



GRAND HARMONY CHORUS CHAPTER OF SWEET ADELINES INTERNATIONAL LOCATED IN KITCHENER, ONTARIO

Revised on August 12, 2008 and Approved by chorus on September ____, 2008

Previously Edited and Corrected by Dorothy Davenport April 21, 2005

Special Note: "Chorus" refers to Grand Harmony Chorus

SECTION I CHORUS MEMBERSHIP

I-1 Eligibility

- a) Membership is open to women 15 years of age and older.
- b) A prospective member may request an audition from the Director at any chorus rehearsal. It is recommended that audition occur within the 6 weeks following the first visit, but the timing is at the discretion of the Director. An audition may be repeated if necessary. The following guidelines should be used:
 - 1) Voice assessment by the Musical Director **or by the Assistant Director or by a member of the Music Team (at the discretion of the Musical Director).**
 - 2) The audition is done by the prospective member singing **a designated barbershop song with a quartet of the Director's choosing.**
 - 3) **Tapes and music of the audition music shall be made available to the prospective member to prepare for the audition.**
 - 4) **The Prospective member's audition should demonstrate an ability to sing her assigned musical part with the auditioning quartet.**
 - 5) **The Musical Director will assess the prospective member's musical ability and potential and will determine if the audition is successful.**
 - 6) **The Director may choose to announce the result of the audition to the member (and the chorus) upon the successful passing of the audition.**
- c) After having passed her voice audition, a prospective member may apply by submitting the standard Application for Membership Form.

I-2 Acceptance

- a) *The week following the passed audition of the prospective new member, she shall be presented to the chorus and given her music and nametag (if available) by the membership chair (or designate).*
- b) *At that time the New Member shall give a brief talk to the chorus about herself. She should include information on her musical background, employment, hobbies and other interests that she desires to share with the chorus.*

I-3 Dues

- a) Annual membership dues are \$360.00 Canadian. This represents \$80.00 U.S. in International dues per member, Regional Dues of \$35.00 U.S. and the remainder is Chapter dues (approx. \$240.00 Canadian per member).
- b) Dues are payable in installments; monthly, semi-annually, quarterly or annually, commencing on the anniversary date of the membership. Other arrangements may be made after review by the Financial Coordinator and Management Team.



- c) Any member in default of payment is suspended from all privileges of membership and considered not in good standing. She shall be notified in writing by the Financial Coordinator of the default situation. If the default is not remedied within sixty (60) days, her Chapter membership automatically terminates.
- d) The Team Coordinator and Financial Coordinator, for one time only and for not more than three months, may make available Chapter funds for any member in temporary financial distress. Applications may be made to the Financial Coordinator and Team Coordinator and they may elect that the Chapter pay any or all of this member's Chapter dues. These matters are kept in strictest confidence and are left to the discretion of the Team Coordinator and the Financial Coordinator.
- e) Students attending school full-time will only be required to pay half of the Chapter dues, but will be subject to all other rules and bylaws. Youth members 25 years of age or less as of their membership application date or annual renewal date are required to pay only one-half of the regular International per capita dues and receive full membership privileges.
- f) A member with dual membership is responsible for Chapter dues for all Chapters with which she is affiliated. There is no reduction in Chapter fees for members holding a dual membership. The dual member is responsible for regional dues and assessments for all regions with which she is affiliated. (Regional dues and assessment will be included as part of Chapter dues.)

I-4 Attendance Requirements

- a) Any member absent from 3 consecutive rehearsals as monitored by the Membership Coordinator is not considered in good standing, unless written notification, with Management Team approval, has been given.
- b) The Membership Coordinator shall monitor attendance with a view to detecting sporadic attendance patterns. Sporadic attendance will be brought to the attention of the member by the Team Coordinator. If the pattern persists, the member shall no longer be in good standing.
- c) Each member must attend 6 out of 8 consecutive rehearsals before competition in order to be eligible to compete. Any member who has not complied with this regulation *may be required to* audition *(at the discretion of the director) with* the Musical Director/Music Resource Team and Choreographer.
- d) Attendance during the months of July and August will not be subject to item (a), but every attempt at regular attendance should be made by the Chapter members during the summer months

I-5 Leave of Absence

- a) Any member who finds it necessary to request an extended leave of absence may do so by written request to the Management Team.
- b) A leave of absence will be limited to a one 3 month period. An extension of the leave due to extenuating circumstances will be considered by the Management Team.
- c) If a leave of absence has been granted to a Management Team Member, the Management Team may appoint a member (s) in good standing to temporarily fill the position.
- d) The same policy will apply to the Musical Director. In the event of a leave of absence, the Management Team, upon the Musical Director's recommendation, will appoint an Acting Musical Director to fulfill those duties.
- e) Members on leave must maintain their schedule of dues payments.



