

MTVA

the

Constitution,

By-Laws

and

Standing Rules

of the

Middle Tennessee Vocal

Association

(An affiliate of the Tennessee Music Education
Association)

Revised 2002

TABLE OF CONTENTS

INTRODUCTION	i
PAST PRESIDENTS	iv
HISTORY	v
CONSTITUTION	1
Article I. Name	1
Article II. Purposes and Objectives	1
Article III. Affiliation and Relationships	1
Article IV. Membership	2
Article V. Dues	3
Article VI. Meetings	3
Article VII. Officers, Government and Executive Committee	4
Article VIII. Quorum	5
Article IX. Members of the TMEA Board of Directors	5
Article X. Amendments	5
Article XI. TMEA Assessment	6
Article XII. Fees	6
Article XIII. Honorariums	7
BY-LAWS	8
Article I. Executive Committee	8
Article II. Duties of the Executive Committee	8
Article III. Committees	19
REGULATIONS AND GENERAL POLICIES	21
I. General Rules (Reminders for Directors)	21
II. All-State Choruses	22
A. General Information	22
B. All-State Auditions: Middle Tennessee Vocal Association	22
C. Tennessee Music Educators Association	24
III. All Mid-State Chorus	24
A. General Information	24
B. Rehearsal and Concert	25
IV. All Mid-State Women's Chorale	25
A. General Information	25
B. Rehearsal and Concert	25
V. Freshmen Honors Choir and Freshmen Treble Chorale	25
A. General Information	25
B. Rehearsal and Concert	26
VI. Solo/Ensemble Festival	26

A. General Information	26
B. Solos	27
C. Ensembles	27
VII. Choral Festival	27
A. General Information	27
B. Music	28
C. Adjudication, Rating and Awards	29
D. Sight-Reading	29
VIII. Junior High/Middle School Mass Chorus	29
A. General Information	29
IX. Junior High/Middle School Honors Chorus	30
A. General Information	30
B. Rehearsal and Concert	30
X. Elementary Mass Chorus	31
A. General Information	31
XI. Elementary Honors Chorus	31
A. General Information	31
B. Rehearsal and Concert	31
Appendix A (All State Chairpersons Guidebook)	31

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: 2002, 2001, 1999, 1993, 1988, 1987, 1982, 1978, 1976, 1973, 1969, 1945—
First Constitution

PAST PRESIDENTS

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

ITS HISTORY

In an executive meeting of the Music Section of 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 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 - MTEA - encouraged affiliation with the state - 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 - MTEA - at the Noel Hotel, 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 ninety-five in 1993. 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 twelve 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, Freshman Honors Choir, Freshman Treble Chorale, Jr. High/Middle School Honors Choir, Elementary Mass Chorus, and the Elementary Honors Choir is evidence that Middle Tennessee music educators are striving to provide musical experiences to all age levels.

Vivian Miller
Historian

MIDDLE TENNESSEE VOCAL ASSOCIATION

CONSTITUTION AND BY-LAWS

Revised 5/30/02

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 Music Education National Conference.

Section 2. This Association shall maintain a close relationship with the Middle Tennessee Band and Orchestra Association, and the Middle Tennessee Elementary Music 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 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 Music Education National Conference, 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 Music Education National Conference, 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 ten dollars (\$10.00) per year, payable to the association Treasurer on or before October 15 to be included in the membership database for that year.

Section 2. Active memberships are subject to annual payment of Music Education National Conference 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 the deadline date will result in exclusion of membership information from the MTVA database.

Section 4. Members failing to renew MENC and TMEA membership by their expiration date will not be allowed to participate in any associational activities until proof of payment is received by the Treasurer.

Section 5. Associate members shall pay dues of ten (\$10.00) per year as well as Music Education National Conference 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 committee and published in the association's calendar in the fall.

Section 2. Special meetings of the association and/or the executive committee 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, Corresponding Secretary, and Treasurer. The President-Elect, Recording Secretary and Corresponding Secretary shall be elected at the April 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 April election.

Section 2. The Treasurer shall be appointed by the executive committee at the April 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 April election. The honorarium for Treasurer shall be two hundred dollars (\$200.00) per month. Any salary adjustment will be recommended by the executive committee and approved by the membership.

Section 3. The executive board shall consist of the following members: President, Vice-President, President-Elect, Recording Secretary, Corresponding 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, and Treasurer.

Section 4. The government of the Association shall be vested in the 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 committee. The executive committee will sponsor and control all festivals and other activities of the association. The President will be chairperson of the executive committee with the power to vote in case of a tie.

Section 5. In March, 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. Immediately after the election of officers in April, on even numbered years, the other members of the executive committee shall be elected by nominations from the floor.

Section 8. Officers and members of the executive committee shall not miss more than three (3) consecutive meetings without good reason. The president shall be notified in advance if a member of the committee cannot attend.

Section 9. Nominees for the executive committee must be members of the association and regular in attendance. Nominees will be contacted to secure agreement to serve if elected. Executive committee members should be working in the grade levels they represent.

Section 10. The President may select standing or special committees or appointments to administer the functions of the association.

Section 11. If, in the opinion of the executive committee and/or the association, an officer or committee member has neglected to act responsibly in fulfilling the duties, the executive committee may, with the approval of the association, require the resignation of the officer or committee member.

Article VIII. Quorum

Section 1. A quorum of the association shall consist of 20% 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 committee 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 in April 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 committee or from the floor of the association meeting. The proposed amendment will be considered by the executive committee 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 committee 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 a six hundred dollar (\$600.00) activity fee by the Tennessee Music Education Association. This is the minimum amount assessed the three regional vocal associations affiliated with TMEA.

