

MTVA

the
Constitution,
By-Laws
and
Standing Rules
of the
Middle Tennessee Vocal
Association

(An affiliate of the Tennessee Music Education
Association)

Revised 2008

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INTRODUCTION

Members need to become familiar with the contents of the HANDBOOK in order to be knowledgeable about the operation and function of the association. Involvement by many students and directors has been the key to the successes of MTVA.

Revision Dates: 2008, 2006, 2003, 2002, 2001, 1999, 1993, 1988, 1987, 1982, 1978, 1976, 1973, 1969, 1945—First Constitution

PAST PRESIDENTS

2006-2008 Jeanette MacCallum
2004-2006 Lewis Walling
2002-2004 Robert King
2000 - 2002 Jeanette Ebelhar
1998 - 2000 Carolyn Riggins
1996 - 1998 Connie Fuller
1994 - 1996 Ann Baldwin
1992 - 1994 Carol Poston
1990 - 1992 John Bryan
1988 - 1990 Mary Ann Stephens
1986 - 1988 Kaye Schneider
1984 - 1986 Tommy Johnson
1982 - 1984 Kaye Schneider
1980 - 1982 Evans Baird
1978 - 1980 Joan Wolfe
1976 - 1978 Vivian Miller
1974 - 1976 Joe Giles (TMEA President 1980-1982)
1972 - 1974 Bobby Jean Frost (TMEA Exec. Sec. 1971-1977)
1970 - 1972 Margaret Ann Wright (Harrison)
1968 - 1970 Hannah Bell Desper (McDaniel)
1967 - 1968 Frances Southerland
1965 - 1967 Robert Bays (SMENC President)
1963 - 1965 Charles Nelson
1960 - Jerry Williams (elected but never served)
1960 - 1963 T. Earl Hinton (TMEA President 1978-1980, SMENC President 1986-1988)
1959 - 1960 Charles Hansford
1956 - 1959 Neil Wright
1955 - 1956 Charles Gray (MENC Executive Secretary)
1953 - 1955 Howard Brown
1951 - 1953 Helen Trivett
1949 - 1951 W. C. Campbell
1947 - 1949 Catherine Warren
1946 - 1947 Helen O'Callaghan (Mackey)
1944 - 1946 Viola Boekelheide

Officially organized October 20, 1944

HISTORY

In an executive meeting of the Music Section of the Middle Tennessee Education Association called by E. May Saunders on January 17, 1940, a decision was made to organize a Middle Tennessee Chorus and Orchestra for the fall meeting. The following year plans were made for a festival which was held at Peabody College in May. During the presidency of Dr. Irving Wolfe, 1942, those interested in forming a Middle Tennessee Choral Festival met in a special session on October 23. The following year a large festival was held. Maurice Haste, President of the Tennessee Music Educators Association and former President of the Music Section of the MTEA, encouraged affiliation with the state organization, TMEA, and with the national organization, MENC, as music educators in the Middle Tennessee area numbered between 150 and 160.

At the luncheon meeting of the Music Section of MTEA at the Noel Hotel on October 20, 1944, Mrs. Grace Morrow, President, announced the organization of Middle Tennessee Vocal Association. The constitution provided for an Executive Board composed of the elected officers: President, Vice President, Secretary-Treasurer, and Past President, and a High School Principal chosen by the Board. Officers were elected, and, at an executive meeting the following month, plans were made for a clinic and a competitive festival.

During the following years membership has grown from sixteen to over one hundred. Active members affiliate with TMEA and MENC. Activities have included clinics (in early years as many as six area clinics were held annually.) Currently, MTVA sponsors eleven events for students in grades 4 through 12. Outstanding clinicians are invited to work with students and teachers, to present master classes, and to adjudicate festivals for solos, ensembles, madrigal choirs, glee clubs, choirs, and show or swing choirs. The addition of All Mid-State Choir, Women's Chorale, Men's Choir, Freshman Honors Choir, Freshman Treble Chorale, Junior High/Middle School Mass Chorus, Junior High/Middle School Honors Choir, Elementary Mass Chorus, Elementary Honors Choir, Choral Festival, and Solo and Ensemble Festival is evidence that Middle Tennessee music educators are striving to provide musical experiences to all age levels.

Vivian Miller
Historian
Revised, 2008

MIDDLE TENNESSEE VOCAL ASSOCIATION

CONSTITUTION AND BY-LAWS

Revised 06/08

CONSTITUTION

Article I. Name

The name of this organization shall be the Middle Tennessee Vocal Association. It shall function as a non-profit organization in the State of Tennessee.

Article II. Purposes and Objectives

The purposes and objectives of this organization shall be:

Section 1. To provide, through worthwhile musical experience, the development of mental discipline, character and citizenship.

Section 2. To foster and promote the study and performance of the finest vocal/choral music.

Section 3. To foster and encourage rehearsal procedures and teaching techniques conducive to obtaining the highest standards possible in musicianship and artistic performance in vocal/choral music.

Section 4. To provide, through clinic situations for the choral directors and students, technical proficiencies at a high level.

Section 5. To evaluate the music curriculums in school systems.

Section 6. To provide opportunities to develop and to demonstrate publicly knowledge, skills and emotional expressions of vocal/choral music.

Section 7. To improve the professional status of choral directors.

Section 8. To promote cultural, intellectual, material, social, and civic interest in the profession at the elementary, secondary, and college-university levels.

Article III. Affiliation and Relationships

Section 1. This organization shall function as an active unit in the Tennessee Music Education Association and the National Association for Music Education (MENC).

Section 2. This Association shall maintain a close relationship with the Middle Tennessee School Band and Orchestra Association, and the Middle Tennessee Elementary Music Education Association.

Section 3. This Association shall function in close cooperation with area school administrators and the Tennessee State Department of Education, Department of Arts Education.

Section 4. This Association shall serve in close cooperation with the American Choral Directors Association in selecting choral groups for performance at the State Choral Festival.

Article IV. Membership

Section 1. **Active Membership** shall be open to any person actively engaged in any phase of vocal music education in Tennessee who is employed in a teaching, supervisory, or administrative capacity by a school, college, university, or teacher-education institution. Active members shall have the privilege of voting, holding office, and participating in all activities of the association upon payment of annual dues of the MENC, Tennessee Music Education Association, and Middle Tennessee Vocal Association.

Section 2. **Associate Membership** shall be open to persons who are retired or not actively engaged in teaching or supervising vocal music. Associate members have the privilege of voting upon payment of annual dues of the MENC, Tennessee Music Education Association, and Middle Tennessee Vocal Association.

Section 3. **Honorary Membership** shall be conferred upon individuals in recognition of service in the promotion of school music, either within or without the state. The Secretary of the association shall notify them. This membership does not carry the privilege of voting or holding office.

Section 4. **Corporate Membership** shall be open to persons representing the music industry within or outside of the state of Tennessee. This membership does not carry the privilege of voting or holding office.

Section 5. **Student membership** shall be open to students in music education at the college level who are not employed as teachers. This membership does not carry the privilege of voting or holding office.

Article V. Dues

Section 1. Active membership dues for Middle Tennessee Vocal Association shall be twenty-five dollars (\$25.00) per year, payable to the association Treasurer with the first event application of the year.

