

*West Tennessee
Vocal Music Educators
Association*

**CONSTITUTION
&
BY-LAWS**

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CONSTITUTION

Article I – Name

The name of this organization shall be the West Tennessee Vocal Music Educators Association. It shall function as a non-profit, 501(c)(3), organization under the laws of the State of Tennessee.

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

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 Education Association.
2. This association shall maintain a close relationship with the National Association for Music Education as provided by the Constitution and By-Laws of the National Association for Music Education.

Article IV – Membership

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.
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.

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.
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.
5. All active members of the West Tennessee Vocal Music Educators Association must also be members of TMEA and NAFME.

Article V – Organization

1. The elected officers of this association shall be the President, President-elect, and Section Representatives (Senior High, Junior High, and College). The President and the Representatives of the 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 Representative 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 Treasurer.
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.
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.
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

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 the association website. It is the responsibility of each member to monitor the website.
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.
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.
4. In order for a school to participate in any association sponsored event as outlined in the association's By-laws, Article IX, 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

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 meetings
 - C. Minutes of the 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
2. Robert's Rules of Order (revised edition) shall govern procedure.

Article VIII – Quorum

- 1. A quorum in the association shall consists of not less than one-fourth of the active association members.
- 2. A quorum of the section groups shall consist of not less than one-fourth of the members of that 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 sent via email to the WTVMEA membership and communicated through the WTVMEA website at least thirty days prior to the meeting at which voting will be held. A written copy of the proposed amendment shall be given to the Secretary/Webmaster to be printed for membership perusal at the beginning of the meeting in which voting will take place. A quorum must be present to amend the constitution.

BY-LAWS

Article I – Membership Dues

1. Annual active member dues shall be \$5.00. This is in addition to active membership dues of \$135.00 to TMEA/NAfME, which provide subscriptions to the *Tennessee Musician* and the *Music Educators Journal*. Collegiate members who are also members of their institution's collegiate NAfME chapter, need only pay the \$5.00 WTVMEA membership dues.
2. Annual school dues shall be \$50.00. School dues allow the school to participate in all WTVMEA sanctioned events.
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 NAfME membership status for all WTVMEA members.
4. Individual membership, school, and TMEA/NAfME dues are to be paid in full by the first business meeting. A late fee of \$50/day, with a maximum penalty of \$250, will be charged if dues are not postmarked by the date of the first business meeting. New members are allowed a one-week grace period on dues. All dues must be paid for the school to participate in WTVMEA sponsored events.

Article II – Duties of Officers

1. The President shall serve in this capacity for a two-year term. 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 NAfME Southern Division and National Conferences.

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.
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. 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 NAFME Conference each year.
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.
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 tend to correspondence.
 - B. Edit the Association's publication, which may include the handbook, membership directory, and a newsletter (if the Association chooses to have one).
 - C. Serve as secretary for each of the Association's events.
 - D. Fax and email information as needed for the Executive Committee, President, and Chairpersons.
 - E. Create labels as needed for Chairpersons.
 - F. Secure forms for all events as needed.
 - G. Be responsible for keeping accurate records of NAFME membership status for all WTVMEA members.
 - H. Maintain an accurate inventory of all WTVMEA properties.
 - I. Send a copy of the minutes within one week after the meeting to the President.

- J. Create All-West Award certificates.
 - K. Serve as a non-voting member of the Executive Committee.
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 the 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.
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

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, active members must attend every regularly scheduled business meeting of the association prior to that event in order participate in any of the WTVMEA sponsored events listed in Article IX of the By-Laws. An adult representative may be 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/NAfME, 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 By-laws.
 - 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.
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 National Association for Music Education.
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 NAfME.

- 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. Any teacher who does not have a teaching position at a WTVEMA member high school must provide documentation (program and video recording) that the students they register are members of an ensemble of at least eight (8) voices. This documentation must include a list of the students' names in the program.
 - D. Students who attend schools with an active music program must participate with that school and cannot be represented by any other member of WTVMEA. (See Article VII, Section 3, Part A)
 - E. 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.
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

1. The following fees shall be required for participation in contests, festivals, auditions, All-West Senior High Choruses, All-West Junior High Choruses, and Tennessee All-State Chorus:
- A. West Tennessee member schools' annual membership fee shall be \$50.00, due by the first business meeting, 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. Senior Choir festival fee shall be \$5.00 per choir member. Each student may participate in three different choirs for the \$10.00 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 addi-

tional \$10.00 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. Therefore, one student who sings a solo and participates in an ensemble will pay a participation fee of \$10.00.
 - E. Audition fee for All-Northwest Senior, All-Southwest Senior, All-West Junior, and Tennessee All-State choirs will be \$10.00 per entrant.
 - F. The All-West Tennessee Chorus participation fees shall be \$10.00 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 the 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 by 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 the All-State Chorus.
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.WTVMEA Vocal Scholarship Competition.
- 9.Choral Composition Competition.
- 10.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