Section 2. This assessed activity fee is calculated at two hundred dollars (\$200.00) per voting member representing Middle Tennessee Vocal Association. The voting representatives are: College Representative, Senior High Representative, and Junior High/ Middle School Representative.

Section 3. MTVA agrees to pay the \$200.00 assessment on behalf of the MTEMEA. In return for this payment, MTEMEA shall provide assistance to MTVA with elementary level events.

Section 4. This 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 thirty-five dollar (\$35.00) 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)
\$30.00 -	Student fee for All State Chorus
\$40.00 -	Director fee for TMEA registration
\$20.00 -	Group fee for each All State Chorus. If directors have students in multiple groups, they must pay the fee once per group in which they have students. (<i>All-State fees are payable ONLY upon student's final selection for All-State.</i>)
\$87.00 -	MENC/TMEA individual membership fee
\$31.00 -	MENC retired individual membership fee

Section 4. Late Registration.

The following penalties will apply to late applications:

1. All applications that are late from 1 to 7 calendar days will be assessed a late fee equal to the amount of the regular fee (In effect, DOUBLING the original registration fee), or \$50.00, whichever is greater.
2. For each day an application is late over 7, an additional late fee equal to 10% of the original registration fee will be added. (Therefore, if an application is more than 7 days late, the penalties in #1 & #2 will be added together to determine the total late fee.)
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.

1-7 days late - Double the original fee, OR the original fee + \$50.00, whichever is greater.

More than 7 days late - The original fee + late fee + 10% of the original fee per day over 7.

Examples (Assuming Membership & School Activity fees have been paid) -

An application for 20 students to audition for All-State:

#1 - If on time, the fee is \$100. (20 x \$5.00)

- #2 - If one day late, the total fee is \$200. ($\100×2)
 #3 - If seven days late, the total fee is still \$200. ($\100×2)
 #4 - If eight days late, the total fee is \$210. ($\$100 + \$100 + \10)
 #5 - If fourteen days late, the total fee is \$270. ($\$100 + \$100 + \70)

An application for 5 students to audition for All-State:

- #1 - If on time, the fee is \$25. ($5 \times \5.00)
 #2 - If one day late, the total fee is \$75. ($\$25 + \50)
 #3 - If ten days late, the total fee is \$82.50 ($\$25 + \$50 + \7.50).

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	\$700.00
Membership	\$200.00
All State Chairperson	\$300.00
Choral Festival Host	\$200.00
Freshman Honors Chairperson	\$200.00
Jr. High/Middle School Mass Chorus Chairperson	\$200.00
Jr. High/Middle School Honors Chairperson	\$200.00
Elementary Mass Chorus Chairperson	\$200.00
Elementary Honors Chairperson	\$200.00
Solo and Ensemble Host	\$200.00

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	\$200.00 per day
Clinicians	\$300.00 per day for choirs with 300+ members \$250.00 per day for choirs with <300 members
Accompanists	\$150.00 per day

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

BY-LAWS

Article 1. Executive Committee

Section 1. Elected Officers (total 11)

1. President
2. Vice President
3. President-Elect
4. Recording Secretary
5. Corresponding Secretary (Membership)
6. College Chairperson
7. Elementary School Chairperson Mass/Honors
8. Junior High/Middle School Honors Choir Chairperson
9. Junior High/Middle School Mass Choir Chairperson
10. All-State Chairperson
11. Freshman Chairperson

Section 2. Appointed Officer (total 1)

12. 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 Calendar of Events.
- D. Shall inform the Corresponding Secretary of information for the monthly meeting notices.
- E. Shall be general overseer of all MTVA activities.
- F. Will serve on the TMEA Executive Board.
- G. Shall see that all officers carry out the duties described in the composite job descriptions.
- H. Shall preside at all executive board and regular membership business meetings.
- I. Shall expect notification of absence of an executive committee member in advance of

meetings.

- J. Shall keep in close contact with official personnel of other music education organizations.
- K. Shall appoint a nominating committee from college, middle/junior, secondary, and elementary levels in March of even numbered years.
- L. Shall appoint a special committee as needs arise with approval of the Executive Committee.
- M. Shall serve as an ex-officio member of all committees.
- N. Shall expect from the recording Secretary a copy of the minutes of each Executive Board and regular meeting.
- O. 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.
- P. 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.
- Q. Shall fill vacancies in the office of the Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, and members of the Executive Committee until the next regular meeting of the Association. Approval of the appointment must be made by two-thirds vote of the members present.
- R. Shall perform all other duties necessary to this office.
- S. Shall encourage members to keep the association informed of new personnel in their school system and to help cultivate participation in MTVA.
- T. Shall keep advised of association finances through the Treasurer.
- U. Shall expect to receive from chairpersons a copy of applications and schedules for all events.
- V. Will share with the Vice-President and President-Elect the responsibility of being present for all events.

Section 2. Vice-President

- A. Term - July 1 even numbered years to July 1 even numbered years.
- B. Will be the immediate Past President.
- C. Shall serve with a committee to develop a Calendar of Events
- D. Will 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. Will serve on the TMEA Executive Board.
- C. Shall serve on committee for Calendar of Events.
- D. Shall check present By-Laws and:

1. Serve as Parliamentarian
 2. Be responsible for the HANDBOOK
- 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.
- G. Shall work with the Corresponding Secretary to assure that corrected inserts for the HANDBOOK are available at the beginning of each school 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. Send a copy of the minutes within a week after the meeting to the President.
- 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 Committee as well as the attendance at the regular business meetings.

