

*West Tennessee
Vocal Music Educators
Association*

**CONSTITUTION
&
BYLAWS**

Fall 2010 Edition

(as of August, 2010)

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CONSTITUTION

Article I – Name

The name of this organization shall be the West Tennessee Vocal Music Educators Association.

Article II – Purpose

The purpose of this organization is to promote and cause the advancement of music education in general and vocal music in particular.

Article III – Affiliation Relationships

Section 1. This association shall function as the vocal music section of the West Tennessee Education Association and as the West Tennessee Vocal Directors' affiliate of the Tennessee Music Educators Association.

Section 2. This association shall maintain a close relationship with the Music Educators National Conference as provided by the Constitution and By-laws of the Music Educators National Conference.

Article IV – Membership

Section 1. Active membership shall be open to all persons engaged in vocal music teaching or other music educational work in West Tennessee and shall provide the privileges of participation in the activities of the association, including the right to vote and hold office and admission to meetings upon the member's compliance with registration requirements.

Section 2. Patron / Associate membership shall be given to any person desiring to support this association upon compliance with registration requirements. Patron / Associate members shall receive all the privileges of active members except the right to vote, sponsor students for WTVMEA events, and hold office.

Section 3. Honorary membership may be conferred upon any individual who has rendered distinctive service in the field of vocal music when passed by unanimous vote by those present and voting at any regular meeting. Honorary members shall receive all the privileges of active members except the right to vote, sponsor students for WTVMEA events, and hold office

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- Section 4. Collegiate membership shall be given to any Director of Vocal Music of any college or university desiring to support this association upon compliance with registration requirements. Collegiate members shall receive all the privileges of active members except the right to vote, sponsor students for WTVMEA events, and hold any office other than the College Section Chairperson.
- Section 5. All active members of the West Tennessee Vocal Music Educators Association must also be members of TMEA and MENC.

Article V – Organization

- Section 1. The elected officers of this Association shall be the President, President-elect, and Section Chairpersons (Senior High, Junior High, and College). The President and the chairpersons of the two sections, of which the president is not a member, will serve on the TMEA Board of Control. Any section (Senior High, Junior High, or College) without a Section Chairperson will have a board member elected by the body. This will guarantee board membership from the Junior high, Senior high, and College levels. The elected officers of this Association shall appoint a Secretary, Webmaster and a Treasurer.
- Section 2. The elected and appointed officers listed in Section 1 plus the immediate past president shall constitute the Executive Committee. During the All-West rehearsals and concerts, all past presidents will be considered ad hoc members of the Executive Committee.
- Section 3. Government of this association shall be vested in the Executive Committee, which shall function in all matters pertaining to the administration of the affairs of the association.
- Section 4. At the Spring business meeting of WTVMEA in even-numbered years, Officers and Executive Committee members are to be elected for a period of two years. No person shall be elected to fill the same office for more than two consecutive terms.

Article VI – Meetings

- Section 1. The association shall have a meeting in the fall and the spring of the school year. Additional meetings may be held by specific committees and the Executive Committee as needed. Attendance for these committee meetings is compulsory for only those committee members. All other general business not addressed in these meetings will be handled through

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the association website. It is the responsibility of each member to monitor the website.

- Section 2. The Spring meeting shall consist of establishing the calendar for the coming school year. This will include dates, times, and places for all meetings, contests, auditions, and festivals. Officers and board members will be elected at this meeting in even-numbered years.
- Section 3. The President, Section Chairperson, or a majority of the active membership may call special meetings. The President shall be given prior notice of meetings called by others.
- Section 4. In order for a school to participate in any association sponsored event, i.e. All-West Auditions, All-West Rehearsals, All-West Concert, All-State Rehearsals, All-State Concert, Solo and Ensemble Festival, Swing/Show Choir Festival, Junior or Senior High Choral Festival, etc., active members must attend every regularly scheduled business meeting of the association prior to that event, as set forth in Article VI, Section 1 above (see By-laws, Article VII – Eligibility, Section 1). Members are required to arrive at the meetings by the time it is called to order and remain until adjournment, no later than 12:00 noon. Failure to do so may result in the school's disqualification of its eligibility to participate in WTVMEA events for the remainder of the school year or a fine. The fine shall be \$50 for each member who arrives before the second roll call taken at 10:00 a.m. For each person arriving after this time, the fine shall be \$250. Determination of disqualification or the assessment of a fine will be determined by the Executive Committee.

Article VII – Order of Business

- Section 1. The presiding officer shall call for business in the following order:
- A. Minutes of the last meeting
 - B. Minutes of any special or called meeting
 - C. Minutes of executive committee meetings
 - D. Treasurer's report
 - E. Committee reports
 - F. Contest, festival, and audition chairperson's reports
 - G. Old or unfinished business
 - H. Election (if any is due)
 - I. Establish calendar (if due)
 - J. New business
 - K. Section meetings (when necessary)
 - L. Return to body
 - M. Adjournment
- Section 2. Robert's Rules of Order (revised edition) shall govern procedure.

Article VIII – Quorum

- Section 1. A quorum in the association shall consist of not less than one-fourth of the active association members.
- Section 2. A quorum of the section groups shall consist of not less than one-fourth of the members of that section.
- Section 3. A quorum of the Executive Committee shall consist of not less than three members.

Article IX – Amendments

This constitution may be amended by two-thirds vote of the active members voting, provided a notice of such intended amendments is given a public reading at one regular meeting prior to the meeting at which voting will be held. A written copy of the proposed amendment shall be given to the Secretary / Webmaster and shall be included in the letter from the Secretary / Webmaster notifying the membership of the next meeting. A quorum must be present to amend the constitution.

