

Sample Chapter Code of Regulations

For chapters to extend their governing documents to include performance policies etc. No further approvals required if adopted in this form.

CHAPTER CODE OF REGULATIONS

_____ CHAPTER, SPEBSQSA, INC.

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

Article I - Chapter Membership

1. A prospective chapter member must attend three regular meetings before receiving a membership application. (Exception: reinstated members.)
2. All required dues and initiation fees must be submitted at the time the membership application is submitted to the chapter. Submission of the application will be announced to the chapter during a regular chapter meeting.
3. 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.
4. For admission to membership, the application must be approved by the chapter board of directors as provided in the chapter bylaws.
5. Formal acceptance of membership will be announced by the chapter development vice president in a regular chapter meeting.
6. Initiation of new members shall be scheduled and conducted by the chapter development vice president and the Music Team.

Article II - Chorus Membership

1. In order to be eligible to sing with the performing chorus of the chapter, a member must be able to perform in accordance with the standards established by the Music Team. Chapter membership does not automatically qualify a member to sing with the performing chorus.
2. Chorus members must be punctual and regular in attendance.

Article III - Chapter Meetings; Chorus Rehearsals

1. The 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. The chorus director shall be in complete charge during the portion or portions of the chapter meeting designated for chorus rehearsal.

4. 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.

[*** Chapters not requiring attendance standards would delete.]

5. No drinking is permitted during chapter meetings. Smoking shall be permitted only in designated smoking areas, if any, but shall not be permitted in the rehearsal room(s).

Article IV - Chapter Officers; Appointments

1. The elected chapter officers shall be as follows:

President	Secretary
Chapter Development Vice Presid	Treasurer
Music and Performance Vice Pres	_____

The offices of secretary and treasurer may be combined. The president shall serve as the chapter delegate to the District House of Delegates or, in his absence or inability to attend, another officer or chapter member designated by the chapter board of directors shall serve in his place.

[*** If the chapter chooses for someone other than the president to be chapter delegate, the last sentence should be deleted, and the delegate will be elected pursuant to ' 6.05 of the Standard Chapter Bylaws.]

[*** Article IV.1 - Note that all elected chapter officers are automatically members of the Board of Directors - Standard Chapter Bylaws ' 6.02]

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	Communications officer/director of relations
Historian	Sergeant-at-arms
Bulletin Editor	Librarian
Corresponding Secretary	Chorus Manager
Recording Secretary	_____

Article V - Board of Directors

1. The board of directors shall be composed of the elected chapter officers, the immediate past president, and _____ board members at large. The chorus director and assistant chorus director(s) shall be ex-officio members of the board of directors with voice, but without vote.
2. The at-large board members shall be elected [in rotation], for terms of _____ years each.
3. A simple majority of the voting members of the board of directors shall constitute a quorum.
4. The president shall serve as chairman of the board of directors.
5. Unexcused absences from three consecutive board meetings shall constitute sub-standard performance and shall be justification for review by the board, and possible removal from office.

Article VI - Committees

1. Committees and task forces shall be appointed as provided in Section 8.01 of the chapter bylaws.
2. The Nominating Committee shall consist of members, one of whom shall be designated as chairman. It shall be the responsibility of the committee to advise the nominees of the time and place of the COTS meeting and their responsibility to attend.
3. In addition to the committees listed in the bylaws, the following committees shall be appointed by the president or otherwise as indicated:

[*** Add additional committees, or delete specific committees listed below, consistent with the regular management process of the chapter. Other special committees may be appointed, even though not included in the Code.]

A. Music Team

- (1) The Music Team shall be composed of the music and performance vice president, chorus director, assistant chorus director(s) and member(s) 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 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.

B. Finance Committee

- (1) The Finance Committee shall be composed of the treasurer, who shall be chairman, and 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.

N.B. 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.

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.

(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.

N.B. Selection of the BOTY shall be made by secret ballot at the time of the annual election of officers.

E. Annual Installation Banquet Committee

(1) This committee shall consist of the past chapter presidents.

(2) The chairman shall be appointed by the chapter development vice president.

(3) It shall be the responsibility of this committee to plan and present the complete program for the annual installation of officers.

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 of directors.

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.

(2) Immediate family is defined as the member's spouse, parents(s) and/or children.

(3) Amounts to be spent shall be determined by the board.

H. Uniform Committee

(1) The Uniform Committee shall be responsible for the proper care of all uniforms which are the property of the chapter.

(2) It shall also be responsible for seeing that the uniforms are cleaned and available for the chorus when needed.

(3) The chairman of this committee shall be the only person having the authority to assign, reassign or request alteration of any 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.

(4) With the approval of the board, this committee may establish rules for the issuance, care and return of uniforms.

Article VII - Shows, Performances

1. All requests for shows or performances shall be immediately referred to the chorus manager who will follow up and present them to the board for approval. The chorus manager may survey the chorus members to determine availability for a requested performance. The Music Team will be consulted for its recommendation to the board.

2. Following board approval, scheduled shows or performances shall be announced to the membership in a regular meeting as early as possible.

3. The net proceeds from any show or performance shall be used only for the charitable and educational purposes of the chapter.

Article VIII - Uniforms

[*** Article not applicable to chapters not owning uniforms.]

1. Uniforms 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.

Article IX - 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 excepted).

2. Current selections shall be kept in the chapter folios and are not to be removed by the members.

3. The librarian shall be responsible for the distribution of folios prior to rehearsals.

4. Music may be borrowed for home study, with prior approval of the librarian. Members borrowing music will be asked to sign for it and shall return it at the next meeting.

5. 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 X - Chapter Monies

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

1. All monies shall be returned by a preannounced 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 bylaws.

Article XI - 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, and until approved by the Society Laws and Regulations Committee, acting on behalf of the Society Board.

Approved by the board of directors: Date: _____ President	Approved by the chapter members: Date: _____ Secretary
	Approved by the Society Laws & Regulations Committee: Date: _____ Chairman