Section 5. Corresponding Secretary

- A. Shall keep on file a permanent record of all notices and information sheets that go out to the membership.
- B. Shall prepare for the officers and membership an updated mailing list at the beginning of each year.
- C. Shall send meeting notices and minutes from previous meeting to all members at least one week prior to next meeting.
- D. Shall assist the President-Elect in revising and updating the handbook and furnish corrected pages at the beginning of each year.
- E. Shall cultivate new members and maintain a current membership roster.

Section 6. 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 corresponding secretary with the names and addresses of the vocal and choral music teachers at the college level.

Section 7. Elementary School Chairperson

- A. Term - July 1 even numbered years to July 1 even numbered years.
- B. Shall serve as liaison between MTEMEA and MTVA.
- C. Will work with the President of MTEMEA in support of music education in the lower grades.
- D. Will maintain a contact with elementary teachers and encourage them to participate in the professional organizations at all levels.
- E. Shall make arrangements for the following activities:
 - 1. Elementary Mass Chorus Clinic
 - a) Make applications available at least six (6) weeks prior to the deadline date.
 - b) Decide on the number of choruses necessary to accommodate the students participating, and coordinate their rehearsal and performance schedules.
 - c) Secure clinicians, and work with clinicians on selection of music and organizational details (including lodging and transportation for the clinicians.)
 - d) Send music lists to J. W. Pepper of Atlanta.
 - e) Secure accompanists for the rehearsal and concert, and furnish copies of the music.
 - f) Make physical arrangements at the site for rehearsal, concert, risers, public address system, registration, meals, and parking of buses and cars.
 - g) Will provide printed concert program.
 - h) Will collect expense vouchers from clinicians and accompanists.
 - i) Present honorarium check including expenses to the clinicians and accompanists the day of the event.
 - 2. Elementary Honors Choir
 - a) See Section 7. E. 1. a)-i) above.
 - b) Will notify schools of audition procedure and deadline for submitting tapes and fees.
 - c) Will receive audition tapes from schools.
 - d) Will assign at least three judges. Judges will be teachers who have entered students in the audition.
 - e) Will be present at auditions to give final instructions and to collect adjudication forms from judges. Will be sure tape players, pencils, etc. are supplied for judges.
 - f) Will notify teachers which students have been selected for the Honors Chorus and send notice of rehearsals, expected conduct, and music lists to each teacher.
 - 3. Choral Festival
 - a) 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.
 - b) 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. Will work to expand music education at this grade level.
- D. Will maintain contact with Junior High/Middle School teachers and encourage them to participate in the professional organizations and applicable events.
- E. Will choose an audition selection from the music list and secure any necessary permission from the publisher to duplicate the audition portion of that selection.
- F. Will notify schools of audition procedure and deadline for submitting tapes and fees.
- G. Will receive audition tapes from schools.
- H. Will assign three (3) judges for each voice part to be used in judging. Judges will be teachers who have entered students in the audition.
- I. Will make a master tape for each voice part to be used in judging. This tape should identify schools and students by number only so that judging is as impartial as possible.
- J. Will be present at auditions to give final instructions and to collect adjudication forms from judges. Will be sure tape players, pencils, etc. are supplied for judges.
- K. Will organize and help run adjudication forms through the computer.
- L. Will notify teachers which students have been selected for the Honors Chorus and send notice of rehearsals, expected conduct, and music lists to each teacher.

Section 9. Junior High/Middle School Mass Chorus Chairperson

- A. Term - July 1 even numbered years to July 1 even numbered years.
- B. Will work to expand music education at this grade level.
- C. Will maintain contact with Junior High/Middle School teachers and encourage them to participate in the professional organizations and applicable events.
- D. Make applications available at least six (6) weeks before the deadline date.
- E. Decide on the number of choruses necessary to accommodate the students participating, and coordinate their rehearsal and performance schedules.
- F. Secure clinicians for the Mass Chorus/Clinic, and work with clinicians on the selection of music and the organizational details (including lodging and transportation of the clinicians.)
- G. Send music lists to J. W. Pepper of Atlanta.
- H. Secure accompanists for the rehearsal/concert. (Furnish copies of the music.)
- I. Will make physical arrangements at the site for rehearsal, performance, risers, public address system, registration, meals, and parking of buses and cars.
- J. Will provide printed concert program.
- K. Will collect expense vouchers from clinicians and accompanists.
- L. 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, will choose the audition pieces in collaboration with MTVA Executive Board.
- b. Will notify all senior high teachers of the choice of audition pieces via the web site and in writing at the first MTVA meeting.
- c. Will secure an appropriate site for the regional auditions.
- d. In consultation with the president, vice-president, and the president-elect, will determine the measures to be used for audition purposes.
- e. Will make application forms available at the September meeting or at least six weeks prior to the deadline date.
- f. Will have a master schedule of audition times posted on the website, will have mailed and e-mailed master schedule to teachers two weeks prior to the audition, and will honor time requests when possible.
- g. Will provide the directors with a sample adjudication sheet.
- h. Will provide a master schedule for the registration desk.
- i. Will make a voice part schedule for the door monitors giving student names in order of performance.
- j. Will secure five judges for each audition room. Judges shall be teachers who have students entered in the audition.
- k. Will provide to each teacher a rehearsal recording of the audition selections at the September meeting.
- l. Will procure an audition CD and CD player for each adjudication room.
- m. Will secure workers for the tally room, door monitors for each audition room, and registrar(s) at the desk.
- n. Will provide five score sheets for each student who applied to audition. Provide labels with the student's name, voice part II or I, time of audition and school code number.
- o. Will 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.
- p. Shall 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.)
- q. Shall 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.)
- r. Shall make available to participating teachers, a school report including student rank, score, and choir placement.

