

**The Town and Country Chorus**  
*Of the*  
**The Hillsdale Chapter**  
*of the*  
**Barbershop Harmony Society**

**Policy and Procedure Manual**

*Includes*

Riser Etiquette  
Rehearsal and Performance Behavior  
Performance Eligibility  
Chapter Operating Policy  
Standard Chapter Bylaws

***Mission Statement***

*"The Town & Country Chorus will provide the opportunity for all interested men to blend their voices in the unique style of **Barbershop Harmony**, both in chorus and quartet singing, developing our vocal talents and capabilities, reaching out in service to the community and consistently improving our performance abilities, so that each time we sing together, we perform at the best level we possibly can."*

# Barbershop Harmony Society

## CODE OF ETHICS

The Society aspires to preserve for its members and for all future generations of prospective members the sacred right of men to seek haven from the burden of their daily cares through indulgence in old-fashioned vocal quartet harmony, and to that end we do hereby solemnly pledge ourselves to abide by the precepts of the Code of Ethics.

1. We shall do everything in our power to perpetuate the Society.
2. We shall deport ourselves and conduct the Society's functions in such manner as to reflect credit upon the Society and its membership.
3. We shall conform in all respects to the bylaws of the Society and the rules from time to time promulgated by its Society Board of Directors.
4. We shall accept for membership only congenial men of good character who love harmony in music or have a desire to harmonize.
5. We shall exhibit a spirit of good fellowship toward all members.
6. We shall refrain from forcing our songs upon unsympathetic ears.
7. We shall not use our membership in the Society for personal gain.
8. We shall not permit the introduction of political, religious or other similar controversial issues into the affairs of the Society.
9. We shall, by our stimulus to good music and vocal harmony, endeavor to spread the spirit of harmony throughout the world.
10. We shall render all possible altruistic service through the medium of barbershop harmony.

# Riser Etiquette

**WAIT:** If you are arriving late, or have stepped down from the risers and are returning, simply stand on the side and wait until invited by the Director to take your place.

**No Crossing:** Never cross in front of the Director while getting on the risers. If crossing to the far side of the risers, walk behind him instead, or circle behind the risers.

**Listen, Don't Hum or Sing:** When the pitch pipe is sounding, don't hum the pitch. It keeps you and everyone else from hearing the pitch accurately.

**Listen, Don't Sing:** When the Director is demonstrating how to sing a particular passage, do not sing with him. He's usually doing that to demonstrate micro-differences in pitch, nuances of vocal quality, or in some cases, notes or words. If you sing with him, you keep yourself and everyone else from hearing him, and instead, you become the example. That keeps us all from learning from the expert.

**Listen, Don't Fix:** Often when there's a pause, chorus members try to correct their own mistakes or those of their neighbors. Although this may seem important, RESIST. You will miss important comments from the Director that affect everyone in the chorus. Bear in mind that the Director fixes all the problems eventually.

When the Director is speaking to the chorus, don't pass the time singing or reviewing your part. It makes it difficult for all of us to pay him proper attention and to learn, because we're being distracted by you.

When the Director is working with another section or sections, don't sneak-sing your part with them. You may think no one will notice, but it's guaranteed the Director will notice and be distracted by it.

Adopted 6-17-2009  
Date

*Michael Ridencour*  
President

## Rehearsal and Performance Behavior:

*We are committed to treating our rehearsals as if they were performances.  
We will practice what we most want to execute on stage.*

1. Be on time and remain for the entire rehearsal. (It is common courtesy to inform the Music Director or Section Leader prior to rehearsal if you are going to be late for rehearsal and/or need to leave early.) You are expected to attend 80% of all rehearsals and at least 3 of the last 4 rehearsals prior to a performance.
2. Inform the Director or Section Leader if you are not able to attend a rehearsal.
3. Exhibit a positive and professional attitude at all times and in particular when representing the chorus in a performance, rehearsal or other Barbershop event.
4. Refrain from derogatory comments, either spoken aloud or under one's breath.
5. Give your utmost attention to anyone addressing the chorus. This includes, but is not limited to, directors, coaches, members and guests.
6. Strive to perform at your highest level at all times, no matter the audience.
7. Keep distraction to a minimum. This includes, but is not limited to, unnecessary talking, excessive questions, and clarifying commentary.
8. Take responsibility for learning notes, words, rhythms, interpretations, and all other aspects of presentation for chorus repertoire within the requirements set by the Director and Music Team. Chorus members will be expected to take the initiative to learn the words and notes to new music accurately, on their own, and be "off the paper" within 2-3 weeks of the introduction of the piece. Members should be encouraged to contact their respective Section Leader for assistance.
9. Make a concerted effort outside of formal chorus performances, rehearsals, and retreats to improve your individual capabilities both vocally and visually.
10. Adhere to appearance and uniform guidelines as set by the chapter.
11. Make an effort to further the reach of our hobby by supporting other local chapters, the Pioneer District, and the Barbershop Harmony Society.
12. Do all you can to make guests and potential new members of all ages welcome.
13. Always observe the Code of Ethics as published by the Society.