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 sight-reading 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 as per Article VII, Section 4. 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 as judges, will provide their own copies of the music performed in All-West Auditions. Students in All-West and All-State 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. For Choral Festival, no piece of music may be altered without official written permission from the copyright holder to the individual or the Association to alter said piece of music, unless the music specifically indicates that particular alterations or substitutions are acceptable. Documentation of this permission must be provided. Reasonable observations of performance practice relative to style, period or genre are also acceptable. 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 festival and contests will be selected at the director's discretion, but will be judges 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 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 building 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.
- 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). The Board may make an exception for Solo/ Ensemble Festival to use WTVMEA members when necessary. Overtime will be paid, prorated on a six (6) hour workday (\$33.33 per hour). In addition, mileage will be paid at the current US IRS 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. Recorded adjudication will be available at all choir festivals. Sufficient quality recorders will be made available for use at the choir festivals at the adjudicators' discretion.
2. The following rules will apply to Senior High 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 the concert festivals from beginning to end. A composite rating will be posted based on the three performance scores and the sight-reading 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.
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. 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.
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 attaché 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. The following rules will apply to sight-reading in a festival:

1. Music will be handed out, face down, by a monitor to the choir and choir director.
2. Sight-reading will consist of one rhythm example and one singing example.
3. The choir will clap, chant, or tap a rhythm exercise consisting of whole, half, quarter, and eighth note values. The singing example will consist of whole, half, and quarter rest and note values in step-wise motion.
4. Examples will use 2/4, 3/4, or 4/4 time signatures only.
5. Examples will be no longer than 8 measures.
6. Each choir may choose to read a sight-reading example that has one less part than what is represented in the ensemble and/or the repertoire the ensemble is performing in the prepared portion of the festival. For example, an SATB choir may choose to sight-read an SATB exercise or a three-part exercise. An SSA or TTB ensemble may choose SSA, TTB, SA, or TB, while an SA or TB ensemble may read SA, TB, or unison.

7. Upon a signal from the adjudicator, the choir and choir director will examine the score following directives of the adjudicator. A starting pitch and/or choir shall be played. 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.
 8. At the discretion of the adjudicator, the choir may repeat the example with accompaniment.
 9. Each choir shall have no more than 15 minutes in the sight-reading room.
 10. All sight-reading examples must be approved by the executive committee to ensure they are consistent with bylaws and appropriate in difficulty.

5. 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.
 - G. A student may not sing two solos of identical character, nor in two ensembles of identical character (i.e. 2 girls, two mixed quartets, etc.).
 - H. One judge per event will judge Solo and Ensemble Festival participants.
 - I. Musical selections may include classical, patriotic, spiritual, musical theater, jazz, gospel, and contemporary literature. Students may perform vocally or on the piano. These performers are at the discretion of the teacher and should reflect high quality performance standards.
 - J. Student performers are expected to introduce themselves at the WTVMEA Solo and Ensemble Festival, including performer's name or the name of the ensemble, and title of piece, composer, and accompanist's name.

6. 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 toward the Honor Choir Awards or membership in the All-State Chorus. Only 9th, 10th, 11th, and 12th grade students will be allowed to audition for the All-West Senior High Choirs.

- 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 auditions 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 selection of West Tennessee All-State participants will follow the guidelines set forth by the Tennessee Music Educators Association (TMEA). An additional All-State Chorus audition will be held for the 10th, 11th, and 12th grade students that made and participated in either the All-Northwest or the All-Southwest senior regional honor choruses. No less than three judges and nor more than five judges from WTVMEA shall adjudicate a voice part. Those students awarded the highest scores will be selected for the All-State Chorus. Students will be assigned to the All-State choruses based upon the TMEA allotment to WTVMEA. The deadline for alternate placement will be Wednesday at 12:00 noon of the week of All-State. The All-State chairperson must be contacted before that time.

- 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 High Chorus.
- 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 – 32 points, Intonation— 24 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.
 - a) A minimum of three (3) active members of the 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 – 32 points, Intonation - 24 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 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 student at any time. The CD operator will be placed so that he/she can coordinate and direct the audition process.
5. Each audition will have an audio accompaniment containing at least CD 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/her music in the proper order. When you have determined he/she is ready, ask if he/she is 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. 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 (e.g. "We didn't get the music," "I've been sick," "I'm hoarse," etc.).
9. 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).
10. Only All-State Senior High candidates will be judged on their sight-reading ability. Sight-reading guidelines include the following: (Amended August 2018)
 - a) The All-West Senior High audition CD will include a sight-reading section containing:

1. A piano timbre playing D4 for women and a D3 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.
 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. One (1) point for each COMPLETE measure with correct pitch and rhythm. If either the pitch or rhythm is wrong, there is no point given for that measure.
11. Each student shall audition anonymously in the audition room.
A screen shall be positioned between the student and the judges without impeding the sound from the student or audition track.
- H. A music selection committee will review and accept or reject music submitted by the All-West conductors.
- I. 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.