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Article I – Membership Dues

- Section 1. Annual active member dues shall be \$5.00, which shall be in addition to the active membership dues in both TMEA and MENC, which will provide subscriptions to the *Tennessee Musician* and the *Music Educators Journal*.
- Section 2. Annual patron / associate and collegiate member dues shall be \$50.00. Patron / Associate and Collegiate members shall receive advertising on the WTVMEA website at no additional cost. All current patrons / associate and collegiate members shall be listed in programs for WTVMEA events and shall be announced during WTVMEA concerts.
- Section 3. Membership dues shall be paid to the Treasurer who will be responsible for their proper distribution. The Secretary is responsible for keeping accurate records of MENC membership status for all WTVMEA members.
- Section 4. November 1st is the deadline for payment of all dues if the school is to participate in TMEA sponsored events. These dues must be paid with entry fees in any event prior to November 1st; i.e. All-West Tennessee Chorus auditions.

Article II – Duties of Officers

- Section 1. The President shall preside at all meetings of the Association and shall be chairperson of the Executive Committee. He/she shall administer the rules of the Association, appoint special committees, and call special meetings of the Association and of the Executive Committee. He/she shall represent WTVMEA on the TMEA Board of Control. He/she shall attend all meetings of TMEA to serve as WTVMEA's representative. The West Tennessee Vocal Music Educators Association will pay transportation and reasonable lodging expenses (limited to contracted room rate) for the President while attending MENC Southern Division and National Conferences.

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- Section 2. The President-elect shall perform the duties of the president during the latter's absence or upon notification from the President. In the event the office of the President becomes vacant for any reason, he/she shall fill the unexpired term. He/she is to take charge of publicity for the Association and any information and editorial work concerning the Western Section in the *Tennessee Musician*. After two years in this office, the President-elect shall be President for a two-year term and a new President-elect shall be elected.
- Section 3. The chairperson shall perform the exact same duties for his/her section as the President does for the Association. He/she shall work with the President on appropriate matters and shall be the Association's second representative on the TMEA Board of Control. The West Tennessee Vocal Music Educators Association will pay the expenses for the President and the Section Chairperson (Senior High or Junior High – whichever is not represented by the President) for the MENC Conference each year.
- Section 4. The co-chairperson shall perform the same duties in the section as the President-elect does for the Association. These two shall work together on all appropriate matters.
- Section 5. The Secretary may or may not be a member of the Association. He / She will receive an honorarium as recommended by the Executive Committee. The Secretary will perform the following duties.
- A. Keep the minutes of the Association's meetings and to attend to correspondence
 - B. Edit the Association's publications, which include the handbook, membership directory, and a newsletter (if the Association chooses to have one).
 - C. Notify the membership at least one week in advance concerning dues, deadlines, and meetings (regular and called).
 - D. Create a membership directory and disseminate to the membership.
 - E. Serve as secretary for each of the Association's events.
 - F. Fax and email information as needed for the Executive Committee, President, and Chairpersons.
 - G. Create labels as needed for Chairpersons.
 - H. Secure forms for all events as needed.
 - I. Be responsible for keeping accurate records of MENC membership status for all WTVMEA members.
 - J. Maintain an accurate inventory of all WTVMEA properties.
 - K. Send a copy of the minutes within one week after the meeting to the President.
 - L. Create All-West Award certificates.
 - M. Serve as a non-voting member of the Executive Committee.

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Section 6. The Webmaster may or may not be a member of the Association. He / She will receive an honorarium as recommended by the Executive Committee. The Webmaster will perform the following duties.

- A. Maintain the WTVMEA website so that all information is up-to-date.
- B. Assist the Secretary in disseminating information via the website.
- C. Answer webmaster emails and forward emails as needed.
- D. Organize and operate online registration procedures as needed.
- E. Post results at the conclusion of Honor Choir Auditions (All-West and All-State)
- F. Post results of other association events in a timely fashion after receiving results from the chairperson (Solo and Ensemble results excluded).
- G. Provide assistance to association members in the effective use of the website.
- H. Manage the creation and maintenance of all email addresses associated with the WTVMEA domain name.
- I. Manage the creation and maintenance of all special user names and passwords related to the association website.

Section 7. The Treasurer may or may not be a member of the Association. He / She will receive an honorarium as recommended by the Executive Committee. The Treasurer will perform the following duties:

- A. Keep all money in a bank.
- B. Receive director and school membership fees.
- C. Receive entry fees for all events
- D. Receive all donations and payments for the Association
- E. Pay all Association expenses upon receipt of invoices.
- F. Deposit all monies received within one week of their receipt.
- G. Maintain organized and detailed records of monies received and paid by the Association on a computerized bookkeeping system.
- H. Keep the Executive Committee informed of current account balances and delinquent fees from schools and directors.
- I. Arrange for dual signature checks. Signatures required shall be President and Treasurer with the President-Elect as back-up.
- J. Present a report at each meeting detailing the financial activities of the Association, income credited to the account, and disbursements from the account.
- K. Send a yearly fee, as determined by TMEA, to the State Executive Secretary as an entry fee for All-State Chorus. Payment must be made by October 1st of each year.
- L. Organize records for a yearly audit.
- M. Shall serve as a non-voting member of the Executive Committee.

Article III – Executive Committee

The Executive Committee shall have administrative duties as follows:

- A. Interpret and enforce the Constitution and its By-laws and the rules and regulations passed by the Association.
- B. Prohibit any WTVMEA member and/or school from participating in WTVMEA events for a period of time, not to exceed two (2) years, for unprofessional conduct and/or willful and knowing violation of the Constitution and By-laws.
- C. Authorize expenditures and the auditing of the treasury account annually.

Article IV – Fiscal and Administrative Year

The fiscal and administrative year shall be from July 1st to June 30th, unless otherwise designated by the TMEA Board. This is to coincide with the TMEA Constitution.

Article V – Membership Year

The annual period for which payments of dues shall be applied shall be the calendar year July 1st to June 30th.

