

**Page Down for Constitution, By-Laws, Solo/Ensemble Festival  
Policies, Rules, and Regulations, Concert Festival Policies, Rules, and  
Regulations, and Music Library Regulations**

**Constitution** of the  
**New England Music Festival Association, Inc.**

**Mission Statement**

The New England Music Festival Association, a diverse community of music educators from public and private schools, youth ensembles, private studios and parents, is dedicated to offering high school musicians from across New England the opportunity to pursue musical excellence through solo and ensemble experiences and instill in each student a lifelong interest in music as a basic human experience.

**ARTICLE I**

**Name**

The name of this organization shall be the New England Music Festival Association, Inc., hereafter referred to as the “Association.”

**ARTICLE II**

**Purpose**

- Section 1. To promote the performance of quality music.
- Section 2. To encourage high standards of musical performance.
- Section 3. To encourage focused study by vocal and instrumental students through performance opportunities.

### **ARTICLE III** **Membership**

Section 1. Application and Election. Any person actively engaged or interested in music education may become a member of this Association.

Section 2. Dues. Dues will be determined on a yearly basis by the Executive Board.

### **ARTICLE IV** **Organization**

Section 1. The Association is comprised of an Executive Board of five elected positions, eight appointed positions and three non-voting positions.

Section 2. Offices of the Executive Board. The Executive board shall be comprised of the following officers: President, Immediate Past President, President-Elect, Executive Secretary-Treasurer; Recording Secretary, Solo & Ensemble Technical Coordinator, Solo & Ensemble Adjudication Manger, Bulletin Editor, Member Services Chair, Orchestra Manager, Band Manager, Chorus Manager and Librarian, all of whom are voting members of the Executive Board. The following are non-voting positions: Concert Festival Coordinator, Web Site Manager, Social Media Manager and Dean of Students.

Section 3. Nominations and Elections. A Nominating Committee chaired by the Immediate Past President, representing when practical each participating state, shall be appointed by the chair. The proposed slate of officers will be introduced onto the floor at the Annual Membership Meeting. Nominations from the floor by members deemed to be in good standing by the Association will be recognized followed by the election itself.

Section 4. Terms of Office. The President, President-Elect and the three managers shall be elected biannually at the time of the Annual Meeting to serve for a two-year term, but for not more than two consecutive terms. All other Executive Board positions are appointed by the President and approved by the Executive Board.

Section 5. Powers and Vacancies. Vacancies for both elected and appointed positions will be filled by recommendation of the President and approval by 2/3 vote of the Executive Board. Removal from Office. Officers can be removed from office, with cause, by 2/3 vote at a regular meeting of the Executive Board, where previous notice has been given. Duties: The Executive Board shall decide all matters of policy for the Association, unless

otherwise provided for in the ByLaws. Committees: The Executive Board, upon recommendation of the President, shall appoint committees as necessary to the function of the Association. Board Positions: The Executive Board retains the power to create and dissolve Board positions with a majority vote at a regular meeting.

## **ARTICLE V** **Meetings**

Section 1. Executive Board Meetings. Executive Board meetings shall be open to members of the Association, except when designated as an Executive Session. Regular meetings shall be held, one in September (at the site of the next Concert Festival), one in December (at the site of the second S&E site), one in March (at the Concert Festival) and one in June (at a site to be determined).

Section 2. Annual Meeting. An Annual Membership Meeting shall be held at the time of the Concert Festival.

Section 3. Special Meetings. Special Meetings of the Executive Board may be called by the President or at the request of three members of the Executive Board. Emergency meetings may be called at the discretion of the President. Such meetings will be scheduled by giving ample notice to all Executive Board members. Balloting for elected positions may be done by any appropriate means.

## **ARTICLE VI** **Quorum**

Section 1. A quorum of the Executive Board shall consist of a simple majority. A quorum at an Annual Meeting shall consist of 20% of the total membership of the Association.

## **ARTICLE VII** **Adoption and Ratification**

Section 1. The rules contained in “Robert’s Rules of Order: 11th Edition,” shall govern meetings where they are not in conflict with the ByLaws, Rules of Order, or other rules of the Association.

**ARTICLE VIII**  
**Amending the Constitution**

Section 1. The Constitution may be amended by a 2/3 vote of The General Membership, provided notice of such contemplated action is given to the Association Membership at least fourteen days prior to the vote.