Section 2. Active memberships are subject to annual payment of MENC membership dues, which includes membership in Tennessee Music Education Association. MENC and TMEA dues shall be made payable to MENC, and mailed to Music Education National Conference, 1806 Robert Fulton Drive, Reston, Virginia 20191.

Section 3. Failure to pay national, state, and local dues on or before their respective deadline dates will result in loss of eligibility to participate in MTVA events until proof of payment is received by the Treasurer.

Section 5. Associate members shall pay dues of twenty-five (\$25.00) per year as well as MENC and Tennessee Music Education Association dues. Associate members shall make payment in like manner as active members.

Section 6. Honorary members shall not be required to pay dues.

Section 7. Student members shall pay one dollar (\$1.00) yearly for dues.

Article VI. Meetings

Section 1. Regular meetings will be held during the traditional school year. The time, place, and dates of these meetings shall be determined by the Executive Board and published in the Association's calendar in the fall.

Section 2. Special meetings of the Association and/or the Executive Board may be called by the President.

Article VII. Officers, Government and Executive Committee

Section 1. The Executive Committee shall be President, Vice-President, President Elect, Recording Secretary, and Treasurer. The President-Elect and Recording Secretary shall be elected at the final scheduled meeting on even numbered years and shall serve for a term of two (2) years or until their successors have been elected. The term of office shall begin July 1, following the election at the final scheduled meeting.

Section 2. The Treasurer shall be appointed by the Executive Board at the final scheduled meeting on odd numbered years and shall serve for a term of two (2) years or until a successor has been appointed. The term of office shall begin on July 1, following the election at the final scheduled meeting. The honorarium for the Treasurer shall be three hundred dollars (\$300.00) per month. Any salary adjustment will be recommended by the Executive Board and approved by the membership.

Section 3. The Executive Board shall consist of the following members: President, Vice-President, President-Elect, Recording Secretary, College Chairperson, Jr. High/ Middle School Mass Chairperson, Jr. High/ Middle School Honors Chairperson, All-State Chairperson, Freshmen Honors Chairperson, Elementary Mass Chairperson, Elementary Honors Chairperson, Choral Festival Chairperson, Solo and Ensemble Festival Chairperson, and Treasurer.

Section 4. The government of the Association shall be vested in the duly elected officers. Members of the Executive Board shall be deemed duly elected officers. It will be the duty of the officers to transact all business and to enforce the rules of the Association. All actions of these officers not specifically authorized by the Constitution and By-Laws of the Association shall be subject to the approval of the Executive Board. The Executive Board will sponsor and control all festivals and other activities of the Association. The President will be chairperson of the Executive Board with the power to vote in case of a tie.

Section 5. On even years, the President will appoint a nominating committee from college, secondary, junior high/middle school, and elementary levels. The committee shall nominate at least one (1) person for each elected office except for that of Vice-President. Nominees will be contacted to secure agreement to serve if elected.

Section 6. Nominees for offices must have been members of the Association and regular in attendance for at least two (2) years. Nominees should be working in the grade levels they would represent. At the time of election there may be nominations from the floor.

Section 7. Members of the Executive Board shall not miss more than three (3) consecutive meetings without good reason. The President shall be notified in advance if a member of the Board cannot attend.

Section 8. The President may select standing or special committees or appointments to administer the functions of the Association.

Section 9. If, in the opinion of the Executive Board and/or the Association, a Board member has neglected to act responsibly in fulfilling the duties, the Executive Board may, with the approval of the Association, require the resignation of the Board member.

Article VIII. Quorum

Section 1. A quorum of the Association shall consist of 20% of the membership when presided over by the President or Vice-President, provided all members have been duly notified of the meeting.

Section 2. A quorum of the Executive Board shall consist of no less than 50%.

Article IX. Members of the Board of Directors

Section 1. At the time of election of other officers at the final scheduled meeting on even years, the President and President-Elect of the association shall be appointed to the Tennessee Music Education Association Board of Directors.

Article X. Amendments

Section 1. This Constitution may be amended by a two-thirds vote of members present at any regular or special meeting of the Association. Amendments to the Constitution and By-Laws may be proposed by the Executive Board or from the floor of the Association meeting. An amendment from the floor will be considered by the Executive Board and then presented in its original form along with the Executive Board's recommendation to the membership for discussion and vote at the next Association meeting.

Section 2. This Constitution may be amended temporarily by referendum vote conducted by mail. Such action shall require approval by a two-thirds majority of the members and shall be considered official until the following meeting of the Association.

Section 3. Amendments to the Standing Rules may be proposed by the Executive Board or by members from the floor of the association meeting and ratified by a simple majority of members attending a regular meeting. A ratification vote shall require two consecutive readings and two approval votes.

Article XI. TMEA Assessment

Section 1. This organization is assessed an activity fee by the Tennessee Music Education Association.

Section 2. The assessed activity fee shall be paid to the TMEA Executive Secretary before or during the spring Board meeting of TMEA.

Article XII. Fees

Section 1. The school activity fee is a fifty dollar (\$50.00) assessment for each school that will have students participating in the events sponsored by MTVA. The fee is payable prior to entry in the first activity of the year. The payment of the school fee allows participation in all festivals and events during the year.

Section 2. All financial obligations to MTVA must be cleared in order to participate in any MTVA event.

Section 3. Fee Structure.

\$ 5.00 -	Student fee for all auditioned events
\$ 5.00 -	Student fee for all mass choir events
\$ 5.00 -	Student fee for all solo & ensemble events
\$ 3.00 -	Student fee for Choral Concert Festival (Minimum of 21 students through 40 students; \$1.00 per student above 40 students per group)
\$40.00 -	Student fee for All State Chorus

\$60.00 -	Director fee for TMEA registration
\$99.00 -	MENC/TMEA individual membership fee
\$36.00 -	MENC retired individual membership fee

Section 4. Late Registration.

The following penalties will apply to late applications:

1. All applications that are one day late will be assessed a late fee equal to half (50%) the original fee OR \$50.00 when the original fee is less than \$100.00.
2. For each additional day an application is late, the fee will increase by an amount equal to 10% of the original fee OR \$5.00 when the original fee is less than \$100.00.
3. No application will be accepted postmarked later than 2 weeks prior to the event.
4. Applications received on time will have scheduling priority over late applications.

Summary of fees:

On time: original registration fee.

1 day late: original fee + half (50%) the original fee OR \$50.00, whichever is greater

2 days late: original fee + 60% of the original fee OR \$55.00, whichever is greater

3 days late: original fee + 70% of the original fee OR \$60.00, whichever is greater

4 days late: original fee + 80% of the original fee OR \$65.00, whichever is greater, etc.

Article XIII. Honorariums

Section 1. Honorariums shall be paid to the following chairpersons and hosts in lieu of any per diem (travel and food). Payment shall be made at the last spring Board meeting with possible suspension of the honorarium in case of financial insolvency of the association.

