



Club 21 Standing Rules

Club 21 is an organization of past quartet champions dedicated to promoting quartet singing, communication and education in Region 21, and providing financial assistance to Region 21 quartets competing at International Contest.

SECTION I - MEMBERSHIP

A. Eligibility: Membership is comprised of past Region 21 quartet champions, but is also extended to include:

1. All Sweet Adelines in Region 21 who have been members of Regional Championship quartets in other regions.
2. A replacement member of a Region 21 Championship quartet may be considered for membership in Club 21 after a period of one year as a member of that quartet.
3. Members of a Wild Card quartet from Region 21 who become International top ten (10) medalists.

B. Dues: Dues are \$20 per year per member, and are due and payable at the Spring Meeting.

1. Out-of-Region Champions will be assessed a \$20 initiation fee, prorated from the time they apply for membership to the end of the fiscal year (April 30) and will start paying the annual dues at the next Spring Meeting.
2. Current Regional Champions will have their initiation fee waived.

C. Types of Membership: The three types of membership in club 21 are active, inactive and honorary.

1. Active membership is any member who is current with her dues.
2. Inactive membership is any member who is delinquent in her dues. As an inactive member she is ineligible to do the following:

- a. Vote
- b. Receive Club 21 communications
- c. Perform with the Club Chorus
- d. Be a part of Club 21 activities

3. **Honorary Membership:** Any member who is deemed by the Club as deserving of special recognition, and for whom dues are waived. They shall have all rights and privileges of active membership. This includes SAI YWIH Rising Star Champions from Region 21.

D. Badges and/or Bars:

- 1. Current Regional Championship quartet members will receive their badges/bars at the end of their championship year, with the cost to be borne by Club 21.
- 2. Out-of-region champions may purchase their own badge/bar from the Treasurer.
- 3. Any member who uses her badge/bar may purchase a new one from the Treasurer.

E. Termination: Any member who is not currently affiliated with Sweet Adelines International will be suspended from all privileges of membership. Membership may be reinstated when a member renews her affiliation with SAI and Club 21.

F. Club 21 Hosted Events:

- 1. Club 21 members who attend a Club 21 Sponsored event as a volunteer (coach, registration, PVIs, event planning, etc.) will have their registration fee waived.
- 2. Club 21 members who attend a Club 21 sponsored event as a participant will pay the full registration fee.
- 3. Club 21 members who attend a sponsored event as both a participant AND a worker will pay half the registration fee.
- 4. In the event that the club is providing food for the attendees, all members will pay for their meal, as determined by the leadership team.

SECTION II - MEETINGS

Meetings shall coincide with Regional Meetings whenever possible, or will be at the discretion of the President.

SECTION III - MANAGEMENT TEAM

- A. Membership:** The Management Team shall consist of four elected members plus the musical directors. As the Team deems necessary up to three additional members may be appointed to the Team.
- B. Authority:** Except as otherwise set out in these Standing Rules, the Management Team shall conduct the business of Club 21.
- C. Eligibility:** Any active member of Club 21 is eligible to hold a position on the Management Team.
- D. Elections:**
 - 1. Elections will be held at the Spring Meeting in even numbered years.
 - 2. Team members shall be elected for a two-year term. There shall be no limit to the number of terms a member may serve on the Team.
 - 3. Team members will appoint the Coordinator, the Assistant Coordinator, the Secretary, the Financial Manager and the Music Director(s).
- E. Vacancies:** A vacancy on the Team shall be filled by the Coordinator and ratified by a majority of the Management Team.
- F. Duties and Responsibilities:**
 - 1. Team Coordinator: The Coordinator is the leader of the Management Team. It is her responsibility to see that the Team members carry out all functions effectively and efficiently. She calls all meetings of the Management Team and in consultation with Team members sets the agenda for the meetings. She assures that the Club members are kept apprised of the work of the Team.
 - 2. Assistant Team Coordinator: She shall help the Team Coordinator with all aspects of her job, and be prepared to assume the Team Coordinator position if necessary.
 - 3. Secretary: The Secretary shall record minutes at each meeting and submit them for publication on the website following each meeting. She shall complete any correspondence deemed necessary by the Coordinator.
 - 4. Financial Manager: the Financial Manager will collect all monies raised. She is responsible for paying all expenses. She will have a current Treasurer's Report available for all members at each meeting. She will have the books ready to be filed for audit at the close of her term.