**ARTICLE IX**  
**General Provisions**

Section 1. Dissolution. Dissolution shall require previous notice to the Executive Board and a 2/3 vote of the membership to accomplish.

Section 2. Disbursement of Funds. In the event of the dissolution of this Association, all funds remaining after payment of legitimate bills shall be transferred to the participating State Music Educators Associations on a pro rata basis, based on active membership in the Association at the time of dissolution.

# **BY-LAWS** OF THE NEW ENGLAND MUSIC FESTIVAL ASSOCIATION, INC.

## Section 1 Eligibility

- A) All individuals sending students to participate in any event by the Association must pay a yearly membership fee and meet all the other financial obligations as dictated by the Association. The due date of the membership fee is the annual due date of the Solo & Ensemble Festival applications.
- B) All participants in any Association event shall be enrolled in a New England School and/or supported by an appropriate musical organization or parent/teacher sponsor. Exception: 8<sup>th</sup> Grade Students will be allowed to participate in the Solo & Ensemble Festival but will not qualify for the Concert Festival until they reach 9<sup>th</sup> Grade.
- C) The Solo & Ensemble Festival Adjudicator Manager and Technical Director shall annually place information and instructions for membership application, dues and fees payment and student registration for the Solo & Ensemble Festival on-line at [www.nemfa.org](http://www.nemfa.org) . The deadline for filing electronic applications for the Solo & Ensemble Festival shall be the first day of November. After that date late applications will be assessed a penalty fee.
- D) Following the final Solo & Ensemble Festival personnel for the Concert Festival ensembles shall be selected by the managers, their committees and the Executive Board.
  - 1) Managers will present a pre-determined instrumentation as dictated by the program choices in consultation with the conductors and the Festival Host.
  - 2) The Solo & Ensemble Festival Technical Manager will present a list of participants in score order from highest to lowest, and positions will be filled according to the highest scoring performances.
  - 3) In as much as possible student preferences will be honored but they are not a guarantee of choice.
  - 4) If necessary, ties will be broken by the following considerations:
    - a) Seniors
    - b) Previous Concert Festival participation
    - c) Students grade in school
  - 5) Consideration will be given to making sure that each participating school has at least one student in the Concert Festival.
  - 6) After the ensembles have been selected, substitutions can only be made by the Festival Technical Director in consultation with the ensemble manager.
  - 7) The deadline for confirmation of student acceptance and payment of the Concert Festival fee shall be the second Monday in January. Failure to meet this deadline will result in students being replaced in order of score.

Section 2  
**Duties of Officers**

**PRESIDENT**

This elected position is performed by an official chosen to preside over the operation of the Association. The President, as the official representative of the Association, will preside over all meetings and conduct all matters of business as it pertains to the smooth and efficient execution of the Associations business matters.

**IMMEDIATE PAST PRESIDENT**

This elected position is filled by the outgoing President, and as a member of the Executive Board will serve as a consultant and advisor to the new President. This person also serves as the Chair of all Past Presidents and will arrange a meeting once a year and report out to the membership at the Annual Meeting. Additionally, this person will assemble a Slate of Officers bi-annually to be presented and voted on at the Annual Meeting of the membership.

**PRESIDENT-ELECT**

This elected position will serve on the Executive Board and assist the President in any way possible. However, his position is intended to be an apprentice position during the president's term of office, learning the rules and regulations that govern the Association in preparation for the upcoming Presidency.

**EXECUTIVE SECRETARY-TREASURER**

This appointed position is responsible for all financial operations as it pertains to the Association. Some of these responsibilities involve the collection of dues and fees, the paying of bills (including adjudicators, conductors, managers, etc) and the submitting of all required IRS forms. Other duties include the booking of hotel rooms for Festival use, the setting of fees for the Solo & Ensemble Festival and Concert Festival and the maintenance of our investments through consultation with our financial advisor.

**RECORDING SECRETARY**

This appointed position takes the minutes at each meeting, keeping an accurate report of all business meetings of the Association and the Executive Board. A report of these proceedings is sent to each Executive Board member and the President, Executive Secretary-Treasurer and the Editor of the Bulletin as soon as possible after each meeting.

**SOLO & ENSEMBLE FESTIVAL TECHNICAL DIRECTOR**

This appointed position deals with student applications, scheduling and site logistics. The person holding this position represents the policies and procedures of the Association and responds to

questions about these policies and procedures that arise during the course of the preparation and operation of the Annual Solo & Ensemble Festival.