Article VI – Election of Officers and Board Members

Officers and Board Members shall be elected for a period of two years. They shall be elected in even-numbered years at the Spring meeting of the Association and shall take office July 1.

Article VII - Eligibility

Section 1. SCHOOL – Any elementary, middle, junior high, or senior high school in West Tennessee may participate in any competition or festival according to the rules and regulations provided in this article:

- A. In accordance with the Constitution, Article VI, Section 4, which states, “In order for a school to participate in any Association sponsored event, i.e. All-West Auditions, All-West Concert, Solo and Ensemble Festival, Swing/Show Choir Festival, Junior or Senior High Choral Festival, etc., active members must attend every regularly scheduled business meeting of the Association prior to that event...” An adult representative may be

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sent if the director finds it impossible to attend. This adult may not be another member of the Association. The representative may cast votes, which reflect how the absent member intended to vote on that issue.

- B. Teachers who hold active memberships in TMEA/MENC, the West Tennessee School Band and Orchestra Association, and/or the West Tennessee Elementary Music Educators Association may enter students into WTVMEA sponsored events upon presenting to the Secretary written confirmation from the secretary of the affiliated organization of their attendance at their primary organization's meeting. Affiliate directors must abide by all other requirements for participation outlined in this Constitution and Bylaws.
- C. Upon the approval of the Executive Committee, the West Tennessee Junior High and Senior High Choral Festivals will be opened to participation by any teacher/school outside of West Tennessee and the state of Tennessee, provided the following eligibility requirements have been met: By-laws Article VIII – Contest and Festival Fees, Section 1, Parts A, B, C, and Section 2 requirements are fulfilled; Constitution Article IV – Membership shall be waived, but attendance at the Spring business meeting prior to the festival shall be required in accordance with Constitution Article VI – Meetings, Section 4.

Section 2. DIRECTORS – In order to participate in the activities of the Association, a director must have active membership in the West Tennessee Vocal Music Educators Association, the Tennessee Music Educators Association, and the Music Educators National Conference.

Section 3. STUDENTS – In order to be eligible for participation in WTVMEA performance ensembles:

- A. Each student must be a member in good standing of his or her school music organization, as determined by the director of the ensemble. The school organization shall have regularly scheduled rehearsal times, and its director must be an active member of WTVMEA, TMEA, and MENC.
- B. In the event that a school music program does not exist in which a student may participate, a student may participate in TMEA events if their music teacher or conductor is an active member of WTVMEA.
- C. Members must be responsible for any students they register. The member must attend the event from beginning to end and, if required, work a duty assignment, for their student to be eligible for participation.

Section 4. In the event a school/director misses an entry deadline or fails to meet the requirements of one of the above sections, they may elect to pay a fine levied by the Executive Committee per the following: 1. Up to 30 minutes late to meeting – not more than \$100; 30 minutes to two hours late to meeting – not

more than \$200; 3. Missed meeting – not more than \$250; 4. Entry forms and fees postmarked late - \$50 per day up to five days; Entry forms and fees postmarked more than five (5) days after the entry deadline will not be accepted.

Article VIII – Contest and Festival Fees

Section 1. The following fees shall be required for participation in contests, festivals, auditions, All-Northwest and All-Southwest Senior High Choruses, All-West Junior High Chorus, and Tennessee All-State Chorus:

- A. West Tennessee member schools' annual membership fee shall be \$50.00, due by November 1, each year. A \$100 participation fee and applicable student fees will be assessed to non-West Tennessee schools participating in the West Tennessee Junior High and/or Senior High Choral Festivals and must be paid at the time of their registration for the event.
- B. Choir festival fee shall be \$5.00 per choir member. Each student may participate in three different choirs for the \$5.00 entry fee, but an additional \$5.00 fee must be paid for each person who participates in any additional group.
- C. Junior Choir festival fee shall be \$5.00 per student. Each student may participate in three different choirs for the \$5.00 entry fee, but an additional \$5.00 fee must be paid for each person who participates in any additional group.
- D. Solo and Ensemble Festival fee will be \$5.00 per soloist and \$5.00 per ensemble member.
- E. Audition fee for All-Northwest Senior, All-Southwest Senior, All-West Junior, and Tennessee All-State choirs will be \$5.00 per entrant.
- F. The All-West Tennessee Chorus participation fees shall be \$5.00 per student, due at the first rehearsal.
- G. The admission fee to the All-West Tennessee Chorus Concerts shall be \$3.00.
- H. The suggested fee for All-West Tennessee Choir Conductors shall be \$1,500 for Senior Choir Conductors and \$1,250 for Junior Choir Conductors. Upon approval by the Executive Committee, the fee may be raised an additional \$1,000.
- I. The Association Treasurer is required to send the annual membership dues assessed by TMEA to the State Executive Secretary. It must be paid by October 1st of each year for the West Tennessee area to be eligible for All-State Chorus.
- J. The entry fee for the Swing/Show Choir Festival shall be \$125 for each performing group.

Section 2. Fees are to be sent to the Treasurer by the appointed deadline date (to be included with all publicity about the event). Fees are to be paid to the West

Tennessee Vocal Music Educators Association. Fees are not refundable to individual students. In an extreme case involving an entire chorus where the funds are quite high, the Executive Committee may review the possibility of refunding if the case of non-participation is considered valid.

Article IX – Recognized Events

The WTVMEA shall sponsor and administer the following events:

1. All-West Tennessee Junior and Senior High Chorus auditions.
2. All-West Tennessee Junior and Senior High Choruses.
3. WTVMEA Sectional meetings.
4. Junior and Senior High Solo and Ensemble Festivals.
5. Junior High Choir Festival.
6. Senior High Choir Festival and Sight-Reading Contest.
7. All-State Chorus Auditions (may be held in conjunction with All-West auditions or separately, as the Association wishes).
8. Swing/Show Choir Festival.
9. Other Sectional events as deemed appropriate each year.