2. 2nd Tier All-State Auditions

- a. Will secure repertoire from TMEA All-State Choral Chair.
- b. Will notify participating directors of the All-State repertoire via the website and in writing by the September meeting.

- c. Will secure an appropriate site for the all-state auditions.
- d. Will make All-State registration forms available at regional auditions.
- e. Will provide to each auditioning student a learning CD with corresponding instructions at the regional auditions.
- f. Will have a master list of octet assignments for each All-State Ensemble.
- g. Will provide a master list of octet assignments to be posted in the registration area.
- h. Will provide octet announcers with a master list of octet assignments, giving student names, school names, and octet assignments.
- i. Will 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. Will procure an audition CD and CD player for each adjudication room.
- k. Will secure workers for the tally room, octet runners, and CD player operators.
- l. Will provide a score sheet for each student who auditions.
- m. Will 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. Will inform the TMEA All-State Choral Chairperson when an alternate is to be placed.
- o. Will 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. [The second late fee (outlined in constitution) will not be applied for 2003 due to time constraints between the Mid-State event and the All-State audition.] 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. *For 2003 ONLY: January 23-deadline, January 24 through January 30-double fees, January 30 final deadline*
 - 5. *Fees should be submitted to the All-State Chair within two weeks of notification of placement of an alternate.*
 - 6. *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.*
 - 7. *Failure to pay fees by these deadlines will result in disqualification from All-State. Quoted from Appendix A: All-State Chairperson's Guidebook*
- p. Will provide a list of qualified All-State members and alternates via web site.

3. All Mid-State Choir, All Mid-State Women's Chorale, Freshman Honors Choir, and Freshman Treble Chorale
 - a. With the help of the executive board, shall secure clinicians and accompanists for both high-school ensembles.
 - b. Shall secure a repertoire list from both 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.
 - c. Shall coordinate the rehearsal and performance schedules of the All Mid-State Choir, All Mid-State Women's Chorale, Freshman Honors Choir, and Freshman Treble Chorale.
 - d. Shall arrange:
 - 1) For rehearsal and performance site and date, giving preference to Friday dates.
 - 2) For rehearsal schedules for the directors.
 - 3) For a public address system.
 - 4) For lodging and transportation for both high-school clinicians.
 - 5) For information table set up one hour prior to first rehearsal.
 - 6) For all necessary equipment such as risers, shells, music stands, podiums, chairs, pianos, and extra pencils.
 - 7) For choosing a chairperson for each high-school ensemble and communicating the following responsibilities:
 - a. Securing the correct number of chairs, 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. For each student and director to have a nametag. Information should include NAME, VOICE PART, and SCHOOL.
 - j. For a program printed in advance, including student names. (Indicate "Concert to be chosen from the following list.")
 - k. For securing short bios from each clinician and accompanist.
 - e. Will collect expense vouchers from ensemble chairs.
 - f. Will present honorarium checks including expenses to clinicians and accompanists the day of the event.
 - g. 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, will choose the audition pieces in cooperation with MTVA Executive Board.
2. Will 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, will determine the measures to be used for audition purposes.
4. Will make application forms available at the September meeting or at least six weeks prior to the deadline date.
5. Will 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, Freshman Honors Choir, and Freshman Treble Chorale.
4. Shall arrange:
 - a. For lodging and transportation for clinicians.
 - b. For choosing a chairperson for each freshman ensemble.
 - 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 ensemble at the performance.
 - c. For securing short bios from each clinician and accompanist.
 - d. Will collect expense vouchers from ensemble chairs.
 - e. Will present 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. Treasurer:

- A. Term - July 1 odd numbered years to June 30 odd numbered years.
- B. Shall be appointed by the executive committee in April 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. 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 TMEA activity fee assessment of four hundred fifty dollars (\$450.00) before the end of the fiscal year July 1, i.e. one hundred fifty dollars (\$150.00) each for college representative, senior high representative, and junior high/ middle school representative.
- 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 13. EX-OFFICIO MEMBERS - Affiliate Associations (total 2)

A. American Choral Directors Association:

The President

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

B. Middle Tennessee Elementary Music Education Association:

The President

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

Article III. Committees and Appointments

Section 1. Nominating Committee (even numbered years)

Section 2. Handbook Committee: President-Elect
 Recording-Secretary
 Corresponding Secretary

Section 3. Calendar Committee: The Executive Committee

Section 4. Technologist

- A. Will prepare registration forms and adjudication forms for All-State and Freshman Honors tryouts.
- B. Will assist All-State Chorus Chairperson and Freshman Honors Chairperson in the scheduling and tabulation of scores for tryouts.

