to perform must be received from the Director.

3. Music
  - a. Each active member shall be responsible for learning all the notes and music for all the songs in the current Chorus repertoire.

- b. Music purchased with the Chorus' funds and provided to members is considered to be on loan and must be used for rehearsal purposes only. It must be returned when membership terminates. Members will be charged \$1.00 per copy for any extra copies of music requested.
4. Quartets
  - a. A quartet representing Sweet Adelines International or the Chorus, must be auditioned before the Audition Committee prior to performing in public.
  - b. If a member of a quartet is not in good standing with the Chorus, she shall confer with the Team Coordinator before accepting a performance, and the Management Team shall rule on her eligibility to perform. All members of a registered quartet must be in good standing with the Chapter to be eligible to compete.
5. All active members shall make it their responsibility to attend all rehearsals of the Chorus, retreat weekends, regional competitions, and international conventions at which the Chorus is competing.
6. Conversation during Chorus rehearsals shall be kept at a minimum. Smoking, gum-chewing or any other distracting actions during Chorus rehearsals shall not be permitted.
6. Each member shall always conduct herself in a manner above reproach, on-stage and off, upholding Sweet Adelines International traditions and ethics.
7. Suggestions, complaints or constructive criticisms should be submitted to the Team Coordinator for recognition by the Management Team.
8. Members who wish to promote merchandise, ticket sales or charitable donations, that do not benefit Chinook Winds Show Chorus, may do so before rehearsal or via email with prior notice to the Team Leader. Members may not use chorus business time or the Serenade for personal promotional purposes. If members wish to donate a portion of their proceeds to the chorus, they should discuss the arrangements with the Finance Coordinator.

#### **H. Termination of Membership**

- \*1. Resignation - Any member who wishes to resign from the Chorus should do so in writing to the Management Team. The Team will inform the Chorus membership and see that a copy of the resignation form from the member is sent to International Headquarters. Such resignation is effective for the entire organization.
- \*2. Transfer to Another Chorus - If a member wishes, she may apply for transfer of membership to Chapter-at-Large or to another Chorus by following the correct procedure for the desired Chorus.
- \*3. Forfeiture -
  - a. Membership is automatically terminated if a member is absent, without a granted leave of absence, from three (3) consecutive rehearsals and does not, after written notice, either return to the Chorus or contact the Membership Coordinator within thirty (30) days.
  - \*b. Any member in default in the payment of dues shall be suspended from all privileges of membership. If after written notice by the Management Team, such default is not remedied within a period of sixty (60) days, the membership of such member shall

automatically terminate.

- c. Forfeiture of membership (failure to meet Standing Rules attendance requirements) and default (non-payment of dues) are considered to be types of voluntary termination on the part of the member.
- \*4. Removal - Only the International Board of Directors may remove a member from membership with Sweet Adelines International.

#### **I. Re-Instatement of Membership**

1. Former members may re-affiliate with the Chorus upon meeting the eligibility requirements and her Application for Membership being accepted by the Management Team. Re-affiliation within the fiscal year results in the retention of longevity and other records on the members (at International Headquarters).

#### **J. Transfer**

- \*1. If a Sweet Adelines International member wishes to transfer her membership from another Chorus, she must follow the procedure for admittance to membership as set out in Section I, Chorus Membership, A and B of these Standing Rules.

#### **K. Associate Membership**

\* Associate membership is available to any current or former member of the chapter.

The member must advise the Management Team in writing of her decision to become an Associate Member. Upon becoming an Associate Member, Chorus-owned costumes and other chorus property (except music) shall be returned to the Chorus.

1. An Associate Member will pay annual dues of ~~US\$80 until May 1, 2011 and~~ US\$90 thereafter, and Regional Assessment of C\$40.
- \*2. An Associate Member enjoys all the privileges of active membership (she may vote, receive the Pitch Pipe and Regional and Chapter newsletters, hold office, etc.) except performing or competing with the Chorus. She may be a member of a performing or competing quartet.
3. An Associate Member attending Regional and International conventions may be eligible for a partial allotment at the discretion of the Management Team.
- \*4. An Associate Member may reapply at any time to return to active status and re-audition to become a performing member.