Adopted 6-17-2009  
Date

*Michael Ridenour*  
President

## Performance Eligibility

It is essential to the success and advancement of our Chapter and the Society that the choruses, octets and quartets make an acceptable presentation in all of its public appearances at all times.

There will be many opportunities for you to perform with the chapter chorus during the year. The Hillsdale Chapter desires all of its members to sing with the chorus in public appearances, but a pre-requisite is that the singer must take the initiative to meet and exceed the requirements listed below.

It is entirely acceptable at any time for an individual to step down and not sing with the chorus for performances. We realize that from time to time individuals will have sickness or outside commitments which will not allow their eligibility to perform with the chorus. At those times we encourage you to take the necessary time to take care of those issues and rejoin us as soon as you can.

To be eligible to sing with the Performing Chorus, each person must:

1. Be a Member in good standing of the Barbershop Harmony Society, the Pioneer District and the Hillsdale Chapter. (This may be waived for special functions such as combined presentations with other organizations or recruitment functions.)
2. Meet and exceed performance requirements as established by the Music Team.
  - A. Know and accomplish your words and music.
  - B. Know and accomplish your choreographed motions.
  - C. Display appropriate expression as directed by the Music Director.
  - D. Follow the Director.
  - E. Meet the chapter rehearsal attendance guidelines. (Note\*)
4. Wear the correct uniform as assigned for each presentation.
5. Follow the Performance Code of Behavior and Riser Etiquette

\*Note: Members planning extended absences but desiring to perform on upcoming shows or contests should request a leave of absence from the Chorus Director or Section Leader. This will allow you to make arrangements for music availability and allow them to plan returning auditions for you to insure that you are ready to perform with the chorus.

*Members who need to request other exception from the attendance requirements can do so by contacting the Director or your Section Leader. They will arrange auditions with members of the Music Team to confirm your preparedness for the upcoming event.*

The decision as to your eligibility to sing in the Performing Chorus should be made by you, but the Music Director and or your Section Leaders will have the final say as to who may and may not perform with the Chorus based on the requirements listed above.

Adopted 6-17-2009  
Date

*Michael Ridenour*  
President

## Chapter Operating Regulations

In addition to the Standard Chapter Bylaws prescribed by the Society Board of Directors, the chapter shall be governed by the following Code of Regulations:

### Article I - Chapter Membership

1. A voice-placement interview and/or audition will be arranged by the Chapter Development Vice President with one or more members of the Music Team, and must be successfully completed. This will be done very informally and in private and in a way that will reflect the fun and excitement of our great hobby.
2. Formal acceptance of membership will be announced by the Chapter Development Vice President in a regular chapter meeting.
3. Initiation of new members shall be scheduled and conducted by the Chapter Development Vice President and the Music Team.

### Article II - Chapter Meetings; Chorus Rehearsals

1. The overall format for regular chapter meetings shall be the responsibility of the Chapter Development Vice President, including the scheduling of time periods set aside for chorus rehearsals and other activities. Allowance shall be made for brief business meetings and programs during regular chapter meetings.
2. The format for the chorus rehearsal portion of the chapter meeting shall be the responsibility of the Music and Performance Vice President and the Music Team.
3. Attendance rules, for eligibility to perform with the performing chorus, shall be established by the Music Team, with emphasis on the periods prior to a performance or contest.
4. A Sergeant-At-Arms will be responsible to the Chapter Development Vice President for keeping attendance, maintaining order during chapter meetings and rehearsals and overseeing attendance/rules to verify eligibility for performance. The Sergeant-At-Arms will inform the music team of eligibility issues.
5. No drinking is permitted during chapter meetings. Smoking shall be permitted only in designated smoking areas, if any, or as dictated by the facility being used for the activity. Smoking is never permitted in the rehearsal room(s). Profanity, abusive and offensive language is not permitted.