### **SOLO & ENSEMBLE FESTIVAL ADJUDICATOR MANAGER**

This appointed position deals with the contracting and support of adjudicators. The person holding this position represents the policies and procedures of the Association and responds to questions about these policies and procedures that arise during the course of the preparation and operation of the Annual Solo & Ensemble Festival

### **WEBSITE AND BULLETIN MANAGER**

This appointed position deals with the dissemination of information concerning the activities of the Association to both the membership and interested students, parents and community members throughout New England. They serve as the main communication pipeline for information distribution. Part of this position involves sending out Constant Contact communications when necessary.

### **MEMBER SERVICES CHAIR**

This appointed position is intended to be one that recruits new members to the Association and oversees any and all activities related to membership concerns. Annually this person will create a survey distributed to members, students and parents intended to receive feedback about the current year's activities. The results of this survey will be shared with the Executive Board for the purpose of improving our services. Additionally, this person will also initiate all background checks.

### **ORCHESTRA MANAGER**

In addition to serving on the Executive Board, this elected position will oversee all activities associated with the Concert Festival Orchestra, included but not limited to selecting the Guest Conductor, obtaining the Concert Festival program, arranging for transportation and instrumentation. This person will distribute music to the ensemble members and oversee all aspects of the ensemble during the Concert Festival.

### **BAND MANAGER**

In addition to serving on the Executive Board, this elected position will oversee all activities associated with the Concert Festival Band, included but not limited to selecting the Guest Conductor, obtaining the Concert Festival program, arranging for transportation and instrumentation. This person will distribute music to the ensemble members and oversee all aspects of the ensemble during the Concert Festival.

## **CHORUS MANAGER**

In addition to serving on the Executive Board, this elected position will oversee all activities associated with the Concert Festival Chorus, included but not limited to selecting the Guest Conductor, obtaining the Concert Festival program, arranging for transportation and the On-Site Hearings. This person will distribute music to the ensemble members and oversee all aspects of the ensemble during the Concert Festival.

## **LIBRARIAN**

This appointed position is responsible for ordering all music for the Concert Festival and for the collecting and accounting for this music after each Festival. The holdings of the library are available for loan to all members of the Association. Additionally an up to date listing of these holdings are made available to the membership through the Association Web Site.

## **CONCERT FESTIVAL COORDINATOR**

This appointed position acts as the liaison between the Executive Board and the Concert Festival Host, with an emphasis on working with the Host on all activities that involve the smooth operation of the Concert Festival. Attending to matters of room use, rehearsal space, preparation of the concert program, housing, registration, schedule, student activities, general logistics, meals and staging are some of the many details that this position entails.

### Section 3

#### **Student Responsibilities**

- A) Students in the Concert Festival Chorus, Orchestra and Band are to be prepared in the music they are to perform. Students deemed unprepared may be remanded to their supervisors with instructions to learn the music before being returned to regular rehearsals.
- B) Each student must be accompanied by a chaperone while at the Concert Festival. The chaperone must be in attendance at the Concert Festival site for the duration of the event.
- C) The Festival “Dean” shall be in charge of all students’ general well-being and report any infractions of the rules to the Executive Board. The rules, regulations and guidelines are included here but covered in more detail in the student brochure handed out to each participant at the Concert Festival.
  - 1) Students are not allowed to drive. Transportation is provided by the chaperone, the host community or other adult.
  - 2) Students need to be in attendance and punctual at all rehearsals and concerts.
  - 3) All rules and regulations stipulated by the host school and the host community will be observed.



## Use of Alternates & Adult Performers

### OVERVIEW

With some students initially invited to participate in the New England Concert Festival ensembles declining that invitation by the acceptance deadline in January as well as additional students cancelling their acceptances between that deadline and the beginning of the festival rehearsals, a policy on how and when those students are replaced by either alternate selections or adult performers is needed for consistency and fairness.

### DETERMINING ALTERNATES

Alternates for such seats or positions in a New England ensemble would be:

- Students on the appropriate instrument or voice whose NEMFA repertoire performance ratings are next in numerical order below the cut-off point for that instrument / voice
- If there is a tie between the ratings of the next two (or more) alternates, the selection of alternates would need to include all at that rating
- School representation may be a factor in this process.
- Students who have already been invited to participate in the festival and have accepted that invitation will be considered as an alternate unless:
  - They are the only viable alternate for another seat or position AND
  - Their originally accepted seat or position can be filled by an qualified alternate without adversely affecting that ensemble AND
  - They agree to the change of ensemble placement

Schools may not substitute other students for those that do not accept their invitation on the Festival Acceptance Form nor for those that fail to meet their commitment to the Festival by not attending the actual event.