All events are subject to cancellation by the Executive Committee if lack of sufficient entries or any insurmountable obstacles (such as lack of building reservations) occur.

Article X – Audition and Contest Rules and Regulations

Section 1. Only approved WTVMEA forms will be used for all events. The Secretary will secure these as needed.

- A. The event chairperson will see that all pertinent information is written on the forms to be used at the event so that judges will be able to do their job efficiently.
- B. Number of forms needed:
 1. Senior High Choir Festival – 4 (1 for each concert judge, 1 for sightreading judge)
 2. Junior High Choir Festival – 3 (1 for each judge)
 3. All-West and All-State auditions – 5 or 3 (1 for each judge)
 4. Sight-reading and Solo and Ensemble – 1 for each judge
- C. All entries and fees must be postmarked on or before the deadline date set by the event and chairperson. If postmarked after the deadline, the entry will be subject to a fine of \$250, which will be levied by the Executive Committee. Beyond five (5) days following the deadline, no entries will be accepted. All entries and fees will be sent to the Treasurer.
- D. Copies of music to be performed will be furnished for each judge in Choir Festivals and Solo and Ensemble Festivals. Measures should be numbered. The individual directors, serving

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as judges, will provide their own copies of the music performed in All-West Auditions. Students in auditions will provide their own music. All music must be original published copies unless official written permission from the copyright holder has given the individual or Association specific authority to copy the music. Documentation of this permission must be provided. All festivals and honor choir performances may be taped and/or recorded only by companies that have paid the necessary professional fees/royalties in order to comply with the copyright laws of the United States.

- E. Music to be used in festivals and contests will be selected at the director's discretion, but will be judged as to its suitability and musical value.
- F. The festival chairperson to assist the judges and aid in a smooth flow of student contestants will provide an adequate number of responsible student monitors. Monitors will also be provided to prevent students and other spectators from entering or leaving the concert auditorium during a chorus' performance. Two monitors will be provided at the sight-reading room; one to hand out the music and the other to assist the judge and choirs.
- G. Contest forms will be arranged in envelopes, in order of the contestants' appearance, and given to the judges before the contest.
- H. A headquarters room for administrative functions of the festival/contest will be provided the festival/contest chairperson. No one should enter this room without the chairperson's permission.
- I. The results of the festival, contest, auditions, etc. will be posted on the WTVMEA website for availability to all active members of the association. This will include choir ratings and a list of those selected for All-West Tennessee and All-State Choruses. Solo and Ensemble Festival ratings may or may not be sent out, at the discretion of the event chairperson.
- J. A sufficient number of directional signs shall be posted in buildings where events are held.
- K. The event chairperson will schedule the order of appearance for contestants and choirs.
- L. If a choir or individual fails to report at the proper place and time for registration, warm-up, and/or performance, this will result in either (1) the chairperson moving the individual or choir to the last place on the schedule or (2) disqualification. The assignment of one of these two options will be made by the event chairperson. If a school withdraws a choir from the Senior High Choir Festival after the publication of the performance schedule, their registration fees may be forfeited at the discretion of the Executive Committee.

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- M. Adjudicators who are not current, active members of WTVMEA will be paid \$200 per day for a normal 9:00 a.m. to 3:30 p.m. work day (lunch included). Overtime will be paid, prorated on a six (6) hour workday (\$33.33 per hour). In addition, mileage will be paid at the current United States Internal Revenue Service deduction for expenses incurred by automobile travel. Reimbursement will also be made or accommodations provided for meal expenses (no more than \$32.00 per diem) and reasonable hotel expenses (limited to contracted room rate) incurred by the judges.
- N. If the contest chairperson deems it necessary, he may, with the approval of the Executive Committee, hire clerical help.
- O. The contest chairperson has the right to appoint committees to function where needed.
- P. Taped adjudication will be available at all choir festivals. Sufficient quality tape recorders and the appropriate number of tapes will be made available for use at the choir festivals at the adjudicators discretion.

Section 2. The following rules will apply to Senior High Concert Choir Festival:

- A. A warm-up room will be made available to each choir for a 15-minute warm-up period before the choir is required to sing in the festival. The 15 minutes allotted includes time to enter the warm-up room and exit/transit time to the performance area, not 15 minutes of singing.
- B. Each choir will perform three pieces of music.
- C. Each choir will be allowed 15 minutes performance time.
- D. Each choir will be required to enter sight-reading. The concert rating and sight-reading rating will be calculated separately, then compiled for a final composite rating (see Article XIV, Section 2).
- E. Three judges will judge the performance component of concert festivals from beginning to end. A composite rating will be posted based on the three performance scores and the sightreading score (see Article XIV, Section 2).
- F. The entry fee for a student in the choir festival will allow the student to be in three different choirs in the festival entered.
- G. There will be no trophy ceremony.

Section 3. The following rules will apply to sight-reading in a festival:

- A. Sight-reading will follow immediately after the concert performance.
- B. Music will be handed out, face down, by a monitor to the choir and choir director.
- C. Upon a signal from the adjudicator, the choir and choir director will examine the score following directives of the adjudicator.

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No pitches, chords, melodic lines, or rhythmic patterns shall be played, hummed, sung, whistled, or tapped by the director of the choir or the singers.

- D. Upon a signal from the adjudicator, the choir will read the music with piano accompaniment.
- E. Upon a signal from the adjudicator, the choir will read the music without accompaniment.
- F. Each choir shall have no more than 15 minutes in the sight-reading room.

