

# **South Orange County Chapter**

of the

# **Barbershop Harmony Society**

**Bylaws  
Policies and Procedures**

**December 1, 2019**



**South Orange County Chapter**  
**Chapter Bylaws, Policies and Procedures**  
**Adopted December 1, 2019**  
by the  
**South Orange County Chapter Board of Directors**

**PART 1**  
**Standard Chapter Bylaws**

ARTICLE I  
Name

The name of this organization shall be South Orange County Chapter of the Barbershop Harmony Society AKA “*Society for the Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc*” (SPEBSQSA, Inc.).

ARTICLE II  
Mission

2.01 Mission

The mission of this Chapter shall be to perpetuate the good 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 it 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 to the chapter shall be used in promoting the purposes of the society, district, or chapter.

Article III  
Membership

3.01 Qualifications for Membership

Any 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 into its code of regulations.

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 their yearly dues by the membership expiration date.

3.02 Classification

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

### 3.03 Manner of admission

Application for membership, including applications for transfer from another chapter, shall be submitted in writing upon forms furnished therefore and must be supported by two members in good standing. Such applications must be accompanied by the initiation fee and initial dues and must receive either (1) a majority favorable vote by the chapter board of directors or (2) a majority favorable vote from 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~~ the expiration date of the membership shall be set accordingly. A former member seeking to renew his membership shall be required to reapply for membership which shall be subject to the approval of the chapter board of directors or members as provided above. A former member who renews shall pay fines and charges set forth in Section 4.02. The chapter may, for reasonable cause, refuse to accept renewal of the dues tendered by a member prior to the expiration date of his current membership. Such refusal must be supported by (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 recommendation from the chapter membership committee to refuse such renewal. Such refusal shall not be deemed to be the suspension or expulsion of a member, and that person shall be eligible to renew his membership in any other chapter, including the Frank H. Thorne Chapter.

## 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 Society Bylaws.

#### 4.02 Service charge and reinstatement fee.

Former members who renew their membership within six months after 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's dues, the "reinstatement fee" set by the Society Board.*

#### 4.03 Annual dues

The annual dues of this chapter shall be such amounts as may be decided by the chapter board of directors from time to time, 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 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 be used only in supporting the mission of the chapter.

#### 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 (how often)

- 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 of the membership at any regular meeting or by the president, and notice of such special meetings shall be given to the members not less than ten days prior to the date of such meeting.
- c) The annual meeting for the selection 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.

## ARTICLE IV Officers and directors

### 6.01 Officers

The officers of this chapter shall be as identified under Article 9 of the Chapter Policies and Procedures attached hereto. 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 and the immediate past president.

### 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 2 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 may be filled automatically by any vice president at the option of the chapter.

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 of the following year.

#### 6.5 Delegates

The chapter's delegate to the district House of Delegates shall be selected by the chapter board of directors. It is recommended that the 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. Each delegate and/or alternate shall be a member in good standing of the chapter.

### 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 at least two weeks prior to the annual meeting. This shall constitute the putting of the names in nomination.

##### 7.02 Opposing nominations

Opposing nominations may be submitted by any member, provided, however, that the consent of the nominee must first be obtained and provided further, that notice of such nomination shall be given at a meeting 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 is not permitted. A majority of votes cast is necessary for election.

### ARTICLE VIII

#### Committees

##### 8.01 Committees

On or before January 1 of each year, the president-elect shall appoint the nominating committee and such committees and task forces as he shall deem necessary. During the year, the president may appoint such other committees and task forces that he deem necessary or which shall be approved by the board of directors. The president shall be an ex-officio member of all committees, except for 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 ~~for~~ chapter shall constitute a quorum for the transaction of the business of the chapter. Each member shall be entitled to one vote on all matters brought before the membership, and there shall be no voting by proxy.

b) 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 Barbershop Harmony Society, Inc., a ~~nonstick~~, nonprofit corporation, incorporated under the laws of the State of Wisconsin, and shall be a member of the Far Western District association of chapters of that society.

ARTICLE XI  
Dissolution

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.

ARTICLE XII  
Amendments

12.01 By the 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) These bylaws may be amended by this chapter only as 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 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.

**HISTORY OF THE REVISIONS**

September 30, 2019

Rewrite to support Everyone in Harmony, to resolve inadequacies of earlier version, and to achieve alignment with the BHS Standard Chapter Bylaws, effective date January 1 2019.

## **Part Two – South Orange County Chapter Policies and Procedures**

### **Article I Chapter Chorus(es)**

The following are choruses of the South Orange County Chapter:

1. South County Sound is a Men's Chorus.

### **Article II New Member Admissions**

In addition to the requirements included in Part 1, Article 3, Section 3.03 of these Bylaws, Policies and Procedures, all applicants for membership must first pass a vocal and visual audition as established by the Music Committee.

### **Article III Donations**

#### 3.01 Donations

Financial donations to the chapter, performance fees, and other income earned by the chapter shall not be used for payment of member dues.

#### 3.02 Loans to Members

Chapter funds may not be used to lend members money to attend chapter functions. At the direction of the board, other arrangements may be established for this purpose.

#### 3.03 Performance Fees

Performance fees shall be approved by the board at the same time the performance is approved.

#### 3.04 Expenditure Approval

Any unbudgeted expense over \$100 requires prior board approval. Any unbudgeted expense less than \$100 requires board approval after the fact.

### **Article IV Performances**

#### 4.01 General

The president shall appoint a show chairman for the next annual show immediately after the annual show that that year has concluded. All other performances involving the chapter will be approved in advance by the board and an event chairman will be appointed.