Section 5. Choral Festival Host

- A. Will 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.
- B. Will review the sight-reading procedures at a meeting prior to the festival.
- C. Will secure four (4) judges: three (3) for performance and one (1) for SIGHT-READING adjudication.
- D. Will 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.
- E. Will select trophies for superior (A=Gold) and excellent (B=Silver) grades in performance and a trophy for superior (A=Gold) in SIGHT-READING.
- F. Will ask an MTVA member to act as announcer for the festival.
- G. Will secure an accompanist for SIGHT-READING if needed.
- H. Will provide the judges with paper and envelopes so that they may write personal comments to directors.
- I. Will post performance grades:

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

Section 6. Solo/Ensemble Host

- A. Will make detailed physical arrangements with the festival site for warm-up rooms, performance rooms, registration, parking of buses and cars, pianos, risers, music stand, writing tables for judges, and registration table.
- B. Will secure the number of judges adequate for the participation. Remind judges to keep a record of travel, lodging and meals.
- C. Will collect expense vouchers from judges.
- D. Present honorarium checks including expenses to judges the day of the event.

- E. Will make a master schedule of performance times, and notify the teachers of their students' adjudication times.
- F. Will select trophies for superior (A=gold) and excellent (B=silver) grades.
- G. Will meet with the judges to discuss "MTVA GRADING SYSTEM"
- H. Will allow an audience to hear ensembles, but not to hear solos.
- I. Will complete the information sheet for trophy engraving. Example:

2000 MTVA ENSEMBLE FESTIVAL
A RATING
SOUTHSIDE HIGH SCHOOL JUBILEE SINGERS

Section 7. Tennessee Director of Arts Education will serve as the liaison between the association and the state department of education

MIDDLE TENNESSEE VOCAL ASSOCIATION

STANDING RULES

I. GENERAL RULES and Reminders for Directors

A. Membership

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

B. School Fees

1. A school fee of thirty-five dollars (\$35.00) is payable to MTVA prior to entry in the first activity 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. 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 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. Do not send personal checks from parents or students. The director will send only school

checks, teacher's personal checks or money orders.

3. Event fees are not refundable.

F. Observe Copyright Law

1. No 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 ration based on the number of participating schools in the regional auditions.

Determining ratios: The average number of auditioning schools for each area is determined to two (2) decimal places based on figures from the past three years. These figures are converted into a percentage of the sum of the averages.

Year	ETVA	MTVA	WTVA	
2000	66	52	41	
2001	61	51	42	
2002	64	50	40	
average=	63.7	51.0	41.0	156
ratio=	40.9%	32.8%	26.3%	

Determining number of students to each choir: The percentages are multiplied times the number of students in each choir and the rounded to the nearest whole integer where .5 and higher is rounded up and lower than .5 rounded down. The rounding causes group sizes to be slightly off; some of this will be corrected in the division into sections.

Actual Figures (% multiplied by chorus size)

	SATB	SSA	TTBB
East	73.6	49.1	30.7
Middle	59.0	39.3	24.6
West	47.4	31.6	19.8

Quotas

Region

	SATB	SSA	TTBB	Totals
East	74	49	31	154
Middle	59	39	25	123
West	47	32	20	99

Divisions into sections:

For 2003, the SATB choir is undersize by four students as a result of rounding.) Since WTVA is under quota and MTVA and ETVA are over quota, WTVA may bring four students four additional students to SATB choir. These should be one each of soprano, alto, tenor and bass voices. All-State chairperson for MTVA should notify the TMEA All-State Chair as soon as possible whether these will be first or second division of each part.

(Exact)

SATB	Section=)	S1	S2	A1	A2	T1	T2	B1	B2	Totals
East	9.25	9	9	9	9	9	9	9	9	72
Middle	7.375	7	7	7	7	7	7	7	7	56
West	5.875	6	6	6	6	6	6	6	6	48
total=										176

(Exact)

SSA	Section=)	S1	S2	A1	A2	Totals
East	12.25	12	12	12	12	48
Middle	9.75	10	10	10	10	40
West	8	8	8	8	8	32
total=						120

(Exact)

TTBB	Section=)	T1	T2	B1	B2	Totals
East	7.75	8	8	8	8	32
Middle	6.25	6	6	6	6	24
West	5	5	5	5	5	20
total=						76

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 thirty dollar (\$30.00) 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 forty dollar (\$40.00) 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) A twenty dollar (\$20.00) group fee shall be charged for each group that a director has students participating.

e) 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. The formula for determining the number of students from Middle Tennessee seated in All-State is two (2) times the number of schools that applied to audition and paid fees. There are eight (8) voice parts with an equal number of singers. Should there be a number not evenly divided by 8, one additional singer will be added to each part having the largest number to audition. (Ex: If there is a remainder of 3, it would be possible to add a Sop II, Alto I, and Bass I.)
14. The formula for determining the number of students seated in the Mid-State Choirs:
 - a) Mid-State Mixed – five (5) times the number of participating schools, evenly distributed among eight (8) parts.
 - b) Mid-State Women – three (3) times the number of participating schools, evenly distributed among four (4) parts.
 - c) Freshmen Honors Choir – Maximum of twenty (20) singers per part, with a minimum score of 150.
 - d) Freshman Treble Chorale – Maximum of twenty (20) singers per part, with a minimum score of 150.
15. 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 regional rehearsal of the All-State chorus.
16. Lateness or failure to attend the required Regional rehearsal and All Mid-State rehearsal

and concert will result in automatic dismissal from All-State. **EXCEPTION:** If the student's director notifies the MTVA All-State Chairperson in advance, a student who is gravely ill or experiences a death in the immediate family may be excused from the rehearsal.