### USE OF ALTERNATES

Replacing students declining their invitation by the acceptance deadline:

- The specifics of the effect of each such declination is researched by the appropriate Solo & Ensemble Co-Coordinator and would include:
  - Seat or position of declining student(s)
  - Number of remaining accepting students for that seat or position
  - Number and ratings for possible alternates
- This information is shared with the appropriate ensemble manager in a timely manner and would include the recommendations of the S&E Technical Director.
- The ensemble manager decides which alternates to use and works with the S&E Technical Director to provide those alternates with their music
- The S&E Technical Director notifies the appropriate NEMFA member sponsor, providing them with the access needed to accept the alternate(s) including online access to the Student Contract, the Acceptance Listing and updated invoice

## **DEADLINE:**

- The acceptance of alternates should end as of February 1<sup>st</sup> so that any student accepting has adequate time to prepare the program for the March Concert Festival.
- Alternates who decline the invitation are replaced in the same manner as long as they decline prior to the February 1<sup>st</sup> deadline

## **REPLACEMENTS:**

- Not all seats or positions that were initially filled through invitations are replaced with alternates
  - Some voice parts have too many tied at the next rating and thus would unbalance the sections
  - Most voice parts and some instrumental sections invite more students than initially needed due to ties and now do not need to replace any declinations to remain balanced
  - Some instruments do not have any qualified students available as alternates either due to poor performance ratings or lack of participating students

## **CANCELLATIONS AFTER THE DEADLINE**

Students who cancel after the deadline including at the Concert Festival Registration are not replaced unless:

- Their seat is the only performer on that part (i.e.; winds in the orchestra) AND
- The ensemble's performance will be significantly affected by this part not being performed

Replacements for those cancellations may come from (in order of priority):

- A NEMFA member who can perform the bulk of the rehearsals and the concert
- A contracted adult performer who can perform the bulk of the rehearsals and the concert
- An available student who, based on either their skills and a recommendation from their music educator, can perform the bulk of the rehearsals and the concert

The selection of a student to fill this role is very challenging and should only be used when no other option is possible and the student is capable of the task at hand. Care should be taken when changing a student's ensemble or using a host school student in this role.

## **ADULT PERFORMERS TO REPLACE DECLINING STUDENTS**

Occasionally there is a need for an adult performer to be contracted for one or more of the festival ensembles:

- When there are not any qualified students on that instrument

- When the program only requires that instrument for a small (less than half) of the program
  - Unless two ensembles cannot share one qualified student performer (usually piano or harp)
  - Or the parts are in the percussion section where NEMFA members can be solicited to cover them for that portion of the program
- When a student cancels at the last minute

#### **ADULT PERFORMERS SHOULD BE:**

- Qualified and recommended by a NEMFA member sponsor
- Compensated appropriately for their time, travel, meals & lodging
- NOT be a recent NEMFA participating student (last two years)
- Able to participate in a fair portion of the rehearsals and in the concert. Only doing the dress rehearsal and the concert should be limited to harp & piano parts

#### **CONTRACTING ADULT PERFORMERS**

When an adult performer is needed, known either after the selection meeting or between the acceptance deadline and festival registration, the appropriate ensemble manager should work with host school music educators and the Executive Secretary / Treasurer to find and contract this musician. The ensemble manager is then responsible for providing them with their music, the rehearsal / concert schedule, and other details. The Executive Secretary / Treasurer would handle the payment.

#### Section 4 **Finances**

Concert Festival: The cost of 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. All Concert Festival registration fees shall be paid by the second Monday in January or according to any previously published deadline. Late return of applications and payment of fees shall accrue a penalty fee and will be accepted for a period of up to ten days after which time the students involved are replaced.

Solo and Ensemble Festival: An adjudication fee 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. If a student performs in more than one event, an additional fee equal to that of the initial fee shall be paid for each event after the initial one.

On-Site Registration for the Solo and Ensemble Festival is possible if:

- 1) The supervisor has already made an initial application
- 2) Two students/ensembles may be registered if the fee is paid at the time of the registration.
- 3) The student/ensemble will be allowed to perform only if there is a cancellation and the student can accommodate that time. A fee of \$50 per performance is due and payable at that time.