Section 4. The following rules will apply to Junior High Choir Festival:

- A. Categories are 2-part Concert Choir; 3-part Concert Choir; 4-part Concert Choir; Guitar Groups; Recorder Groups; Others (designated by the teacher). Junior High Swing / Show Choirs and Gospel Choirs should register for the Swing / Show Choir Festival.
- B. Music:
 - 1. Musical selections to be performed are at the discretion of the teacher.
 - 2. Each group entered will perform two selections. These pieces should be different styles.
 - 3. Music is to be memorized by the students.
 - 4. Three (3) copies of each performance piece are to be given to the judges. Measures should be numbered.
 - 5. Music cannot be lifted, altered, or arranged without permission from the publisher. A copy of the permission letter must be attached to each affected piece.
 - 6. Make sure in choosing your selections that three-fourths (3/4) of the music is written in the category entered (4-part, 3-part, etc.).
- C. Each group will be allotted 15 minutes to get on stage, warm-up, perform, and leave the stage. A timekeeper will be utilized. Overtime will result in the rating being lowered one (1) division.
- D. A different judge will be used in each area if the number of groups warrants this option.
- E. Entry fee for a student in the choir festival will allow that student to be in three different choirs (see Article VIII, Section 1, C).
- F. There will be no trophy ceremony.
- G. Each choir will be required to enter sight-reading.

Section 5. Rules and regulations for Swing and Show Choirs:

- A. Categories: There are two (2) categories in this festival:
 - 1. Swing Choir/Jazz Choir: Swing Choirs are not required to do choreography; however, some movement may be employed.

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2. Show Choir: Show Choirs are required to include choreography in their performance.
- B. Music/Performance
1. Musical selections to be performed are at the discretion of the teacher; however, only selections in the pop (show tunes/musicals) and jazz idioms are acceptable. These selections should reflect the quality of music that is reported in published music lists.
 2. Each group is allotted 20 minutes total stage time. This includes setting up and breaking down equipment, and the performance.
 3. There is no limit on the number of songs performed. The overall performance will be judged and not the number of selections within a 20 minute time limit.
 4. Three (3) copies of each piece of music performed must be supplied to the adjudicators (one copy per judge). Number all measures.
 5. Copied music is prohibited. Anyone submitting copied music will be disqualified. Review copyright laws and WTVMEA rules (see Article X, Section 1, D).
 6. Directors may use their own arrangements of any published musical work and/or use their own original works. Notify the chairperson prior to arrival and submit the proper letters of permission and copied scores. Indicate this request on the registration form.
 7. Accompaniment tapes, compact discs, soundtracks, and digital media may be used, but no singing parts should be present on the recording (i.e. demo tapes are prohibited). Live accompaniment may also be used (see equipment guidelines).
 8. Choirs desiring to include an excerpt from a musical score (a short introduction, interlude, or a finale) in their performance can do so without providing scores. The director should take care in selecting material so as to not violate the score requirements.
 9. A time clock will be used to time each group's performance. Any choir exceeding the allotted time for performance shall be assessed a penalty of one rating.
 10. Choirs may register for one of several ratings or for comments only. The desired rating should be indicated on the registration form.
 11. Each performing group will be supplied with written and taped comments.
 12. Failure to report to the chairperson possible arrival difficulties or to report to the proper place on time may

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result in the performance group being moved to the last place on the schedule or disqualification.

C. Fees and other expenses

1. For this festival only, the registration fee for each performing group is \$125 (see Article VIII, Section 1, A).
2. The Sound Engineer will supply all equipment as outlined in the Constitution and Bylaws and earn an honorarium of not more than \$500 for the festival.
3. The chairperson may requisition an expense check for no more than \$100 to take care of expenses occurred on the day of the festival. After the festival, a completed Expense Voucher, receipts, and money not spent must be turned into the Treasurer.

D. Scheduling

1. The normal festival time will be one day. Starting time is 8:00 a.m. on Saturday morning. The number of choirs participating will determine the ending time.
2. Choirs are scheduled, if possible, according to categories. Junior high Swing and Show Choir divisions are to be scheduled together. High school Swing/Jazz and Show Choir divisions are to be scheduled after the Junior High sections. The number of participating choirs determines scheduling.

E. Equipment

1. The festival will supply a Sound Engineer and the following equipment: cassette / CD player, microphones (minimum of 16), piano, and two monitors.
2. The festival will not supply choral risers or any musical instruments or equipment, such as additional microphones, trap drums, etc. If additional equipment is needed, it is up to the individual performing groups to bring their own.
3. Setting up and/or breaking down equipment (risers, microphones, drums, etc.) are included in the 20-minute stage time.
4. If a director desires to use additional sound equipment, he/she must notify the chairperson and/or Sound Engineer by completing the proper form(s). This is necessary in order to facilitate festival planning and to keep the momentum and standards high.

- F. Judges: Three adjudicators will be used. The same three judges must be used for the entire festival, beginning to end. Ratings will be a composite of the three judges scores (see Article XIV, Section 2).

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- G. Ratings: Ratings will be given in accordance with Article XIV, Sections 1 and 2 of the WTVMEA By-laws. Note – Although each judge will indicate a rating for each group, the performing groups are not in competition with each other.

Section 6. The following rules apply to Solo and Ensemble Festival:

- A. All music will be performed from memory
- B. Each solo and each ensemble are limited to one song.
- C. Each solo and each ensemble are limited to 8 minutes.
- D. Ensembles are not to be directed and directors may not sing with the ensemble.
- E. Solos and ensembles may or may not be accompanied.
- F. Madrigal groups will be limited to 16 voices. All ensembles are limited to 12 voices.
- G. A student's participation is limited to three events in the festival – one solo and two ensembles or three ensembles. A student may not sing two solos. A student may not sing in two ensembles of identical character (i.e. 2 girls, two mixed quartets, etc.). One judge per event will judge Solo and Ensemble Festival participants.