Tech Support	\$2,000.00
Secretary	\$250.00
College Chairperson	\$250.00
All State Chairperson	\$250.00
Choral Festival Chairperson	\$250.00
Freshman Honors Chairperson	\$250.00
Jr. High/Middle School Mass Chorus Chairperson	\$250.00
Jr. High/Middle School Honors Chairperson	\$250.00
Elementary Mass Chorus Chairperson	\$250.00
Elementary Honors Chairperson	\$250.00
Solo and Ensemble Chairperson	\$250.00
President	\$250.00
President-Elect	\$250.00

Vice-President \$250.00

Section 2. Clinicians and judges shall be paid according to the following schedule:

Solo and Ensemble Judges	\$125.00 (for the first three hours) \$25.00 (for any remaining hours)
Choral Festival Judges	\$300.00 per day
Clinicians (with the exception of Elementary Mass Choir)	\$500.00 per day
Clinicians for Elementary Mass Choir	\$300.00 per day
Accompanists (with the exception of Elementary Mass Choir)	\$300.00 per day
Accompanists for Elementary Mass Choir	\$200.00 for one choir \$300.00 for both choirs

Site hosts for performances or auditions where students are present will receive a \$100.00 school credit to any MTVA event and a \$50.00 personal honorarium (board members excluded). This credit will carry over one year but will not be retroactive. A credit voucher will be given which expires twelve months from the issue date.

NOTE: *In addition to the above schedule, the Association will pay reasonable travel expenses, food and lodging.*

BY-LAWS

Article 1. Executive Board

Section 1. Elected Officers (total 13)

1. President
2. Vice President
3. President-Elect
4. Recording Secretary
5. College Chairperson
6. Elementary Mass Chairperson
7. Elementary Honors Chairperson
8. Junior High/Middle School Honors Choir Chairperson
9. Junior High/Middle School Mass Choir Chairperson
10. All-State Chairperson
11. Freshman Honors Chairperson
12. Choral Festival Chairperson
13. Solo and Ensemble Chairperson

Section 2. Appointed Officer (total 1)

Treasurer

Section 3. Affiliate Associations – Ex-Officio Participation (total 2)

1. American Choral Directors Association
2. Middle Tennessee Elementary Music Education Association

Article II. Duties of the Executive Committee

Section 1. President

- A. Term - July 1 even numbered years to July 1 even numbered years.
- B. Shall work with the officers on the Calendar of Events each year.
- C. Shall arrange for a meeting of the Executive Board to set up a Calendar of Events.
- D. Shall be general overseer of all MTVA activities.
- E. Shall serve on the TMEA Executive Board.
- F. Shall see that all officers carry out the duties described in the composite job descriptions.
- G. Shall preside at all Executive Board and regular membership business meetings.
- H. Shall expect notification of absence of an Executive Board member in advance of meetings.

- I. Shall keep in close contact with official personnel of other music education organizations.
- J. Shall appoint a nominating committee from college, middle/junior, secondary, and elementary levels on even numbered years.
- K. Shall appoint special committees as needs arise with approval of the Executive Board.
- L. Shall serve as an ex-officio member of all committees.
- M. Shall expect from the Recording Secretary a copy of the minutes of each Executive Board and regular meeting.
- N. Shall keep on hand:
 - 1. A list of the membership including addresses, phone numbers, and school information.
 - 2. The names of standing committees and special committees.
 - 3. An up-to-date calendar of events.
- O. Shall represent the Association as a voting member of the Tennessee Music Education Association and carry out all rules and regulations handed down by that organization.
- P. Shall fill vacancies in the office of the Vice-President, Recording Secretary, Treasurer, and members of the Executive Board until the next regular meeting of the Association. Approval of the appointment must be made by two-thirds vote of the members present.
- Q. Shall perform all other duties necessary to this office.
- R. Shall encourage members to keep the association informed of new personnel in their school system and to help cultivate participation in MTVA.
- S. Shall keep advised of association finances through the Treasurer.
- T. Shall expect to receive from chairpersons a copy of applications and schedules for all events.
- U. Shall share with the Vice-President and President-Elect the responsibility of being present for all events.
- V. Shall assist the President-Elect in revising and updating the handbook and furnish corrected pages at the beginning of each year.

Section 2. Vice-President

- A. Term - July 1 even numbered years to July 1 even numbered years.
- B. Shall be the immediate Past President.
- C. Shall serve with a committee to develop a Calendar of Events
- D. Shall review the present By-Laws.
- E. Shall assume the duties of the President in case of disability or absence of the President.

Section 3. President-Elect

- A. Term - July 1 even numbered years to July 1 even numbered years.
- B. Shall serve on the TMEA Executive Board.
- C. Shall serve on committee for Calendar of Events.
- D. Shall serve as Parliamentarian.
- E. Shall assume the duties of the President in case of disability of the President and Vice-

President.

F. Shall be responsible for revision and updating of the HANDBOOK each year.

Section 4. Recording Secretary

- A. Term - July 1 even numbered years to July 1 even numbered years.
- B. Shall record the minutes of all business meetings including Executive Board meetings, and committee meetings.
- C. Shall send a copy of the minutes to the President within a week after the meeting.
- D. Shall keep on file minutes of all meetings.
- E. Shall keep a 'highlighted' record of all changes to the HANDBOOK to avoid oversight when corrected inserts are being prepared for distribution each year.
- F. Shall keep a permanent record of attendance of the Executive Board as well as the attendance at the regular business meetings.

Section 5. College Chairperson

- A. Term - July 1 even numbered years to July 1 even numbered years.
- B. Shall provide the MTVA President and Executive Secretary with a list of College Choral events.
- C. Shall work with colleges and the Tennessee Department of Education to keep the certification of music teachers at a high level.
- D. Shall encourage membership in the national, state, and local professional organizations.
- E. Shall provide the President with the names and addresses of the vocal and choral music teachers at the college level.

Section 6. Elementary Mass Chairperson

- A. Term - July 1 even numbered years to July 1 even numbered years.
- B. Shall serve as liaison between MTEMEA and MTVA.
- C. Shall work with the President of MTEMEA in support of music education in the lower grades.
- D. Shall maintain contact with elementary teachers and encourage them to participate in the professional organizations at all levels.
- E. Shall make the following arrangements for the Elementary Mass Choral Clinic:
 1. Make applications available at least six (6) weeks prior to the deadline date.
 2. Secure a venue for the event.
 3. Decide on the number of choruses necessary and coordinate their rehearsal and performance schedules.
 4. Secure clinicians and work with clinicians on selection of music and organizational details (including lodging and transportation for the clinicians.)

5. Send music lists to J. W. Pepper of Atlanta.
6. Secure rehearsal and concert accompanists and furnish copies of the music.
7. Make physical arrangements at the site for rehearsal, concert, risers, public address system, registration, meals, and parking of buses and cars.
8. Provide printed concert program.
9. Collect expense vouchers from clinicians and accompanists.
10. Present honorarium check including expenses to the clinicians and accompanists the day of the event.

Section 7. Elementary Honors Choir Chairperson

See Section 7. E. I. a)-i) A-D above.

