

# BY-LAWS

of the

## New England Music Festival Association, Inc.

### **SECTION 1** **Eligibility**

A. All supervisors sending students to participate in any event sponsored by the Association shall be members in good standing. Members in good standing shall be those who have paid their dues and all other financial obligations to the Association as of the annual due date of the Solo and Ensemble Festival applications.

B. All students participating in any Association event shall be enrolled in New England Schools, grades 9 through 12.

C. The Solo and Ensemble Festival Coordinator shall place information and instructions for (1) membership registration, (2) dues and fees payment and (3) student registration for the Solo and Ensemble Festival on-line at <[www.nemfa.org](http://www.nemfa.org)> by September 15. The deadline for filing electronic applications for the Solo and Ensemble Festival shall be the first day of November, and after November 8th, no applications will be considered. Also, Concert Festival information and application data are also collected on-line at this time.

D. Following the final Solo and Ensemble Festival, personnel for the Concert Festival organizations shall be selected by the managers, their committees and may include Executive Board members. Selections shall be based on the following procedures.

1. Managers shall present a pre-determined instrumentation as dictated by program choice, consultation with conductors and the host's facilities. All organization selections shall be based on the pre-determined instrumentation.

2. The initial selection for each organization is taken from a list of adjudicator's ratings only with no student names attached.

3. Following the initial selection, student names are attached to the list of selections for purposes of meeting the needs of the Association, eliminating duplications, etc.

4. The next step is a review of the selections with regard to student preference. A student preference indication does not constitute a guarantee in this process.

5. In order to break tied ratings, the following process is used:

- (a) First Determinant - seniors (12 graders)
- (b) Second Determinant - Previous Concert Festival participation
- (c) Third Determinant - Student's grade in school

6. After the groups have been selected, no substitutes may be made by a Supervisor. If a student is ill and/or cannot attend a Festival, the Supervisor may not send a player or singer of like instrument or voice as a substitute. All replacements will be made by the organization Manager.

E. A reasonable effort will be made to include representation at the Concert Festival from every member school submitting applications, contingent on acceptable standard of student adjudication, and instrumentation considerations.

F. The annual deadline for reception of confirmation of student acceptance and Concert Festival fees shall be the second Monday in January or the previously published deadline. Failure to meet this deadline will result in students from the noncompliant schools being replaced by the Association.

## **SECTION 2**

### **Responsibility**

A. Students in the Concert Festival Chorus, Orchestra and Band are to be prepared in the music they are to perform. Students deemed unprepared shall be remanded to their supervisors with instructions to learn the music, and subject to the approval of the organization committee, returned to the regular rehearsals. The Association reserves the right to audition each student on the concert music and to refuse participation to any unprepared student.

B. A Supervisor or chaperone must accompany each group and be responsible for the conduct of his/her respective students while at the Concert Festival. Additionally said supervisor or chaperone must be in attendance at the Concert Festival site for the duration of the Concert Festival. The closest cooperation must be maintained with the Deans at the Concert Festival. On the day of the concert the supervisors and/or teachers and/or chaperones and/or parents shall report to the Deans informing them of each of their students' Saturday Night housing/departure plans.

C. The Dean of Men and the Dean of Women shall report any infractions of the following rules to the Executive Board, which shall take appropriate action:

1. All participating students must be accompanied by a supervisor or an authorized chaperone who must be available at the Festival site during the entire Concert Festival.

2. Transportation at the Festival is provided by the host community. Only authorized transportation shall be used by the students. Visiting students may be transported only by adult drivers.

3. Students shall be punctual and attend all rehearsals and concerts. Excuses for illness or other emergencies shall be acted upon by the Deans and the respective Managers.
4. Supervisors shall report to the Host Chairman and Deans if their students intend to leave the Festival at the close of the final concert.
5. Supervisors must make prior arrangements with the Host Chairman for housing on the Wednesday night immediately preceding the Concert Festival.
6. The Association does not assume responsibility for the property of any student.
7. All participants shall abide by all rules and regulations stipulated in the Student Handbook.

### **SECTION 3**

#### **Finances**

A. Concert Festival. The cost for each accepted student shall be determined by the Executive Board. Supervisors will be billed by invoice by the Executive Secretary-Treasurer at the time of notification of acceptance. Supervisors will be billed for the total amount due for participants from their schools. All Concert Festival registration fees shall be paid (or purchase orders received) by the second Monday in January or according to any previously published deadline. Late return of applications, medical forms and payment shall be accompanied by a \$100.00 penalty fee and will be accepted for a period of up to ten days after which time the students involved are replaced.

B. Solo and Ensemble Festival. An adjudication fee, of an amount determined by the Executive Board, shall be required for each soloist or each member of an ensemble and shall be paid with the submission of the Solo and Ensemble Festival on-line registration, the invoice for which is part of the on-line registration process and must be submitted by November 1st or the previously published deadline. If a student performs in more than one event, an additional fee equal to that of the initial event shall be paid for each event after the initial one.

C. On-Site Registration for the Solo and Ensemble Festival is possible and is dependent upon meeting each of the following 3 criteria:

1. The supervisor must have previously submitted an application for the Solo and Ensemble Festival observing the published deadline.