17. 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. Students who do not know the music will be subject to dismissal.
18. Alternates may be notified of All-State placement as late as twenty-four (24) hours prior to the first state rehearsal at the conference.
19. Under no circumstances shall any alternate be placed after twenty-four (24) hours prior to the first state rehearsal.
20. Alternates placed late shall pay a TMEA Convention fee of thirty dollars (\$30.00). The director of the alternate shall pay a forty-dollar (\$40.00) 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 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 regional 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.

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, the

Freshmen Honors Choir, and Freshman Treble Chorale.

4. No photocopies of copyrighted music will be permitted.
5. Dress Code:
Women: ankle length black dress with a sleeve, 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 button-down shirt with black bow tie, black tux pants or black dress slacks, black dress shoes and black socks. No jackets, and no tennis shoes.

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, the Freshmen Honors Choir, and the Freshman Treble Chorale.
4. No photocopies of copyrighted music will be permitted.
5. Dress Code:
Ankle length black dress with a sleeve, 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. 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.
7. 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 dress shirt, black slacks or tux pants, black shoes, black socks, and black bow tie. (Black cummerbund optional.)

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 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 dress shirt, black slacks or tux pants, black shoes, black socks, and black bow tie. (Black cummerbund optional.)

VI. 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 photocopies of copyrighted music may be submitted to the registration desk.
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. 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.

VII. 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) Members are encouraged to choose music for the festival other than that used in the All Mid-State Honor Choirs that year.
 - c) The association shall purchase 5 reference copies of the Texas Music List and make them available to the membership.
 - d) Senior High School choruses shall perform three (3) selections.
 - e) Junior High/Middle School Choruses shall perform three (3) selections.
 - f) Elementary/Middle School Choruses shall perform two or three (2 or 3) selections.
2. Only printed copies of copyrighted music will be accepted. Photocopies of copyrighted music are not allowed and will not be allowed to be performed. The use of illegal photocopies will result in an automatic letter grade reduction of the final score. (A director must produce proof from the publisher that copies are currently out of print before reproductions are allowed.)
3. All music must be turned in at the registration desk thirty minutes before warm-up time.
4. All music for judges, four (4) 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. 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:
 - a) Choirs receiving a Superior (A) rating will be awarded a gold trophy.
 - b) Choirs receiving an Excellent (B) rating will be awarded a silver trophy.

D. Sight-Reading

1. All choruses will be required to sight-read.
2. Choruses may elect to sight-read for comments only provided the director submits a written request to the executive committee at the month prior to the month of the festival. This exemption precludes eligibility for state choral 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 will disqualify the group from the festival.
5. Sight-Reading rating will NOT affect performance rating.

VIII. 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.) Bring music and pencils to all rehearsals.
6. Students may share music, but no more than two to a copy.
7. No photocopies of copyrighted music will be permitted.
8. Directors are required to assist with the rehearsal and stay with their students.
9. Rehearsal and Concert are on the same date.

IX. 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. Three judges for each voice part will be chosen from the participating teachers. All participating teachers must be present and assist with the audition.

7. 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 photocopies of copyrighted music will be permitted.
4. The concert will be held in conjunction with the Elementary Honors Chorus.

X. 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.) Bring music and pencils to all rehearsals.
6. Students may share music, but no more than two per copy.
7. No photocopies of copyrighted music will be permitted.
8. Directors are asked to assist with rehearsal and stay with their students.
9. Rehearsal and Concert are on the same date.

XI. ELEMENTARY HONORS CHORUS

A. General Information

1. Only 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. 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 photocopies of copyrighted music will be permitted.

4. The concert will be held in conjunction with the Junior High Honors Chorus.

Appendix A- ALL-STATE CHAIRPERSON'S GUIDEBOOK

I. Each letter below has been taken from the MTVA handbook. Important details, suggestions, and deadlines have been included with each duty in this guidebook.

This guidebook is intended to facilitate the duties of the All-State Auditions Chairperson.

A. Regional Auditions

- a. Choose the audition pieces in cooperation with MTVA Executive Board. —**June 15**
- b. Notify all senior high teachers of the choice of audition pieces via the web site by **July 1** and in writing at the **first MTVA meeting. (Instruct directors to learn all parts of the audition pieces for possible judging assignments.)**
- c. Will secure an appropriate site for the regional auditions-**by September meeting**
- d. Will determine measures to be used for audition purposes. **Excerpts must have a logical starting place and include sufficient introductory measures. Suggested audition length is 3 minutes per student (based on approximately 1200 students auditioning.)**
- e. Application forms are created by the technologist and should be made available on the website by the **September meeting AND** in person **6 weeks prior** to the event.
- f. Will have a master schedule of audition times posted on the website, will have mailed or e-mailed master schedule to teachers by two weeks prior to the audition, and will honor time requests when possible. **The treasurer must have the information for the master schedule to the technologist by 4 weeks prior to the event. Technologist must have schedule to corresponding secretary and web-master by 3 weeks prior. (Web-master must have the schedule posted by 3 weeks prior.) By two weeks prior, the corresponding secretary is to have mailed or e-mailed a master schedule to all participating teachers.**
- g. Will provide the directors with a sample adjudication sheet-**October meeting**
- h. Will provide a master schedule for the registration desk-**Provided the day of the auditions**
(**This schedule should be provided by the technologist, and should list the students by voice part and in the order in which they audition. It is suggested that 3 copies be provided for the registration desk.**)
- i. Will make a voice part schedule for the door monitors giving student names in order of performance—**Provided the day of auditions.**
- j. Will secure five judges for each audition room. Judges shall be teachers who have students entered in the audition. (**Send work assignments with the master schedules. Consider gender, experience, and demographics of teaching position when placing judges.**) (e.g. **do not have 5 first year teachers to judge one voice part.**)
- k. Will provide to each teacher a recorded accompaniment of the audition selections at the **September meeting. (Either secure an accompanist to record the selections OR download the appropriate sound files off of the web.)**
- l. Will procure an audition CD and CD player for each adjudication room. **On the day of**

the audition--Provide 12 audition CD's that contain the audition selections for both the High School and the Freshmen pieces. (One CD per audition room, one for the warm up room, and 3 extras.) Audition CD selections must be extracted from the original rehearsal CD.

