

# **POLISH SINGERS ALLIANCE OF AMERICA**

## **CONSTITUTION**

Revised May 1995, May 2004, May 2010, May 2014, May 2017

### **ARTICLE I – NAME**

The name of this organization shall be the Polish Singers Alliance of America (Zwiazek Spiewakow Polskich w Ameryce), hereinafter referred to as PSAA.

### **ARTICLE II – OBJECTIVES**

- A. The objectives of the PSAA are as follows:
  - 1. To spread and maintain Polish culture through song.
  - 2. To acquaint the Polish people and the general public of the United States and Canada with the works of Polish composers
  - 3. To foster throughout the United States and Canada, with the help of Polish song, a sincere love for the land of our Polish forefathers.
  - 4. To encourage member choruses to give concerts and to participate and cooperate with other organizations and ethnic groups.
  
- B. The PSAA shall accomplish the above objectives by:
  - 1. Establishing, upholding and encouraging Senior and Junior choruses in North America.
  - 2. Arranging International and District Conventions, which shall include competitions, concerts, and meetings.
  - 3. Giving moral and material support to Polish composers and Polish newcomers in vocal and musical fields.
  - 4. Enriching musical literature by publishing and distributing musical compositions, and arranging competitions.
  - 5. Encouraging member choruses to give concerts and to participate in patriotic and religious events.
  - 6. Honoring those who help to accomplish the purposes of this organization.

### **ARTICLE III – MEMBERSHIP**

- A. Membership in this organization shall consist of Senior and Junior Choruses whose members are men, women and children of Polish ancestry, and others who are devoted to Polish song, as well as to the principles and objectives expressed heretofore in Article II of this Constitution.
  - 1. Senior Choruses shall have at least twelve (12) singing members for a mixed chorus and nine (9) singing members for male and female choruses.
  - 2. The minimum age for members of Senior Choruses shall be Twelve (12) years.
  
- B. There shall be four classes of individual membership:
  - 1. Active membership shall be extended to all qualified individuals who pay dues at a rate per annum approved at the International Convention and who sing with a member chorus.
  - 2. Supporting membership shall be extended to all qualified individuals who pay dues at a rate per annum approved at the International Convention and who give service or material aid to the PSAA or one of its member choruses, but do not sing with a member chorus.

3. Honorary Membership may be extended to any person who has given outstanding service in the field of Polish song or music, or who has aided the PSAA in a noteworthy and advantageous manner.
4. Life Membership shall be extended to any person who pays a one-time set fee to the PSAA approved at the International Convention. Active members who become Life Members shall no longer be obligated to pay annual dues to the Central Administration.

#### **ARTICLE IV – OFFICERS**

- A. Executive authority shall rest in the hands of the Central Administration of the PSAA elected by majority vote at the International Convention.
- B. The Central Administration must carry on the activities of the PSAA in accordance with the Constitution and By-Laws of this organization and the resolutions of the International Convention.
- C. The Central Administration of the PSAA shall consist of a President, Vice President, General Secretary, Treasurer, General Choral Director, Assistant Choral Director, and Librarian. The Board of Directors will be made up of the District Presidents and an additional representative from each District.
- D. In the event of the death, incapacity, resignation or suspension of the President, the Vice President shall assume said duties. In the event of the death, incapacity, resignation or suspension of any other officer or member of the Board, the Central Administration shall elect a successor.
- E. The Central Administration of the PSAA shall be located in the city or locality of the District from which are chosen the President and most of the members of the Central Administration.
- F. All members of the Central Administration must have been active or Honorary Members of the PSAA in good standing for twelve (12) months preceding the International Convention at which they are elected.

#### **ARTICLE V – MEETINGS AND CONVENTIONS**

- A. The highest tribunal, as well as the legislative and judicial authority of the PSAA, shall be the Assembly, known as the International Convention, which shall meet every three years, unless a Convention adjusts to two or four years to coincide with a significant anniversary or event, and which shall be composed of authorized delegates of the choruses belonging to the PSAA, Honorary Members, District Presidents, and District Choral Directors.
- B. International Conventions may be postponed in case of emergency or due to an extraordinary circumstance or occurrence with the concurrence of a majority of the member choruses.
- C. Special Conventions may be called at the request of the Central Administration of the PSAA in case of an emergency, or upon demand of a majority of the member choruses.
- D. Delegates to a Special Convention shall assemble at a time and place designated by the President of the PSAA. Forty-five (45) days notice shall be given to the member choruses of each Special Convention in advance thereof.

- E. An annual meeting of the Central Administration shall be held by the end of June at a location designated by the Central Administration and additional meetings shall be scheduled as required. Meetings may be held in person or electronically.
- F. Any member of the PSAA shall have the right to attend meetings of the Central Administration.
- G. "Robert's Rules of Order" shall apply at the deliberations of all bodies and branches of the PSAA, permanent or temporary, providing they are not contrary to the directives, laws and By-Laws of the PSAA.

## **ARTICLE VI – AMENDMENTS**

- A. The Constitution, By-Laws, resolutions of the International Convention and Central Administration mandates are binding on every member of the PSAA. No governing body, or any of its officers or members, has the right or power to renounce any paragraph of the Constitution, By-Laws, directives of the International Convention or the Central Administration's mandates.

This Constitution and its By-Laws may be amended only as follows:

1. The Constitution may be amended by a vote of three-quarters of the delegates present at the International Convention.
2. By-Laws, or amendments to By-Laws, may be made by a majority vote of the International Convention.
3. In off-convention years, a referendum may be conducted via mail or email.