The chairman for the Society's contests will be appointed by the president at the first meeting of the board for the calendar year.

#### 4.02 Member Participation

After approval by the Membership Committee and fulfilling all of the financial requirements of the chapter membership, a new member will be granted access to the chapter's "Members Only" web site pages and the sheet music, learning tracks, and chapter information contained therein.

The music committee shall determine when a member is adequately prepared to sing in a contest or other performance.

While it is recognized that 100% attendance at all meetings is not possible for everyone, regular attendance is necessary to participate in chorus contests and performances. In this connection, a member will not be permitted to participate in chapter performances if they:

- a) are absent from five consecutive regularly scheduled meetings
- b) fail to attend 70 percent of all chapter meetings in a calendar year

A member who becomes ineligible for chapter performances shall, at the direction of the Music Committee, be notified by their section leader. He may be reinstated by the approval of both the Music Committee and the board of directors.

#### 4.03 Performance Evaluations

From time to time the Music Committee may schedule a recording session for chorus members or individuals singing certain songs. This procedure, when scheduled will be mandatory for all performing members. The recordings will be evaluated by the section leaders and returned with comments and suggestions for improvements. Repeat recordings may be requested by the section leader.

### **ARTICLE IV** **Chapter Meetings**

#### 5.0 General

Chapter Meetings, unless otherwise announced, are rehearsals for upcoming performances. Each member has the responsibility to learn words, music, and stage presence as quickly and completely as possible. Study and practice before the chapter meets are required to accomplish this responsibility. Warm-ups while en route to meetings are encouraged.

#### 5.02 Riser Etiquette

Members should observe the following while on the risers:

- (a) Be on time. Late arrivals are distracting
- (b) Quietly take your place on the risers when chorus is called
- (c) Focus individual attention on the director unless otherwise instructed
- (d) Do not talk when director is working with another section
- (e) Raise your hand if something truly needs saying

#### 5.03 Alcohol and Drugs

The chapter will not tolerate the use of alcohol or other mind-altering substances prior to or during a performance or rehearsal. Evidence of such will be cause for privately dismissing a member from that event.



## **ARTICLE VI**

### **Chapter Uniforms**

#### 6.01 General

The chapter board of directors is responsible for defining the components of the uniforms that are to be standard for chapter activities.

The chapter uniforms are classified as Class A (formal uniform) and Classes B and C (informal uniforms). The Class A uniform is established for chapter stage and contest performances. The class B and C uniforms are established to provide a professional decorum at public and chapter events that are not formal uniform designated.

#### 6.02 Class A Uniforms

Both the chapter and chapter members are responsible for the purchase and maintenance of specific components of the Class A uniform.

The chapter will purchase tailored items (such as vests, jackets, trousers, shirts and supporting ties) that are essential to maintain a formal appearance to the chapter chorus. It will be the responsibility of the chapter board to rule if the members will be assessed a fee to offset the cost of purchase of these items.

The chapter members shall maintain components, of the Class A uniform. To maintain consistency in appearance, members will be provided shirts through the chapter.

Members are required to maintain all components of all of their uniforms, including laundering and ironing of shirts after each performance and periodic dry cleaning and pressing of the tuxedo.

#### 6.03 Class B and C Uniforms

The chorus member is responsible for the purchase and maintenance of the Class B and C uniforms.

The chapter will provide the members the Class B and C uniforms so that consistency in chorus appearance is achieved.

#### 6.04 Uniform Fees and/or Deposits

Members may be assessed a deposit or fee to cover purchase of uniform components if so determined by the Board. This deposit will be refunded upon return of the uniform in serviceable condition. Fees may be assessed for components that become the property of the member, such as shirts.

#### 6.05 Return of Uniforms

Ownership of the Class A uniform is vested with the chapter. If a member leaves, his Class A uniform will be reassigned to another member.

Members are encouraged to donate member purchased uniform components.

#### 6.06 Personal Grooming

Personal grooming is important to the chorus' image. Hair, beards, and mustaches should be trimmed and neat. The chapter members should take extra care in the maintenance of personal hygiene when attending rehearsals and performances.

## Article VII **Contributions**

Unless otherwise directed by the chapter board, ten percent (10% of the net revenues from all performances will be set aside for contributions to charitable organizations or other similar activities. The receiving organizations and/or activities are to be recommended by a Charitable Projects committee appointed by the president for that purpose, and approved by the chapter board on a quarterly basis. Funds derived from other sources may also be used for these contributions.

## Article VIII **Awards**

The president will annually appoint an awards committee chairman and a minimum of three (3) committee members. The committee will normally consist of past chapter presidents, with the immediate past president serving as chairman.

Annual awards to be considered and made at the Installation Banquet shall include but not be limited to:

- a) **Barber Shopper of the Year** - selected by the committee and presented by the committee.
- b) Director's Award – Selected and presented by the Music Director.
- c) **Music Award** – selected in conjunction with the Music & Performance Vice President and presented by the Music and performance VP.
- d) **Rookie of the Year** – Selected by the committee and presented in conjunction with section leaders and presented by the committee.
- e) **Sweetheart of the Year** – Selected by the committee for greatest contribution by a significant other and presented by the committee.

## Article IX **Chapter Officers**

### 9.01 Elected Board Members

President  
Immediate Past President  
Secretary  
Treasurer  
Executive Vice President  
Vice President, Music and Performance  
Vice President, Marketing and PR  
Vice President, Communications  
Board Members at Large (3)











