



**STANDING RULES  
"LACE CITY CHORUS" CHAPTER  
OF  
SWEET ADELINES INTERNATIONAL**

**SECTION 1: CHAPTER MEMBERSHIP**

**A. Eligibility**

1. Membership is open to singers, aged 14 and over, of all marginalised genders who are comfortable singing somewhere in the SSAA range, which may include cis women, trans people of all gender identities, non-binary people, and gender fluid people. We recognise and value people of all backgrounds, life experiences, preferences and beliefs, and seek to provide a choral experience that is safe and inclusive for all. We are committed to selecting music that is inclusive and respectful in relation to race, gender, orientation, and all marginalised groups.
2. Membership of the chorus shall be subject to an audition to the satisfaction of the Chorus Director and the Music Team. A prospective member may re-audition at the discretion of the Music Team.
3. A prospective member must attend either a minimum of 3 rehearsals before being auditioned, or after successfully completing a Lace City singing course.
4. A prospective member who has passed their audition receives the standard form "Application for Membership" and access to a copy of the Chapter By-laws and Standing Rules.

**B. Acceptance**

1. Applications for membership and the results of the audition are reviewed by the chapter Management Team.
2. Applications are accepted by a two-thirds affirmative vote of the members present and in good standing at a regular meeting of the Chapter Management Team.
3. The Membership Co-ordinator, on behalf of the Management Team, will send an acceptance or rejection letter or email to the prospective member.
4. Dual members must meet the audition requirements as outlined previously.

**C. Dues**

1. Annual membership dues are fixed and notified at each Annual General Meeting. This includes the Sweet Adelines per capita fee, hall hire, and costs towards music and costume. The Sweet Adelines per capita money is saved regularly throughout the year and retained in an account for payment to International Headquarters on the anniversary of the member's registration. It also includes Regional dues, which contributes to Regional administration costs.
2. The chorus collects membership dues in advance (total amount in hand before the prospective member is registered – this is called an escrow account).
3. Dues are payable monthly by standing order or cash.
4. Any member in default of the dues is suspended from all privileges of membership and if, after written notice, default is not remedied within a period of 60 days, their membership automatically terminates.
5. Prospective members first visit will be free, and thereafter pay weekly dues (at an amount decided annually at each AGM) until they become full members. New full Chorus members wishing to join Sweet Adelines must have the full annual per capita fee paid by the chartering anniversary date.



6. All members 25 years old or under will pay half the International dues and half the regional dues.

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

1. Any member absent for more than 3 consecutive rehearsals is not considered to be performance eligible and must be musically re-evaluated on criteria determined by the Music Team.
2. Additional attendance requirements may be set in the run-up to key events such as conventions as determined by the Music and Management Team.

#### **E. Leave of Absences**

1. Any member who expects to be absent for more than 4 weeks may request a leave of absence from the chapter. A request should be made in writing to the Management Team and should specify the length of leave requested. After a leave of absence, the member must re-evaluate on music and performance as determined by the Music Team.
2. Dues of members on leave of absence must be kept current to maintain their contribution to Sweet Adelines per capita fees. (Where financial hardship may be caused, application to the Team Co-ordinator can be made for special arrangements).
3. A member may apply for an extension to their leave of absence, which must again be approved by the Management Team.
4. A member of the Management Team who finds it necessary to request a leave of absence from the chapter must:
  - 4.1. Resign their position on the Team.
  - 4.2. Appoint a suitable member to deputise previously approved by the Team Co-ordinator and/or Management Team.

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

1. A member is considered in good standing if:
  - 1.1. International per capita fee and chapter dues are current.
  - 1.2. Attendance and musical performance evaluation requirements have been met.
2. A member must be notified in writing by the Membership Co-ordinator or the Finance Co-ordinator of their loss of good standing.
3. Loss of good standing causes the member to forgo membership privileges: voting on chapter business, voting at elections, participating in performances and competing in chorus and quartet competitions.
4. The member's good standing is restored by:
  - 4.1. Attending at least 3 consecutive rehearsals;
  - 4.2. Satisfying the musical and performance re-evaluation criteria of the music team;
  - 4.3. Bringing dues up to date, if applicable.

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

1. Costumes  
Members will be asked to pay a 'usage' charge to offset the cost of standard costume. Members are expected to maintain these items in suitable condition appropriate for performance appearances. The items remain the property of the chorus and must be returned if a member leaves the chapter.
2. Public Performance



Each member should make every effort to attend every performance given by the Chorus. A count of those willing to attend should be taken before a firm commitment is made by the Chorus Director. Willing members must be of good standing at the time of the performance.

