**Sweet Adelines International**

**Boston Skyline Chorus Chapter**

**Arlington, Massachusetts**

**Section I: Chapter Membership**

**A. Eligibility**

1. Each prospective member must audition. A prospective member must attend at least three rehearsals before auditioning.
2. A prospective member who passes the audition receives the standard “Application for Membership” form along with access to the chapter bylaws and standing rules.
3. Additional details about eligibility are included in the SAI Corporate Bylaws. See [sweetadelines.com](http://sweetadelines.com) for the latest version. https://sweetadelines.com/sites/default/files/Resources/Document\_Center/Bylaws/Corporate\_Bylaws\_Rev\_Apr\_25\_2023.pdf

**B. Acceptance**

1. Applications for membership and the results of the audition are reviewed by the Director, Associate Director, and Music Team.
2. Applications are accepted either by a 2/3 affirmative vote of the members present and in good standing at a regular meeting of the membership, or at a special meeting called for that purpose.
3. A notice of acceptance or rejection is sent to the prospective member by the Membership Coordinator.
4. Dual members must meet the audition requirements as outlined above.
5. See **Addendum A** for additional details.

**C. Associate Members**

* 1. The chapter allows associate membership. This is intended as an option for current and former chorus members who cannot fully participate in chapter activities due to physical or time limitations.
	2. Requirements are as follows:
1. Associate members are responsible for International per capita fee and Regional assessment, but not the chapter portion of dues.
2. Associate members may participate in International and Regional activities and enjoy all the privileges of Sweet Adelines International (“SAI”) membership.
3. See **Addendum B** for additional details.

**D. Dues**

* 1. \*\*\*\*See **Addendum C** for details\*\*\*\*
1. Dues are payable monthly, by the first of the month.
2. Any member in default in payment of dues as outlined above is suspended from all privileges of membership.
3. If a member is in arrears by 60 days, the Finance Coordinator will send her a written notice.
4. If a member does not remedy default within sixty (60) days after written notice, her membership is considered “Not in Good Standing” and may be terminated.

**E. Attendance Requirements**

1. Members are asked to attend weekly rehearsals, Coaching sessions, and Annual Retreat.
2. Prior to Contest, after January 1st, extra rehearsals may be scheduled and attendance may be required.
3. At the Director’s discretion, returning members who have missed three (3) or more consecutive rehearsals may be asked to observe a portion of rehearsal just to get reacquainted with the music or visual plan.
4. Associate members are not required to comply with attendance requirements unless or until re-auditioning to Full Member status.

**F. Leave of Absence**

1. Any member who finds an extended absence necessary (more than three (3) consecutive rehearsals) must request a leave of absence.
2. Requests for a Leave Absence must be in writing and submitted to the Chorus Secretary.
3. Requests for leave are acted upon by the Management Team.
4. Members on Leave of Absence are required to be current in their dues payments.
5. A leave of absence will be limited to six (6) months, after which the member may apply for an extension.

**G. Good Standing**

1. A member is considered in good standing if annual dues and other financial obligations are current.
2. A member must be notified in writing of loss of her “good standing” by the Finance Coordinator, Management Team, and/or the Director.
3. Loss of “good standing” causes the member to forgo the following privileges:

Voting at chapter elections

Participating in singing engagements

Participating in chorus competitions

Holding office on the Management Team

Being a member of the Music Staff

1. The member’s “good standing” is restored by bringing dues and other financial obligations current.

**H. Other Responsibilities of the Chorus Member**

1. Each member should make every effort to attend all rehearsals and be available for performances upon request. See **Addendum D** for additional details.
2. Each member will be required to purchase the standard costumes and maintain them in a condition suitable for appearance with the chorus.
3. If the chorus provides the costume, the member must return the costume if she leaves the chapter.
4. Each member is expected to demonstrate performance readiness, both vocally and visually, to the satisfaction of the chorus director before participating in a chorus performance, including competitions.
5. Members should keep conversations during rehearsals to a minimum.
6. Members should avoid use of fragrance on rehearsal nights due to sensitivity of members.
7. Use of cellphones during rehearsals should be used only for recording and/or during breaks.
8. Members should make every effort to be on time for rehearsals to ensure full participation in physical and vocal warm-ups and vocal production.
9. Members are expected to utilize the chorus website weekly to:
	1. Follow the Director’s weekly agenda,
	2. Check music learning and access music, and
	3. Review choreography and
	4. Respond to performance requests and communication.
10. Additional responsibilities are set out in the Chorus Member’s Contract.