### Article III - Chapter Officers; Appointments

1. Chapter officer positions and Board membership shall be as specified in the Standard Chapter Bylaws.
2. One or more of the following may be appointed by the President with the approval of the chapter board of directors:

Harmony Foundation Chairman  
Historian  
Sergeant-At-Arms  
Librarian  
Chorus Manager  
Uniform Chairman (Chairmen)  
Rehearsal Coordinator  
Social Activity Chairman

Article IV - Committees

1. In addition to the committees listed in the bylaws, the following committees shall be appointed by the president or otherwise as indicated:

A. The Music Team

1. The Music Team shall be composed of the Music and Performance Vice President, Chorus Director, Assistant Chorus Director(s) and elected Section Leaders from each voice section.
2. The Music and Performance Vice President shall be the chairman of the Music Team.
3. The Music Team shall, subject to board approval, have the responsibility for the control and management of all phases of chapter activity concerned with teaching, singing and presentation of Barbershop harmony for the chapter. Subject to board approval, they shall also have the authority and responsibility to establish the standards for eligibility of chapter members to sing in the performing chorus and shall maintain and publish the list of chapter members currently eligible to perform.
4. With the approval of the board, this committee may establish rules for the issuance, care and return of all chorus-owned music.

B. Finance Committee

1. The Finance Committee shall be composed of the Treasurer, who shall be chairman, and 2 other chapter members appointed by the President with the approval of the board.
2. This committee shall submit an annual budget to the board for approval not later than the February board meeting of each year. It shall also furnish financial reports when requested by the President. Whenever chapter committees handle money, mandatory reports will be required from the chairman of the committee involved. Copies of these reports shall be filed with the Secretary for the chapter records. The Chapter Treasurer will arrange for an annual audit of the books at the end of each calendar year and report on that audit in writing to the board and verbally to the chapter members.

C. House Committee

1. The House Committee shall consist of the Sergeant-At-Arms, who shall be chairman, and a revolving membership appointed by the chairman so that many will have an opportunity to serve throughout the year. The Sergeant-At-Arms will also be responsible for keeping the attendance record.
2. This committee shall be responsible for setting up the meeting room and for straightening up at the conclusion of each meeting.

D. BOTY Committee (Barbershopper of The Year)

1. This committee shall be composed of the past BOTY award recipients.
2. The immediate past BOTY award recipient shall be chairman of the committee.

3. It shall be the responsibility of this committee to plan and execute the program for the presentation of the award annually. Selection of the BOTY shall be made by secret ballot from the membership prior to the annual show at which time the award will be made. Recipients become ineligible for 5 years before being reconsidered for the award.

E. Chapter Officers Training

1. At the end of each year, the Chapter President will provide for a Chapter Officers Training session. This will be for the training of new officers as well as a refresher for the returning officers. The content of this meeting will include a complete review of the Society By-Laws, Chapter Policy and Procedure review. Additional skill training may be included. All Chapter Officers are urged to attend the district COTS event held at the beginning of each year.

F. Annual Show Committee

1. The general chairman shall be appointed by the President as soon as deemed necessary. In no case shall this appointment be made less than four months prior to the show.
2. The Show Committee shall consist of the necessary sub-committees which shall be appointed by the general chairman.
3. The Show Committee shall be responsible for all phases of the show except for the selection of the quartets, which shall be subject to the approval of the board.

G. Sunshine Committee:

1. This committee shall take appropriate action in the case of sickness, death, or other notable events involving a member or his immediate family. (Immediate family is defined as a member's spouse, parent(s) and/or children or step-children.)
2. Amounts to be spent shall be determined by the board.

H. Uniform Committee

1. The Uniform Committee shall be responsible for issuing, return and inventory control of all uniforms which are the property of the chapter.
2. The chairman of this committee shall be the only person having the authority to assign, reassign or request alteration of any chapter owned uniform for a member. For this purpose he shall be guided by the Music Team which is responsible for the eligibility of members to sing in the performing chorus.
3. With the approval of the board, this committee may establish rules for the issuance, care and return of uniforms.