Section 7. The following rules apply to auditions for All-West Tennessee Choruses and All-State Chorus:

- A. All of the All-West Tennessee Chorus auditions will be held no later than one week prior to each respective concert.
- B. 240 members (35 each on the soprano one, soprano two, alto one, and alto two voice parts, and 25 each on the tenor one, tenor two, bass one, and bass two voice parts) will be selected by competitive audition for each of the All-West Tennessee Senior High Choruses. The event chairperson, co-chairperson, and Executive Committee have some discretion over these numbers. If there are ties for the last chair in a voice part, they may, if they see fit, allow the number to exceed 240. By the same token, if a particular voice part has very few contestants auditioning, they may eliminate any scores they feel are too low, even if it means not having the allotted number of singers on that part. No alternates will be chosen for All-West Tennessee Choruses. Six (6) alternates will be chosen for each voice part for All-State Chorus. In the event a school's participants in the auditions fails to have a student make a high enough score to be selected for the All-West Tennessee Chorus, the student with the highest score from that school will be selected to participate in the respective All-West Tennessee Chorus. Their participation will not count as credit towards the Honors Choir Awards or membership in the All-State Chorus.

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- C. 200 members (25 soprano ones, 25 soprano twos, 25 alto ones, 25 alto twos, 25 tenor ones, 25 tenor twos, 25 baritones, and 25 basses) will be selected by competitive audition for the All-Northwest and All-Southwest Junior High Choirs. In the event there is a question about whether scores are high enough in a voice part to allow students to be selected, the Executive Committee members that are present will select fewer students. In the event a school's participants in the auditions fail to have a high enough score to be selected for the All-West Tennessee Chorus, the student with the highest score from that school will be selected to participate in the All-West Tennessee Junior High Chorus. Their participation will not count as credit towards the Honors Choir Awards. Only 7th, 8th, and 9th grade students will be allowed to audition for the All-West Junior High Choirs.
- D. The number of West Tennessee participants for All-State choir will be determined at the 1st business meeting of the school year by adding the total number of schools participating in the All-Northwest and All-Southwest senior high honor choir for the 3 previous years. Then, take the total number of choirs and divide it into the total number of choirs for each festival: Northwest and Southwest. This step will give the percentage base for the number of participants and alternates for All-State. When there is a partial student involved, Southwest will receive the additional student on ODD numbered years and Northwest will receive the additional student on EVEN numbered years. Placement for the All-State member and alternates, will be based on the alternating method of Mixed Choir and Men's/Women's Choir, using the percentage set forth by the fore mentioned formula. This process will remove the All-State 2nd tier audition.
- E. No girl tenors will be selected. No freshman is eligible to sing in All-State Chorus, but is eligible for All-Southwest and All-Northwest Choruses. Boys will be allowed to audition and perform on soprano and alto parts only in the All-West Tennessee Junior Honor Choir.
- F. The following guidelines will be used to adjudicate and rank student contestants in auditions:
 - 1. Junior High:
 - a) A minimum of three (3) active members of the Association will serve as judges for each voice part. The students will be adjudicated by each judge using a 100 point scale weighted in six areas: Tone – 21 points, Musicality – 11 points, Diction – 12 points, Technical Accuracy – 13 points, Pitch – 24 points, and Rhythm – 19 points. When using three (3) judges, the scores from the judges will be either

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totaled or averaged and the students will be ranked in their section from highest to lowest totaled or averaged score. When using five (5) judges, the high and low judges' scores will be dropped and the students will be ranked in their section based on the totaled or averaged scores from the three remaining judges.

- b) A tie will be broken, should it occur, first by determining which student has the higher score on pitch. If the score on pitch is the same, then the student with the higher score on tone will be ranked highest.

2. Senior High:

- a) A minimum of three (3) active members of the Association will serve as judges for each voice part. The students will be adjudicated by each judge using a 100 point scale weighted in six areas: Tone – 21 points, Musicality – 8 points, Diction – 10 points, Technical Accuracy – 13 points, Pitch – 24 points, Rhythm – 19 points, and Sight Reading – 5 points. When using three (3) judges, the scores from the judges will be either totaled or averaged and the students will be ranked in their section from highest to lowest totaled or averaged score. When using five (5) judges, the high and low judges' scores will be dropped and the students will be ranked in their section based on the totaled or averaged scores from the three remaining judges.

- b) A tie will be broken, should it occur, first by determining which student has the higher score on pitch. If the score on pitch is the same, then the student with the higher score on tone will be ranked highest.

G. The following instructions should be given to both judges and students:

1. Only girls may audition for Soprano and Alto (Senior High) and only boys may audition for Tenor and Bass parts.
2. No student may audition for two different voice parts.
3. Be friendly
4. Student contestants are not to wear or bring any item into the adjudication room that identifies the school they attend or the towns in which they live. To insure the student's right to a fair and impartial audition, judges are not to speak to the student at any time. The CD operator

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- will be placed so that he/she can coordinate and direct the audition process.
5. CD accompaniments will be used during the audition for each student. The CD will contain at least five different auditions consisting of three (3) different passages for each student contestant to sing. No solo passages may be used for the audition. The accompaniment will be recorded on a piano or keyboard with piano sound (timbre).
 6. No student may be required to sing from memory or a cappella.
 7. Move quickly when announcing the audition number. Be specific about which audition is to be performed and give the student a chance to get his music ready, in the proper order. When you have determined they are ready, ask if they are ready to begin. Give the student every chance to get started correctly. Once you start the CD, let it run to the end of the audition without stopping.
 8. Students will be expected to prepare the two All-State audition numbers for the auditions (for All-State), unless for some reason the Association chooses to waive this for one year (emergency reason, such as music not available, etc.).
 9. If a student, obviously or by his/her own admission, does not know a piece, that part of his/her audition score should be subtracted (one third, one fourth, etc.). No excuses can be accepted (“we didn’t get the music, I’ve been sick, I’m hoarse,” etc.).
 10. Give a completely fair hearing to every student. If behind schedule, be extremely careful in attempting to “make up time.” The only time an abbreviated audition is justified is when a student does not know a requested passage or selections, or is struggling after repeated attempts to begin (see 9 above).
 11. Only Senior High students will be judged on their sight reading ability. Sight reading guidelines include the following:
 - a. The All-West Senior high audition CD will include a sight reading section containing:
 - 1) A piano timbre playing a G4 for women and a G3 for men.
 - 2) Twenty (20) seconds of silence during which the student will examine the material. During this time they may practice the exercise aloud. The student is not to be judged on anything heard during the twenty (20) seconds.