- f) Leave of absence shall be defined as an absence from rehearsal for four (4) weeks or more due to personal circumstances.

I-6 Good Standing

- a) A member in good standing is defined as a member with dues paid to date, no unexplained absences from Chorus rehearsals for three (3) consecutive weeks, and no sporadic attendance patterns.
- b) A member *should* be notified of her loss of good standing by the Communications Coordinator as directed by the Management Team.
- c) A member not in good standing may restore her status by attending three (3) consecutive rehearsals if her default was attendance. She may bring her dues up-to-date if her default was financial. She may also be subject to musical retesting at the discretion of the Musical Director.

I-7 Other Responsibilities

- a) Each member is required to maintain all costumes in suitable condition for public appearances. Members shall not wear chorus apparel for personal use. Permission is required for any member to wear chorus apparel for anything other than a chorus function. Quartets, when not singing at a chorus function, must seek permission to wear chorus apparel
- b) Each member should try to make every effort to attend each performance given by the chorus. ***Performances are an essential part of the growth and development of the chorus and of our place in the community.*** If unable to attend a performance, 48 hours notification should be given to the Business Coordinator who will then liaise with the Musical Director.
- c) Music supplied by the Chapter must be maintained in good condition and all copyright laws must be observed. If leaving the chorus, music must be returned.
- d) Prospective members may use and borrow the chorus music at the discretion of the Musical Director.
- e) Quartets must be auditioned and approved by the Musical Director and Music Team before accepting public performances. From "Guidelines for Forming A Quartet", International Rev. 08/2006; the following is the procedure for auditioning:
 - I. In order to help assure quality from quartets, chapters generally require that the quartet pass an audition prior to their first public performance. If a quartet has members from more than one chapter, they should audition for all chapters involved. If there is a personnel or voice part change, the quartet should audition again.
 - II. The chorus may choose to have the audition conducted by the chorus director, the music committee, or a specially formed audition committee. Regional Education Coordinators are to audition all Chapter-at-Large quartets. The auditioning quartet will be required to perform two or three songs, including emcee material. A quartet that is formed specifically to sing at a onetime performance, (chapter show, church service or club meeting, for example) should be auditioned, but needs no emcee material unless the performance requires it.
 - III. The purpose of auditioning performing quartets is not only to assure the quality of our performing groups, but also to assist groups in improving the quality of their performances. In order to help the quartet members feel more at ease, the audition committee provides an advance letter explaining the audition procedure and areas to be evaluated.



- f) Members will arrive at the specified time for rehearsal and give their **full attention** during rehearsal.
- g) Chorus members will respect and abide by the Chorus Policies and Protocol as outlined in the Chorus Membership Handbook.

I-8 Termination of Membership

- a) Any member who wishes to resign may do so by informing the Management Team in writing. The Management Team will inform the Chorus and see that all appropriate documentation is sent to International Headquarters.
- b) Any member may apply for transfer or chapter-at-large status through the Management Team. She then shall be instructed how to meet the procedure as set down by International Headquarters.
- c) Only the International Management Team may revoke membership in Sweet Adelines International.
- d) Any member removed from Grand Harmony Chorus membership may appeal the decision by written appeal to the Management Team. This will be reviewed by the Management Team on an "ad hoc" basis.

I-9 Dual Membership

- a) Member may hold membership in more than one Chapter in the same region.
- b) A member holding dual membership must select a primary Chapter. International per capita fees will be paid through the primary Chapter. The dual member is responsible for Chapter dues for all Chapters with which she is affiliated. The dual member is responsible for regional dues and assessments for all regions with which she is affiliated.
- c) A member must meet audition requirements for all Chapters with which she is affiliated.
- d) Members have the option of competing with each chorus of which they are members; however, International will not make any changes in the order of appearance to accommodate a dual member.
- e) Musical Directors may direct one chorus and sing with another within the same region.