## Article V - Uniforms

1. Uniforms purchased by the chapter are the property of the chapter and shall be under the control of the Uniform Committee.
2. A uniform shall not be assigned to a member until he is certified for chorus membership by the Music Team.
3. Uniforms shall not be worn for personal use, or for any activity or function unrelated to the chapter, district or society purposes.
4. Quartets may use their uniforms for singing engagements, but must get approval from the Uniform Committee.
5. Each chorus member is responsible for the care and cleaning of the chorus uniform. Replacement of uniforms or required alterations will be at the expense of the chorus member.

## Article VI - Shows, Performances

1. All requests for shows or performances shall be immediately referred to the Chorus Manager.
  - a. The Chorus Manager will make contact with the organization or individual making the request to confirm the time, place and purpose of the event. The fee will be established at this time. The Manager will set a time and date with the contact for the response of the chorus.
  - b. The Chorus Manager will bring the request to the chorus to confirm an acceptable availability of singers and director and the approval of the chorus.
  - c. If there is an acceptable availability of the singers and director, a sign up sheet will be passed out.
  - d. The Chorus Manager will re-contact the organization or individual to accept or decline the engagement.
  - e. The Chorus Manager will prepare and send out a contract to the organization or individual for their signature. This contract will include information on the date, time, location, length of performance and fee for this event. Any additional information on sound systems, risers, warm up areas, etc., should also be included.
  - f. The Chorus Manager will follow sing out schedule guidelines established by the board.
2. Following acceptance of the event, scheduled shows or performances shall be announced by the Chorus Manager to the membership in a regular meeting as early as possible.

## Article VII - Music

1. All music, whether purchased from or supplied free by the Society shall be under the control of the Librarian (members' own music is exempt).
2. Current selections shall be kept in the chapter guest folios and are not to be removed by the guests or members.
3. Music may be borrowed for home study, with prior approval of the Librarian.
4. The chapter will not use or permit members to use, music which has been obtained or copied in violation of copyright laws. Each member shall be responsible for seeing that all copies of music brought by him (or his guest) to any chapter meeting or performance are legal copies.

## Article VIII - Chapter Monies

Any member who has been entrusted with the handling of the chapter monies resulting from the sale of show tickets, ads or from any other source shall be subject to the following regulations:

1. All monies shall be returned by a pre-announced date.
2. If not returned in 30 days after the deadline date, the member shall be notified in writing of his financial obligation.
3. If not returned in 60 days after the deadline date, the member shall be subject to suspension or expulsion from membership in accordance with the chapter and Society Bylaws.

Article IX - Amendments

Amendments to this Code of Regulations may be made by the board of directors, but shall not be effective until ratified by the chapter membership at a regular meeting following two weeks prior notice.

Approved by the chapter membership:

Date 6-17-2009

Michael Ridenour  
President

Jerry Fuller  
Secretary

**Standard Chapter Bylaws  
(As of April 2006)**

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## ARTICLE I

### Name-Organization

#### 1.01 Name; organization

The name of this organization shall be Hillsdale Chapter of SPEBSQSA, Inc. (hereinafter called the "chapter"). The chapter is organized and exists pursuant to the provisions of Article III of the bylaws of the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Incorporated, a not-for-profit corporation (hereinafter called the "Society").

## ARTICLE II

### Purpose and Mission

#### 2.01 Purpose

The purpose of this chapter shall be to perpetuate the old American institution, the barbershop quartet, and to promote and encourage vocal harmony and good fellowship among its members; to encourage and promote the education of its members and the public in music appreciation; to initiate, promote and participate in charitable projects; and to promote public appreciation of barbershop harmony.

The chapter activities shall be conducted without personal gain for its individual members and any profits or other inurements to the chapter shall be used in promoting the purposes of the Society, district or chapter.

#### 2.02 Mission

Every chapter shall have a mission statement reflecting its own place in the community, and in the Barbershop Society.

Chapters shall strive to serve the musical needs of all current and potential members by providing and actively supporting a wide variety of barbershopping opportunities, which may include organized quartetting, pickup quartetting, chorus singing, and group or "gang" singing.