## **ARTICLE VII – TERMINATION**

In the event the aggregate membership of this organization should diminish to the number of seven (7) choruses, and further provided that the said remaining choruses should decide, by resolution adopted by a majority thereof, that said remaining choruses are unable to support financially the care and maintenance of the physical structures and other assets of this organization, the said choruses shall deposit all assets into the account(s) already established by the PSAA as the Leokadja Dombroska/PSAA Scholarship Fund. Scholarships shall continue to be awarded by a committee of five (5) chorus members determined by the remaining choruses until funds are depleted, at which time the organization will cease activities.

# POLISH SINGERS ALLIANCE OF AMERICA

## BY-LAWS

Including revisions: May 1995, May 1998, May 2004, May 2007, May 2010, May 2014, May 2017

### ARTICLE I – MEMBERSHIP

Any Senior or Junior Chorus in the United States or Canada which pledges to uphold the Constitution and By-Laws of the PSAA may be accepted as a member chorus of the organization. There shall be no initiation fee for choruses nor for charter members of a new chorus.

#### A. Senior Choruses

1. Choruses may be in one of three categories: female, male or mixed.
2. A Senior Chorus shall have at least twelve (12) members for mixed and nine (9) for male or female.
3. The minimum age for members of Senior Chorus is Twelve (12) years.
4. Each member of a Senior Chorus must belong to the PSAA.
5. Before admission to the PSAA, a Senior Chorus shall submit to the Central Administration of the PSAA a letter requesting admittance from the administration of the chorus, together with a list of chorus members and, within six months, monthly dues for each member on the list. After admission, the Senior Chorus shall be assigned to the nearest geographical district and shall be assigned a PSAA Chorus identification number. Choruses are encouraged to use the PSAA number in their official documents and publicity.

#### B. Junior Choruses

1. The maximum age for members of a Junior Chorus is eighteen (18) years.
2. There shall be no initiation fee or membership dues for Junior Chorus members.
3. Before admission to the PSAA, a Junior Chorus shall submit to the Central Administration of the PSAA a letter requesting admittance from the administration of the chorus, together with a list of chorus members and their email addresses.
4. After admission, the Junior Chorus shall be assigned to the nearest geographical district and shall be assigned a PSAA Junior Chorus identification number. Choruses are encouraged to use the PSAA number in their official documents and publicity.
5. Each Junior Chorus shall elect its own Administration and Choral Director. If the Chorus is under the guidance of an individual Senior Chorus, three (3) members of the sponsoring Chorus shall serve in the Administration of the Junior Chorus.
6. Junior Choruses may perform at a convention but may not participate in the competitions.
7. Upon reaching the age of twelve (12) but not later than completion of his/her eighteenth (18) year, each child may join a Senior Chorus without payment of fees.

#### C. Constitution, By-Laws and Music are available at [www.polishsingersalliance.org](http://www.polishsingersalliance.org)

#### D. Honorary Membership

1. Honorary Membership may be extended to both members and non-members of the organization.
2. To be considered for Honorary Membership, non-members of the PSAA must have given important service in the field of Polish song or music, or have aided the PSAA in an important and advantageous manner, or whose public identification with the PSAA could benefit the PSAA.
3. To be considered for Honorary Membership, members of the PSAA must have given extraordinary service to the PSAA and advanced the cause of the PSAA through their involvement with other organizations.

4. Nominations for Honorary Membership must be submitted to the Central Administration by the designated deadline by mail or electronically by the President of a member chorus with a list of PSAA-related activities the member has been involved in. The District President must also provide consent for those recommended by the designated deadline. No more than two (2) Honorary Memberships per chorus shall be considered at any convention.
5. Nominations for Honorary Membership may also be submitted by a District or the Central Administration for anyone it deems worthy of such special recognition and honor.
6. Nominations received by the Central Administration shall be submitted to the Honorary Membership Committee (Kapitula) for review and approval. The Committee shall be composed of the PSAA President, General Secretary, General Choral Director, the Presidents of the active Districts, and Honorary Officers of the PSAA Central Administration.
7. Decisions of the Honorary Membership Committee (Kapitula) shall be final, and shall not be questioned or challenged publicly.
8. Honorary Members shall be considered fully-qualified delegates at International, Special and District Conventions, and shall have the right to hold office in the Conventions. Those elected from the PSAA membership ranks may also hold office in the Central Administration.

## **ARTICLE II – OFFICERS AND DUTIES OF OFFICERS OF THE CENTRAL ADMINISTRATION**

The Central Administration shall consist of a President, Vice-President, Secretary, Treasurer, General Choral Director, Assistant Choral Director, Librarian, and a Board of Directors consisting of the District Presidents and an additional member from each District. The President shall have the right to name an Assistant Secretary and an Assistant Librarian should it be required.

