**Cherry Hill Chapter Operating Manual**

If approved by majority vote at a membership meeting of the Cherry Hill Chapter of the Barbershop Harmony Society (subject to notification and quorum requirements in accordance with Chapter bylaws), this document immediately becomes part of the Chapter operating manual.

**1. Terms used in this document**

Affiliated ensemble - any *a capella* vocal, large ensemble or chorus other than the Pine Barons Chorus affiliated with the Chapter in its registration with the Barbershop Harmony Society

Board - the Chapter board of directors, consisting of elected officers and at-large members as defined by the Bylaws

Bylaws - the bylaws of the Chapter, which are the Standard Chapter Bylaws of the Society

Chapter - the Cherry Hill chapter of the Barbershop Harmony Society

Chorus - the Pine Barons Chorus

Society - the Barbershop Harmony Society, incorporated as SPEBSQSA, a not-for-profit corporation

**2. Statement of Chapter Identity**

2.1 The Cherry Hill Chapter is a chapter of the Society devoted to entertainment, commitment and fellowship through *a capella* harmony singing. It consists of the Pine Barons Chorus and any other affiliated ensembles. In addition to supporting the Chorus and affiliated ensembles, it provides instruction in barbershop singing to interested persons regardless of Chapter membership.

**3. Statement of Pine Barons Chorus Identity**

3.1 The Pine Barons Chorus is an all-male chorus devoted to entertainment, commitment and fellowship through *a capella* harmony singing, principally in the barbershop style (TLBB Tenor, Lead, Baritone, Bass). It entertains audiences and performs community service by producing shows and performing at sing-outs. It seeks improvement of vocal skill by competing in contests organized by the Society. It promotes fellowship through social events and "fun nights."

**4. Chapter-Affiliated Ensembles**

4.1 Upon registration with the Society and acceptance by the Chapter membership, any other ensemble may identify itself as affiliated with the Chapter.

4.2 Chapter-affiliated ensembles may identify themselves publicly as Chapter affiliated. The use of the Pine Barons name, logo and uniforms in any public vocal performance is, however, restricted to (a) members of the Pine Barons Chorus or (b) affiliated ensembles that have received Board permission for such uses.

**5. Chapter Membership Qualifications**

5.1 Chapter Membership is defined in Article VIII of the Bylaws. In brief, Society members are eligible for consideration for Chapter membership. Society membership is open to any person of good character and reputation who agrees to abide by the Society’s governing documents and pays Society dues. Chapter membership additionally requires a majority approval by either the Board or the Chapter membership, and payment of Chapter and Mid-Atlantic District dues.

***Question: Do we want to allow non-singing Chapter members, who may support us administratively? (If so, no audition would be required, and dues could be set separately.)***

**6. Chapter Membership Privileges**

6.1 Chapter members are eligible to:

a. Vote in membership meetings

b. Run for Chapter officer and other Board positions

c. Organize and belong to affiliated ensembles

d. Obtain member login privileges to the Chapter website

e. Participate in Chapter social activities

f. Attend chorus rehearsals and there to engage in just-for-fun or non-repertoire singing (e.g., tags, Keep the Whole World Singing).

g. Attend and listen to coaching sessions.

h. Repertoire singing shall be by permission of the chorus director or Music Team.

**7. Pine Barons Chorus and Affiliated Ensemble Membership**

7.1 Membership in the Pine Barons Chorus is open to male Chapter members.

7.2 Membership in affiliated ensembles is open to Chapter members in accordance with the gender specifications and vocal qualifications of the ensemble.

7.3 The Pine Barons Chorus board of directors consists of all Chapter Board members who are also members of the Pine Barons.

7.4 Affiliated ensembles are responsible for their own governance under the Chapter. That is, while subordinate to the Chapter, they may elect their own officers, make their own policies, set up their own financial accounting within the greater chapter Treasury,levy their own assessments and meet their own expenses. It is recommended that any affiliated chorus of 12 or more members elect at least one officer.

7.5 All Chapter members are required to pay Chapter dues to remain in good standing.

7.6 The Board may assess dues or other assessments at different rates to those of the Pine Barons Chorus and affiliated ensembles, as may be appropriate due to differing expenses and benefits.

**8. Chapter Board of Directors and Officers**

8.1 All Chapter members are eligible for election as Chapter officers or other Board positions.

8.2 The Chapter may, if approved by the Board or membership, set aside one at-large Board position for each affiliated chorus of 12 or more members. As required by the Bylaws, these Board members must be elected by the entire Chapter membership.

**9. Chapter Support for Ensembles**

9.1 The Chapter provides the Pine Barons Chorus with a director, coaches, rehearsal space, music, music licensing, materials and services for producing shows, etc.

9.2 The Board may, at its discretion, provide affiliated ensembles with similar forms of support. It may provide funding either as block grants or as budget line items. The leadership of any supported ensemble shall be responsible to the Board and Chapter for its use of funds. If a supported ensemble designates its own treasurer, this person shall report to the Chapter Treasurer in ways the Chapter Treasurer shall specify.

**10. Chapter Membership Meetings**

10.1 In accordance with the Bylaws, the annual Chapter membership meeting and all other Chapter membership meetings are open to all Chapter members, and two weeks' advance notice is required.

**11. Chorus Guests**

11.1 Affiliated ensembles may, at the director's discretion, sing with guests (i.e., non-members) either at rehearsals or in performances. Guests with possible interest in one day joining the Pine Barons are to be invited to join in Pine Baron warmups. Society and Chapter membership are required for participation in Society-sponsored competition.

**12. Membership in The Pine Barons Chorus:**

1. Chorus warm-ups, vocal instruction – all chapter members welcome, any guests
2. General rehearsals – males that pass audition by singing a polecat, or other song from current repertoire.
3. Public performance – chorus members that pass 100% words and notes for the repertoire songs scheduled for public performance and having the appropriate uniform
4. Show performance – 100% words and notes on all show songs to include qualifying on self-recordings
5. Contest performance – 100% words, notes, visual plan, and qualifying on self-recordings, complete uniform as prescribed for the contest

**13. Holiday show chorus:**

Affiliated ensembles and individual chapter members meeting the song testing criteria, and those community chorus members also meeting song testing criteria are welcome to sing on the Holiday Show with the Pine Barons chorus or as guest ensembles.