

**STANDING RULES
INTEGRATED CHAPTER MANAGEMENT FORM OF GOVERNMENT**

**HARMONY OF THE GORGE CHAPTER OF SWEET ADELINES INTERNATIONAL
REGION 13 – HOOD RIVER, OREGON
Adopted and Approved March 29, 2022**

SECTION I. CHAPTER MEMBERSHIP

A. ELIGIBILITY

1. Membership is open to women who are 16 years of age and over. Exceptions to the age requirement may be made upon recommendation of the Director(s) and music committee. Exceptions must be approved by the Integrated Chapter Management Team, hereafter called the Management Team. Anyone under 16 years of age must have an adult sponsor who is a member of the chorus.
2. A prospective member must attend at least 3 rehearsals in a one-month period and pass an audition.
3. A prospective member will be auditioned in her part in a quartet setting with the Director(s) and or an assistant director designated by the Director(s). Upon passing the audition, the prospective member will be given the Sweet Adeline Application for Membership, a copy of the Chapter Standing Rules, and a copy of the standard form Chapter By-Laws
4. Prospective members under 16 years of age will complete an additional application process which includes a sponsorship approval and parental permission form.

B. ACCEPTANCE

1. Applications for membership are reviewed and approved by the Management Team. The Management Team shall consider any input from members before making their final decision on a prospective member's application for membership.
2. Applications are accepted by a consensus of the Management Team.

C. DUAL MEMBERSHIP

1. A member of Harmony of the Gorge chapter may hold membership in other chapters.
2. The dual member must designate her primary and secondary Chapter Affiliations. She may compete with the other Chapters with the approval of the chorus Director(s).
3. A dual member must pass her audition, pay her dues (for all Chapters and Regions to which she belongs), and be accepted into each primary and secondary Chapter.
4. A dual member pays the international per capita fee and regional dues through her primary Chapter.
5. A dual member pays the Chapter dues and any other fees to Chapters to which she belongs.

D. ASSOCIATE MEMBERSHIP

1. An associate member must be a current or former Chapter member.
2. An associate member is prohibited from performing or competing in a Sweet Adelines chorus. She holds all other privileges of active membership including performing with and competing in a quartet.
3. An associate member pays full international and regional dues.
4. An associate member pays half (1/2) Chapter dues in the Harmony of the Gorge chorus.
5. An associate member may reapply at any time for active status and re-audition to become a performing member.
6. It shall be the decision of the chorus Director(s) whether an associate member is permitted to sing on the risers at rehearsal.

E. DUES

1. Annual membership dues:

International per capita fee	\$100.00
Regional Dues	36.00
Regional Convention	85.00
<u>Chapter Dues</u>	<u>139.00</u>
Total Dues	\$360.00
2. Dues for all members may be paid annually (\$360), quarterly (\$90) or monthly (\$30).
3. New members will pay the International per capita fee (\$100) plus the monthly dues rate of \$30 in the month in which they are joining (anniversary month), and following that will continue to pay \$30 per month (or the equivalent for quarterly or annual dues). A portion of the dues is held in escrow until the member's anniversary month the following year. If sufficient funds for regional convention fees, and/ or regional dues is not present in the new member's account, the chorus will pay those fees as a New Member Bonus.

4. Members transferring from another region will pay the Region 13 convention fees and then begin paying the established monthly amount. She will pay International dues to date or request the transfer of these funds from her previous Chapter.
5. A member on an approved leave of absence will continue to pay dues.
6. Dues are payable to the Chapter Finance Manager by the second rehearsal of each month.
7. Members who are in default in payment of dues as established by International and Region 13 may not perform with the group.
8. If there is a hardship for a new member, the Chapter, with Management Team approval, may loan the new member \$120.00 which shall be paid back in six monthly installments. The monthly installment is in addition to the other dues. A promissory note must be signed.
9. Members who resign may apply for reimbursement of accrued International per capita fees and accrued Convention Assessment fees. There is no refund for Regional or Chapter dues.
10. A member's International dues are transferable to another Chapter.
11. The Chapter Finance Manager will abide by all rules and regulations of International and Region 13 when submitting dues monies so that new members will be eligible for competition and have full benefit of membership in the organization.
12. Members joining who are twenty-five years of age or under will pay one half of all assessments and chapter dues.
13. Members who take advantage of International's multi-year dues discount shall work with the Finance Manager for applicable discounts.