**I. Termination of Membership**

* + 1. Resignation
			1. Any member who wishes to resign from the chapter should do so in writing to the Membership Coordinator.
			2. The Membership Coordinator will inform the Director, Team Coordinators and Chapter Membership, and then send a copy of the resignation to Sweet Adelines International headquarters.
			3. Resignation is effective not only for the chapter but for the entire organization.
			4. If a member wishes to become a member of another chapter, or chapter-at-large, she should apply for transfer rather than resign.
1. Transfer to Another Chapter

While this change can be handled by the individual member, it is best to utilize the Membership Coordinator for assistance.

1. If a member wishes to leave the chapter but not the organization, she may apply for transfer to another chapter, to chapter-at-large, or to member-at-large status.
2. The request should be submitted to the Membership Coordinator.
3. If the transferring member has not decided where to relocate her membership, she may apply to SAI headquarters for transition status by submitting a “Request for Transition Membership Status” form. The member is permitted a 60-day transition period, during which all privileges of international and regional membership are retained
4. Forfeiture
5. Membership is automatically suspended if a member is in default in the payment of dues.
6. Membership is terminated if default is not corrected within sixty (60) days of written notice by the Finance Coordinator.
7. Removal

Only the International Board of Directors may remove a member from membership in SAI.

**J. Reinstatement of Membership**

* 1. Former members who have allowed their membership to terminate and wish to rejoin the chapter must meet the eligibility and acceptance requirements as stated in **Section I** of these standing rules.
1. Membership records are retained on computer at SAI headquarters for one

full fiscal year. Re-affiliation within this period will result in retention of

longevity and other records of the member.

1. A member whose longevity in the organization has been interrupted, for

whatever reason, may buy back her missing years, resulting in a record of

continuous membership.

**K. Transfer or Dual Members**

Members of SAI who wish to transfer from another chapter, or who are current members of another chapter, must meet the eligibility and acceptance requirements as stated in **Section I** of these standing rules.

**Section II: Meetings**

**A. Chorus Rehearsals**

Regularly scheduled meetings for chorus rehearsal are held Tuesday evenings at 7p.m. at Knights of Columbus Hall, 177 Bedford St., Lexington, MA 02420. Additional meetings may be held from time to time for coaching sessions or extra rehearsals at other venues to be determined.

**B. Business Meetings**

1. Necessary business may be conducted on the date of a regular chorus rehearsal or at a special meeting called for that purpose.
2. The Team Coordinators may, when necessary, call a special chapter business meeting, preferably with advance notice.
3. An annual meeting of the membership is held between January 1 and April 30 for the purpose of electing members to the Management Team.
4. A quorum for the transaction of business at any chapter business meeting consists of a majority of the membership in good standing and present.

**Section III: Management Team**

Boston Skyline Chorus operates under a “Management Team” form of governance. There are 6 elected members, plus the Director, with the option of adding co-coordinators if required. Members are elected for 2-year terms.

Management Team positions are considered leadership roles and thus any member applying for these positions must be able to exhibit leadership qualities aligning with the requirements of a chorus member “in good standing”. They must also demonstrate the ability to collaborate with the membership so that their team supports the chorus in a positive and productive way.

The chairperson of the Team will lose her position should she not be in compliance with the “good standing” criteria (Section I. G. 1).

**A. Meetings**

* 1. The Management Team meets on a regular basis or as needed at a predetermined time and place. All members are welcome to attend.
	2. The annual meeting of the Management Team shall take place after the new team is established, and shall include both incoming and outgoing Team members.
	3. Special meetings may be called by the Team Coordinators or by a majority of the Team members, as needed. Notification of time, place and purpose of the meeting is to be given to each member at least one (1) week in advance of the meeting.