1-10 Associate Membership

- a) Eligibility of a member as an Associate shall be granted individually and at the discretion of the Management Team. Approval may be given only when the applicant is a current member who cannot maintain a regular membership due to unavoidable circumstances and the member has been in good standing. Associate status must be requested annually in writing. Associates must abide by all International, Regional and Chorus Bylaws and Standing Rules.
- b) Annual dues shall include the international dues, the regional assessment and the chapter Associate fees (for mailing). (Suggested chorus dues be \$5.00 per year - 2004)
- c) Costumes and music must be returned to chorus at the time of changing status to Associate.
- d) Associate members are subject to International and Regional Bylaws regarding their membership and may not compete or perform with the chorus. Associate members may observe any rehearsals, coaching sessions or attend chorus social events. Chorus music shall be provided to Associates (guest music book) but must be returned at the end of the rehearsal.
- e) An Associate member must audition to return to active membership status.



- f) An Associate member may vote in International, Regional and Chapter Elections.
- g) An Associate member may hold office in the chorus.
- h) Associate Member Dues (International, Regional and Chapter dues) shall be paid in one lump sum at the start of their calendar year. Payments will be deposited in the Escrow account and held until April 30 or the anniversary date when the chorus pays the International dues. “

SECTION II MEETINGS

II-1 Chorus Rehearsals

- a) Regular rehearsals are each week on Tuesday evenings. This is subject to the Musical Director's discretion to cancel or call extra rehearsals. Although individual practice at home is necessary, practicing as a whole group continuously and regularly helps us become a performing unit.

II-2 Business Meetings

- a) Necessary business meetings may be conducted on a regular basis on regular rehearsal nights, or the Team Coordinator may call a special meeting for that purpose. The Team Coordinator must give a minimum of forty-eight (48) hours notice of special business meetings.
- b) A quorum is required for transacting business. A quorum is a simple majority of members present and in good standing.

II-3 Annual Elections and Meetings

- a) The annual business meeting will be held in conjunction with the elections meeting between March 1 and April 30, and shall be on a regularly scheduled rehearsal night.

SECTION III MANAGEMENT TEAM

- a) There is a maximum of 5 elected positions on the Grand Harmony Management Team, and members run for specific positions. Positions may be combined to reflect a smaller team at the discretion of the Management Team. The Director is the 6th team member. As many as 3 other positions may be appointed at large for specific events and/or occasions (e.g. Show Co-ordinator)”

III-1 Eligibility

- a) Any member in good standing is eligible to run for the Management Team.
- b) The Chapter membership will elect three (3) members (first year) and two (2) members (the next year). The term of office will be 2 years for all members. This will establish a rotation whereby half the Management Team is replaced annually.

III-2 Meetings

- a) The Management Team should meet **regularly (a minimum of 10 meetings per year)** at a pre-determined location. Minutes shall be recorded at these meetings and made available to members.
- b) The Team Coordinator will appoint a new team member with Management Team approval if any team member misses three regularly scheduled meetings in a fiscal year.



- c) The annual meeting of the Management Team shall be between March 1 and April 30. Also within this timeline is the election of any new Management Team members for the incoming year. The term of office begins May 1.
- d) A combined meeting of the outgoing and incoming Management Team shall occur **soon after the elections**.
- e) A special meeting may be called by the Team Coordinator, or by a majority of the Management Team, with a minimum of forty-eight (48) hours notice.

III-3 Vacancies

- a) In the event of a vacancy on the Management Team, the Team Coordinator shall appoint a Chapter member in good standing to complete the term of office, subject to the approval/consensus of the other Management Team members.
- b) **For duties and responsibilities of the team members, refer to the suggested job descriptions on file with the Team Leader in the Chapter Member Handbook.**

III-4 Duties and Responsibilities

- a) The Management Team is responsible for developing long range plans based on the goals and values of the Chapter membership. The Management Team develops an appropriate structure of task-oriented groups (teams, committees, staffs, etc) who are responsible for developing strategies to implement the long range plans, and the Management Team then oversees and evaluates the implementation of the these strategies. The Management Team ensures open communication at all levels of the Chapter.
- b) The positions and duties of each office shall be as outlined **in the member handbook**.