#### **\*L. Dual Membership**

1. A member may hold membership in more than one chapter. A member holding dual membership may compete with both choruses.
2. a) The dual member is responsible for chapter dues for all chapters with which she is affiliated.  
b) The dual member is responsible for regional dues and assessments for all regions with which she is affiliated.

- c) The dual member pays International Dues to one Chapter only.
- 3. A member must meet audition requirements of Chinook Winds Show Chorus.
- 4. Current rules still apply to members who direct one chapter but sing with another within the same Region.
- 5. Dual members are counted in all choruses of which they are paying members for chartering and re-chartering purposes.

## **SECTION II. MEETINGS**

### **A. Chorus Rehearsals**

- \*1. Regularly scheduled meetings for Chorus rehearsals are held at least twice monthly as required by the Standard Form Chapter Bylaws. Special rehearsals may be called by the Musical Director, after consultation with the Team Coordinator.

### **B. Business Meetings**

- \*1. Chorus business meetings are held at the time of regular chorus rehearsals.
- \*2. The Team Coordinator may, when necessary, call a special Chorus business meeting with advance notice to all Chorus members.
- \*3. A quorum for the transaction of business at any Chorus business meeting consists of a majority of the membership in good standing.

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

- \*1. The Annual Business Meeting is held after January 1 but before April 30, at a regular Chorus rehearsal.
- \*2. The Annual Election Meeting for the purpose of electing two new Management Team members is held on the same date as the Annual Business Meeting (see *Nomination and Election Procedures*, Section II of the Chapter Guide).

## **SECTION III. MANAGEMENT TEAM**

### **A. Meetings**

- \*1. The Management Team meets at least once a month at a predetermined time and place.
- \*2. The annual meeting of the Management Team shall be held after January 1 but before April 30 of each year.
- \*3. A meeting for the purpose of appointing officers is held prior to May 1. Team members who have one year remaining in their term, and newly-elected and newly-appointed Management

Team Members who will begin their term on May 1st, take part in this meeting.

A combined Management Team meeting consisting of incoming and outgoing Management Team is held after the Annual Election Meeting and before the beginning of the fiscal year.

- \*4. Special meetings may be called by the Team Coordinator, or by a majority of the members of the Management Team, as needed, with notification of time, place and purpose to be given to each Team Member at least ten (10) days in advance.
5. A quorum for Management Team meetings will consist of a majority of the members of the Team.

## **B. Eligibility**

1. Only members of the Chorus who are in good standing shall be eligible for nomination or appointment to the Management Team.
2. Any Team member (with the exception of the Musical Director) may not serve more than two consecutive two-year terms on the Team. A partial term that exceeds more than half the normal term is considered a full term.

## **C. Election and Term of Office**

The members of the Management Team shall serve without remuneration, and no member of the Team shall directly or indirectly receive any profits from her position as such, provided that a Team member may be reimbursed for reasonable expenses incurred by her in the performance of her duty.

- \*1. The Management Team consists of eight (8) members: the Musical Director, four (4) elected by the membership, and three (3) members appointed by the eligible members of the Management Team.
- \*2. Each year at the Annual Election Meeting, the Chorus membership elects two (2) members to the Management Team, each for a two (2) year term.
3. To make the appointments to the Management Team, the Musical Director, the two newly-elected members, and the other members with one year remaining in their term shall meet after the Annual Election Meeting to make such appointments.

## **D. Vacancies**

- \*1. In the event of a vacancy on the Management Team, the Chapter Team Coordinator appoints a chapter member to fill the unexpired term within thirty (30) days, subject to ratification of the remaining members of the team. (chapter guide Sec.I P.A-8, Rev 05/01)

## **E. Duties and Responsibilities**

- \*1. The Management Team has the authority and responsibility to enforce the rules and regulations necessary for the proper maintenance, control and management of the Chorus.