**B. Eligibility**

1. To be considered for election to the Management Team, a member must be in “good standing” with the chapter financially.
2. Dual members and Associate members may not be considered for election to the Management Team.

**C. Term of Office**

1. The term of office for all positions on the Management Team is two (2) years.
2. The chorus director automatically becomes a member of the Management Team for the duration of his/her contract.
3. The number of consecutive terms a member of the Management Team may serve is not limited.

**D. Management Team Members**

There are six (6) elected members of the Management Team, plus the Musical Director:

1. Team Coordinator
2. Secretary
3. Membership Coordinator
4. Marketing Coordinator
5. Finance Coordinator
6. Performance Coordinator
7. Director

As stated previously, there is an option of adding co-coordinators to each position, if required.

**E. Vacancies**

1. In the event of a vacancy on the Management Team, the remaining team members may appoint a chapter member to fill the unexpired term in that specific position, preferably a member from the specific team being vacated.
2. In the event of a coordinator taking a Leave of Absence longer than thirty (30) days, with no available replacement, the Management Team may choose a replacement without an election.
3. Should the member return to the chorus after the thirty (30+) days, they may rejoin the team/committee they left, but not as Coordinator. They can run for that position in the following election

**F. Duties and Responsibilities**

1. The Management Team has the authority and responsibility to enforce the rules and regulations necessary for the proper maintenance and management of the chapter.
2. The Management Team is accountable to the membership for the efficient operation of the chapter and effective communication with the members.
3. Members of the Management Team also serve as chairs of committees, as appropriate.
4. Specific duties and responsibilities of Management Team members are detailed in the “Members Only” section of the BSC website.
5. Team Coordinators are responsible for assigning roles / creating a team.

**Section IV: Committees**

**A. Appointment**

1. The Management Team Coordinator(s), with ratification by the Management Team, appoint the chairs of the standing committees.
2. Standing Committees are:
	* + - 1. Membership
				2. Bylaws and Rules
				3. Nominating
3. Additional committees may be established as needed for special tasks; i.e., show committee.

**B. Nominating Committee**

1. A nominating committee of three (3) members is appointed by the Team Coordinator(s) at least thirty (30) days prior to the annual election meeting of the chapter.
2. The committee prepares a slate of nominees for each open position.
3. Chapter members are invited to submit applications.
4. Each applicant is interviewed by the nominating committee to assess suitability for the role.
5. The slate of candidates is distributed to the membership at least ten (10) days prior to the election meeting.
6. Absentee ballots are sent upon request to any member in good standing who is unable to attend the election meeting.

**Section V: Chorus Director**

**A. Selection**

1. A Director Search Committee will be established in accordance with SAI recommendations.
2. Selection of the chorus director is decided by a majority vote of the chapter membership in good standing, upon recommendation from the Management Team.
3. Duties, responsibilities, and entitlements of the chorus director are set out in the Chorus Director’s Contract.
4. The agreement is renewed annually.

**B. Termination**

Termination of the chorus director’s term of service is by a majority vote of the chapter membership in good standing.

**C. Associate Chorus Director(s)**

Associate chorus director(s) will be chosen by the chorus director. Duties will be established by the director.

**Section VI: Regional and International Activities**

**A. Bylaws and Standing Rules**

Every chapter is bound by SAI bylaws andby regional bylaws and standing rules.

**B. Regional and International Competition**

1. To be eligible to compete with the chorus, new members must be accepted prior to the regional or SAI chorus competition and must be in “good standing”.
2. In addition, each member must meet the performance readiness criteria that are set yearly.
3. The ultimate decision as to eligibility for competition rests with the Director.

**Section VII: Finances**

**A.** **Income**

Operating income is derived from dues, performances, shows, donations, and miscellaneous fundraisers.