F. ATTENDANCE REQUIREMENTS

1. A member must contact the Director if she will be absent.
2. Any member absent from 3 consecutive rehearsals with an unexcused absence is not considered in good standing,
3. An excused absence shall include illness, out of town, work or special family occasions. Extended excused absences of three (3) consecutive weeks shall be reviewed and acted upon by the Management Team.
4. Any member absent from the rehearsal prior to a performance shall not be eligible to sing except with the consent of the chorus Director(s).

G. LEAVE OF ABSENCE

1. Any member who finds an extended absence is necessary may request a leave of absence from the Chapter. Requests for leaves of absence shall be made in writing and given to the Membership Coordinator of the Management Team.
2. A leave of absence will be limited to three months, after which a member may apply for another three month extension.
3. A member on approved leave of absence must continue to keep dues current.
4. A member of the Management Team who finds it necessary to request a leave of absence from the chapter must resign her position on the Management Team.

H. GOOD STANDING (International Requirement)

1. A member is considered to be in good standing if:
 - a. International per capita fee, Regional Dues and Assessments and Chapter dues are current.
 - b. Attendance requirements have been met.
2. A member will be notified in writing (email is acceptable) of loss of her good standing by the chapter Finance Manager.
3. Loss of good standing causes the member to forego all membership privileges. This includes voting on chapter business, voting in Chapter elections, and participation in performances and/or competition.

I. OTHER RESPONSIBILITIES OF THE CHAPTER MEMBER

1. **Costumes-** Each member will be required to house the current costume(s) of the Chapter and maintain them in a condition suitable for appearance with the chorus. Costumes, all or in part, are to be used only for Chapter events and performances, as required by the Costume Committee.
2. **New costumes,** as recommended by the Costume Committee, shall be passed by a 2/3 vote of the membership present. When a member leaves the Chapter, her costume shall be turned in to the Costume Chair. If the costume or accompanying jewelry was purchased by the member, the Chapter will reimburse the member provided the costume or item is in good condition. The amount of reimbursement will be decided by the Costume Committee. A costume rental fee may be charged with the approval of 2/3 of the membership present.
3. **Public Performances-**Each member shall make every effort to attend each performance given by the chorus. An excused absence shall include illness, out of town, work or special family occasion. An Intent to Perform sheet will be signed by each member indicating her presence at the performance or the reason for a necessary absence. All requests for performance are subject to approval by a majority vote of the membership present and the Director(s) before acceptance.
4. **Music-**A member's music is considered "on loan" while she belongs to the Chapter, must be used for rehearsal purpose only, and must be returned when her membership terminates.

J. TERMINATION OF MEMBERSHIP (International Requirement)

1. **Resignation** - Any member who wishes to resign from the Chapter should do so in writing to the Management Team. The Management Team will inform the Membership Coordinator and see that a copy of the resignation is sent to International Headquarters.
Note: Members should be aware that when they resign, their resignation is effective for the entire organization, not just the Chapter. If a member wishes to transfer to another Chapter, or to Chapter-At-Large, a transfer should be requested rather than resignation. When transferring to another Chapter, the member must meet the membership requirements of the new Chapter.
2. **Transfer** – If a member wishes, she may apply for transfer of membership to Chapter-At-Large or to another Chapter.
3. **Forfeiture** - Membership is automatically terminated if a member is absent without a granted leave of absence from 3 consecutive rehearsals and does not, after written notice, either return to the Chapter or contact the Membership Coordinator within ten (10) days to forestall her automatic termination. She shall understand that her Chapter shall assume that she has chosen to automatically terminate her membership and she shall return her costumes and music to the appropriate committee chairs.
4. **Removal** - Only the International Board of Directors may remove a member from membership in Sweet Adelines International.

K. REINSTATEMENT OF MEMBERSHIP

1. Former members may re-affiliate with the Chapter upon meeting the eligibility requirements and being accepted by the membership as stated in Section I, B, 1 of these Standing Rules

L. TRANSFER

2. A member in good standing from another Chapter may transfer her membership to this Chapter provided she meets all requirements for membership. She will be allowed to sing in performances with the approval of approval of the Director(s).

SECTION II. MEETINGS

A. CHORUS REHEARSALS

1. Regularly scheduled chorus rehearsals shall be weekly on a day and time agreed upon by the chorus members.
2. Special rehearsals may be set by the Director(s) as needed.