5. **Music Director(s):** The Music Director is responsible for choosing all the music for the Club 21 Chorus, as well as directing the Chorus. The Musical Director(s) shall be reimbursed for travel to Club 21 events not affiliated with a Regional event or funded by another organization.
 - a. Mileage shall be paid at the current IRS rate.
 - b. Airfare must be booked at least 30 days prior to travel.
 - c. Compensation for difference in cost between driving and flying will be on a case by case basis as determined by the Management Team.
 - d. Club 21 will provide an AET for the musical director who's AET is not being covered by their chorus that year.

SECTION IV - COMMITTEES AND CHAIRMANSHIPS

A. All chairmen shall be appointed by the Team Coordinator, subject to ratification by the Management Team.

B. All Chairmen shall select their committees from the membership.

C. Standing Committees:

1. Nominating
2. Show
3. Regional Liaison

D. Duties of Standing Committees:

1. Nominating Chairman:

- a. The Team Coordinator shall appoint a Nominating Chairman no later than February 1, in the election year.
- b. The Nominating Committee Shall consist of the Chairman plus two additional Club 21 members.
- c. The Committee prepares a slate of nominees containing (if possible) two (2) nominees for each elected position.

2. Show Chairman:

- a. The Show Chair is responsible for all aspects of putting on our

annual Quartet Jamboree at the Spring Regional Convention. She will work in conjunction with the Management Team, her Committee, and the Hostess Chapter.

- b. The Quartet Jamboree shall be held to earn funds for Region 21 International competing quartets and operating expenses. Profits from the Quartet Jamboree shall be allocated as follows:
 - I. All quartets competing at the International competition from Region 21 shall receive an equal portion of the profits, not to exceed \$1,000 per quartet.
 - ii. A donation may be given to a quartet who represents both Region 21 and another Region at International Competition. Such donations will be based on funds available after disbursements to Region 21 quartets and at the discretion of Club 21.
 - iii. Any remaining funds shall be added to the following year's process for disbursements or for operations expenses.

3. Regional Liaison Chairman (RLC):

- a. the RLC will take charge of all aspects of Club 21 responsibilities for all Regional Meetings.
- b. the RLC will appoint the following chairmen and will follow-up on their progress. She may also take on of the following chairs herself:
 - i. Quartet Parade
 - ii. Sign Carriers

E. Other Chairmanships:

1. The other chairs to be filled are the following:

- a. Education/Quartet Development Coordinator (QDC): This chair is appointed in conjunction with the Regional Education Chairman.
- b. Membership
- c. Music Librarian: This Chair will be appointed by the music Director(s) and work closely with her/them.
- d. Communication
- e. Gifts/Sunshine

F. Duties of Chairmanships:

1. Education/QDC: Coordinates and facilitates the Club 21 IVI and quartet coaching programs. As QDC she designs and oversees quartet promotional activities and distributes musical and educational information to registered quartets in the Region.
2. Membership: Maintains current membership records, processes new member applications and maintains the accuracy of the on-line roster.
3. Music Librarian: Works closely with the Team Coordinator Music Director(s), and Membership Chairman. She will compile, maintain and ensure accuracy of sheet music and learning track on the Club 21 website.
4. Communication: Communicates Club 21 events and information through all available media, including Facebook, email and websites
5. Gift/Sunshine: Responsible for the selection and purchase of the following:
 - a. Good Luck Cards for International Competing Quartets
 - b. Outgoing Team Coordinator's gift and card
 - c. New Champions' charms, chains and champagne glasses
 - d. Appropriate remembrances as directed by the Team Coordinator

SECTION V - AMENDMENTS

These Standing Rules may be amended as follows:

- A. With previous notice, by a majority of members present at the meeting.
- B. With no previous notice, by a 2/3 vote of the members present at the meeting.

Adopted by the Club 21 Membership on _____

Team Coordinator

Secretary