E. Shall make the following arrangements for the Elementary Honors Audition and Event:

1. Make applications available at least six (6) weeks prior to the deadline date.
2. Secure venues for the audition and the event.
3. Coordinate rehearsal and performance schedules with the Middle School Honors Chairperson.
4. Secure clinicians and work with clinicians on selection of music and organizational details (including lodging and transportation for the clinicians).
5. Send music lists to J.W. Pepper of Atlanta and order music if budget allows.
6. Notify schools of audition procedure and deadline for submitting tapes and fees.
7. Assign participating directors duties at the audition: judges (at least three), tally workers, runners, and hospitality.
8. Oversee the auditions and ensure the proceedings are fair and impartial.
9. Provide necessary supplies and equipment at the audition.
10. Notify teachers of audition results and send notice of rehearsals, expected conduct, repertoire lists, and other necessary information.
11. Secure rehearsal and concert accompanists and furnish copies of the music.
12. Coordinate with the Middle School Chairperson to make physical arrangements at the site for rehearsal, concert, risers, public address system, registration, meals and parking of buses and cars.
13. Coordinate with the Middle School Chairperson to provide printed concert program.
14. Collect expense vouchers from clinicians and accompanists.
15. Present honorarium check including expenses to the clinician and accompanist the day of the event

F. Choral Festival

1. Encourage elementary teachers to participate in the choral festival. Elementary choirs (grades 4, 5, 6) are encouraged, but not required, to enter the sight-reading portion of the festival.
2. Work with the choral festival host to coordinate the choral festival.

Section 8. Junior High/Middle School Honors Chairperson

- A. Term - July 1 even numbered years to July 1 even numbered years.
- B. Shall serve as chairperson on all Junior High/Middle School committees.
- C. Shall work to expand music education at this grade level.
- D. Shall maintain contact with Junior High/Middle School teachers and encourage them to participate in the professional organizations and applicable events.
- E. Shall make the following arrangements for the Junior High/Middle School Honors Audition and event:
 - 1. Make applications available at least six (6) weeks prior to the deadline date.
 - 2. Choose an audition selection and secure any necessary permission from the publisher to duplicate the audition portion of that selection.
 - 3. Secure venues for the audition and the event.
 - 4. Coordinate rehearsal and performance schedules with the Elementary Honors Chairperson.
 - 5. Secure clinicians and work with clinicians on selection of music and organizational details (including lodging and transportation for the clinicians).
 - 6. Send music lists to J.W. Pepper of Atlanta and order music if budget allows.
 - 7. Notify schools of audition procedure and deadline for submitting tapes and fees.
 - 8. Assign participating directors duties at the audition: judges (at least three per part), tally workers, runners, and hospitality.
 - 9. Oversee the auditions and ensure the proceedings are fair and impartial.
 - 10. Provide necessary supplies and equipment at the audition.
 - 11. Notify teachers of audition results and send notice of rehearsals, expected conduct, repertoire lists, and other necessary information to each teacher.
 - 12. Secure rehearsal and concert accompanists and furnish copies of the music.
 - 13. Coordinate with the Elementary Chairperson to make physical arrangements at the site for rehearsal, concert, risers, public address system, registration, meals, and parking of buses and cars.
 - 14. Coordinate with the Elementary Chairperson to provide printed concert programs.
 - 15. Collect expense vouchers from clinicians and accompanists.
 - 16. Present honorarium check including expenses to the clinicians and accompanists the day of the event.

Section 9. Junior High/Middle School Mass Chorus Chairperson

- A. Term - July 1 even numbered years to July 1 even numbered years.
- B. Shall work to expand music education at this grade level.
- C. Shall maintain contact with Junior High/Middle School teachers and encourage them to participate in the professional organizations and applicable events.
- D. Shall make the following arrangements for the Junior High/Middle School Mass Choral Clinic:
 - 1. Make applications available at least six (6) weeks before the deadline date.
 - 2. Secure a venue for the event.
 - 3. Decide on the number of choruses necessary and coordinate their rehearsal and

performance schedules.

4. Secure clinicians and work with clinicians on the selection of music and the organizational details (including lodging and transportation of the clinicians.)
5. Send music lists to J. W. Pepper of Atlanta.
6. Secure rehearsal and concert accompanists and furnish copies of the music.
7. Make physical arrangements at the site for rehearsal, concert, risers, public address system, registration, meals, and parking of buses and cars.
8. Provide printed concert program.
9. Collect expense vouchers from clinicians and accompanists.
10. Present honorarium checks including expenses to clinicians and accompanists the day of the event.

Section 10. All-State Auditions Chairperson

- A. Term - July 1 even numbered years to July 1 even numbered years.
- B. Shall serve as chairperson for all 10-12 school auditions and related events, including All-State SATB Choir, All-State Women's Chorale, All-State Men's Chorale, Second Tier All-State auditions, and All Mid-State Choir.
- C. Shall appoint MTVA associates to assist with auditions and chair the above honor choirs.
- D. Shall make arrangements for the following activities:
 1. Regional Auditions
 - a. Having verified availability of the music from the publishers and vendors, choose the audition pieces in collaboration with MTVA Executive Board.
 - b. Notify all senior high teachers of the choice of audition pieces via the website and in writing at the first MTVA meeting.
 - c. Secure an appropriate site for the regional auditions.
 - d. In consultation with the President, Vice-President, and the President-Elect, determine the measures to be used for audition purposes.
 - e. Make application forms available at the September meeting or at least six weeks prior to the deadline date.
 - f. Provide a master schedule of audition times to be posted on the website and mailed and e-mailed to teachers two weeks prior to the audition. Time requests will be honored when possible.
 - g. Provide the directors with a sample adjudication sheet.
 - h. Provide a master schedule for the registration desk.
 - i. Make a voice part schedule for the door monitors giving student names in order of performance.
 - j. Secure five judges for each audition room. Judges shall be teachers who have students entered in the audition.
 - k. Provide to each teacher a rehearsal recording of the audition selections at the September meeting or on the website.
 - l. Procure an audition CD and CD player for each adjudication room.
 - m. Secure workers for the tally room, door monitors for each audition room, and registrar(s) at the desk.

- n. Provide five score sheets for each student who applied to audition.
 - o. Provide labels with the student's name, voice part (I or II), time of audition, and school code number.
 - p. Meet with all the judges on the day of auditions to give final instructions. At the meeting, provide each judge with a sample adjudication sheet and review the scoring procedures.
 - q. Provide a list, by voice part and in numerical order, of all students' final scores. (From this list will be determined the All-State Choirs and alternates as well as the All Mid-State Choirs.)
 - r. Provide a list of Mid-State members and eligible All-State members and alternates via web site. (No scores will be posted on the web site.)
 - s. Make available to participating teachers, a school report including student rank, score, and choir placement.
2. 2nd Tier All-State Auditions
- a. Secure repertoire from TMEA All-State Choral Chair.
 - b. Notify participating directors of the All-State repertoire via the website and in writing by the September meeting.
 - c. Secure an appropriate site for the All-State auditions.
 - d. Make All-State registration forms available at regional auditions.
 - e. Provide to each auditioning student a learning CD with corresponding instructions at the regional auditions.
 - f. Have a master list of octet assignments for each All-State Ensemble.
 - g. Provide a master list of octet assignments to be posted in the registration area.
 - h. Provide octet announcers with a master list of octet assignments, giving student names, school names, and octet assignments.
 - i. Secure eight judges for each audition room. Judges will be assigned a specific ensemble and voice part. Judges should be teachers who have students entered in the audition.
 - j. Procure an audition CD and CD player for each adjudication room.
 - k. Secure workers for the tally room, octet runners, and CD player operators.
 - l. Provide a score sheet for each student who auditions.
 - m. Meet with all the judges on the day of auditions to give final instructions. Provide each judge with a sample adjudication sheet and review the scoring procedures.
 - n. Inform the TMEA All-State Choral Chairperson when an alternate is to be placed.
 - o. Collect all applicable All-State fees, including alternate fees.
 - (1) *Fees include a director's fee, student fees, group fees, and CD fees.*
 - (2) *Fees for All-State Members who have been placed prior to the Mid-State Event are due at the Mid-State event.*
 - (3) *The seven-day late fine (double fees) will apply to this deadline. All fees for placed All-State Members must be postmarked by seven days after the Mid-State Event, or students will be disqualified from the audition.*
 - (4) *Fees should be submitted to the All-State Chair within two weeks of notification of placement of an alternate.*
 - (5) *Any alternate placed less than two weeks prior to the first All-State rehearsal has until that first rehearsal to pay all fees to the All-State Chair.*

(6) Failure to pay fees by these deadlines will result in disqualification from All-State.