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 Leader may, when necessary, call a special Chapter business meeting.
3. A quorum for the transaction of business at any Chapter business meeting consists of a majority of the membership in good standing present at the meeting.
4. The Chapter membership will vote on the following:
 - a. Hiring and terminating a Director
 - b. Annual approval of Director's Agreement and Assistant Director's Agreement
 - c. International Board of Directors
 - d. Regional Management Team
 - e. Chapter Management Team
 - f. Standing Rules
 - g. New costumes and costume fees
 - h. Performances (sign-up sheets may constitute a vote)

C. ANNUAL BUSINESS AND ELECTION MEETINGS

1. The annual business meeting is held in March. In years in which competition is held in March, the meeting may be held in April, or at a time and place announced by the Team Leader.
2. The annual election meeting for the purpose of electing the Management Team is held on the same date.
3. Absentee ballots are sent upon request to any member in good standing who is unable to attend the Annual Business and Election Meeting. Absentee ballots must be received by the chair of the Election Committee prior to election. Proxy ballots (assigning voting rights to another member) are prohibited.

SECTION III. INTEGRATED CHAPTER MANAGEMENT (MANAGEMENT TEAM)

A. MEETINGS

1. The Integrated Chapter Management Team (hereafter called the Management Team) shall meet as needed, but not less than quarterly, at a predetermined time and place to be announced to the membership in advance. All Management Team meetings are open to the membership.
2. A combined Management Team meeting consisting of current, incoming, and outgoing members is to be held after the annual elections and prior to May 1st, if possible, for the purpose of laying out plans and setting goals for the year beginning May 1st. If it is not possible to have the joint meeting prior to May 1st, it shall be held as soon as possible after that date. This provides an opportunity to share annual reports and to review ongoing projects with new members to assure continuity.
3. Special meetings may be called by the Team Leader or a majority of the members of the Management Team as needed. Notification of time, place and purpose is to be given to each Management Team member at least one week in advance.
4. The Management Team may elect to discuss an issue that comes up between meetings by way of e-mail. The Communication Manager shall record the outcome of the email meeting in the minutes of the next meeting under the title "E-mail Consensus" The Team Leader shall tabulate the e-mail vote and report the results via e-mail to the Team.
5. Meeting minutes will be distributed to Team members within one week of a meeting. Team members shall respond to all Team members with corrections or additions or consensus within one additional week. If necessary, corrected minutes will be sent out immediately, and another e-mail vote will take place as soon as possible.

B. ELIGIBILITY

1. To be considered for election to the Management Team, a member must be in good standing with the Chapter. (Section I, F)

C. ELECTION AND TERMS OF OFFICE

1. The Management Team shall number six (6), with five (5) elected positions plus the chorus director/s.
2. The Management Team shall consist of a Team Leader, a Finance Manager, a Communication Coordinator, a Membership Coordinator, a Marketing Coordinator, and the chorus director/s.
3. The term of office shall be for two years (after the exception stipulated in Section III, C,3) or until a successor is elected.
4. Terms shall be from May 1st through April 30th.
5. The nomination committee will present a slate of two nominees (if possible) for each vacancy to be filled.
6. It is intended that two (2) positions (Team Leader, Finance Manager) will be up for election in years ending in odd numbers and three (3) positions (Marketing, Membership, and Communications) will be up for election in years ending in even numbers.
7. At the annual election meeting nominations from the floor shall be allowed provided prior consent of the nominee has been obtained.
8. The nominees (equal to the number of vacancies) who receive the highest number of votes will serve two (2) year terms. In the event of a tie, the Chapter will re-vote between the members who were tied.
9. The Management Team shall be elected by a ballot vote of the membership at the Annual Election meeting. A majority vote of the membership in good standing and present at the meeting or have submitted an absentee ballot shall prevail.

D. VACANCIES

1. In the event of a vacancy on the Management Team, the Team Leader shall appoint a Chapter member to fill the unexpired term, subject to ratification by the remaining members of the Management Team.