## ARTICLE III

### Membership

#### 3.01 Qualifications for membership

Any male person of good character and reputation may be considered for membership or for transfer from another chapter, subject to the applicant's agreement to abide by the Society's governing documents and Code of Ethics and subject to such further and reasonable restrictions as may be adopted by the chapter and incorporated in its code of regulations or statements of policy.

A "member" is one whose chapter, district and Society dues are fully paid and who is not under suspension by his chapter or the Society Board of Directors ("Society Board"). A "former member" is one who has not paid his yearly dues by his membership expiration date.

#### 3.02 Classification

There shall be but one membership classification, that of active membership. No honorary chapter memberships shall be allowed.

#### 3.03 Manner of admission

Applications for membership, including applications for transfer from another chapter, shall be submitted in writing upon forms furnished by the Society and must be supported by one member in good standing. Such applications must be accompanied by the initiation fee and initial dues and must receive either (1) a majority favorable vote of the chapter board of directors or (2) a majority favorable vote of the members present (providing a quorum is present), using a written ballot, following a favorable report from the chapter membership committee. Following such approval, the applicant's admission to membership in the Society shall become effective upon receipt and approval at the Society office of a report of the chapter approval of the application, and his expiration date shall be set accordingly. A former member seeking to renew his membership shall be required to reapply for membership, which application shall be subject to the approval of the chapter board of directors or members as provided above. A former member who renews shall pay the fees and charges set forth in Section 4.02. The chapter may, for reasonable cause, refuse to accept renewal dues tendered by a member prior to the expiration of his current membership. Such refusal must be supported by either (1) a majority vote of the chapter board of directors or (2) a majority vote of the members present (providing a quorum is present), using a written ballot, following a suspension or expulsion of the member, and he shall be eligible to renew his membership in any other chapter, including the Frank H. Thorne Chapter.

### **3.04 Suspension or expulsion**

- (a) A demand to suspend or expel a member shall be in writing, shall state clearly the charge against such member and shall, except when initiated by the Society Board or the chapter executive committee or board of directors, be signed by the complainant.
- (b) A member may be suspended or expelled only for such acts or omissions as shall constitute conduct unbecoming a member or conduct detrimental to the best interests of the Society in the fulfillment of its objects and purposes, or for willful violation of the Code of Ethics of the Society or of the rules, regulations or statements of policy promulgated by the Society Board. Nonattendance at chapter meetings shall not be considered such conduct for the purpose of suspension or expulsion but may, at the discretion of the chapter board of directors, be considered reasonable cause for refusing to accept renewal dues tendered by the member, as permitted under Section 3.03 above. A member charged with wrongdoing, and facing suspension or expulsion by his chapter therefore, shall be informed of the charges in writing; shall be accorded a hearing upon demand therefore, and shall be suspended or expelled only following two weeks notice to chapter members of the pending proceedings and upon a two-thirds affirmative vote of the members present and voting at a regular or special meeting of the chapter at which a quorum is present. Suspension or expulsion of a member may also be effected by the Society Board pursuant to Section 3.01(c) of the Society bylaws, and regulations adopted pursuant thereto.
- (c) Any member, having been suspended by the chapter, as provided in (b) above, shall lose all privileges of membership, except the receipt of *The Harmonizer* (unless the chapter shall qualify the conditions of the suspension with specific restrictions and not all privileges), during the period of his suspension, and shall be reinstated automatically at the end of such suspension, unless his actions warrant an extension or expulsion, which action shall be taken as above provided.

### **3.05 Appeal**

Any person aggrieved by suspension or expulsion may appeal the same within 30 days to the Society Board whose decision in the matter shall be final.

### **3.06 Re-admittance of expelled members**

- (a) No former Society member having been expelled for cause by the chapter, or having resigned to avoid expulsion for cause, shall be readmitted to membership except by a two-thirds affirmative vote of the chapter board of directors and confirmed by a majority affirmative vote of chapter members present and voting at a regular chapter meeting at which a quorum is present; provided, however, that a former Society member who has been expelled for cause by a chapter, or who has resigned to avoid such expulsion for cause, may be readmitted to Society membership in a chapter (including the Frank H. Thorne Chapter) other than the expelling chapter, by a two-thirds affirmative vote of the Society Board as provided in Section 3.01(e) of the Society bylaws.
- (b) Re-admittance of members expelled by the Society Board shall be governed by the conditions of Section 3.01(e) of the Society bylaws, that is, by a two-thirds affirmative vote of the Society Board.