- A. The President shall preside at all meetings of the PSAA Central Administration and shall be responsible for effecting the decisions of the Central Administration and enforcing the Constitution and By-Laws; shall have supervisory control over the property and business of the PSAA; shall represent the PSAA within and outside the organization as feasible on all occasions that the position demands; shall officially and with the approval of the administration sign all documents, assignments and checks, as needed, for all money paid from the PSAA treasury; shall, as deemed necessary and appropriate, appoint committees from the members of the Central Administration; shall call by proclamation International Conventions and Special Conventions; may receive a remuneration, the amount of which shall be decided at the International Convention.
- B. The Vice President shall cooperate with the President in all administrative matters; shall, in the absence of the President, preside at meetings of the Central Administration; shall become “de jure” President in the event of the death, incapacity or suspension of the President; may receive a remuneration, the amount of which shall be decided at the International Convention.
- C. The General Secretary shall keep the minutes of meetings of the Central Administration; shall keep a list of all members and member choruses of the PSAA; shall keep an accounting of dues, shall write all assignments, as well as all other documents and proclamations which he/she and the President will sign, except those which the President composes personally; may, with the President and/or treasurer, sign checks issued by the PSAA; shall inform each District Administration at least six (6) months before an International Convention which choruses in that district are delinquent in their dues; shall make a report at the International Convention; may receive a remuneration, the amount of which shall be decided at the International Convention. At the completion of his/her term in office, the General Secretary shall turn over to the next Administration at its inaugural meeting all documents, books, seals, office equipment and other property of the PSAA.

- D. The Treasurer shall receive and deposit all money into an account in a bank selected by the Administration; shall take care of all money and securities received by the PSAA; shall issue all receipts; shall sign, with the President and/or General Secretary as backup, all checks issued by the PSAA; shall maintain a monthly report of finances; may receive a remuneration, the amount of which shall be decided at the International Convention. At the completion of his/her term in office, the Treasurer shall turn over to the next Administration at its inaugural meeting all financial papers, documents, receipts, financial books and bankbooks of the PSAA.
- E. The General Choral Director shall promote Polish music and song by correspondence or articles on the works of the singers in the media (Polish and English) and in the newsletter; shall maintain contact with all choral directors; shall consult with choral directors and seek agreement or cooperation on musical matters and choice of music; shall, when feasible, encourage choruses by visits; shall recommend songs and compositions for the three chorus categories which the Central Administration can purchase or print for addition to the Library, as feasible; shall request from member choruses reports of their musical activities; may, while traveling officially or privately, call a general rehearsal of choruses on matters pertaining to music and song and arranging concerts; shall maintain contact with music publishers and organizations of Polish singers in Poland and other countries regarding the purchase of music or exchange of compositions; shall, in conjunction with the Pre-Convention Committee, submit a budget for the International Convention competition and concert; shall have final responsibility for the competition and concert at the International Convention; shall report his/her activities to the Central Administration; shall give a complete report at the International Convention based on the reports from choruses and his/her own observations; and shall offer suggestions for future musical/vocal work of the choruses and the enrichment of the Library; may receive a remuneration, the amount of which shall be decided at the International Convention.
- F. The Assistant Choral Director shall assist the General Choral Director in all his/her duties.
- G. The Librarian shall keep an exact list of all music belonging to the PSAA and under his/her control; shall keep a catalog of the music in the Library; shall keep a list of all music sent to choruses; may with the approval of the Administration, lend out orchestral arrangements and other valuable works, on condition that suitable security is provided; shall coordinate with the Central Administration and the General Director, the mailing or electronic mailing of all competition and concert music to be sung at the International Convention at the time specified in the By-Laws; shall give a written report of the status of the Library at the International Convention; shall deliver important correspondence relating to music or musical works to the General Secretary for action; may receive a remuneration, the amount of which shall be determined at the International Convention. The Librarian is appointed by the President of the PSAA.
- H. Directors, which are each District President and their designated delegate, shall be obliged to attend the annual meeting of the Central Administration as is possible, shall serve on committees as assigned; may receive a remuneration or reimbursement of travel expenses, the amount of which shall be decided at the International Convention.
- I. Should an Officer or Director be negligent in his/her duties to the detriment of the PSAA, he/she may be suspended from office and a replacement elected by the Central Administration.
- J. Rights of Officers and Directors of the Central Administration: They have the right to be delegates to District Conventions and may hold office in both PSAA Central and District Administrations, with the exception of the office of President. A member cannot hold the office of President in both PSAA Central and District Administrations simultaneously.
- K. Remuneration shall be as decided at the International Convention. An Officer or Director holding more than one office shall receive remuneration for one position only.

- L. Any Officer of the Central or District Administrations who sponsors, spreads or broadcasts in any manner false information about the organization, another officer or any member and fails to retract same shall, after proof of guilt, be removed from office. If the circumstances warrant, the Central Administration may suspend or expel him/her from the PSAA.

### **ARTICLE III – DUTIES AND RIGHTS OF THE CENTRAL ADMINISTRATION**

#### **A. Definition**

The Central Administration whose members were elected by a majority vote at the International Convention shall have sole executive authority of the PSAA.

#### **B. Duties**

1. The Central Administration shall be responsible for administering all the daily functions and affairs of the PSAA.
2. The Central Administration shall be responsible for interpreting and enforcing the PSAA Constitution and By-Laws for the benefit and advancement of the PSAA and its members.
3. The Central Administration shall maintain and protect all PSAA property.
4. The Central Administration will be responsible for maintaining a website, maintaining communication with Districts and Choruses as necessary, providing necessary reports as to the well-being of the organization, working to promote and accomplish the mission of the PSAA, maintaining and enhancing a Music Library, physically or digitally, and maintaining membership lists and ensuring the payment of dues.
5. The Central Administration shall enrich the Library of the PSAA by purchasing new music and exchanging music with composers and publishers in Poland and other countries.
6. The Central Administration shall distribute membership cards to new members upon admission to the PSAA, and specially prepared citations to deserving choruses and members on jubilee occasions.
7. The Central Administration shall summon Presidents of Districts to a meeting of the Central Administration, in person or electronically, in cases of extreme importance. In that event, all necessary costs will be paid by the PSAA.
8. The Central Administration shall appoint committees from among the membership as required to properly maintain the order of the organization.