E. DUTIES AND RESPONSIBILITIES

1. The Management Team has the authority to enforce the rules and regulations necessary for the proper maintenance, control and management of the Chapter.
2. Each Management Team member will respond to all other members via e-mail regarding corrections, additions, or consensus of meeting minutes within one week after receiving them from the Communication Coordinator. If corrections are e-mailed, Team members shall respond as quickly as possible.
3. Each Team member will provide oversight for specific committees and responsibilities.
4. Team members appoint committee chairs under their responsibility.
5. The Team members shall annually review and update chorus goals and strategic plans.
6. Team members may assume the role of committee chairs themselves.
7. The Team Leader shall call and coordinate all Team meetings, prepare the agendas, preside at the meetings, oversee activities of the Team members, oversee the Standing Rules Chair, oversee the nominating committee, oversee the Scholarship Committee, oversee the chorus website manager, oversee and appoint special committees as needed, ensure communication between all committees and members, maintain on-going communication with the director, oversee Young Singers Foundation transactions as applicable, be responsible for determination and notification when rehearsals need to be cancelled due to emergency, oversee the weekly rehearsal announcements.

8. The Finance Manager shall serve as the Chapter Treasurer, be responsible for collection and dispersal of all Chapter funds and official documents, present monthly financial statements to the Management Team for approval, arrange for preparation and submittal of all required tax forms and other annual reports, chair the Budget Committee, present an annual budget to the Management Team for approval, oversee assistance funds, oversee fund raising events, oversee Fund Raising Committee, arrange for an annual audit.
9. The Communications Manager shall serve as the Chapter Secretary, conduct official Chapter correspondence, record and file minutes of all official Management Team meetings, maintain records and reports of Management Team members and committee chairs, record and file minutes of the chorus' Annual Business Meeting, assure Team members/committees/ and chorus members are kept advised on necessary facets of chorus activities, oversee the Historian and oversee the roster.
10. The Membership Coordinator shall work towards increasing and retaining chorus membership, oversee treatment of guests, oversee application procedures, oversee Open Houses and Guest Nights, oversee membership programs provided by Sweet Adelines International., oversee the Sunshine Chair, oversee chorus talent bank, oversee membership details, oversee longevity recognition, attendance matters, oversee new member orientation coordinating with the Music Team, the Show Committee and Education Coordinator.
11. The Marketing Coordinator shall oversee the Marketing Team working to create public awareness of the chorus, oversee the Columbia Gorge chambers representative, ensure Marketing Team administrative participation on the Show committee, work closely with the Membership Coordinator to assist with membership drives, work with the chorus website manager to assure content is maintained and changed as needed, monitor and ensure approval for any use of official chorus logo, oversee use of official chapter banners and signs, and coordinate with the Performance Coordinator.
12. The Director/s shall oversee the development of the musical product, educate the chorus in barbershop form, develop vocal skills of the chorus, be responsible for coordinating coaching sessions, oversee the Costume Committee, oversee the Makeup Committee, assist the Membership and Marketing Coordinators with membership growth, be responsible for competition and performance readiness, coordinate with the Show Committee, oversee the Assistant Director/s, oversee the chorus Librarian, oversee the Performance Contact, appoint musical leadership as appropriate, and make decisions of potential new members based on auditions, maintain the chorus calendar.
13. Each new management team member shall be presented the code of ethics. This document shall be reviewed by the team at its annual planning meeting.

SECTION IV. COMMITTEES AND DUTIES

A. APPOINTMENT AND TERM

1. Terms are from May 1 through April 30th.
2. Standing Committees/Chairs and the Management Team responsible for appointment and oversight are:

a. By Laws and Rules	Team Leader
b. Nominating Committee	Team Leader
c. Webmaster	Team Leader
d. Competition Committee	Team Leader
e. Budget Committee	Finance Manager
f. Fundraising Committee	Finance Manager
g. Historian	Communication Manager
h. Newsletter	Communication Manager
i. Roster	Communication Manager
j. Attendance Taker	Membership Coordinator
k. Awards Chair	Membership Coordinator
l. New Member Orientation	Membership Coordinator
m. Social Chair	Membership Coordinator
n. Sunshine Chair	Membership Coordinator
o. Chamber Representative	Marketing Coordinator
p. Signage and Logo	Marketing Coordinator
q. Community Awareness	Marketing Coordinator
r. Costume Committee	Director
s. Makeup Committee	Director
t. Show Chair	Director
u. Librarian	Director
v. Music Committee	Director
w. Performance Contact	Director
x. Retreat	Director

y. Assistant Director/s	Director
z. Physical Warmups	Director
aa. Visual Coordinator	Director

B. DUTIES OF STANDING COMMITTEES

1. Established duties shall be in the Job Description Addendum and in the committee organizational chart.
2. Duties of the Nominating Committee shall be an exception and shall be listed in the Standing Rules in Section IV. D
3. Duties of the Music Committee shall be an exception and shall be listed in the Standing Rules in Section IV. E

C. SPECIAL COMMITTEES

1. Special Committees may be appointed by the Team Leader to perform functions as needed and shall serve until the special purpose for which they were appointed has been fulfilled, or until dissolved by the Team Leader.