## Section 5

### **Sponsoring Host**

- A) The Sponsoring Committees of the host community for the Concert Festival shall be responsible for each of the following items and appropriate expenses.
- B) A rehearsal hall for Chorus, Band and Orchestra, and a performance hall for the concert(s).
- C) Ample stage equipment and facilities, suitable pianos where needed.
- D) Registration facilities, a hall for the orientation meeting that will accommodate everyone, facilities for the Director's Forum, Executive Board Meeting and the Membership Association meeting. Hotel arrangements are also managed by the host.
- E) All accepted students attending the Concert Festival will be housed in private homes provided by the host community. If any special arrangements are made, the Housing Committee and the Executive Board must be informed and all other rules must be followed.
- F) Police presence when needed.
- G) Nurse must be in attendance at all rehearsals and concerts.
- H) Liability insurance must be taken care of by the host, including the concert hall if it is not part of the school facility.
- I) A schedule of events for the entire festival, given to all participants in the event.
- J) A final financial statement which will be presented to the Executive Secretary-Treasurer at the conclusion of the event.
- K) The host community shall not advertise or assume any financial obligation in the name of the Association. The host shall submit advertising in the name of the local sponsoring committee.
- L) The invitation for the Festival must be issued by the Superintendent of Schools of the host community.
- M) The Association shall be responsible for the following financial matters:
  - 1) Expenses for travel, lodging and meals for the Executive Board, Dean, Conductors and Accompanists at the Concert Festival.

Section 6  
**Solo and Ensemble Festival**

- A) The Solo and Ensemble Festival site invitations must be from the Superintendent of Schools or the proper school administrator. 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
  - 3) Music stands as required
  - 4) Sufficient space and chairs for an audience in each performance room.
  - 5) Facilities for clerical assistance.
- B) The Solo & Ensemble Festival Adjudicator Manager will secure all adjudicators who shall be specialists in the field they are required to adjudicate, and every attempt will be made to have the same adjudicator 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 7  
**Awards**

- A) The Executive Board shall select a member (s) to receive a Distinguished Service Award when appropriate.
- B) Two Scholarship Awards of \$500 shall be given each year to deserving students 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 of participation in the Concert Festival
  - 2) The highest score in the Solo and Ensemble Festival

Section 8  
**Officers Sharing Duties**

- A) In any Association office where duties are shared equally (Co-Coordination, Co-Managers, etc.), both officers shall be eligible for All Executive Board privileges, and each officer will receive one vote.
- B) If the shared office involves a stipend, that stipend shall be divided between those sharing the office.

Section 9  
**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.

Section 10  
**Electronic Voting**

- A) When it becomes necessary to vote on issues that appear outside of the normal meeting times, electronic voting by the Executive Board will be allowed.
- B) A motion will be made by an Executive Board member, followed by a second and then a period of discussion not to exceed one week.
- C) At the end of that time period a vote will be taken.
- D) The voting period will be five days and reported ONLY to the President, at which time the President will announce the results.

# NEMFA Solo and Ensemble Festival

## FAQ & Policies, Rules and Regulations

### Revision: October 2015

#### **PURPOSES AND FUNCTIONS:**

The Solo and Ensemble Festival is an annual event that provides instrumental and vocal music performance adjudications for high school musicians in New England. These performance adjudications serve two purposes: (1) To offer a true performance situation with a professional, subjective adjudication, and (2) To be evaluated using a set of criteria so that the adjudication ratings can be used, if desired, as criteria for invitation and acceptance into the Concert Festival Orchestra, Band, or Chorus.

The Solo and Ensemble Festival consists of two similar events scheduled on two Saturdays in December, one at a northern site and the other at a southern site, the location being selected on a basis of availability and suitability of facilities and equipment.

#### **QUALIFICATIONS:**

The Solo and Ensemble Festival is available for all high school musicians properly registered in New England schools in grades 9 -12, and whose sponsors are members in good standing of the Association. This includes schools without music departments, students from state registered home schools where their parents serve as their sponsors and high school students who are sponsored by their private teachers or regional ensemble leadership. Membership in a school-based performance ensemble is not required, but highly encouraged.

Eighth Grade students may also participate in the Solo and Ensemble Festival, performing pieces from the appropriate NEMFA repertoire or otherwise for evaluation and feedback. They will not be considered for invitation to the Concert Festival, regardless of their rating level.