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- 3) A piano timbre repeating the starting pitch.
 - 4) A four count click track count-off
 - 5) Clicks throughout the duration of the sight reading exercise.
- b. The length and characteristics of the sight reading excerpt will be determined by the Executive Committee and announced in conjunction with the musical selections for All-West auditions.
 - c. Sight reading is worth five (5) points of the audition and will be scored as follows:
 - 1) One (1) point for starting on the correct pitch
 - 2) Two (2) points for correct notes, distributed equally across the number of measures in the sight reading exercise.
 - 3) Two (2) points for correct rhythm, distributed equally across the number of measures in the sight reading exercise.
- H. The All-State Audition Chairperson shall arrange for a regional rehearsal of those who make the All-State Chorus so that they may prove they know all of the All-State music. If it is deemed that they do not know all of the All-State music at this rehearsal, alternates who do pass the rehearsal may replace them. Regulations regarding this audition/rehearsal shall be set by the All-State Chairperson.
- I. A music selection committee will review and accept or reject music submitted by the All-West conductors.
- J. A teacher having a student in any one of the following events: Senior Honor Choir Auditions, Junior Honor Choir Auditions, All-West Tennessee Chorus rehearsals, All-West Tennessee Chorus concerts, regional All-State Chorus rehearsal, must help and will be assigned a work duty at the event in which his/her student(s) participate. If a teacher is unable to fulfill his/her work duty, he/she must immediately advise the WTVMEA Executive Committee. Upon approval of the teacher's absence by the Executive Committee, a substitute, who is a current active or honorary member of WTVMEA, must fulfill the teacher's responsibility in order for his/her students to remain eligible for the All-West Tennessee Chorus event affected. Failure to comply with these obligations will result in the teacher's student(s) being removed from the All-West Tennessee Chorus event and possible censure of the member teacher and/or school according to Article III of these Bylaws.
- K. The students must audition for the same voice part for All-State Choir as they did for All-West Tennessee Choir.
- L. The following dress code for the performance of the All-West Tennessee Choruses shall be:

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1. 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 pearl or single stone on a delicate chain. No long dangling earrings or heavy choke necklaces. There shall be no visible cleavage.
 2. 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.
- M. Students selected for the All-West Tennessee Choruses must be present for all and every scheduled rehearsal with all music fully prepared. Failure to abide by this rule will result in dismissal from the choir and the forfeiture of the year's credit toward the Honors Choir Awards and membership in the All-State Chorus. In case of illness, students desiring to receive full credit for participation in All-West Choruses, including awards and All-State participation, must document the illness by the Winter meeting by submitting to the Executive Committee the following:
1. A written statement from their doctor on the doctor's stationery, clearly identifying the dates and nature of the student's illness.
 2. A written recommendation from the student's director/teacher that he/she be awarded participation credit in All-West.
- N. The rehearsal and concert schedule for the All-West Tennessee Choruses shall be as follows:
- Thursday Night:
- 6:00 p.m. Seating Assignments
 - 6:30 – 9:00 p.m. Rehearsal
- Friday:
- 8:00 a.m. Seating and Roll Call
 - 8:30 – 11:00 a.m. Rehearsal
 - 11:00 – 1:00 p.m. Lunch
 - 1:00 – 3:00 p.m. Rehearsal
- Saturday:
- 8:30 a.m. Seating and Roll Call
 - 9:00 – 12:00 noon. Rehearsal
 - 2:00 p.m. Seating and Roll Call for Concert
 - 3:00 p.m. Concert begins
- O. If a student accompanist is not available for the All-West Junior or Senior concerts, the WTVMEA will pay an honorarium of \$500 to each adult accompanist.

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- P. WTVMEA will pay an honorarium of \$100 to each professional musician employed by the Executive Committee.
- Q. The accompanist audition for All-Region Concerts will take place at the All-Region Choir Auditions. The President (or another member of the Executive Committee), All-Region Chairperson, and another member chosen by the President (or another member of the Executive Committee) and Chairperson will hear the auditioners play each accompanied selection that they have prepared. Each selection will be graded separately, on a scale of 1 (poor) to 5 (superior) in the following categories: rhythm, tempo, technical accuracy, dynamics, musicality, sensitivity to director (ability to follow the conductor). If different students are clearly superior on different selections, then two or more may be chosen. Some special consideration should be given to the student who scores the highest overall. The clinician for each All-West ensemble will specify musical selections for which they would accept a student accompanist. This should be done when the song list is originally given to the event chairperson and that list should be passed on to the directors. Student accompanists may audition on as many of those songs as they wish. Any selections not accompanied by a student pianist will be performed by a professional pianist.