## **ARTICLE IV**

### **Dues, fees and fiscal year**

#### **4.01 Initiation fee**

The initiation fee shall be set by the chapter board of directors, but in no case shall it be less than that required by the Society bylaws.

#### **4.02 Service charge and reinstatement fee**

Former members who renew their membership within six months of their expiration date must pay, in addition to the Society dues, the late renewal service charge set by the Society Board. Former members who renew their membership later than six months following their expiration date must pay, in addition to the Society dues, the reinstatement fee set by the Society Board.

#### **4.03 Annual dues**

The annual dues of this chapter shall be such amount as may be decided by the chapter board of directors, from time to time, and shall include Society dues, *The Harmonizer* subscription, district dues and shall be payable in advance. Dues are fully earned when paid, and there shall be no refund of any portion of the dues in the event of the resignation, death, suspension or expulsion of a member.

#### **4.04 Finances**

All finances and monies collected by the chapter from dues, penalties, donations or payments for shows and performances shall be under the control of the chapter board of directors and shall only be used in promoting the purposes of the Society without personal gain to any individual members.

#### **4.05 Fiscal year**

The fiscal year of the chapter shall begin on January 1 and end on December 31.

### **ARTICLE V**

#### **Meetings**

##### **5.01 Membership meetings**

- (a) Regular meetings of this chapter shall be held at such time and place as the chapter shall designate.
- (b) Special meetings may be called by a majority vote of the membership at any regular meeting or by the president, and notice of such special meeting shall be given to the members not less than ten days prior to the date of such meeting.
- (c) The annual meeting for the election of officers and directors shall be held prior to October 15 of each year and notice of the date of such meeting shall be given to the members at least two weeks prior to such date.

##### **5.02 Board of directors**

The board of directors shall meet at least once each month at a time and place determined by the president or fixed by resolution adopted by the board.

### **ARTICLE VI**

#### **Officers and directors**

##### **6.01 Officers**

The officers of this chapter shall be president, chapter development vice president, music and performance vice president, marketing and public relations officer, secretary, treasurer, and such other officers as may be deemed necessary to conduct the affairs of the chapter. The marketing and public relations officer is optional in chapters having 25 or fewer members. The offices of secretary and treasurer may be combined. Officers shall be elected to one-year terms and may succeed themselves. Officers shall take office on January 1 of the following year and serve until their successors are duly elected and take office. The officers shall perform the usual duties of their office and such other duties as the board of directors shall direct. Each officer shall be an active member of the chapter.

##### **6.02 Directors**

The board of directors shall consist of the officers, the immediate past president and 3 other active members of the chapter, called board members-at-large, who shall be elected in the same manner and at the same time as the officers. The board members-at-large may be elected annually, or they may be elected for terms of two or not more than three years in such combination groups that the chapter will be provided with staggered terms of office among this group of directors. In any event, the board members-at-large shall serve until their successors are duly elected and qualified; provided, however, that there shall be not less than that number of directors required by state law.

##### **6.03 Removal of officers or directors**

Any officer or director of this chapter may be removed from office by a two-thirds vote of the members present at any regular or special meeting when a quorum is present; provided, however, that notice of such meeting and the purpose of same has been given to the membership at least two weeks prior to the date of said meeting.

##### **6.04 Vacancies**

Vacancies among officers or directors shall be filled by the board of directors for any unexpired term. A vacancy in the office of the president may be filled automatically by any vice-president at the option of the chapter. In the event of a vacancy in the position of immediate past president, a successor may be elected from among those past presidents who are able and willing to serve. A president who resigns or is removed during his term of office does not thereby become the immediate past president.

In the event that any officer or director, after election at the annual meeting, shall be unable to take office and serve after January 1 of the following year, a vacancy shall be declared, the nominating committee shall propose another member for such office and a special election shall be held after a notice of not less than two weeks and such elected officer or director shall take office on January 1 following his election.