3. Convention

It is expected that members will make every effort to attend the annual regional convention.

4. Music

Music or other learning materials purchased with chapter funds and provided to members by the chapter are considered to be on loan and must be used for rehearsal purposes only due to copyright restrictions. Access to learning materials will be terminated when membership ceases.

5. Quartets

A quartet representing Sweet Adelines International or the chapter must audition before the Musical Director prior to performing in public.

6. Expectations of Members

6.1. Punctuality at all rehearsals and performances is expected.

6.2. Conversation and other distractions should be discouraged during rehearsals.

## H. Termination of Membership

1. Resignation

1.1. Any member who wishes to resign from the chapter should do so in writing to the Management Team.

1.2. The Management Team will inform the chapter membership and see that a copy is sent to International HQ.

1.3. It is **IMPORTANT** that Members should be made aware that when they resign, their resignation is effective for the entire organisation, not just the chapter. If a member wishes to become a member of another chapter or Chapter-at-Large, they should apply for a transfer, not resign.

2. Transfer to another chapter

2.1. If a member wishes, she may apply for a transfer of membership to Chapter-at-Large, or to another chapter by following the correct procedure for the desired chapter.

3. Forfeiture

3.1. Membership is automatically terminated if a member is absent, without a granted leave of absence from 13 consecutive rehearsals, and does not after written notice, either return to the chapter or contact the Team Co-ordinator within 7 days. Refer to section E above.

3.2. Membership is automatically suspended if a member is in default in paying their dues and terminated if default is not remedied within 60 days of written notice (in accordance with Standard Form Chapter By-laws).

4. Removal

4.1. Only the International Board of Directors may remove a member from membership with Sweet Adelines International.

## I. Reinstatement of Membership

Former members who have allowed their membership to lapse must meet the eligibility requirements and be accepted by the Management Team, as stated in Section 1 of these Standing Rules.



## **J. Transfer**

If a Sweet Adelines International member wishes to transfer her membership from another chapter, they must follow the procedure for admittance to membership as set out in section 1 of these Standing Rules.

## **SECTION 2: MEETINGS**

### **A. Chorus Rehearsals**

Regularly scheduled meetings for chorus rehearsals are held weekly.

### **B. Business Meetings**

1. Necessary business may be conducted on the date of a regular rehearsal or at a special meeting called for that purpose.
2. The Team Co-ordinator may, when necessary, call a special chapter business meeting (with advance notice if necessary).
3. A quorum for the transaction of business at any chapter business meeting consists of a majority of the membership.

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

1. The Annual General Meeting is a special business meeting as specified in section B above, and those rules apply. It will be held between 1 January and 30 April in any year. It will be held on a normal chorus rehearsal night.
2. The Annual Meeting for the purpose of electing Management Team members is held on the same date as the Annual General Meeting.

## **SECTION 3: MANAGEMENT TEAM**

### **A. Meetings**

1. The Management Team meets at least once each month at a pre-determined time and venue.
2. The annual meeting of the Management Team for the purpose of electing officers is held during the month of April.
3. Team members who have a year remaining in their term, and newly elected members of the Team who will begin their term in April have voting privilege at this meeting.
4. A combined Management Team meeting consisting of incoming and outgoing members is held after the annual election meeting, and before the beginning of the fiscal year.
5. Special meetings may be called by the Management Team, or 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 7 days in advance.

### **B. Eligibility**

1. To be considered for election to the team, a member must be in good standing with the chapter.
2. Dual members and/or associate members may be considered for election to the Management Team.



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

1. The Management Team consists of 8 members and the Musical Director.
2. Each year at the annual election meeting, the chapter membership elects members to the Management Team, each for a 2-year term.

### **D. Vacancies**

1. In the event of a vacancy on the Management Team, the Team Co-ordinator appoints a chapter member, within 30 days, to fill the unexpired term, subject to ratification by the remaining members of the Management Team.

### **E. Duties and Responsibilities**

1. The Management Team has the authority to enforce the rules and regulations necessary for the proper maintenance, control and management of the chapter.
2. The Management Team is accountable to the membership for the efficient operation of the chapter and effective communications with the members.

