

SWEET ADELINES INTERNATIONAL

# Chartering a Chorus, Changing Lives

INTRODUCTION



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INTERNATIONAL

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# Mission Statement

SWEET ADELINES INTERNATIONAL is a worldwide organization of women singers committed to advancing the musical art form of barbershop harmony through education, competition and performance.



# Chartering a Chorus, Changing Lives



## INTRODUCTION

Congratulations – you have just made the greatest decision yet. Your choice to charter a SWEET ADELINES INTERNATIONAL (SA) chapter is one that not only affects your life, but hundreds of lives in your community. Well done.

The SWEET ADELINES INTERNATIONAL chapter-chartering program is a delineated, step-by-step process with simple instructions and the promise of knowledgeable staff and Sweet Adelines sisters to assist you along the way.

**What is SWEET ADELINES INTERNATIONAL? Music. Life changing. Community. All of the above.**

Founded in 1945 in Tulsa, Okla., what began as a small group of women who loved to sing developed into a nonprofit organization that would eventually bridge continents and unite women from across the world in their mutual love of music. The sweet blend of a cappella barbershop harmonies has been the heartbeat of SWEET ADELINES INTERNATIONAL and, with

time, the organization has grown to nearly 23,000 members worldwide with decades of music and passion to show for it.

Geographically, there are more than 500-chartered SWEET ADELINES INTERNATIONAL chapters located in most of the 50 United States, as well as in Australia, Canada, England, Finland, Germany, Japan, New Zealand, Scotland, Sweden, Wales and the Netherlands.

The local chapters offer the basic training in barbershop harmony, choreography, costuming, vocal production, stage direction and more. Organizational programs further train members as music leaders and teachers, contest judges, arrangers and administrators.

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SWEET ADELINES INTERNATIONAL is not just about music — it is about seeing people grow musically, socially and individually; it is about empowering individuals with education so they may never stop growing; it is about community, where women find themselves going from alone to surrounded — one of many — much like the notes of each barbershop chord: a stunning whole made of many parts, beautiful in its blend of diversity.

## UNPARALLELED SUPPORT

Prospective chapters receive assistance from members of the regional management team, in particular the membership coordinator and the education coordinator.

The membership coordinator visits prospective chapters at least twice during the chartering process, providing knowledgeable assistance in building chapter administration. Membership coordinators are also active in membership recruitment and retention.

The education coordinator also visits prospective chapters at least twice during the chartering process, providing expertise in enhancing the musical needs of the chorus. Education coordinators assist in planning and implementing appropriate musical training so the chorus is prepared for public performance.

In addition to regional support, prospective chapters have access to training and educational opportunities through a variety of International programs and services. The International Headquarters (HQ) staff provides extensive administrative support in the areas of finance, communications, education, membership, music services and information technology.

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## HOW TO BECOME A SWEET ADELINES INTERNATIONAL PROSPECTIVE CHAPTER

Complete the Request for Prospective Status form and fax or postal mail to the SWEET ADELINES INTERNATIONAL membership department.

*Note: Upon receipt of the form, your chorus is automatically entered as a prospective chorus at International Headquarters.*

Cheers to you, a prospective chorus! You now begin Step One and receive a Chartering Program Kit, which is mailed to the primary contact of the chorus, empowering you to follow the steps toward chartering. This kit includes:

- Music and learning CDs;
- Membership recruitment materials and brochures;
- A Step One Booklet, detailing helpful information about finding a chorus director, teaching barbershop harmony, holding an introductory meeting, and much more;
- Link to our Chapter Guide, a handbook providing information for efficient chapter management; and
- Access to the Members Only SWEET ADELINES INTERNATIONAL online marketing center.

During Step One, the prospective chorus also selects a chapter name, finds a chorus director, recruits women, secures a rehearsal location, but do not panic! The Step One Chartering Program Kit will guide you each step along the way.



After completing the 12 parts of Step One (detailed in the Step One Chartering Program Kit), you submit a Request for Step Two form to International Headquarters. Once your form is processed, you receive the *Step Two Packet*, in which you receive:

- A Step Two Booklet, assisting you as you prepare to charter, develop chapter rules, determine dues and fees, decide membership eligibility, and more;
- Link to the SWEET ADELINES INTERNATIONAL'S Policy Book, noting SA policies and bylaws;
- A membership kit, including all the forms necessary to charter; and
- Additional music and learning CDs.

# Chartering a Chorus, Changing Lives



Step Two's materials help prospective chorus leaders develop sound administrative procedures so you can spend the majority of your time singing, not sweating the details! By the end of Step Two, your chorus will:

- Contain enough members to charter – There must be at least 15 women (plus director) to be eligible to charter.
- Escrow money for chapter membership – Each prospective chorus is required to pay International Headquarters a chartering fee and dues for each member.
- Create chapter rules and bylaws – The prospective chorus adopts a workable set of rules that covers matters such as dues, meeting time and place, and special membership requirements.
- Choose chapter officers — The first of an annual election process.
- Welcome musical and administrative visits from the regional membership coordinator and regional education coordinator – This fulfills the chartering requirement of two musical and two administrative visits.

# Chartering a Chorus, Changing Lives

Upon completing the requirements in Step Two, the prospective chorus progresses into perhaps the most exciting part of the program — applying for a charter. The following occurs before your official charter:

- The International Board of Directors receives a summary of your chorus activities and recommendations from the regional leaders.
- Prospective chorus leaders are expected to have a general knowledge of barbershop music topped with an eagerness to learn to add to meeting the basic criteria for public performance.
- HQ staff sends a charter ballot to the International Board of Directors, where a majority affirmative vote is required for charter approval.
- Upon board approval, HQ staff notifies the chorus of its successful charter (celebrate!).
- HQ staff sends an official announcement to the regional management team and International Board of Directors.
- Check off chartering! Your chorus is welcomed and introduced to the entire organization through The Pitch Pipe magazine.

## WELCOME, SISTERS!

You made it!

Whether you are looking to dig into your love to sing, build on your desire to learn, or simply bond with a group of equally passionate women, you have made the right decision — SWEET ADELINES INTERNATIONAL is an outlet that recharges your heart while spurring your music forward.

We look forward to helping your prospective chorus grow stronger musically and administratively more sound! Do not hesitate to contact the International Headquarters membership department with any questions.





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