#### **C. Rights**

The Central Administration may exercise the right to deviate from strict adherence to the By-Laws and rules in an emergency, or for the benefit of the PSAA or one of its Districts or choruses. Any such temporary variation shall require a vote of three-quarters of the members of the Central Administration in attendance. It shall be understood that a quorum must be present in order to carry on any official business of the PSAA Central Administration. A quorum shall consist of four members of the Central Administration.

### **ARTICLE IV – INTERNATIONAL CONVENTIONS**

#### **A. Definition**

The PSAA shall hold an International Convention every three (3) years which may be changed to two (2) or four (4) years in the event of a special anniversary as determined at the previous Convention. Districts host the International Convention on a rotational basis (Note: 51<sup>st</sup> hosted by District VII). The Convention shall include business sessions, a choral competition, presentation of awards to competition winners, a Mass, and a concert. The host district shall hold either a festival-style

concert/competition or a competition and concert to fulfill this. Other events may be included at the discretion of the Pre-Convention Committee and the District in which the Convention is held. The International Convention shall be composed of all paid-up member choruses belonging to the PSAA.

#### B. Business Sessions

1. Any member of the PSAA may attend the business sessions. However, only choral delegates, Honorary Members, District Presidents and District Choral Directors shall hold mandates and be eligible to cast votes. Officers of the Central Administration, even if not delegates, may take part in the deliberations and cast votes.
2. The Central Administration shall send out mandates to Honorary Members and notify choruses of the number of delegates they are entitled to within 60-90 days of the Convention. Every chorus having nine (9) members is entitled to one (1) delegate, and for the following ten (10) members or the greater half of ten (10), one (1) additional delegate which means fifteen (15) members entitle a chorus to two (2) delegates, twenty-five (25) members to three (3) delegates, etc.
3. Honorary members shall forward their signed mandate to the Central Administration by the designated deadline prior to the start of the Convention and will check in at the Convention. Choruses will forward a list of delegates and their addresses by the designated deadline prior to the start of the Convention. Delegates will check in and sign their mandate at the Convention.
4. In order to send delegates, a chorus must have been a member of the PSAA for at least six (6) months
5. Each delegate is entitled to one (1) mandate and one (1) vote only. No person can present both Honorary Member and Delegate mandates. The duty of the delegate expires at the election or choice of delegates for the next International Convention. Therefore, these same delegates or their alternates shall serve at any Special Conventions.
6. All expenses of the delegates to the International or Special Conventions shall be paid either by their choruses or by the delegates themselves.
7. Members of the Central Administration have the right to become delegates to the Convention.
8. The agenda for the business sessions shall be:
  - a. The Chairman of the Pre-Convention Committee shall call the Convention to order, shall introduce the members of the Pre-Convention Committee and shall call upon the President of the PSAA to officially open the Convention.
  - b. The PSAA President shall open the Convention and appoint the Mandate Committee and a Temporary Secretary of the Convention.
  - c. The business session shall begin with a short prayer, followed by a moment of silence for deceased members of the PSAA. Every business session shall follow with a song, and the PSAA banner and the flags of the United States, Canada and Poland should be prominently displayed.
  - d. The Mandate Committee shall make its report as to those present which must require a Roll Call and a review of any questionable mandates.
  - e. If not included in printed mandates, the oath of delegates shall be administered.
  - f. The PSAA President shall assign delegates to committees as recommended in paragraph 9 below. Committee assignments shall be determined in advance of the Convention so that the committees can begin work before the Convention.
  - g. A vote on compensation for the Convention Officers shall be conducted.
  - h. The election of Convention Officers shall be conducted for the following: Chairman, Two (2) Vice Chairmen (one male and one female), Secretary, Assistant Secretary, and two (2) Sergeants at Arms.



- i. The Chairman of the Convention shall address the assembled Business Session, followed by the introduction of representatives of other organizations and special guests who shall be permitted remarks and/or presentations.
- j. The Chairman shall obtain approval of the minutes of the previous Convention. Minutes of the previous Convention shall not be read. However, delegates may request corrections or changes to the minutes. Copies of the previous Convention minutes shall be made available on the website and/or shall be sent to all choruses at least ninety (90) days before the Convention in order that delegates may study them and prepare any requests for corrections and/or changes.
- k. The agenda shall be approved.
- l. The Audit Committee shall make its report.
- m. Officers of the Central Administration shall make their reports written or orally.
- n. District Presidents shall make their reports written or orally.
- o. Pertinent telegrams and correspondence shall be read.
- p. As deemed appropriate, reports shall be given by the various committees. However the report of the Honorary Members Committee (Kapitula) shall be given at the time of the awards presentation.
- q. The Constitution Committee shall make its report.
- r. The Officers of the Central Administration shall be elected.
- s. Unfinished business shall be reviewed.
- t. New business shall be requested and reviewed.
- u. The next convention site shall be designated. Convention locations shall be designated on a rotating basis, beginning with District IX in 2020.
- v. The Resolutions Committee shall make its report.
- w. The order of chorus participation shall be chosen on a rotational basis – mixed, male and female (2017 Convention). The President or authorized representative of each chorus shall choose the position of his/her chorus, within the chorus category. The President or authorized representative shall sign a declaration agreeing to the conditions regarding the Choral Competition.
- x. The Officers of the new Administration shall be administered their oath of office.
- y. At the close of business, all convention committees shall be disbanded.
- z. Adjournment. Every session shall close with a song.
- aa. No later than six (6) months after the convention is adjourned, the updated Constitution and By-Laws and the completed minutes shall be posted on the website. Failure to do so will negate any remuneration approved.