## **SECTION 4: OFFICERS DUTIES AND RESPONSIBILITIES**

(Taken from the Standard Form Chapter By-laws)

### **A. Team Co-ordinator**

1. The Team Co-ordinator is the chief executive officer of the chapter and they shall see that all orders and resolutions of the chapter and Management Team are effected. They shall preside over all meetings of the membership and the team. They shall be ex officio, without vote, a member of all committees except the Nominating Committee. They shall acquaint themselves with the activities of all the officers and committees. It shall be their duty to see that all committees function and that all officers fulfil their duties.
2. The Team Co-ordinator is the leader of the team. It is their responsibility to see that the team carries out all its functions effectively and efficiently.
3. They shall call all meetings of the team and, in consultation with team members, set the agenda for the meetings.
4. They shall ensure that all the chapter members are kept apprised of the work of the team and represent the chapter at Team Co-ordinator/ Presidents meetings called by the Regional Team.

### **B. Secretary**

1. The Secretary shall record the minutes of all meetings and file them in a permanent minute book of the chapter. They shall maintain current copies of by-laws and Standing Rules, a list of all committees and membership attendance records if applicable.
2. The secretary shall keep in books or files of the chapter a clear and complete record of the chapter correspondence.
3. They shall conduct all correspondence necessary for the proper function of the chapter, keeping the Management Team and membership advised. They shall give all meeting notes as required by the by-laws and chapter Standing Rules.
4. They shall give all notices as required, including notification to the membership of the time, place and date of each Management Team meeting. They shall conduct all correspondence with the International Headquarters office as instructed.



### **C. Finance Co-ordinator**

1. The Finance Co-ordinator shall have custody of all chapter funds and securities and shall keep in books belonging to the chapter full and accurate accounts of all receipts and disbursements.
2. They shall be responsible for the deposit of all money, securities and other valuable effects in such depositories as may be designated for that purpose by the Management Team.
3. They shall disburse the funds of the chapter as may be ordered by the Management Team, taking proper receipts for such disbursements. All cheques, drafts and orders for payment of money shall be signed in the name of the chapter by the Finance Co-ordinator and countersigned by any other officers as the Team at its discretion may designate.
4. They shall prepare the annual budget which shall be presented to the Management Team for approval.
5. They shall render at the annual business meeting, and whenever requested by the Team Co-ordinator or Management Team, a report of all their transactions as Finance Co-ordinator and of the financial condition of the chapter.
6. The books of the Finance Co-ordinator shall be audited annually at the close of the fiscal year as directed by the Management Team the cost, if any, to be borne by the chapter.

### **D. Musical Director**

1. The Musical Director is responsible for the planning and implementation of the musical program of the chorus.
2. They shall choose a team of musical leaders to assist in carrying out the musical program.
3. They are responsible for providing this team with the musical education they need to carry out their functions.
4. They shall bring recommendations of the Music Team to the Management Team for decision and action.

## **SECTION 5: COMMITTEES AND DUTIES**

### **A. Appointment and Term**

1. The Team Co-ordinator, with ratification by the Management Team, appoints the chairs of standing committees.
2. Standing committees are: Membership, Music, Publicity, Presentation, Social and Show.
3. Standing committee chairs choose committee members as needed.

### **B. Duties of Standing Committees**

See Section 4 of Chapter Guide.

### **C. Special Committees**

1. Special committees shall be formed as required, i.e. for major fundraising and shows. The chair shall be appointed by the Team Co-ordinator.
2. The committee shall work closely with the Team Co-ordinator and Director. Decisions taken by the special committee shall at all times be ratified by the Management Team.



#### **D. Nominating Committee**

1. A nominating committee of at least three members shall be appointed by the Team Co-ordinator at least 30 days prior to the annual Business Meeting of the chapter.
  - 1.1. The method of selecting a chair will be election by the committee itself.
  - 1.2. This committee shall prepare a list of nominees containing, if possible, 2 nominees for each vacancy to be filled, listing the qualifications of each. The list shall then be distributed to the membership two rehearsals prior to the election meeting. (See Standard Form By-laws, Article VII Section 3).
2. Procedures in Section 2 of the Guide for Chapter Nomination and Election Procedures will be followed.
3. Absentee ballots are sent upon request to any member in good standing who is unable to attend the Annual Meeting. Absentee ballots must be received by the chairman of the election meeting prior to the meeting.

#### **SECTION 6: CHORUS DIRECTOR**

See "Chapter/Chorus Director Relationships" included in Section 4 of the Chapter Guide.

##### **A. Selection**

Selection of the Chorus Director and related details are decided by a two thirds or majority vote of the chapter membership in good standing upon a recommendation from the Management Team.