Article XI – Concert and Festival Chairpersons

- Section 1. Concert and festival chairpersons shall be approved by the Association and may be appointed by the President or elected by the body. Each chairperson will choose a co-chairperson, who will move up to chairperson for the following year. The co-chairperson will assist the chairperson in presiding over the assigned event.
- Section 2. It will be the duty of the chairpersons to organize and administer all events, specifically:
 - A. Receive all entry forms from the Secretary as needed.
 - B. Arrange for all necessary building and rooms for the event.
 - C. Schedule all contestants and return completed schedules to the Secretary and Webmaster (via email) in sufficient time for the information to be distributed to directors so proper plans may be made to appear at the appointed times.
 - D. Be responsible for signs and maps.
 - E. Be responsible for giving a complete list of ratings or members of All-West and All-State to the Secretary and Webmaster so they may be distributed to all Association members.
 - F. See that all awards are given.
 - G. Be responsible for monitors for events.
 - H. Provide necessary items for judges, such as:

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1. Adjudication forms in proper sequence.
 2. Pencils, paper, etc., as needed
 3. Guidelines for judges
 4. Music from each contestant or group
- I. Select and hire adjudicators.

Article XII - Awards

The following awards will be presented for the Choral Festivals:

1. One standard size and style of trophy for 1st, 2nd, and 3rd divisions.
2. Colored Ribbons with medals to drape over trophy signifying the division earned.
 - a. Gold = Sweepstakes winners (I I I I)
 - b. Blue = Overall Superior (I) winners
 - c. Red = Overall Excellent (II) winners
3. A slightly larger trophy for Sweepstakes winners!

The following award will be presented for the Solo and Ensemble Festival:

1st Division – Certificates of Achievement

The following awards will be presented for the All-West Honor Choirs:

1. Certificates for students with three and four years of participation credits
2. Plaques for students with five years of participation credits
3. Trophies for students with six years of participation credits

Article XIII – Music Selection Committee

A music selection committee will be appointed by the President at the Winter meeting. The All-West Tennessee Conductors will be selected in plenty of time so that they may select music for the All-West Tennessee event. The Association may choose to have the conductors send lists for which the music selection committee will choose the program or they may wish to allow the conductors to make the selection alone. In any event, the Secretary should send out the complete list of music before schools adjourn in the Spring.

Article XIV - Ratings

Section 1. Festivals for choral groups will employ a rating system for participating choirs. The Solo and Ensemble Festival will have a separate rating system since there is only one judge.

- A. Each judge, upon evaluating the quality of the performance by comparing it against the best amateur standings for the event being judged, shall indicate on the official form a rating for each participant. The five ratings to be used are Division I (Superior),

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Division II (Excellent), Division III, (Good), Division IV (Fair), Division V (Poor). Any performance may be judged for “Comments Only” at the request of the choral director.

- B. Judges shall not be required to give percentile scores for senior high, but are expected to give constructive comments on the performance.
- C. The score given each participant shall not be regarded as a ranking, but a rating. The distribution of scores will depend upon the general level of performance in the events.
- D. The event chairperson will keep a list of judges who we do not wish to use again. A name may be added to the list upon a two-thirds majority vote of the Association membership at a regularly scheduled meeting.

Section 2.

- A. This combination of ratings shall determine the final group rating score of choirs in the performance component of Choir Festivals:
 - 1. Rating combinations that will place a participant in Division I (Superior): (1.1.1), (1.1.2), (1.1.3), (1.1.4), and (1.1.5).
 - 2. Rating combinations that will place a participant in Division II (Excellent): (1.2.2), (1.2.3), 1.2.4), (1.2.5), (2,2,2), (2.2.3), (2.2.4), and (2.2.5).
 - 3. Rating combinations that will place a participant in Division III (Good): (1.3.3), (1.3.4), (1,3,5), (2.3.3), (2.3.4), (2.3.5), (3.3.3), (3.3.4), and (3.3.5).
 - 4. Rating combinations that will place a participant in Division IV (Fair): (1.4.4), (1.4.5), (2.4.4), (2,4,5), (3.4.4), (3,4,5), (4.4.4), and (4.4.5).
 - 5. Rating combinations that will place a participant in Division V (Poor): (1.5.5), (2.5.5), (3.5.5), (4.5.5), and (5.5.5).
- B. For the Senior High Choir Festival, the composite performance score (as outlined in Section A above) will be combined with the sightreading score to determine a final composite rating. A final composite rating of Division I (Superior) will be required to be eligible for participation in the TN ACDA State Choral Festival, and a (1/1) rating will be required to receive a Sweepstakes trophy. The final composite rating combinations are as follows (performance composite first, followed by sightreading score):
 - 1. Rating combinations that will place a participant in Division I (Superior): (1.1.1), (1.1.2), (1.1.3), (1.1.4), and (1.1.5).
 - 2. Rating combinations that will place a participant in Division II (Excellent): (1.2.2), (1.2.3), 1.2.4), (1.2.5), (2,2,2), (2.2.3), (2.2.4), and (2.2.5).
 - 3. Rating combinations that will place a participant in Division III (Good): (1.3.3), (1.3.4), (1,3,5), (2.3.3), (2.3.4), (2.3.5), (3.3.3), (3.3.4), and (3.3.5).
 - 4. Rating combinations that will place a participant in Division IV (Fair): (1.4.4), (1.4.5), (2.4.4), (2,4,5), (3.4.4), (3,4,5), (4.4.4), and (4.4.5).

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5. Rating combinations that will place a participant in Division V (Poor): (1.5.5), (2.5.5), (3.5.5), (4.5.5), and (5.5.5).

Section 3. In the All-West Tennessee and All-State Chorus auditions, each judge will score the student on the official WTVMEA Adjudication Form. When the final tabulation of scores is made in the Tally Room, scores will be arranged in numerical order from highest to lowest. The number of students needed for the Honor Choir will be selected from these scores, starting at the top in each voice category. Alternates will be chosen for All-State but not for All-West.

Article XV - Amendments

Amendments may be made to the Bylaws by a majority vote of the active members present and voting, provided a notice of such intended amendment be made at one regular meeting prior to voting at a succeeding meeting. The intended amendment shall be given in writing to the Secretary and Webmaster and be included in the notices sent out concerning the upcoming meeting and shall be posted on the website. A quorum must be present to amend the Bylaws.