9. Committees at the Convention may include:

- a. The Mandate Committee which must confirm all mandates and report the number of eligible voters at each session.
- b. The Committee on Appeals and Grievances must study all appeals and grievances submitted in writing by the designated deadline, and must hear out all parties involved. The committee members must be neutral and objective in all matters under consideration. Hence, the committee will be formed only if appeals or grievances are submitted and based on the parties involved. The committee shall report its finding and decisions to the Assembly.
- c. The Audit Committee must study and verify all the financial books and records of the PSAA.
- d. The Committee on Rules and Procedures shall present the agenda and any changes at each business session.
- e. The Resolutions Committee must take into consideration the ideas proposed and discussed during the Convention and those submitted to the Committee by members and member choruses, and must

present them to the Assembly for approval and/or disposition. The resolutions should accurately reflect what the Convention and the PSAA have accomplished and desire to accomplish, and should be submitted for publication in the Polish press and other press after the Convention.

- f. The Budget Committee shall take into consideration the expense of running the PSAA and propose to the Assembly the means of financing the working of the organization for the years until the next convention.
- g. The Committee for Correspondence and Telegrams shall control all correspondence sent to the Convention, reading it to the Assembly or forwarding it to other committees for disposition as is appropriate. The Committee shall be made up of members of the Pre-Convention Committee.
- h. The Constitution Committee shall be composed of members appointed by the President. The Constitution Committee shall be the permanent ruling body on Constitutional matters. At the convention, said Committee shall prepare amendments in final form for submission to the Assembly, and shall advise the presiding officer of the Convention on Rules of Order and the constitutionality of laws, rules and regulations proposed. Constitutionally objectionable matters must be abandoned upon the Committee's determination and recommendation, or the Constitution must be amended to conform. The foregoing in no way detracts from the right of an accredited delegate to protest or question any law, rule or regulation.

#### C. Choral Competition

- 1. During the International Convention, a competition shall take place as a formal competition or a judged concert performance. The choruses of the PSAA shall participate and shall, for superior execution of two (2) competition songs for each category (for formal competitions: one being mandatory and the other an optional song selected by the chorus; for judged concert performance one being from a particularly designated form or era and the other an optional song), receive awards designated for that purpose.
- 2. A chorus or member may compete only if certain conditions are met:
  - a. Only individual choruses may compete. District choruses may not take part in the competition.
  - b. The choruses shall compete in three categories: female, male and mixed.
  - c. Each chorus may take part in the competition only once. Further defined, a chorus with an assigned number may compete in one category only.
  - d. An individual member may compete with one (1) chorus only within a category, unless a member of two (2) choruses in the same category has received permission from the President and Director of each chorus, the District President and the Central Administration to participate in two choruses in the same category. Written assurance will be provided by each member verifying their commitment to perform to the best of their ability for each chorus. An individual may compete with a second chorus within another category without such permission, (mixed and male or mixed and female).
  - e. A mixed chorus must have a minimum of twelve (12) members, male or female choruses must have a minimum of nine (9) members singing in the competition.
  - f. The singers in a competing chorus must have been members of the PSAA for at least six (6) months prior to the start of the Convention, with the exception of a newly admitted chorus.
  - g. Before the choruses go on stage, the Convention Chairman, the General Choral Director and the General Secretary shall confirm the lists of chorus members participating in the competition with the lists in possession of the General Secretary.
  - h. Before the competition, control over the participating choruses rests with the General Choral Director, the General Secretary, and the Convention Chairman.
  - i. Members of competing choruses shall be allowed to listen to other choruses before and after their participation.

- j. Competing choruses must follow and accept all rules regarding the competition, as stated in Article IV, Section C of the By-Laws of the PSAA.
3. During the competition, each chorus shall sing two (2) compositions.
    - a. For formal competitions the first song shall be the compulsory number selected by the General Choral Director. For a judged concert the first song shall be from the designated form or era selected by the General Choral Director. The second shall be an optional song chosen by the chorus.
    - b. The General Choral Director shall email or send each PSAA member chorus the prescribed music.
    - c. Thirty (30) days before the start of the Convention, each competing chorus must email or send a copy of the optional song(s) it has selected for the competition.
    - d. Competition songs may not contain solos and must be sung a cappella.
    - e. Both songs must be in the Polish language, with the exception that one may be in Latin.
    - f. Both songs must be by Polish composers.