- p. Provide a list of qualified All-State members and alternates via web site.
3. All Mid-State Choir, All Mid-State Women's Chorale, All Mid-State Men's Choir
- a. With the help of the Executive Board, shall secure clinicians and accompanists for these high school ensembles.
 - b. Shall secure a repertoire list from these high-school clinicians
 - (1) All Mid-State Choir: Four (4) pieces including the Mid-State audition pieces. Music should be predominantly four-part, with some *divisi*.
 - (2) All Mid-State Women's Chorale: Four (4) pieces including any Mid-State audition pieces. Music should be predominantly SSA or SA.
 - (3) All Mid-State Men's Choir: Four pieces including any Mid-State audition pieces. Music should be predominately TB or TTBB.
 - c. Shall coordinate the rehearsal and performance schedules of the All Mid-State Choir, All Mid-State Women's Chorale, All Mid-State Men's Choir, Freshman Honors Choir, and Freshman Treble Chorale.
 - d. Shall make arrangements for the following:
 - (1) Rehearsal and performance site and date, giving preference to Friday dates.
 - (2) Rehearsal schedules for the directors.
 - (3) Public address system.
 - (4) Lodging and transportation for both high-school clinicians.
 - (5) Information table set up one hour prior to first rehearsal.
 - (6) All necessary equipment such as risers, shells, music stands, podiums, chairs, pianos, and extra pencils.
 - (7) Choosing a chairperson for each high school ensemble and communicating the following responsibilities:
 - (a) Securing the correct number of chairs to be arranged according to clinicians' preferences and labeled with student's name
 - (b) Seating choir
 - (c) Introducing the clinician and accompanist prior to the first rehearsal
 - (d) Checking roll at the beginning of each rehearsal segment
 - (e) Assisting clinician throughout the day
 - (f) Providing pencils for students
 - (g) Collecting expense vouchers from clinicians and accompanists.
 - (h) Arranging seating, entrances, and exits for ensemble at the performance.
 - (i) Providing each student and director a nametag with the following information: NAME, VOICE PART, and SCHOOL.
 - (j) Providing a program printed in advance, including student names. (Indicate "Concert to be chosen from the following list.")
 - (k) Securing short biographies from each clinician and accompanist.
 - e. Shall collect expense vouchers from ensemble chairs.

- f. Shall present honorarium checks, including expenses, to clinicians and accompanists the day of the event.
- g. Shall serve as host for the concert, introducing chairpersons, clinicians, and accompanists.

Section 11. Freshman Honors Choir and Freshman Treble Chorale Auditions Chairperson

A. Auditions

1. Having verified availability of the music from the publishers and vendors, shall choose the audition pieces in cooperation with MTVA Executive Board.
2. Shall notify all freshmen teachers of the choice of audition pieces via the web site and in writing at the first MTVA meeting.
3. In consultation with the President, Vice-President, and the President-Elect, shall determine the measures to be used for audition purposes.
4. Shall make application forms available at the September meeting or at least six weeks prior to the deadline date.
5. Shall work in cooperation with the All-State Audition Chair to secure five judges for each audition room. Judges shall be teachers who have students entered in the audition.

B. Freshman Honors Choir and Freshman Treble Chorale

1. With the help of the Executive Board, shall secure clinicians and accompanists for both groups.
2. Shall secure a repertoire list from both clinicians.
 - a. Freshman Honors Choir: Four (4) pieces including the audition piece. Music should be predominantly four-part, upper junior-high level.
 - b. Freshman Treble Chorale: Four (4) pieces, predominantly unison and SA.
3. Shall work with the All-State Audition Chair to coordinate the rehearsal and performance schedules of the All Mid-State Choir, All Mid-State Women's Chorale, All Mid-State Men's Choir, Freshman Honors Choir, and Freshman Treble Chorale.
4. Shall make arrangements for the following:
 - a. Lodging and transportation for clinicians.
 - b. Choosing a chairperson for each freshman ensemble and communicating the following responsibilities:
 - (1) Securing the correct number of chairs, arranged according to clinicians' preferences and labeled with student's name
 - (2) Seating choir
 - (3) Introducing the clinician and accompanist prior to the first rehearsal
 - (4) Checking roll at the beginning of each rehearsal segment
 - (5) Assisting clinician throughout the day
 - (6) Providing pencils for students
 - (7) Collecting expense vouchers from clinicians and accompanists.

- (8) Arranging seating, entrances, and exits for ensembles at the performance.
- c. Securing short biographies from each clinician and accompanist.
- d. Collecting expense vouchers from ensemble chairs.
- e. Presenting honorarium checks, including expenses, to clinicians and accompanists the day of the event.
- f. Serve as co-host for the concert, introducing chairpersons, clinicians, and accompanists.

Section 12. Choral Festival Chairperson

- A. Shall secure a venue for the event.
- B. Shall arrange for two (2) large warm-up rooms, preferably with risers, a sight-reading room that will accommodate the group with the largest number of students, and a performance room with a stage and risers. All rooms will need a piano.
- C. Shall review the sight-reading procedures at a meeting prior to the festival.
- D. Shall secure four (4) judges: three (3) for performance and one (1) for SIGHT-READING adjudication.
- E. Shall fill in the top of three (3) adjudication sheets to give to each of the judges. Include the time of performance and the director's name at the top of the sheet. Complete one (1) sheet for SIGHT-READING.
- F. Shall select trophies for superior and excellent grades in performance and a trophy for superior in SIGHT-READING.
- G. Shall ask an MTVA member to act as announcer for the festival.
- H. Shall secure an accompanist for SIGHT-READING if needed.
- I. Shall provide the judges with paper and envelopes so that they may write personal comments to directors.
- J. Shall post performance grades:

Example: S.R.	Judge 1	Judge 2	Judge 3	= Average
B+	A	A-	A-	A-

Section 13. Solo/Ensemble Chairperson

- A. Shall secure a venue for the event.
- B. Shall make detailed physical arrangements with the festival site for warm-up rooms, performance rooms, registration, parking of buses and cars, pianos, risers, music stands, writing tables for judges, and registration table.
- C. Shall secure the number of judges adequate for the participation. Remind judges to keep a record of travel, lodging and meals.
- D. Shall collect expense vouchers from judges.
- E. Shall present honorarium checks including expenses to judges the day of the event.
- F. Shall make a master schedule of performance times, and notify the teachers of their students' adjudication times.
- G. Shall select trophies for superior (A=gold) and excellent (B=silver) grades.