**F. Attendance Requirements**

1. Attendance at all regularly scheduled meetings of the Management Team is required. When a Team Member is absent from two (2) consecutive meetings, she is expected to tender her resignation from the Team, acceptance of which will be at the Team's discretion. If she has prior knowledge of pending absence from the second meeting in sequence, she is expected to advise the Team Coordinator. All suggested nominees must agree to comply with the above policy at the time their qualifications are submitted to the Nominating Committee.

**G. Removal of a Management Team Member:** refer to Standard Form Chapter Bylaws.

**SECTION IV. OFFICERS' DUTIES AND RESPONSIBILITIES**

See Appendix A, "*Chinook Winds Show Chorus - Job Descriptions*".

**SECTION V. COMMITTEES AND DUTIES**

**A. Appointment and Term**

1. The following positions shall be members of the Management Team:

Team Coordinator (elected),	Financial Coordinator (appointed),
Communications Coordinator (elected),	Musical Director (appointed),
Marketing Coordinator (appointed),	*Membership Coordinator (elected),
* Bylaws & Rules Coordinator (elected),	Special Events Coordinator (appointed).
- \*2. Terms are from May 1 through April 30. Chairs shall be appointed by the relevant Team Member, subject to ratification of the remaining Management Team.
- \*3. Standing committees are:
  - a. Membership
  - b. Nominating
  - c. Revenue Enhancement
4. Standing committee chairs choose committee members as needed.

**B. Duties of Standing Committees**

See Appendix A, "*Chinook Winds Show Chorus - Job Descriptions*".

**C. Special Committees**

1. Special Committees may be appointed by the Management Team from time to time as required. They shall serve until the special purpose for which they were established has been fulfilled, or until dissolved by the Management Team.

**D. Nominating Committee**

1. A Nominating Committee of three (3) members is appointed by the Team Coordinator at least thirty (30) days prior to the Annual Business Meeting of the Chorus.
  - a. Chair of the Nominating Committee is normally the first person appointed by the Team Coordinator.

- \*b. This committee prepares a slate of nominees containing (if possible) two (2) nominees for each Management Team vacancy, listing the qualifications of each candidate. The slate is distributed to the membership at least fourteen (14) days prior to the election meeting.
- 2. *"Nomination and Election Procedures"* contained in Section II of the Chapter Guide is followed.
- \*3. Upon request, the Nominating Committee sends an absentee ballot to any member in good standing who is unable to attend the Annual Election Meeting. Absentee ballots must be received by the Team Coordinator who, in turn, passes them on to the chair of the Nominating Committee when the ballots are collected from the rest of the membership.

## **SECTION VI. MUSICAL DIRECTOR**

### **A. Directorship Vote**

1. Fourteen (14) days' notice of an upcoming vote on the selection of the director shall be given to the membership.
2. The Management Team will recommend to the chorus the proposed directorship arrangement and the candidate(s) for the position. The candidate for Musical Director is decided by a two-thirds (2/3) affirmative vote (ballot) of the Chorus membership present and in good standing. Absentee ballots are sent upon request to any member in good standing who is unable to attend the vote. Absentee ballots must be received by the Team Coordinator prior to the vote.
3. The Management Team shall provide the Musical Director with a contract, renewable annually following a two-thirds (2/3) affirmative vote by the chorus membership present and in good standing for ratification of the Musical Director's contract. Absentee ballots are sent upon request to any member in good standing who is unable to attend the vote. Absentee ballots must be received by the Team Coordinator prior to the vote.

### **B. Termination of Contract with Director**

Termination of the Musical Director's term of service is by a two-thirds (2/3) vote (ballot) of the chapter membership present and in good standing after notice to each qualified voting member at least fourteen (14) days in advance of the meeting at which the vote is to be taken. Absentee ballots are sent upon request to any member in good standing who is unable to attend the vote. Absentee ballots must be received by the Team Coordinator prior to the vote.