For PSAA purposes, a Polish composer is defined as an individual born in Poland or outside of Poland but of Polish ancestry, who has the musical talent and ability to express "Polish customs and traditions" through song.
  4. Competitions shall be held and judged in the presence of the public.
    - a. Private individuals are not permitted on stage or in any location where choruses are to be found prior to the completion.
    - b. Choruses shall appear in the competition in the number order drawn by their respective Presidents or authorized representatives at the Business Session.
    - c. It is forbidden to announce publicly the names of the choruses during the competition.
    - d. There shall be no applause during the competition.
    - e. Competition judges shall be qualified musicians with a background in choral music.
    - f. There shall be three (3) judges, at least one (1) of whom is fluent in the Polish language.
    - g. Choruses shall be judged on the following: interpretation, intonation, dynamics and rhythm, diction, and ensemble (attacks, cut-offs, breathing, phrasing and balance of voices, not appearance. Judge not how the chorus looks, but how it sings together).
    - h. Before the competition, the General Choral Director and the Convention Chairman shall meet with the Judges to distribute and explain the score sheets and to give them copies of the competition songs. The Convention Chairman shall be present as an observer only.
    - i. Judges shall not be permitted to confer with each other during the competition.
    - j. Changes may be made on a Judge's score sheet, but any such changes must be clearly initialed by the Judge making the changes.
    - k. The Judges' score sheets shall be hand-delivered to the General Choral Director in the presence of the Convention Chairman, the President and the General Secretary of the PSAA.
    - l. The score sheets shall be tallied by the General Choral Director, the Assistant Choral Director, the President and the General Secretary of the PSAA.
    - m. The Central Administration shall send copies of the Judges' score sheets to the individual choruses participating in the competition and shall keep the originals.
    - n. Each chorus participating in the competition shall receive a certificate with its point total marked thereon presented by the President of the PSAA at a designated event planned by the Pre-Convention Committee.
  5. The PSAA shall bestow permanent awards which become the property of the winning choruses.
    - a. The permanent awards shall be for the first, second and third place winners in the three categories: female, male and mixed.

- b. Traveling trophies shall be awarded according to the conditions established by the donors.
- c. Any chorus which wins a travelling trophy shall provide a guarantee signed by the President that the trophy will be returned at the next International Convention or a replacement trophy will be provided.
- d. The Cardinal Hlond Trophy shall be awarded to the chorus achieving the highest point score in the competition. The winning chorus shall receive a plaque with a photo of the Hlond Trophy as their award. The Hlond Trophy will be held by Central Administration with the option of it being maintained at a museum of interest to Polonia in North America with the stipulation that it be made available for PSAA Conventions.

#### D. Concert and Mass

- 1. During the International Convention, there shall be a concert held under the supervision of the General Choral Director of the PSAA. The General Choral Director in coordination with the Central Administration and Pre-Convention Committee shall determine an appropriate budget which will be the responsibility of the Convention expenses unless the Central Administration designates otherwise.
- 2. At least eighty percent (80%) of the members of a chorus singing in the competition must participate in the concert; otherwise, the chorus, if eligible for an award, may be disqualified.
- 3. During the International Convention, there may be a Mass held at an appropriate location designated by the Pre-Convention Committee. Expenses for the Mass shall be assumed by the Pre-Convention Committee and shall include a stipend for the organist and celebrants in attendance. The District Choral Director and Pre-Convention Committee shall plan all aspects of the Mass, and music shall be approved by the General Choral Director of the PSAA.
- 4. All music related to the Concert and Mass shall be emailed or mailed to the participating choruses at least six (6) months before the start of the International Convention by the Central Administration.
- 5. The concert program shall be the responsibility of the General Choral Director who may designate other PSAA Choral Directors the right to direct portions of the program. The General Choral Director shall arrange the final concert program in coordination with the Pre-Convention Committee and the Central Administration.

#### E. Convention Planning

- 1. Arrangements for the International Convention shall be made by the Pre-Convention Committee.
- 2. The Pre-Convention Committee shall be composed of members of the PSAA in the locality where the International Convention will be held.
- 3. All funds derived from the activities of the International Convention must be placed in the possession of the Treasurer of the Pre-Convention Committee, and only the Pre-convention Committee may order disbursement of funds of the convention.
- 4. It is the duty of the Pre-Convention Committee to make all necessary preparations for the International Convention, the competition and the concert, as well as the billeting of Delegates and choruses during the Convention. The Pre-convention Committee must inform the Central Administration and all member choruses of the PSAA of these preparations.
- 5. The Pre-Convention Committee shall ensure that the program of the Convention will be publicized in the press, especially the Polish press, throughout the United States and Canada.
- 6. The cost of the arrangements of the International Convention will be covered by whatever receipts are generated by all the activities of the Pre-Convention Committee.
- 7. The facilities for the International Convention, ie. hotel, meeting rooms, competition and concert halls, should be approved by the President, General Choral Director and General Secretary of the PSAA.

8. The net profit from the activities and affairs arranged during the International Convention shall be divided as follows: one-half (1/2) to the Treasury of the PSAA, and one-half (1/2) to the Treasury of the District which arranged the International Convention. In the event of a deficit from the affairs of the Convention, the Central Administration of the PSAA and the District which arranged the International Convention shall be liable in the same proportions for payment of the debt. A full accounting of the receipts and disbursements from the Convention shall be provided by the Pre-Convention Committee.
9. In the event that the Central Administration makes all arrangements for the International Convention in a locality where no District exists, then all the profits earned will go to the Treasury of the PSAA. In the event of a deficit, the Central Administration of the PSAA shall be liable for payment of the debt.

## **ARTICLE V – DISTRICTS**

In order that the organizational work of the PSAA shall bring greater advantages not only to the organization but also to the entire Polish population of North America, the choruses of the PSAA shall be assigned to Districts.