D. NOMINATING COMMITTEE

1. At least sixty (60) days prior to the Annual Business Meeting of the membership, the Team Leader shall appoint a Nominating Committee composed of at least two (2) members. Such appointment is to be ratified by a majority vote of the Management Team.
2. The chair of the nominating committee shall be appointed by the Team Leader.
3. This committee shall prepare a list of nominees consisting of two names (if possible) for each vacancy to be filled.
4. Nominees shall have consented to serve on the Management Team.
5. Nominations from the floor shall be allowed provided prior consent of the nominee has been obtained
6. Absentee ballots are sent upon request to any member in good standing who is unable to attend the Annual Business/Election Meeting. Absentee ballots must be received by the chair of the Election Committee prior to the election.

E. MUSIC COMMITTEE

1. The Music Committee shall be appointed and chaired by the Director/s.
2. It shall consist of knowledgeable music leaders, the Visual Coordinator, and Assistant Director/s.
3. The Director shall appoint other members to the Music Committee at her/his discretion.
4. The Team Leader may participate in the Music Committee meetings and work to help communicate and facilitate the objectives of the Music Committee with the Management Team.

SECTION V. CHORUS DIRECTOR(S)

- A. The Chorus Director(s) selection and conditions of service are by a 2/3 majority vote of the Chapter membership upon recommendation from the Management Team.
- B. A contract will be signed by the Director(s) and the Team Leader stating the Director(s)'s conditions of service, responsibilities and conditions of termination.
- C. Termination of the Chorus Director(s) term of service is by majority vote of the Chapter membership after notification of each qualified member. Each member must be notified at least one week in advance of the meeting at which the vote is to be taken.
- D. The Director(s) shall:
 1. Be the final authority on music sung at a performance.
 2. Attend schools, competition, Regional meetings, etc. Funds will be budgeted annually for the expenses of the Director(s). The Director(s) will attend meetings at Chapter expense with prior approval of the Management Team.
 3. Present to the Management Team at the beginning of each chorus year a plan for the coming year.
- E. Assistant Director/s shall be chosen by the chorus Director/s with ratification of the membership. The Assistant(s) will work with and under the general direction of the Director(s). Funds will be budgeted annually for the Assistant Director to pay some of the expenses of attending training sessions
- F. International and Regional dues for the Director will be paid for by the membership unless she is a member of another chorus and pays her membership dues through that chorus.

G. DIRECTOR(S) EXPENSES

1. The Director(s)'s compensation shall be based upon an annual agreement.
2. The Director(s)'s costume will be provided whenever there is a change in costume by the Chorus, with provision that a male director will provide his own appropriate suit.
3. In the case of a male director, the Management Team may choose to provide coordinating accessories such as neckties, cummerbunds, pocket hankies, or ascots on the recommendation of the Costume Committee.

SECTION VI. REGIONAL AND INTERNATIONAL ACTIVITIES

A. INTERNATIONAL BY-LAWS AND REGIONAL STANDING RULES

1. Every Chapter member is bound by the International By-Laws and Regional Standing Rules.

B. CHAPTER LEADERSHIP TRAINING

1. The Chapter Team Leader or her designee should attend each meeting of the chapter leadership training sessions and report to the Chapter.
2. The Chapter will have an annual line item in the budget to assist the Team Leader with the expenses incurred in attending scheduled meetings of the Presidents/Team Leaders or Chapter Leadership training sessions.

C. REGIONAL AND/OR INTERNATIONAL CHORUS COMPETITION

1. All members of the chorus are expected to participate in competition.
2. In order to be eligible to compete, new members must be accepted prior to the regional/international chorus competition and their names must appear on chorus' official membership roster at Sweet Adelines International as of the day before the actual competition, or April 30, whichever is first.
3. A member taking a leave of absence 30 days prior to competition shall be ineligible to sing in competition, except at the discretion of the Chorus Director/s who shall determine eligibility of such member.
4. Any member of the chorus who is absent from the two (2) rehearsals immediately prior to competition, whether excused or unexcused, may not sing in the competition, except at the discretion of the Chorus Director(s) who shall determine eligibility of such member.