- m. Will secure workers for the tally room, door monitors for each audition room, and registrar(s) at the desk. **(Suggestion: If possible, use directors as door monitors, and have three people working the registration desk-two for HS, one for freshmen. In addition to door monitors, plan to have 3-4 student gophers.)**
- n. Will provide five score sheets and labels with the student's name, voice part I or II, time of audition and school code number for each student who applied to audition—**provided by technologist on the day of the auditions. Door monitors will affix labels to the score sheets AFTER the audition.)**
- o. Will 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—**Meeting should begin ONE HOUR prior to the first audition time on the first day of the auditions. Roll call on the second day should be 30 minutes prior to the first audition time.**
- p. Shall provide a list, by voice part and in numerical order, of all students' final scores—**Created the final day of auditions.**
- q. Shall provide a list of Mid-State members and eligible All-State members and alternates, via web site. (Web site shall include names, ranks, school name, and choir placement only. No scores will be posted on the web site.)—**Within 24 hours after the final audition day.**
- r. Shall make available to participating teachers, a school report including student rank, score, and choir placement—**Available for directors to pick up at the end of the final audition day. Any reports not picked up will be mailed within a week.**

SUGGESTIONS FOR THE DAY OF THE REGIONAL AUDITIONS:

Supplies:

One bed-sheet/screen per audition room (*MTVA owns the sheets. Jj Ebelhar houses them.*)

Supplies to erect the screens (duct tape, 2 music stands, etc.)

1 CD player per audition or warm up room

1 audition CD per audition or warm up room, and 3 extras for emergencies

At least 3 extension cords

One music stand or podium per audition room (for student use)

Pencils with good erasers for judges, registration desk, and door monitors (estimate 3 per judge, 3 per registrar, and 5 per monitor)

Staplers and staples (one stapler for each door monitor)

Highlighters for the registration desk (estimate 2 per registrar)

Signs for the hallways and entrances, which direct students to the registration area, the warm up room, and each audition room

Signs, listing voice parts, for each audition room

These supplies need to be in place at least ONE HOUR prior to the first audition time. Allow for at least 2 hours for the placement of all the supplies

Prior to the event:

Designate appropriate number of audition rooms and warm up rooms

Ensure sound insulation/isolation between audition rooms

Communicate with host school about dates, times, venues, temperatures, and custodial matters surrounding the event

Secure access to ALL scheduled areas in the host school

Designate a Hospitality Room and appoint a person or a committee to supply and run the room

- Friday night-should consist of snacks, coffee, and soft drinks
- Saturday morning should consist of snacks, coffee/drinks, and a light lunch
- Expenses for the Hospitality Room should not exceed \$500 (seek volunteers/donations)

Designate a Tally Room –NEEDS:

- Adequate electrical outlets
- Access to a copier
- 2 staplers and a box of staples
- Paper clips

(consult with the Technologist on further needs)

Plan to have an adult(s) in each warm up room for supervision.

2nd TIER ALL-STATE AUDITIONS

1. Will secure repertoire from TMEA All-State Choral Chair- **by the September meeting.**
2. Will notify participating directors of the All-State repertoire via the website and in writing **by the September meeting.**
3. Will secure an appropriate site for the all-state auditions-**by the September meeting.**
4. Will make registration forms available at regional auditions-**These forms are obtained from the TMEA Executive Secretary. Registration forms are distributed with the school reports at regional auditions. Since these forms may not be copied, extra copies should be made available to directors at the Mid-State Choral Event.**
5. Will provide to each auditioning student a learning CD and corresponding instructions at the regional auditions- **These forms are obtained from the TMEA All-State Choral Chair. Learning CD's are distributed with the school reports at regional auditions.**
6. Will have a master list of octet assignments for each All-State Ensemble-**The master list should be prepared in conjunction with the technologist. The women and men's choir octets may be arranged in double octets (SSAASSAA or TTBTTBB.)**
7. Will provide a master list of octet assignments to be posted in the registration area-

CREATING THE OCTET ASSIGNMENTS: The technologist and the all-state chair will assign students to octets for the mixed chorus and double quartets for men and women's choruses by rank (all top scores together, and second highest together). The top two students per voice part, per choir, will be added to serve as fill-ins for call-back octets, or no-show/absences, etc. Only the first audition will count for these students. The registration area should have three posters, one per choir, with octet assignments. These should be posted for students' use. The posters should include octet numbers and student names. The posters must be removed prior to the posting of any results in the tally area. One adult should be placed in charge of the area to give directions or answer any questions.