### **A. District Locations and Memberships**

1. The Districts are assigned as follows:
  - a. District I – Illinois, Indiana, Wisconsin and Arizona
  - b. District IV – Michigan
  - c. District VII – Downstate New York, New Jersey, Eastern Pennsylvania, and Connecticut
  - d. District IX – Western New York State, Western Pennsylvania, and Canada
2. A new District must have a minimum of three (3) choruses.
3. Choruses which, for valid reasons, wish to transfer to another District shall present their requests to the Committee of Appeals and Grievances at the International Convention. However, the Central Administration has the power to sanction the creation of a new District or to combine districts as it deems necessary for the good of the organization.
4. The correct list of all Districts and their officers, the numbers of their choruses and members shall be kept by the Central Administration. The Central Administration shall assign to the nearest geographical District all new choruses which join the organization.
5. No District shall have the power to recognize officially any new chorus until the District Secretary receives the consent of the Central Administration.
6. Members of choruses which do not belong to the PSAA but lie within the limits of a District may be present at meetings, assemblies and conventions of the District, but only as guests. They may participate in general discussions at the discretion of the Chairman, but shall have no legal standing and, therefore, may not vote on issues or become District officers.
7. The District is the main propagator and guardian of the ideals of the PSAA and should make every effort to abide by the rules and regulations stated in the Constitution and By-Laws of the PSAA, and should develop conformity with the Constitution and By-Laws of the PSAA. However, when circumstances and finances make it impossible, the Districts, with the approval of the Central Administration, have the right to make changes relative to District convention programs, dues and distribution of profits.
8. If a question should arise as to a right or privilege, the decision of the Central Administration in that matter shall be legal and binding until the next International or Special Convention, which shall settle the matter.

9. The Districts have the power to take care of all matters advantageous and necessary for the good and development of the PSAA, the District, and the member choruses of the District.
10. The District Administrations are required to look after the welfare of the District choruses and, with the aid of the Central Administration, to organize new choruses and/or encourage existing choruses in their localities to join the PSAA.
11. All quarrels or misunderstandings among the choruses or between choruses and members should be settled in their own District by a Court of Arbitration, composed of five (5) members: two (2) members from each interested side, and the fifth member, or super-arbitrator, chosen by the arbitrators of both sides. Voting by said Court of Arbitration shall be by secret ballot. In case of a decision to exclude a member from the PSAA, the decision must be presented to the Central Administration for approval. Any member wishing to set aside any such decision must appeal to the committee of Appeals and Grievances at the next International Convention.
12. In the event there is a quarrel between two (2) Districts, both Districts shall appoint two (2) members each to compose a Court of Arbitration, and then the four (4) members so appointed shall appoint a fifth member. In this case, the decision of the Court of Arbitration will be legal. Voting by the Court of Arbitration must be by secret ballot.
13. All quarrels between members of a chorus must be attended to by the same chorus, and all means of settlement should be exhausted before the case is presented to the District for settlement.
14. Any qualified member of the PSAA may be appointed a member of a Court of Arbitration.
15. No member chorus of the PSAA may withdraw from participating in the work of the District to which it belongs. If a chorus does not conform to this law, the District should encourage the chorus to participate in all or some District activities, and the Central Administration shall support the District and ask for the chorus's cooperation.
16. District Assembly and District Conventions shall follow the By-Laws associated with the business session of the International Convention as found in Article IV B. If a District Convention includes a competition, concert and mass, refer to Article IV Sections C and D. The District Pre-Convention Committee should refer to Article IV Section E. Officers of the District should reflect the Central Administration as outlined in Article II, though said officers may be supplemented by additional officers if necessary for carrying out the work of the District effectively. Districts are encouraged to organize events and/or Conventions which involve all the choruses of the District.
17. Neither the Central Administration nor any District Administration may make contributions to any political fund or organization from its Treasury. Individual choruses and individual members may make such donations, provided they do not use the name of the PSAA or their chorus number.

## **ARTICLE VI – CHORUSES**

### **A. New Choruses**

New choruses are welcomed as long as they are organized in accordance with the Constitution and By-Laws of the PSAA and have not in any way degraded the functioning of the PSAA. Should a choir be a break-away from an existing member chorus, a one year waiting period will be required for membership in the PSAA to be considered, and the Central Administration will be the final arbiter if an existing member chorus protests in writing.

### **B. Duties**

1. Each chorus shall pay into the Treasury of the PSAA the dues of its members, the amount of which is decided at the International Convention.

2. Each chorus shall arrange concerts and musicales, take part in national celebrations and manifestations, and participate in programs sponsored by other organizations and ethnic groups in its locality.
  3. Each chorus shall take an active part in the affairs of the District to which it has been assigned, and cooperate with choruses and members of the PSAA and other Polish organizations.
  4. Each chorus shall respect Polish national traditions.
  5. Each chorus shall keep in contact with the General Choral Director of the PSAA, through its own Director or Secretary, in matters pertaining to song.
  6. Each chorus shall adhere to the Constitution and By-Laws of the PSAA, the decisions of the Central Administration, and the rules and decisions of the District to which it belongs.
  7. Each chorus shall (annually) send to the Central Administration, electronically or by mail, the names, addresses and email addresses of all members including new, suspended and reinstated members of that chorus.
  8. All choruses shall report at each District meeting through their delegates, and to the General Secretary of the PSAA in accordance with requests sent to them.
  9. If a chorus resigns from the PSAA, it must give detailed reasons for the resignation, and must immediately return all copies of musical compositions received from the Library of the PSAA, and any traveling trophy obtained while a chorus in the PSAA to the Central Administration.
- C. Rights and Privileges**
1. A chorus may access music from the website and request music held in the PSAA Library.
  2. A chorus may receive free information regarding song, arrangement of concerts, management of choruses, etc. from the Central Administration of the PSAA.
  3. A chorus may participate in the concerts and competitions at the International, Special and District Conventions.
  4. A chorus may attend, through representatives, meetings of the Central and District Administrations.
  5. A chorus and its members shall receive the official publication of the PSAA when it is published.
  6. A chorus or its member may submit a recommendation for the Leokadja Dombroska/PSAA scholarship through the District President for approval. Once approved by the District, it will be forwarded for consideration by the Central Administration. Please be guided by the stipulations indicated on [www.polishsingersalliance.org](http://www.polishsingersalliance.org)
- D. Penalties and Offenses:**
- A chorus which does not pay its annual dues shall submit a request to the Central Administration for delay or negotiated settlement of said dues. Until a settlement is resolved, the Chorus sets aside its Rights and Privileges.