- H. Shall meet with the judges to discuss “MTVA GRADING SYSTEM”
- I. Shall allow an audience to hear ensembles, but not to hear solos.
- J. Shall complete the information sheet for trophy engraving. Example:

2000 MTVA ENSEMBLE FESTIVAL
A RATING
SOUTHSIDE HIGH SCHOOL JUBILEE SINGERS

Section 14. Treasurer:

- A. Term - July 1 odd numbered years to June 30 odd numbered years.
- B. Shall be appointed by the Executive Board at the final scheduled meeting on odd numbered years.
- C. Shall order supplies when needed.
- D. Shall collect membership dues and receive fees paid to the Association for all activities.
- E. Shall pay all Association expenses upon receipt of invoices.
- F. Shall keep an accurate updated accounting of all financial transactions. Shall make an itemized list of all checks for deposit.
- G. Shall provide the membership with a complete financial statement monthly.
- H. Shall review records for payment of school fees and all membership fees before each activity.
- I. Shall send the TMEA activity fee assessment before the end of the fiscal year on July 1.
- J. Shall arrange for dual-signature checks. Signatures shall be President and Treasurer with President-Elect as backup.
- K. Shall maintain a computer bookkeeping system.

Section 15. EX-OFFICIO MEMBERS - Affiliate Associations (total 2)

A. American Choral Directors Association:

The President

1. Shall be invited to attend the MTVA Executive Board planning sessions with the privilege of entering discussions, but not the privilege of voting.
2. Shall make available to the MTVA membership information pertaining to ACDA.
3. Shall work with the MTVA Choral Festival Chairperson to provide the directors with information on the ACDA/State-Wide Choral Festival.

B. Middle Tennessee Elementary Music Education Association:

The President

1. Shall be invited to attend the MTVA Executive Board planning sessions with the privilege of entering discussions, but not privilege of voting.
2. Shall keep MTVA informed about MTEMEA.
3. Shall encourage MTEMEA members to participate in MTVA sponsored Elementary events.

MIDDLE TENNESSEE VOCAL ASSOCIATION

STANDING RULES

I. GENERAL RULES and Reminders for Directors

A. Membership

In order to participate in activities sponsored by the Middle Tennessee Vocal Association and the Tennessee Music Education Association, directors must be members of the Middle Tennessee Vocal Association (MTVA), Tennessee Music Educators Association (TMEA), and Music Education National Conference (MENC).

B. School Fees

1. A school fee of fifty dollars (\$50.00) is payable to MTVA with the first event application of the year.
2. One school fee allows participation in all festivals and events during the year.

C. Director's Responsibility

1. All directors must accompany students to all events or notify the MTVA Executive Board in writing ahead of time that their student(s) will be in another director's charge, and that director will see that all rules and regulations of the event are strictly followed. This transfer of responsibility should have written approval of principal and parents.
2. If rules are not followed, a letter will be sent from the chairman of the event to the principal of the director involved.
3. To be considered for excuse, except in the case of illness or family emergency, any request must be submitted along with the event application. If the request is approved, a fee of \$50 will be assessed per day missed (except in the case of illness or family emergency). This fee is designed to serve as a deterrent to unnecessary absences in fairness to those members who also have legitimate conflicts but choose to be present to perform their responsibilities. The money may be used at the discretion of the Board and recommendation of event chair to hire a qualified director not involved in the event to work in the place of the excused director.
4. If at all possible, the director should notify the event chairman of any cancellations before the scheduled appearance time. Event fees are not refundable.

D. Applications (Activity Entry Forms)

1. An incomplete and/or incorrect application form (lack of information or fees) will result in the assessment of a \$25.00 penalty.
2. Deadline dates are published in the Calendar of Events.
3. It is the responsibility of the director to meet the deadline date.

E. Payment of Fees

1. Activity fees are payable with the application and should be sent directly to the Treasurer.
2. The director will send only school checks, teacher's personal checks, or money orders. Do not send personal checks from parents or students.
3. Event fees are not refundable.

F. Observe Copyright Law

No illegally photocopied music is permitted at any of the events sponsored by MTVA.

II. ALL-STATE CHORUSES

A. General Information

1. All directors of students must be members of the local, state, and national music organizations, must have paid their MTVA dues and school fee, and be current with MENC and TMEA dues.
2. As agreed in the vocal caucus, the All-State ensemble sizes have been set at 180 (SATB), 120 (SSA) and 75 (TTBB). The students from each region are assigned on the basis of a percentage ratio based on the number of participating schools in the regional auditions.
3. Entry forms for each school shall be provided prior to the audition deadline date.
4. The deadline for returning entry forms shall be published in the Calendar of Events.
5. Fees:
 - a) A five dollar (\$5.00) fee shall be charged each student. This fee is not refundable. School fee must be paid before participating.
 - b) A forty dollar (\$40.00) convention registration fee shall be charged each student who places in the Tennessee Music Educators Association All-State Choruses. This fee is subject to TMEA rules and is not refundable.
 - c) A sixty dollar (\$60.00) convention registration fee shall be charged each director who places a student in All-State. (This is the standard TMEA Convention registration fee required of all participants.)
 - d) All students and alternates selected for the All-State Choruses must participate in the All-Mid-State Choruses.

B. ALL-STATE AUDITIONS - Middle Tennessee Vocal Association

1. Students shall audition for the All-State Choruses.
2. Requests for specific time slots for auditions will be honored as nearly as possible.
3. Requests for changes in assigned time shall be made by the student's director prior to the scheduled audition time and must be approved by the MTVA All-State Chairperson.
4. Students will audition behind a screen so that judges cannot identify individual students or school affiliation.
5. A minimum of five (5) judges for each voice part will be chosen from the participating teachers in the audition. Judges shall be directors who have students auditioning. All participating directors must be present and assist with the auditions.
6. Warm-up rooms will be provided.
7. A list of All-State Chorus members and alternates will be posted as soon as the auditions have been completed and all grades tallied.
8. No illegally photocopied music will be allowed in auditions. Students using illegally copied music will be disqualified and not allowed to perform.
9. Auditions will be accompanied by a recording furnished by the association.
10. Tenors must have the recommendation for All Mid-State Choir from 3 of the 5 judges.
11. A student may audition for only one part.
12. The student must be enrolled and in good standing in his or her school's choral program.
13. Alternates to All-State shall be all other students in the All Mid-State Choir. They must

participate in the Mid-State Choir rehearsal and concert and the 2nd tier All-State audition.

14. In compliance with Tennessee Music Education Association rules, students will be auditioned on their knowledge of the All-State music at the 2nd tier All-State audition.
15. Students who do not know the music will be subject to dismissal.
16. Alternates may be notified of All-State placement as late as twenty-four (24) hours prior to the first state rehearsal at the conference.
17. Under no circumstances shall any alternate be placed after twenty-four (24) hours prior to the first state rehearsal.
18. Alternates placed late shall pay a TMEA Convention fee of forty dollars (\$40.00). The director of the alternate shall pay a sixty-dollar (\$60.00) TMEA Convention registration fee if it was not paid at the time of pre-registration.

C. Tennessee Music Educators Association All-State

1. Only students in grades 10 through 12 are eligible for All-State.
2. Female Tenors will not be permitted in All-State Chorus.
3. Each school director will register for his own group at the Convention.
TMEA Board Standing Rule: “All students will be accompanied by their director or a director designated in writing to be in charge of their students.”
4. Lateness at rehearsal or inappropriate behavior will not be tolerated. Students will be subject to action by the All State Discipline Committee.
5. Rules and regulations as listed in the TMEA Handbook and as supplemented by the TMEA All-State Chorus Chairperson shall govern all MTVA participants.
6. There will be a required All-State 2nd Tier audition no later than six (6) weeks prior to the TMEA Convention.