2. After satisfying the above requirement, the supervisor is then allowed to register two students/ensembles, provided the appropriate fee is paid at the time of On-Site registration.

3. After satisfying the above two requirements, the supervisor is then allowed to have each student fill out an adjudication form and will then be allowed perform only if there is a cancellation and that the cancellation time is not needed to maintain the original schedule. A payment of \$50.00 per performance is due and payable at this time.

D. Refunds will be made only if notice of cancellation is given ten days before the event takes place.

## **SECTION 4**

### **Sponsoring Hosts**

A. The sponsoring committees of the host community for the Concert Festival shall be responsible for each of the following items and the expenses involved therewith.

1. A rehearsal hall for each of the Chorus, Orchestra and Band. A hall for the concerts.

2. Ample stage equipment and facilities, suitable pianos where needed.

3. Registration facilities, a hall for student mass meeting, and facilities for the Directors' Forum, Executive Board Meeting and the Association meeting. Any other physical assistance or facility which may become necessary, i.e. motels or hotels for Supervisors, Conductors, and Executive Board.

4. The size of each performing unit will be determined by the physical facilities of the host community in consultation with the Association.

5. Concert Festival Housing. All accepted students attending the Concert Festival will be housed. However when it is deemed necessary the Host Chair(s) after consultation with the Executive Board, may institute a 30 minute travel time radius whereby students living within that radius will be required to commute. In this instance it becomes the responsibility of the supervisor(s) involved to guarantee the presence of their student(s) at the Concert Festival at the appropriate times. Since no host is involved, these supervisors assume the duties and responsibilities of a host. Additionally, supervisors may elect to assume the responsibility of housing and chaperoning their own students in a nearby hotel during the Concert Festival by checking the appropriate box on the registration forms. Since no host is involved, these supervisors assume the duties and responsibilities of a host. Additionally supervisors electing to house their own students are responsible for submitting all necessary forms with appropriate information to the Host Chair(s) and to the Deans.

6. Student transportation, when needed, between their sleeping quarters and the rehearsal and concert halls.

7. Police protection.

8. Nurse in attendance at all rehearsal and concert times.

9. Liability insurance to include host school property.

10. A written report of plans and procedures submitted to the Executive Board at the September meeting but no later than the December meeting.

11. A financial statement which will be presented to the Executive Secretary-Treasurer at the conclusion of the event.

12. The host community shall not advertise or assume any financial obligation in the name of the Association. The host community shall submit advertising in the name of the local sponsoring committee.

13. The expenses of the first committee meeting attended by the Executive Secretary-Treasurer and the President shall be paid by the Association. If the host community requests the attendance of the Executive Secretary-Treasurer and/or the President after the initial meeting, then the expenses shall be paid by the host community.

14. The invitation for the Festival must be issued by the Superintendent of Schools of the host community.

B. The Association shall be responsible for the following financial matters:

1. Expenses for travel, lodging and meals for the Executive Board, Deans, Conductors and Accompanists at the Concert Festival.

## **SECTION 5**

### **Solo and Ensemble Festival**

A. The Solo and Ensemble Festival site invitations must be from the Superintendent of Schools or proper college administrators. Invitations shall be presented by the June meeting. The Host will provide the following:

1. Rooms for solo and ensemble events.
2. Pianos in good tune (A=440 pitch,)
3. Music stands as required.
4. Sufficient space and chairs for an audience in each audition room.
5. Facilities for clerical assistance.

B. The Coordinator of the Solo and Ensemble Festival will secure all adjudicators who shall be specialists in the field they are required to judge, and every attempt will be made to have the same adjudicators serve for all Solo and Ensemble Festival sites in any given year.

C. All students are expected to abide by the published policies, rules and regulations of the Association.

## **SECTION 6**

### **Awards**

A. The Executive Board shall select a member(s) to receive a Distinguished Service Award when appropriate.

B. Two scholarship awards of an amount to be determined by action of the Executive Board shall be given each year to deserving Association student participating in the Concert Festival in memory of Burton O. Cowgill. The awards shall be made to one instrumental and one choral performer, based on the following priorities: (1) Four years (or less, if not applicable) of participation in the Concert Festival; (2) the highest score in the Solo and Ensemble Festival adjudications for the current year, and (3) at the discretion of the Managers in case of mitigating circumstances. In the event there is a tie, duplicate amounts will be awarded.

## **SECTION 7**

### **Officers Sharing Duties**

A. In any Association Office where duties are shared equally (Co-Coordination, Co-Managers), both Officers shall be eligible for all Executive Board privileges, and the Office shall be entitled to one vote only.

B. If the shared Office involves a stipend, that stipend shall be divided equally between those sharing the Office.

## **SECTION 8**

### **Complaints and Concerns**

A. Any Association Member wishing to file a complaint or concern about any Association activity or policy, should do so in a written and signed document addressed to the President of the Association.

B. The President of the Association shall take whatever action is deemed appropriate, make any necessary decisions concerning the matter and reply to the Member within a reasonable period of time.