SECTION IV MUSICAL COMMITTEE

IV-1 Appointment and Term

- a) Upon yearly ratification of the contract, The Musical Director will **appoint** the following leadership positions. The positions are:
 - Assistant Musical Director (s)
 - Choreographer
 - Visual Presentation (costume, make-up, etc.)
 - Section Co-ordinators
- b) Committees may be formed at the discretion of the Management Team.
- c) Standing Committee Chairs choose their members as needed.

SECTION V MUSICAL DIRECTOR

V-1 General

- a) Details related to and the selection of the Musical Director are decided by a two thirds (2/3) majority vote of the Chorus membership in attendance and in good standing, upon recommendation of the Management Team.



Should the Chorus not ratify the recommendation, the Management Team and the Search Committee shall continue the selection process. All members who are eligible to vote shall be notified at least six (6) days in advance of a vote to select a Musical Director. Absentee votes will be accepted from members in good standing who are unable to attend. These must be received in writing before the vote is called from the attending members.

- b) The Musical Director's contract will be reviewed by August 1. The management team must notify the chorus at least 30 days prior to a contract being re-signed and of any changes they will be presenting to the director. Chorus members are invited to comment in writing to the management team on the renewal/changes at which time their suggestions will be considered. The contract will be ratified annually
- c) Termination of a Musical Director's term of service is by a two thirds (2/3) vote of members present and in good standing, after notification of each qualified member, at least six (6) days before a vote is taken. Absentee votes shall be accepted from members in good standing who cannot attend, and must be received before the vote is called from attending members.
- d) Absentee votes shall be accepted from members in good standing who cannot attend and must be received in writing before the vote is called from the attending members.
- e) The Musical Director's contract shall be on file and available upon request for any Chorus member.

VI-2 Responsibilities

- a) The Director will direct the Chorus at all rehearsals, teaching music adhering to Sweet Adelines principles. If unable to attend a rehearsal, the Director shall arrange for a replacement and notify the Team Coordinator.
- b) The Director will direct the Chorus at all Chorus engagements and major presentations. If unable to attend a singing engagement, the Director shall arrange for a replacement and notify the Team Coordinator.
- c) The Director, as an integral member of the Management Team, agrees to attend Management Team Meetings.
- d) The Director agrees to appoint a Music Team Staff which will include Choreographer, Assistant Director (s), and Section Co-ordinators who will have scope to teach, monitor and test.
- e) The Director agrees to hold a quarterly meeting with the Music Team to evaluate the progress of the Strategic Plan. At the next scheduled Management Team Meeting, the Director will present an action plan.
- f) The Director shall be available to coach and/or critique quartets.
- g) The Director shall be a member of any Show Committee.
- h) Competition: The Musical Director will direct the Chorus in the annual Regional Competition provided that as of the final rehearsal, all attendance, music and choreography standards which have been established have been met to the satisfaction of the Musical Director. The Musical Director will attend all related functions of the Competition.
- i) Expense Allowances: The contract form approved by the Grand Harmony Management Team and ratified by the membership will be used in engaging a Musical Director. Financial terms of hiring the Musical Director will be at the discretion of the Management Team after careful consideration of Grand Harmony's financial standing.



- j) Competition Expenses: Competing Expenses: The Musical Directors lodging, transportation and registration as specified by the director's contract will be paid at the annual Regional/International Competition when the chorus is competing."
- k) Regional Meetings & Music Schools: The Musical Director will be expected to attend Regional Meetings and Workshops where possible, with financial assistance given upon recommendation of the Management Team. The Musical Director will be expected to encourage Grand Harmony members to participate at Regional Meetings and Music Schools.
- l) International Seminars: The Musical Director will be expected to attend **an annual** Education Symposium when approved by the Grand Harmony Chapter. The Musical Director's expenses to attend will be reimbursed by the Chapter.
- m) In the best interests of the Chorus, and in the spirit of harmony and fellowship, the Musical Director, the Music Resource Team, the Management Team and all chorus members are expected to work constantly and conscientiously together for the betterment of Grand Harmony Chorus.