8. Will provide octet announcers with a master list of octet assignments, giving student names, school names, and octet assignments-**Appoint one octet announcer per ensemble.**
9. Will 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.-**Judges will be assigned an ensemble and a voice part by the January meeting. Judges may NOT judge their own student. One lead judge per audition room should be chosen from among the MTVA board.**
10. Will procure an audition CD and CD player for each adjudication room-**Audition CD's are provided by the TMEA All-State Choral Chair. One CD per choir will be sent prior to the auditions.**
11. Will secure workers for the tally room, octet announcers, octet runners, and CD player operators-**Appoint two octet runners per ensemble, one octet announcer per ensemble, one CD operator per audition room, and the technologist should be in the tally room. The All-State Chair should operate from the tally room area.**
12. Will provide a score sheet for each student who auditions-**Blank score sheets are provided by the technologist. Copies are given to judges to be completed for each student as he/she auditions.**
13. Will 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- **Meeting should begin ONE HOUR prior to the first audition time on the first day of the auditions.**
14. Will inform the TMEA All-State Choral Chairperson when an alternate is to be placed.
15. Will collect all applicable All-State fees, including alternate fees-
 - **Fees include a director's fee, student fees, group fees, and CD fees.**
 - **Fees for All-State Members who have been placed prior to the Mid-State Event are due at the Mid-State event.**
 - **The seven-day late fine (double fees) will apply to this deadline. [The second late fee (outlined in constitution) will not be applied for 2003 due to time constraints between the Mid-State event and the All-State audition.]**
 - **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.**
 - **Fees should be submitted to the All-State Chair within two weeks of notification of placement of an alternate.**
 - **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.

- **Failure to pay fees by these deadlines will result in disqualification from All-State.**
16. Will provide a list of qualified All-State members and alternates via web site-**Within 24 hours after the All-State auditions.**

Other supplies:

300 Student information forms in registration area

1 poster per ensemble listing name and octet assignment

250 Student octet forms

Judges sheets- (120-Mixed, 50-Men's, 75-Women's)

5 master Octet lists. (Include octet assignment, name and school name. 1-All-State Chair, 1-Tally Room/Technologist, 1-for every octet announcer)

Badges numbering from 1-8 for each ensemble

1. Mid-State Choral Event

All Mid-State Choir, All Mid-State Women's Chorale, Freshman Honors Choir, and Freshman Treble Chorale

- a) With the help of the executive board, shall secure clinicians and accompanists for both high-school ensembles. **-Have clinicians secured by June 15. When clinicians are secured, give each a repertoire list from the 3 previous years. Freshmen Chair will secure the Freshmen Honor's clinicians and repertoire.**
- b) Shall secure a repertoire list from both high-school clinicians-**Submit repertoire list to the executive committee by July 15. Communicate deadline to the Freshmen chair.**
 - 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.
- c) Shall coordinate the rehearsal and performance schedules of the All Mid-State Choir, All Mid-State Women's Chorale, Freshman Honors Choir, and Freshman Treble Chorale.
- d) Shall arrange:
 - 1) For rehearsal and performance site and date, giving preference to Friday dates. **Have proposed site by May meeting. Have site confirmed by July 15.**
 - 2) For rehearsal schedules for the directors. **Give schedules in directors packets at the regional auditions.**
 - 3) For a public address system. **Host school's responsibility.**
 - 4) For securing lodging and transportation for both high-school clinicians. **Work with treasurer. Two weeks prior to the event,**

notify clinicians and accompanists by letter or e-mail (include directions, hotel information, itinerary.) Confirm receipt of information prior to the day of the event. Work with freshmen chair to secure this for the Freshmen clinicians and accompanist.

- 5) For information table set up one hour prior to first rehearsal. **Station a knowledgeable MTVA member here to answer questions and give directions. Have rehearsal schedules available for students or directors.**
- 6) For all necessary equipment such as risers, shells, music stands, podiums, chairs, pianos, and extra pencils.
- 7) For choosing a chairperson for both high school ensembles and communicating the following responsibilities:
 - Securing the correct number of chairs, arranged according to clinicians' preferences and labeled with student's name (Suggestion: use the name tags lying in the seat as a label.)
 - Seating choir
 - Introducing the clinician and accompanist prior to the first rehearsal
 - Checking roll at the beginning of each rehearsal segment
 - Providing pencils for students
 - Assisting clinician throughout the day
 - Collecting expense vouchers from clinicians and accompanists.
 - Arranging seating, entrances, and exits for ensemble at the performance. ***Freshmen Chair will choose and supervise the chairpersons for the two Freshmen ensembles.**
- 8) For each student and director to have a nametag. Information should include NAME, VOICE PART, and SCHOOL. **Technologist will supply the name tags.**
- 9) For a program, printed in advance, including student names. (Indicate "Concert to be chosen from the following list.") **Have 1,000 copies of the program prepared prior to the first rehearsal. Have a plan for distributing programs (e.g. display on a table, ushers.)**
- 10) For securing short bios from each clinician and accompanist.
 - e) Will collect expense vouchers from ensemble chairs. **Freshmen chair assists.**
 - f) Will present honorarium checks including expenses to clinicians and accompanists the day of the event. **Freshmen chair assists.**
 - g) Serve as host for the concert, introducing chairpersons, clinicians, and accompanists. **Freshmen chair assists.**

Other suggestions for the Mid-State Event

- Arrange a place for the clinicians to eat lunch and dinner, and a place to change prior to the concert.
- Arrange for a set up crew and a break down crew if necessary.

- Check on the availability of generic black folders for student use. (J.W.Pepper often supplies these.)
- Arrange for student changing areas.
- Arrange for a recordings of the concert and T-shirts to be sold after the concert.
- Arrange for a tuned piano if necessary.
- Arrange for a director's meeting during rehearsals.