III. ALL MID-STATE CHORUS

A. General Information

1. All directors must be members in good standing of the local, state, and national organizations.
2. The regional audition for All-State Chorus serves as the audition for the All Mid-State Chorus.
3. Participation in All Mid-State Chorus is required before participation in All-State is allowed.
4. All rules applicable to All-State are applicable to All Mid-State Chorus.
5. There will be no separate application for All Mid-State Chorus.
6. The formula for determining the number of students seated in the Mid-State Choirs:
 - a. Mid-State Mixed – capped at two hundred (200) evenly distributed among eight (8) parts.
 - b. Mid-State Women – capped at one hundred and eighty (180) evenly distributed among four (4) parts.
 - c. Mid-State Men capped at forty (40) evenly distributed among four (4) parts.
 - d. Freshman Honors Choir – Maximum of twenty (20) singers per part.
 - e. Freshman Treble Chorale – Maximum of forty (40) singers per part.

B. Rehearsal and Concert

1. Director shall register the student(s), indicating the names of absentees.
2. Each student shall have a pencil and a copy of all selections to be performed. Selections should be learned thoroughly.
3. The concert will be held in conjunction with the All Mid-State Women's Chorale, All-Mid State Men's Choir, the Freshman Honors Choir, and Freshman Treble Chorale.
4. No illegal photocopies of copyrighted music will be permitted.
5. Dress Code:
 - Women: ankle length black dress with sleeves, or an ankle length black skirt with a black top of similar or complementary fabric, black shoes no more than 2 inches in height, optional modest jewelry such as a single strand of pearls or a drop-pearl or single stone on a delicate chain. No long dangling earrings or heavy choke necklaces.
 - Men: White tux shirt or white long-sleeve dress shirt with black bow tie, black tux pants or black dress slacks, black dress shoes and black socks. No jackets, and no tennis shoes. (Black cummerbunds optional.)

IV. ALL MID-STATE WOMEN'S CHORALE

A. General Information

1. All directors must be members in good standing of the local, state, and national organizations.
2. Students eligible for the Chorale shall have auditioned for All-State Chorus.
3. There will be no separate application for Women's Chorale.

B. Rehearsal and Concert

1. Director shall register the student(s), indicating the names of absentees.
2. Each student shall have a pencil and a copy of all selections to be performed. Selections should be learned thoroughly.
3. The concert will be held in conjunction with the All Mid-State Chorus, All Mid-State Men's Choir, and the Freshman Honors Choir, and the Freshman Treble Chorale.
4. No illegal photocopies of music will be permitted.
5. Dress Code:
 - Ankle length black dress with sleeves, or an ankle length black skirt with a black top of similar or complementary fabric, black shoes no more than 2 inches in height, optional modest jewelry such as a single strand of pearls or a drop-pearl or single stone on a delicate chain. No long dangling earrings or heavy choke necklaces.

V. ALL MID-STATE MEN'S CHOIR

A. General Information

1. All directors must be members in good standing of the local, state, and national organizations.
2. Students eligible for the Choir shall have auditioned for All-State Chorus.

3. There will be no separate application for Men's Choir

B. Rehearsal and Concert

1. Director shall register the student(s), indicating the names of absentees.
2. Each student shall have a pencil and a copy of all selections to be performed. Selections should be learned thoroughly.
3. The concert will be held in conjunction with the All Mid-State Chorus, the All Mid-State Women's Chorale, the Freshman Honors Choir, and the Freshman Treble Chorale.
4. No illegal photocopies of music will be permitted.
5. Dress Code:
White tux shirt or white long-sleeve dress shirt with black bow tie, black tux pants or black dress slacks, black dress shoes and black socks. No jackets, and no tennis shoes. (Black cummerbund optional.)

VI. FRESHMAN HONORS CHOIR AND FRESHMAN TREBLE CHORALE

A. General Information

1. Any school having 9th grade students in a chorus class may apply to audition.
2. Auditions will be conducted exactly as the Senior High All-State, using the same scoring system and the same rules and regulations.
3. The fee of five dollars (\$5.00) per student is to be submitted with the application form. School fee must be paid before participation.
4. All directors must be members in good standing of the local, state, and national organizations.
5. Five (5) judges for each voice part will be chosen from the participating teachers. All participating teachers must be present and assist with the auditions.
6. A list of the names for Honors Choir and Treble Chorale will be posted as soon as the auditions have been completed and all grades tallied.

B. Rehearsal and Concert

1. Director shall register the student(s), indicating the names of absentees.
2. Each student shall have a pencil and a copy of all selections to be performed. Selections should be thoroughly learned.
3. No illegal photocopies of music will be permitted.
4. The concert will be held in conjunction with the All Mid-State Chorus and Women's Chorale.
5. Dress Code:
Women: Long black dress OR a calf-length or longer black skirt, white blouse (elbow-length sleeves or longer), black hose, and black shoes.
Men: White tux shirt or white long-sleeve dress shirt, black slacks or tux pants, black shoes, black socks, and black bow tie. (Black cummerbund optional.)

VII. SOLO AND ENSEMBLE FESTIVAL

A. General Information

1. The festival is open to all students in grades four through twelve who are enrolled in their school's music program.
2. The rules and regulations for all grade levels of students shall be the same.
3. All directors shall be members in good standing of the local, state, and national organizations.
4. Choice of Music:
 - a. Solos must be chosen from traditional vocal literature.
 - b. Ensembles may choose from traditional, show choir, and barbershop literature.
5. No illegal photocopies may be submitted to the registration desk or used by accompanists.
6. Participants will provide the judge with a score of each selection with the measures numbered. Failure to do so will result in the penalty of lowering the rating by one grade level.
7. Music must be turned in at the registration desk 30 minutes before warm-up time.
8. All music will be performed from memory.
9. No tracks or CD accompaniment will be allowed. (An accompanist can be provided for you at a cost of \$10.00 per song. Original music must be submitted to event chairperson one week prior to the event.)
10. There will be a five-dollar (\$5.00) registration fee per student per event to be submitted with the application form. School fee must be paid before participation.

B. Solos

1. Soloists will perform one selection from memory.
2. The maximum performance time is five (5) minutes.
3. A soloist will not repeat a selection that he or she has used at festival within a three-year period.
4. There shall be one judge.
5. Awards: CERTIFICATES furnished by the Association.
 - a. Soloists receiving a Superior (A) rating will receive a Superior Certificate.
 - b. Soloists receiving an Excellent (B) rating will receive an Excellent Certificate.

C. Ensembles

1. Any combination of 2 through 9 students shall be classified as a small ensemble. Any combination of 10 through 20 students shall be classified as a large ensemble.
2. A student may be entered in more than one ensemble.
3. Number of selections to be performed:
 - a. Small ensembles will perform one selection from memory.
 - b. Large ensembles will perform two selections from memory.
4. The maximum performance time is five minutes per selection.
5. An ensemble will not repeat a selection that it has used at any festival within a two-year period.
6. A school will not perform music for ensemble which is also being used by a large ensemble or choral group from the same school the same year.
7. Awards: CERTIFICATES furnished by the Association.