SECTION VI REGIONAL AND INTERNATIONAL ACTIVITIES

VI-1 Regional By-Laws and Standing Rules

- a) Every Chapter is bound by Regional Bylaws and Standing Rules.

VI-2 Regional and/or International Competition

- a) In order to compete, new members must be accepted sixty (60) days prior to any Regional or International Competition.
- b) The suitability to compete will be at the discretion of the Musical Director after consultation with the Music Resource Team (including the Choreographer).
- c) Any competing quartets must follow eligibility requirements as indicated by International and Regional policy. Each quartet is responsible for determining their own requirements for competition.

VI-3 International Convention

- a) If the Chorus is able to send a delegate, she shall be selected by a simple majority vote of members in good standing.
- b) The financing of the Chorus delegate shall be determined on an "ad hoc" basis, by the Chorus Management Team.

SECTION VII FINANCES

VII-1 General

- a) Operating income shall be derived from fundraising, dues, performances, grants and donations.
- b) Expenses to be reimbursed by the Chorus or expended from Chorus funds are all reasonable expenses required to operate the Chorus funds as per approved annual budget and as approved by Management Team at their monthly meeting.

VII-2 Authorization of Expenses

- a) Most expenses will appear in a budget, presented to the Chorus by the Management Team within ninety (90) days of taking office. Amendments will be presented as they are generated.



- b) Unusual expenses not in the budget will be presented and discussed at the Management Team level, with a recommendation to follow for ratification by the Chorus. The expenses must receive authorization prior to the purchase or commitment of funds.
- c) Normal expenses appearing on the budget can be submitted with a receipt and an expense request form as provided in the Chorus Member Handbook.
- d) The Management Team and the Chorus will avoid wherever possible the use of member's personal funds for Chorus business.

VII-3 Audit Procedures

- a) The records may be audited quarterly by a committee appointed by the Team Leader.
- b) The financial records maintained by Grand Harmony Chorus will be examined and audited annually before the books are transferred to the incoming Financial Coordinator. Verification of this audit must be sent to International Headquarters.
- c) The Management Team shall appoint an auditor. This auditor may be from within the Sweet Adelines Organization, but shall not be the Financial Coordinator or any member of the Financial team of Grand Harmony Chorus or any member of her immediate family. The audit must be completed by the end of the chorus' fiscal year or July 15th (the international deadline).

SECTION VIII CHORUS PROPERTY

VIII-1 General

- a) Grand Harmony Chorus retains property rights on all costumes, music, stage settings, equipment, musical accessories, and any other material purchased by or donated to the chorus.
- b) Upon leaving the Chorus, members must return Chorus property within sixty (60) days. Should the articles not be returned, it is the responsibility of the Membership Coordinator to try and obtain the items before any monetary refunds are made to the member.

SECTION VIX BEREAVEMENT (previously voted on and accepted by chorus July 18, 2006)

VIX-1 Death of a Chorus Member or Family Member

- a) All members and respective family members shall be treated with the utmost respect at the time of the death
- b) Whoever receives the death notification shall thank the person for the information and express our condolences. The management team/team leader shall be notified immediately. The membership shall be notified by e-mail and telephone.
- c) The Management Team will then take appropriate action as follows:
 - i. For Members and Members' Spouse or Children – chorus representation at the funeral when possible, flowers (maximum value \$50 or donation to the charity of choice) and a card sent to their next of kin.
 - ii. The Management team shall notify Sweet Adelines, Region 2 when a member has passed away
 - iii. For Members' Immediate Families – a card sent to chorus member and chorus representation at the funeral when possible. (“immediate family” shall be defined as parents, siblings, grandparents, grandchildren, in-laws, step-parents, step brothers or sisters)



- d) At the discretion of the management team, this policy will be extended to include other individuals who have impacted the member's life. (i.e. significant other, foster families, extended family who raised them, etc.)
- e) The Management Team shall be responsible to designate the appropriate people to ensure this policy is followed.
- f) This policy will be reviewed annually.

SECTION IX AMENDMENTS

IX-1 General

- a) These Standing Rules may be amended with previous notice at a regular or special meeting by a simple majority vote of members in good standing.

OR

- b) By a two-thirds (2/3) vote of the members present and in good standing with no previous notice.
- c) These Standing Rules shall be reviewed at the request of the Management Team.