##### **B. Termination**

Termination of the term of service of the Chorus Director is decided by a two thirds or majority vote of the chapter membership in good standing, upon a recommendation from the Management Team. Each member in good standing must be notified at least 10 days in advance of the meeting at which the vote will be taken.

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

Assistant Director(s) will be chosen by the Chorus Director with ratification by the Management Team.

#### **SECTION 7: REGIONAL AND INTERNATIONAL ACTIVITIES**

##### **A. Regional By-laws and Standing Rules**

Every Chapter shall be bound by the Regional By-laws and Standing Rules.

##### **B. Regional Annual Membership Meeting**

1. The chapter shall select from its membership in good standing a delegate to attend the RAMM.
2. The chapter shall pay for the expenses for lodging, registration and transportation for the delegate to the RAMM.



### **C. Presidents' Forum**

1. The chapter Team Co-ordinator should attend any meeting of the President's/Team Co-ordinator's Council/Forum and report to the chapter.
2. The chapter shall pay for the expenses for lodging, registration and transportation for the Team Co-ordinator to any scheduled meeting of the President's/Team Co-ordinator's Council/Forum.

### **D. Regional and/or International Chorus Competition**

1. To be eligible to compete with the chorus, new members must satisfy the requirements of the Chorus Director and Choreographer.
2. The eligibility of Quartets for competition shall be determined in accordance with Section 16, Division B and Section 25, Division B of the policy book.

### **E. International Convention**

The chapter delegate to the Annual Membership meeting is selected by a majority vote of the membership in good standing (not currently applicable).

## **SECTION 8: FINANCES**

### **A. Income**

Operating income is derived from the following sources:

- Dues
- Fundraising
- Performances
- Donations, etc

### **B. Expenditure**

Expenses to be reimbursed by the chapter or expended from chapter funds are as follows and should be cleared by one other member of the Management Team and the Finance Co-ordinator in advance:

- Chorus Director's dues and compensation
- Fees for coaching
- Flowers/cards/gifts for members as appropriate
- Reimbursement for riser transport, etc.
- Officers' telephone /stationery expenses
- Other expenses as agreed by the Management Team

### **C. Receipts and invoices**

Receipts and invoices for payment should be submitted to the Chapter Finance Co-ordinator.

### **D. Authorisation of Expenditures**

The following items must be authorised:

- Budgeted items (after consultation with Team Co-ordinator and Management Team).





- Expenditure over budget (after consultation with Finance Co-ordinator and Management Team).

Two signatures are required on chapter cheques from those of Team Co-ordinator/Finance Co-ordinator/Secretary.

#### **E. Insurance**

All members responsible for handling chapter money should be insured. Public Liability Insurance will be provided.

#### **F. Finance Audit Procedures**

1. The records maintained by the Chapter Finance Co-ordinator are audited annually before transfer to the incoming Finance Co-ordinator.
2. The Management Team will appoint an auditor from within or outside the chapter to perform the audit by end of each fiscal year.

### **SECTION 9: CHAPTER PROPERTY**

1. Chapter property consists of costumes, music and recordings, manuals, stage properties, risers, notice boards and other equipment.
2. Upon termination of membership all chapter property must be returned to the Team Co-ordinator at the last rehearsal or, in exceptional circumstances, within a month.

### **SECTION 10: ADDITIONAL**

1. The chapter shall not permit the introduction of political, religion or similar controversial issues into its affairs.
2. The chapter's aim is to encourage good fellowship through the medium of close harmony singing and will accept singing engagements for any bona fide cause.
3. The chapter will encourage and promote quartet singing within its membership. The same applies for octet singing.
4. All members should abide by the chorus "Equal Opportunities Policy" and its "Code of Conduct".

## SECTION 11: AMENDMENTS

These Standing Rules may be amended:

1. With previous notice, at a meeting or in the call for a special meeting: by a majority vote of the members present and in good standing.
2. With no previous notice, by a two-thirds vote of the members present and in good standing at the regular or special meeting.

Signed:  
Team Co-ordinator

Date

*J. Woods*  
21/11/13.

Signed:  
Team Secretary

Date

*M.C. Cook*  
21/11/13

Reviewed and approved:  
Signed  
Team Co-ordinator, Region 31

Date

*Margaret E. McEwan*  
30/5/14

### Change control

Date	Details of change	Notes
July 2022	Updated gender pronouns	Not a material change to the standing rules – no vote/approval required.
July 2023	Eligibility for membership updated in line with SAI EDI guidelines.	Not a material change to the standing rules – no vote/approval required.