- a. Small ensembles receiving a Superior (A) rating will receive a Superior Certificate for each participating student.
 - b. Small ensembles receiving an Excellent (B) rating will receive an Excellent Certificate for each participating student.
 - c. Large ensembles receiving a Superior (A) rating will receive a gold trophy.
 - d. Large ensembles receiving an Excellent (B) rating will receive a silver trophy.
8. There shall be one judge for ensembles.

VIII. CHORAL FESTIVAL

A. General Information

1. The rules and regulations for the Elementary/Middle School Festival, Junior High/Middle School Festival and the Senior High Festival shall be the same except where specifically noted.
2. All directors of students must be members in good standing of the local, state, and national music organizations.
3. Choruses with less than twenty-one (21) members may participate in choral festival provided fees are paid to cover 21 students.
4. Students will be classified according to their local school system's classification:
 - a. 9th grade is Junior High in some areas while in other areas they are considered High School. Directors may choose which classification for adjudication.
 - b. Elementary students in grades four through six (4-6) will be classified as Elementary/Middle School.
 - c. The Executive Board shall approve other combinations or variations.

B. Music

1. Choice of music:
 - a. Members are encouraged to choose music of the highest quality and appropriate for an adjudicated choral festival.
 - b. The current school year's Mid-State, Honors, or Mass Choir repertoire will not be allowed to be performed at the choir's corresponding grade level.
 - c. Senior High School choruses shall perform three (3) selections.
 - d. Junior High/Middle School Choruses shall perform three (3) selections.
 - e. Elementary/Middle School Choruses shall perform two or three (2 or 3) selections.
2. Illegal photocopies of music will not be accepted. If a director fails to provide three legal copies of a piece, the choir will not be able to perform that piece, resulting in the lowering of one letter grade in the final tabulation. If a director wishes to perform a piece which is out of print, he/she must notify the Choral Festival Chair at least one week prior to the beginning of the event and bring proof from the publisher that copies are out of print.
3. All music must be turned in at the registration desk thirty minutes before warm-up time.
4. All music for judges, three (3) copies of each selection, must have the measures numbered. Failure to do so will result in the penalty of lowering the rating by one grade level.
5. All music will be performed from memory.
6. No tracks or CD accompaniment will be allowed.

7. Selections performed by a given group may not be repeated by that group for two (2) years.

C. Adjudication, rating, and awards

1. There shall be no classifications according to graded difficulty of the music.
2. New schools and beginning teachers may be adjudicated for comments only upon request and approval by the Executive Board.
3. There shall be three judges.
4. Final grade shall be the average of the three judges' scores.
5. Rating System:

A+ = 12	B+ = 9	C+ = 6	D+ = 3	F = 0
A = 11	B = 8	C = 5	D = 2	
A- = 10	B- = 7	C- = 4	D- = 1	

Ratings will be tallied at the registration desk, and any discrepancy will be returned to the judge.

6. Awards:

Choirs receiving a Superior (A) or an Excellent (B) rating will be awarded with a corresponding trophy.

D. Sight-Reading

1. All High School and Junior High/Middle School choruses will be required to sight-read. Elementary School choruses will be encouraged to sight-read.
2. Choruses may elect to sight-read for comments only provided the director submits a written request to the Executive Board at the meeting one month prior to the month of the festival.
3. Each chorus will be required to sight-read one or more sets of rhythm patterns, one or more sets of pitches, and melodic lines.
4. Failure to sight-read, except for Elementary School choruses, will disqualify the group from the festival.
5. Sight-Reading rating will NOT affect performance rating.

IX. JUNIOR HIGH/MIDDLE SCHOOL MASS CHORUS

A. General Information

1. All directors must be members in good standing of the local, state, and national organization.
2. This chorus is open to grades 6, 7, 8, and 9.
3. The fee of five dollars (\$5.00) per student is to be submitted with the application form. School fee must be paid before participation.
4. Voicing of music will range from Unison to SATB.
5. There shall be NO audition for this clinic-chorus. However, all music must be thoroughly learned (preferably memorized.)

B. Rehearsal and Concert

1. Students shall bring music and pencils to all rehearsals.
2. Students may share music, but no more than two to a copy.
3. No illegal photocopies of copyrighted music will be permitted.
4. Directors are required to assist with the rehearsal and stay with their students.
5. Rehearsal and Concert are on the same date.

X. JUNIOR HIGH/MIDDLE SCHOOL HONORS CHORUS

A. General Information

1. Only seventh and eighth graders may audition.
2. Auditions will be scored using the same form and scoring system as the Senior High All-State.
3. All directors must be members in good standing of the local, state, and national organizations.
4. The fee of five dollars (\$5.00) per student is to be submitted with the application form. School fee must be paid before participation.
5. Teachers will receive information from the chairperson concerning audition music, taped accompaniment, and audition procedure.
6. Five judges for each voice part will be chosen from the participating teachers. All participating teachers must be present and assist with the audition.
7. Students may audition for more than one voice part. They will be placed in the part in which they received the higher rating.
8. Females may not audition for tenor or bass.
9. Teachers will be notified which students have been selected for the Honors Chorus and sent notice of rehearsals, expected conduct, and music list.

B. Rehearsal and Concert

1. Director shall register the student(s), indicating the names of absentees.
2. Each student shall have a pencil and a copy of all selections to be performed. Selections should be thoroughly learned.
3. No illegal photocopies of copyrighted music will be permitted.
4. The concert will be held in conjunction with the Elementary Honors Chorus.

XI. ELEMENTARY MASS CHORUS

A. General Information

1. All directors must be members in good standing of the local, state, and national organizations.
2. This clinic-chorus is open to grades 4, 5, and 6.
3. The fee of five dollars (\$5.00) per student is to be submitted with the application form. School fee must be paid before participation.
4. Voicing of music will include unison and two part.

5. There shall be NO audition for this clinic-chorus; however, all music must be thoroughly learned (preferably memorized.)

B. Rehearsal and Concert

1. Students shall bring music and pencils to all rehearsals.
2. Students may share music, but no more than two per copy.
3. No illegal photocopies of copyrighted music will be permitted.
4. Directors are required to assist with the rehearsal and stay with their students.
5. Rehearsal and Concert are on the same date.

XII ELEMENTARY HONORS CHORUS

A. General Information

1. Fourth, fifth, and sixth graders may audition.
2. All directors must be members in good standing of the local, state, and national organizations.
3. Teachers will receive information from the chairperson concerning audition procedures.
4. The fee of five dollars (\$5.00) per student is to be submitted with the application form. School fee must be paid before participation.
5. All participating teachers must be present and assist with the audition.
6. At least one student from each participating school will be placed in the chorus, provided they achieve a score of 50% or higher.
7. The forms and procedures for judging and ranking students will be the same as those for the Mid-State audition.
8. Teachers will be notified which students have been selected for the Honors Chorus and sent notice of rehearsals, expected conduct, and music list.

B. Rehearsal and Concert

1. Director shall register the student(s), indicating the names of absentees.
2. Each student shall have a pencil and a copy of all selections to be performed. Selections should be thoroughly learned.
3. No illegal photocopies of copyrighted music will be permitted.
4. The concert will be held in conjunction with the Middle School/Junior High Honors Chorus.