**B. Expenses**

Expenses to be paid by the chapter or expended from chapter funds include:

* + director’s compensation
	+ coaching fees and related expenses
	+ director’s education
	+ rehearsal hall rental
	+ show expenses
	+ membership expenses
	+ marketing/PR materials
	+ music
	+ costumes (if purchased by the chorus)
	+ riser set-up and transportation
	+ administrative expenses
	+ website renewal fees
	+ Social media fees
	+ other expenses identified in the annual projected budget

**C. Paying Bills - Receipts Required**

1. Expense forms (on the BSC website) should be submitted to the Finance Coordinator, along with receipts, for reimbursement or payment.
2. Expense forms should be accepted and signed by the Finance Coordinator after verification that the expense has been authorized by the Team Leader or an appropriate Category Team Leader.

**D. Authorization of Expenditures**

1. The Finance Coordinator signs off on all expenditures.
2. Budgeted items should be approved automatically.
3. Expenditures over budget are submitted to the Management Team for approval.

**E. Escrow Account**

1. The chapter collects dues monthly and holds in escrow the portion designated for the following year’s regional and SAI dues.
2. When a member terminates membership in the chorus, funds held in escrow are returned by the Finance Coordinator upon return of all chapter property assigned to or held by the resigning member.

**F. Audit Procedures**

* 1. The records maintained by the Finance Coordinator are audited annually. Verification of this audit is sent to SAI headquarters.
	2. The auditor may be a member of the chapter or someone from outside the chapter.
	3. The Management Team approves the auditor.
	4. By the deadline established by the IRS, the Finance Coordinator prepares and submits the required IRS forms.

**Section VIII: Chapter Property**

**A. Description**

Chapter property consists of costumes, music, stage props, risers, and other equipment. The chapter may choose to request that members sign or initial a contract for those pieces of chorus property that are to be returned, should the members end their affiliation/membership.

**B. Returning Chapter Property**

When an individual member terminates membership, the member must return all chapter property within thirty (30) days.

**Section IX: Amendments**

These standing rules may be amended with previous notice by a majority vote of the members present and in good standing.

**ADDENDUM A**

**Process of Admittance to Membership**

1. The Associate Director and a quartet of her choice may audition a prospective member.
2. Upon passing the audition, the prospective member receives a standard form “Application for Membership”, along with access to the chapter’s Standing Rules and Bylaws. (If a prospective member does not pass the audition, she does not fill out the “Application for Membership”. She should be informed that she may audition again after a time period to be determined).
3. The Membership Coordinator presents the “Application for Membership” and the results of the audition to the Management Team for evaluation and recommendation.
4. If recommended by the Management Team, the Membership Coordinator presents the “Application for Membership” and the results of the audition to the chorus.
5. Prospective members are accepted by a two-thirds (2/3) vote of the chapter membership who are present and voting. Voting may be by secret ballot.
6. If the chapter membership accepts the applicant, the Chapter must register the new member, using the online Chapter Portal, or by completing the New Member Application Form available from International, and paying the required per capita fee.
7. If **SAI Headquarters** approves the application, it issues a member ship card to the chapter; the chapter will immediately notify the applicant that she has been accepted
8. If **SAI Headquarters** declines the application it notifies the chapter in writing, with a copy of the letter to the applicant.
9. If the **chapter membership declines the application**, the applicant is notified in writing and informed that a new application may be considered after a period of time to be determined by the Director, provided the prospective member passes the audition.

**ADDENDUM B**

**Associate Membership**

1. **Sweet Adelines International and North Atlantic Region 1:**

Associate membership was created to provide an option for chorus members who cannot fully participate in chapter activities because of physical limitations or time constraints. The criteria for the associate member are as follows:

1. An Associate Member must be a current or former chapter member.
2. An Associate Member may not compete or perform in a chorus but may compete or perform in a quartet.
3. An Associate Member pays current full SAI dues as per Addendum C.
4. An Associate Member pays the current Regional assessment as per Addendum C.
5. An Associate Member enjoys all the privileges of Active Membership as provided by **Sweet Adelines International and North Atlantic Region 1** – International and Regional voting, holding office, receiving The Pitch Pipe, member rates for International Convention, registration and educational events, and discounts on purchases from International Sales and affiliation with a regional chorus.
6. An Associate Member may reapply at any time for active status and re-audition to become a performing member. Each chapter determines if it will offer Associate Membership. If it does, the chapter must make it available to every member.