## **6.05 Delegates**

Chapter delegates to the district house of delegates shall be elected at the annual chapter meeting and shall take office on January 1 of the following year and shall serve for one year or until their successors are elected and installed. (It is recommended that one delegate be the chapter president.) Alternates may be appointed by the board of directors or as otherwise specified in a chapter code of regulations, statement of policy or operations manual.

## **ARTICLE VII**

### **Elections**

#### **7.01 Nominating Committee**

The nominating committee shall consist of at least three members of the chapter. This committee shall select one nominee for each elective office and directorship and shall submit its report at a regular meeting or by mail and/or electronic transmission at least two weeks prior to the annual meeting. This shall constitute the placing of the names in nomination.

#### **7.02 Opposing nominations**

Opposing nominations may be submitted by any member, provided, however, that consent of any nominee must be first obtained, and provided further, that notice of such nomination shall be given at a meeting or by mail and/or electronic transmission at least one week prior to the annual meeting.

#### **7.03 Voting**

When there is more than one nominee for an office, voting shall be done by written ballot. Each member in good standing is entitled to cast one vote, and voting by proxy or absentee ballot is not permitted. A majority of votes cast is necessary for election.

## **ARTICLE VIII**

### **Committees**

#### **8.01 Appointment**

On or before January 1 of each year, the president-elect shall appoint the nominating committee and such committees and task forces as he deems necessary. During the year, the president may appoint such other committees and task forces as he shall deem necessary or which shall be approved by the board of directors. The president shall be ex officio member of all committees, except the nominating committee, and shall instruct them in their duties.

## **ARTICLE IX**

### **Quorum**

#### **9.01 Chapter and Board meetings**

- (a) Chapter meetings: Thirty percent of the membership of the chapter shall constitute a quorum for the transaction of the business of the chapter, except where (following the procedure authorized by Section 3.03(2) of the bylaws) the business being considered is the acceptance of new members. In the latter case, a majority of the membership shall constitute a quorum. Each member shall be entitled to one vote on all matters brought before the membership, and there shall be no voting by proxy or absentee ballot.
- (b) Board meetings: At board meetings, a simple majority of the members of the board shall constitute a quorum.

## **ARTICLE X**

### **Affiliation**

#### **10.01 Affiliation**

This chapter shall be affiliated with the Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc., a nonstock, nonprofit corporation, incorporated under the laws of the State of Wisconsin, and shall be a member of the Pioneer District association of chapters of SPEBSQSA, Inc.

**10.02 Policy**

This chapter shall be subject to all of the rules and regulations contained in the Society's charter, bylaws, and statements of policy adopted and promulgated from time to time, and shall adopt no rule or policy inconsistent therewith.

**ARTICLE XI**

**Dissolution**

**11.01 Asset disposition**

In the event of the dissolution of this chapter, voluntarily or otherwise, the person or persons having custody of the chapter funds, property, and assets, after payment of all obligations, within 30 days of such dissolution, shall give, convey, assign, transfer and set over to the district association of chapters of which it is a member, all of said chapter funds, property, and assets. All such property accruing to said district shall be used to promote the aims and purposes of the Society. Canadian chapters shall make distribution of such property to one or more registered Canadian charitable organizations.

**ARTICLE XII**

**Amendments**

**12.01 By Society Board**

The Society Board may amend these bylaws under their power given in the Society bylaws, and any such amendments shall become binding upon this chapter.

**12.02 By Chapter**

- (a) Amendment by chapter: These bylaws may be amended by this chapter only as may be necessary to comply with the laws of any nation, state or province, or otherwise as approved by the Society Governance and Bylaws Committee, acting on behalf of the Society Board. Any such amendment shall not become effective until approved by the Society Governance and Bylaws Committee.
- (b) Notice and voting: Proposed amendments shall be in writing and shall be mailed and/or electronically transmitted, together with notice of the meeting, to each chapter member at least two weeks prior to the meeting at which they are to be voted on. Amendments may be considered at any regular or special meeting of the chapter at which a quorum is present, and shall be adopted upon two-thirds vote of the members present.

Adopted by the Hillsdale Chapter 6-19-2009 \_\_\_\_\_ (Date).

President, Michael Ridenour \_\_\_\_\_

Chapter Development Vice President Tony Fowler \_\_\_\_\_

Secretary Jerry Fuller \_\_\_\_\_