- J. The students must audition for the same voice part for All-State Choir as they did for All-West Tennessee Chorus.
- K. The Following dress code for the performance of the All-West Tennessee Choruses shall be:
 - 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.
- L. 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 stationary, 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.
- M. The suggested 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

- N. 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.
 - O. WTVMEA will pay an honorarium of \$100 to each professional musician employed by the Executive Committee.
 - P. 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 student 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, and 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 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.
7. The following rules will apply to the WTVMEA Vocal Scholarship Competition:
- A. There will be no entry fee for this competition. Any student currently sponsored by an active WTVMEA member will be allowed to enter.
 - B. The teacher/student will be responsible for filling out the application form correctly. This form will be available from the WTVMEA website, the event chairperson, or the Secretary.
 - C. Each form must be accompanied by a recording of the student singing solo.
 - 1. The student should only sing one (1) selection.
 - 2. The student may sing with accompaniment or a cappella.
 - 3. The student must not state his/her name on the recording nor give indication of the school to which he/she belongs. The CD must also not have any markings to indicate the name of the student or the school name.
 - a) If a teacher is submitting recordings for more than one student, the teacher may number or mark the entry

- forms and also label recordings with a corresponding number or mark.
- b) If a teacher needs to send an alternative form of recording, the teacher needs to contact the event chair to confirm the viability of such recordings.
- D. The entry form and recording must be sent to the event chair and postmarked by the date established on the WTVMEA Calendar. Late entries that do not follow the above criteria will not be accepted.
- E. Each entry will be judged by at least three (3) independent judges who are not affiliated with WTVMEA.
- F. Two (2) awards will be given for this competition: \$200 for a Jr. High Student (7-9 grade) and \$200 for a Sr. High Student (10-12 grade).
 - 1. The award is a scholarship to promote and facilitate vocal growth; therefore the money is not awarded directly to the student, but to the student's voice teacher to pay for future lessons.
 - 2. If the winning student is not currently taking voice lessons, the award may be deferred until a voice teacher can be secured.
- 8. The following rules will apply to the Choral Composition Competition:
 - A. The contest is open to any student in grades 7-12 whose teacher meets the eligibility guidelines as stated in Article VII, Section 2.
 - B. There will be no entry fee.
 - C. A chairperson will be assigned to organize the event each year by the current WTVMEA President.
 - D. A committee of WTVMEA members, chosen by the chair with the approval of the Executive Committee, will be the judges for this event. The chair will also be a judge.
 - E. Students are to compose an original composition for SATB choir. Arrangements of existing tunes are not permissible. Any poetry used in the composition must be either public domain or used with permission of the copyright owner.
 - F. The work may be a cappella or accompanied by a single piano. No additional instruments are acceptable.
 - G. The work should be appropriate for a good high school choir.
 - H. The work should be between 3 and 6 minutes in length.

Article XI – Concert and Festival Chairpersons

- 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 the chairperson for

the following year. The co-chairperson will assist the chairperson in presiding over the assigned event.

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:
 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

1. The following awards will be presented for the Choral Festivals:
 - A. A large-sized plaque for Sweepstakes winner (I, I, I, I)
 - B. A medium-sized plaque for Overall Superior winners (I)
 - C. A small plaque for Overall Excellent winners (II)
2. The following awards will be presented for the Solo and Ensemble Festival:
 - A. 1st Division – Certificates of Achievement
3. The following awards will be presented for the All-West Honor Choirs:
 - A. Certificates for students with three and four years of participation credits.
 - B. Plaques for students with five years of participation credits.
 - C. 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

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), Division II (Excellent), Division III (Good), Division IV (Fair), and Division V (Poor).
 - 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.
2. Regarding the scores at Choir Festivals:
 - 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), (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 sight-reading 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 sight-reading 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).
 5. Rating combinations that will place a participant in Division V (Poor): (1.5.5.), (2.5.5), (3.5.5), (4.5.5), (5.5.5).
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 is sent via email to the WTVMEA membership and communicated through the WTVEMA website, at least thirty (30) days prior to the meeting at which voting will be held. A written copy of the proposed amendment shall be given to the Secretary and Webmaster to be printed for membership at the beginning of the meeting in which voting will take place. A quorum must be present to amend the Bylaws.

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which are exempt as organizations described in sections 501(c)3 and 170(c) (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the federal, state, or local government for exclusive public purpose.