**Boston Skyline Specific:**

1. Per SAI, chapters may add restrictions to Associate Membership status in their chapter standing rules.
2. To qualify for Associate Member status, the applicant must have been a member of Boston Skyline Chorus for five (5) years.
3. It is the decision of the chorus Director whether an Associate Member is permitted to sing on the risers during rehearsal.
4. BSC Associate Members have access to the public website, but do not have access to the BSC “Members Only” website.
5. BSC Associate Members cannot hold Management Team positions or participate in chorus elections.

**BSC Membership and Audition Procedures for Associate Members**

1. In order to apply for Associate Membership status, a member must be current with dues.
2. The member must have been an active member of SAI for at least five (5) years.
3. The application must be presented to, and approved by, the Management Team.
4. Once approved, the associate member would be responsible for both International and Regional assessments.
5. Should personal circumstances change, an associate member may reapply for full membership by submitting a letter to the Management Team Coordinators, the Director, Membership Chair, and Chorus Secretary.
6. The Management Team will vote to approve the request. If approved, a visitation period of two (2) consecutive weeks will begin prior to the standard audition process.

**Addendum C — Dues details - Rev. 3/2025**

 **BSC Membership Dues Amounts**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TYPE OF MEMBERSHIP** | **SAI** **AMOUNT** | **REGION 1** **AMOUNT** | **BSC** **AMOUNT** | **TOTAL** **AMOUNT YEAR 1** | **TOTAL** **AMOUNT****YEARS** **2-10** | **YEARS** **UNTIL** **BREAK** **EVEN** **SAI DUES** |
| Full annual membership | $125.00 | $65.00 | $225.00 | $415.00 | $415.00 | n/a |
| Youth (25 and under) annual membership \* | $62.50 | $30.00 | $112.50 | $205.00 | $205.00 | n/a |
| Youth (26-30) annual membership % | $125.00 | $45.00 | $225.00 | $395.00 | $395.00 | n/a |
| Associate membership ^ | $125.00 | $65.00 | $0.00 | $190.00 | $190.00 | n/a |
| Legacy - 50 years and above membership & (after 2018) | $62.50 | $0.00 | $225.00 | $287.50 | $287.50 | n/a |
| 3-year renewal + | $337.50 | $65.00 | $225.00 | $627.50 | $290.00 | 2.7 |
| 5-year renewal + | $500.00 | $65.00 | $225.00 | $790.00 | $290.00 | 4 |
| 10-year renewal + | $875.00 | $65.00 | $225.00 | $1,165.00 | $290.00 | 7 |
| Chapter-At-Large (CAL) membership | $125.00 | $65.00 | $0.00 | $190.00 | $190.00 | n/a |
| Member-At-Large (MAL) membership | $125.00 | $65.00 | $0.00 | $190.00 | $190.00 | n/a |

**Notes**

Rates are subject to change in the event that International and/or Region 1 dues increase

Any transaction fees charged for electronic payments will be added to the member's dues.

\* Youth membership is available to women who are 25 years old or younger. The cost of all membership dues is up to half of what is paid for a full membership.

% Youth membership discount for Region 1 dues is available to women 26-30. SAI and BSC dues are not discounted for this group.

^ Associate membership is the cost of SAI + regional membership without chorus annual dues. The chorus forwards your international and regional dues on your behalf.

& Region 1 assessments are waived for members who have belonged to SAI for 50 years or more. Prior to 2018, the SAI and BSC Dues were also waived and those members grandfathered into that policy.

+ Discounted per capita fees are available for multi-year renewals.

**Addendum D**

**Public Performances**

**A. Chorus performances**

* 1. The performance contact is responsible for responding to performance invitations.
	2. Performances and public appearances must be approved by the chorus director and accepted by the chorus members.
	3. No performance shall be accepted unless a balanced chorus can attend, as determined by the director.

**B. Quartet performances**

* 1. Prior to performing in public, a quartet representing Sweet Adelines International or Boston Skyline Chorus must be auditioned by the chorus director and/or music staff at a regular chorus rehearsal. The performance shall be a sample of the quartet repertoire, including spoken material.
	2. If approval is not granted at the time of the first audition, the quartet may be eligible for reconsideration.