## **ARTICLE VII – INDIVIDUAL MEMBERSHIP**

- A. Rights, Duties and Privileges**
1. Any member may belong to one or more choruses and is to pay only one (1) set of dues.
  2. Any member may become a delegate to International, Special and District Conventions if he/she meets all other requirements.
  3. A member who belongs to more than one (1) chorus may be a delegate to International, Special and District Conventions from one (1) chorus only.
  4. Any member may transfer to another chorus of the PSAA, providing the member obtains the consent of the Administration of the chorus he/she is leaving.
    - a. He/she must not be financially obligated to the chorus which he/she is leaving.

- b. He/she must not have caused moral harm to the chorus he/she is leaving.
  - c. He/she must not leave behind any unsettled matters in a Court of Arbitration or with an individual member of the chorus he/she desires to leave.
5. No member of the PSAA may induce a member of a chorus to join another in the same category without the consent of the Administration of the first chorus.
  6. A member may be suspended or expelled from membership if it is found that they are guilty of misusing finances in the chorus, District or Central Administrations of the PSAA or are found guilty of a major criminal offense in any country. Members who publicly disparage the organization, its Central Administration, District Administration, chorus, or chorus administrations without reasonable cause, may be suspended or expelled from membership by the Central Administration after a proper hearing. However, the individual may return if they manifest his/her sincerity and respect toward the organization and make a formal apology for any wrongdoing.

## **ARTICLE VIII – REFERENDUM**

- A. In matters of great importance to the organization and not foreseen by the Constitution or International Convention, the Central Administration has the right to institute a general balloting by Referendum. Announcement of a majority of the member choruses for or against within ninety (90) days, determines the result of the Referendum.
- B. Each chorus determines the vote in regard to the Referendum by a vote of a majority of the fully accredited members cast at a meeting of the chorus.

## **ARTICLE IX – OATHS**

### **A. Oath of Membership**

I, (name and surname), do solemnly swear, in the presence of those gathered here, that I am joining the (name and number) Chorus and the Polish Singers Alliance of America, and promise, on my word of honor, that I will faithfully support the Chorus and will work, to the best of my ability, toward the development of the chorus and Polish singers in general. I will avoid any deed which may harm the Chorus and the entire Singers organization. So help me God!

### **B. Oath of Officers of Choruses**

I, (name and surname), accepting the office of (indicate rank) of the (name and number of Chorus) of the Polish Singers Alliance of America, do solemnly swear, on my word of honor, that I will work for the good of this chorus and the Polish Singers Alliance of America, and will govern myself accordingly in all matters of interest to our Chorus, the Polish Singers Alliance of America, and Polish singers in general. I promise to abide by all the rules and resolutions of our Chorus and the Constitution of the Polish Singers Alliance of America. So help me God!

### **C. Oath of Office for Members of the Central Administration**

I, (name and surname), accepting my office as (indicate rank) in the Central Administration of the Polish Singers Alliance of America, do solemnly swear, on my word of honor, that I will fulfill my duties conscientiously and will work for the good of the organization. I will govern myself accordingly in all matters of interest to the Polish Singers Alliance of America and to Polish singers in general. I promise also to abide by the Constitution, By-Laws, and resolutions of the Polish Singers Alliance of America. So help me God!

### **D. Oath of Office for Members of a District Administration**



I, (name and surname), accepting my office as (indicate rank) in the Administration of District (indicate number) of the Polish Singers Alliance of America, do solemnly swear, on my word of honor, that I will fulfill my duties conscientiously and will work for the good of the organization. I will govern myself accordingly in all matters of interest to the Polish Singers Alliance of America and to Polish singers in general. I promise also to abide by the Constitution, By-Laws and Resolutions of the Polish Singers Alliance of America. So help me God!

E. Oath for International Convention Officers

I, (name and surname), accepting my office as (indicate rank) of the \_\_\_\_ International Convention of the Polish Singers Alliance of America, do solemnly swear, on my word of honor, that I will fulfill my duties at this Convention conscientiously and will work for the good of the organization. I will govern myself accordingly in all matters of interest to the Polish Singers Alliance of America and Polish singers in general. I promise, also, to abide by the Constitution and By-Laws of the Polish Singers Alliance of America. So help me God!

F. Oath for District Convention Officers

I, (name and surname), accepting my office as (indicate rank) of the \_\_\_\_\_ Convention of District (number) of the Polish Singers Alliance of America, do solemnly swear, on my word of honor, that I will fulfill my duties at this Convention conscientiously and will work for the good of the District. I will govern myself accordingly in all matters of interest to the District, the PSAA and to Polish singers in general. I promise, also, to abide by the Constitution and By-laws of the Polish Singers Alliance of America. So help me God!