SECTION VII. CHAPTER PROPERTY

- A. Chapter property consists of costumes, jewelry, music, risers, stage props, manuals, and makeup kits purchased by the Costume Committee, decorations, banners, and other such materials purchased by the chorus for use by the membership.
- B. Upon termination of membership, all Chapter property is returned to the designated person.
- C. A resigning member may be reimbursed as designated by the Costume Committee policies for costumes and jewelry returned.

SECTION VIII. FINANCES

A. OPERATING INCOME is derived from the following sources:

1. Chapter dues
2. Performances
3. Fund-Raising Events
4. Annual show
5. Sponsorships and advertising revenues

B. POSSIBLE REIMBURSABLE EXPENSES

1. The Director(s)'s compensation based upon the annual agreements.
2. Coaching fees, coaching hospitality, rehearsal hall rental
3. Director(s)'s costume for female director(s) or accessories for male director whenever there is a change in costume by the Chorus.
4. Office expenses, advertising, postage, stationery, etc. as budgeted.
5. Finance Officer compensation based upon an annual agreement.
6. Hospitality and Membership drive expenses as budgeted.
7. Gifts pre-authorized by the Management Team
8. Education compensation for Assistant Director/s based upon an annual agreement.
9. Education compensation for the Team Leader based upon Management Team action.

C. AUTHORIZATION OF EXPENSES

1. Budgeted Items need not have advanced approval of purchase by the Management Team. Reimbursement can be made when receipts have been submitted to the Finance Manager.
2. Expenditures over budget shall be approved by the Management Team prior to purchase.

3. All requests for expenditures must be accompanied by a properly completed voucher which will be signed by the person requesting the funds and approved by the Team Leader. The Financial Manager will pay no bills without a voucher.
4. The Finance Manager shall submit to the Management Team each month a list of all bills submitted for payment during the previous month.

D. AUDIT PROCEDURES

1. The records maintained by the Chapter Finance manager are audited annually. The Finance Manager shall present the books and financial statements to the Management Team – appointed auditor by the required date.
2. The Management Team shall appoint an auditor from within or outside the chapter to perform the audit.
3. When a Finance Manager continues in her position from one year to the next, the audit is to be completed in June.
4. When a new Finance Manager is to begin duties on May 1st, the records shall be audited prior to transfer of the records from the previous Financial Manager.

E. IRS FORMS

1. By September 15, the Finance Manager serving during the year for which the 990 Form is to be filed, shall prepare in duplicate the required IRS forms in compliance with the rules established by Sweet Adelines International and the Internal Revenue Service. On-line filing may be used.

SECTION IX. ADDITIONAL PROVISIONS

A. QUARTETS:

1. Members that are forming a quartet should obtain copies of the Sweet Adelines International Guidelines for Forming a Quartet and the “Basic Criteria for Public Performance” to review early in their planning.
2. A quartet representing Sweet Adelines International and the Harmony of the Gorge Chorus must be approved for public performance by the Director(s) or designee.
3. If quartet members are from more than one chapter, the quartet will meet the audition requirements for Harmony of the Gorge Chorus when performing with or representing Harmony of the Gorge chorus.

SECTION X. AMENDMENTS

- A. Amendments to these Standing Rules may be accomplished with previous notice at a meeting or in the call for a special meeting by a majority vote of the members present and in good standing.
- B. With no previous notice, these Standing Rules may be amended by a two-thirds (2/3) vote of the members present and in good standing at a regular or special meeting.

Approved by the Harmony of the Gorge membership on the 29th day of March 2022.

_____ Date _____
 Chapter Team Leader – Kathy Franks

_____ Date _____
 Chapter Secretary– Linda Green

_____ Date _____
 Region 13 Standing Rules Chair – Judy Beckman

_____ Date _____
 Region 13 Team Coordinator – Sally Ryerson

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Kathy Franks Date 03/29/2022
Chapter Team Leader – Kathy Franks

Linda Green Date 3/29/2022
Chapter Secretary – Linda Green

Region 13 Standing Rules Chair – Judy Beckman Date _____

Region 13 Team Coordinator – Sally Ryerson Date _____