### **C. Assistant Director(s)**

Assistant director(s) shall be appointed by the Musical Director with ratification by the Management Team.

## **SECTION VII. REGIONAL AND INTERNATIONAL ACTIVITIES**

### **A. Regional Bylaws and Standing Rules**

Each Chorus member is bound by the Regional Bylaws and Standing Rules.

### **B. Regional Workshop**

1. The Team Coordinator and one other administrative position or their alternates from the Management Team, will attend each Fall Regional Workshop and related forums and report to the Management Team.
2. The Chorus shall pay the cost of transportation, registration and housing; the final travel expenses are determined by the Regional Travel Share Program.

**C. Regional and/or International Chorus Competition**

1. In order to be eligible to compete with the Chorus, new members must be accepted six (6) weeks prior to the Regional Chorus Competition and twelve (12) weeks prior to the International Chorus Competition, with the final performance readiness to be decided by the Musical Director. Members of the competing Chorus who are absent from any rehearsals during such period may or may not sing in the competition, at the discretion of the Musical Director, the Audition Committee and the Management Team. Attendance at any rehearsal(s) scheduled in the city where the competition is being held is mandatory.
2. Refer to the *Chapter Guide*, Section IX, to determine eligibility of quartets.

**SECTION VIII. FINANCES**

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

1. Dues
2. Revenue Enhancement
3. Performances

**B.** Expenses to be reimbursed by the Chorus or expended from Chorus funds:

1. Director's compensation based upon annual contract.
2. Expenses of coaches.
3. Rehearsal hall rental.
4. Expenses of the Team Coordinator and one other administrative position as determined annually by the Regional Management Team to the Fall Regional Workshop.
5. Expenses of the Musical Director to the annual Directors' Workshop.
6. Any other budgeted expenditure. In the event a bill is submitted for an unbudgeted expenditure, Management Team approval will be required before payment.

**C.** Bills submitted by members will be paid directly by the Banker. Reimbursement of bills paid by Chorus members will be made if the appropriate receipts are submitted. No cash advances will be made.

**D. Authorization of Expenditure**

1. Expenditures over budget shall be approved by the Management Team.
2. Signatures required on cheques shall be any two of the following; Team Coordinator, Financial

Coordinator, Communications Coordinator, Banker.

3. Bonding expenditures (covering those handling Chorus monies) shall be approved by the Management Team.

**E. Chorus Allotments**

1. Members attending competitions, retreat weekends or other educational events will be partially funded at the discretion of the Management Team. Such allotment may be based on the point system.

**F. Audit Procedures**

- \*1. The records maintained by the Financial Coordinator are audited annually before transfer to the incoming Financial Coordinator. Verification of this audit must be sent to International Headquarters.
2. The Management Team will appoint an auditor from within or outside the Chorus to perform the audit by June 30 for the fiscal year May 1- April 30 just ended, any cost for which shall be borne by the Chorus.

**SECTION IX. CHORUS PROPERTY**

- A.** Chorus property consists of office equipment, music, administrative files, recorders, sound systems, video camera, risers, stage props, specialty makeup and costumes.
- B.** Upon termination of membership, all Chorus property shall be returned to designated person(s).

**SECTION X. AMENDMENTS**

These Standing Rules may be amended:

- \*A. 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.
- \*B. With no previous notice: By a two-thirds (2/3) vote of the members present and in good standing at a regular or special meeting.

\*\*\*\*\*

Revised/adopted by Chinook Winds Show Chorus Membership on the \_\_\_\_ day of \_\_\_\_\_, 2011.

(Signed) \_\_\_\_\_  
Team Coordinator

(Signed) \_\_\_\_\_  
Bylaws & Rules Coordinator

(Signed) \_\_\_\_\_  
Regional Bylaws and Rules Chair

Date \_\_\_\_\_