#### **APPLICATION:**

Application can be made by a current NEMFA member sponsor to the Solo and Ensemble Festival Coordinator, accompanied by the required fees, and by the announced deadline in the fall. Currently applications are only accepted online through the provided registration website.

#### **SELECTION OF MUSIC:**

Performances may be of any music selected by the student for any musical instrument, voice or ensemble as long as the performance is less than 10 minutes in length.

Only performances of music selected from the current adjudication repertoire published by NEMFA will be considered for invitation and acceptance to the Concert Festival. Students performing music other than from current NEMFA listing shall not be eligible for invitation nor acceptance to the Concert Festival regardless of how high their adjudication rating was nor how limited the number of eligible students there are for that instrument or voice part.

In addition to a full range of instrumental and vocal solos, the NEMFA repertoire also includes the following vocal ensembles: SSA, SSAA, SAB, SATB, SSATB, and TTBB. No other ensembles, whether vocal or instrumental will be considered for invitation and acceptance to the Concert Festival.

In 2014, the Violin solo repertoire was reworked to create a separate listing for pieces that are more challenging and thus deserve additional consideration by the adjudicator. Performances of these Virtuoso pieces may receive additional points from the adjudicator. This effort was extended to the Viola, Cello and String Bass repertoires in 2015.

Students may not perform the same piece eligibility for Concert Festival consideration more than once during their four years of eligibility.

**PERFORMANCE ADJUDICATIONS:**

Music must be performed as it appears in the published parts with the noted instruments/voices. No teacher or student transcriptions may be used even to allow a substitute instrument or voice. The published listed on the repertoire is a suggested one only and other publications may be used. However, should the difficulty of the piece be reduced by this other publication, that lack of challenging material will be taken into consideration by the adjudicator in assigning the student's rating.

Each performance shall be of less than ten minutes duration, and consist of a complete, uninterrupted performance of selected music. If the repertoire does not specify any movements or sections, then the entire piece is to be performed.

Conducting an ensemble is not allowed.

All students are expected to observe the current Solo & Ensemble Dress Code. A deduction in their adjudication rating will result should the adjudicator determine that they are not meeting that code.

Experienced and well-regarded adjudicators will be contracted to hear the adjudication performances and in the interest of fairness and consistency, every effort will be made to utilize the same adjudicators at the two adjudication sites. The adjudicator's scores and comments for their registered students will be made available to each sponsor as soon as possible after the second Solo and Ensemble Festival.

Invitation and acceptance into one of the Concert Festival ensembles will be determined by the appropriate ensemble manager and members of the NEMFA Executive Board based upon adjudication ratings from the Solo and Ensemble Festival for performances of music from the current NEMFA repertoire. The higher ratings will be seated before lower ratings and any ties that might affect seating will be broken by the other criteria currently in effect such as grade in school and NEMFA experience.

Adjudication performances at the Solo and Ensemble Festival receive ratings using the current adjudication form for their voice, instrument or ensemble.

**CADENZAS:**

Students should not perform the cadenzas that are included in their performance pieces unless specifically directed to do so on the appropriate repertoire listing.

**ACCOMPANIMENT:**

Piano accompaniment for music so published is optional, but highly recommended. Pianos will be provided in all adjudication rooms where accompanied performances are scheduled. NEMFA reserves the right to use adequate electronic keyboards when deemed advisable. Music designated as unaccompanied must be performed thus. Pre-recorded accompaniments may be utilized whenever live accompaniment is impossible or impractical, with the responsibility for supplying the recording and any needed playback equipment resting with the performer.

Because the scheduling of accompanists is the first priority in building the schedule, accurate and consistent entry of accompanists' full names is an important part of the application process. As well, given the timeframe of each performance and the schedule of each Solo & Ensemble Festival day, it is nearly impossible to schedule more than 20 students accompanied by the same person and impossible to then meeting any special requests for those students.

**AUDIENCES:**

Because it is a performance festival, it is acceptable for any interested person, including sponsors and other students, to attend adjudication performances as long as it is acceptable to the performer(s). Audience members must conduct themselves appropriately at all times. They shall not distract the performer(s) and/or the adjudicator.

**ORIGINAL MUSIC:**

NEMFA adheres to all current copyright laws, especially where it concerns the use of illegal copies of music. During the performance, all performers, including the accompanist, using music must perform from legally published, originals of their music. In the instance of an accompanist's bad page turn, it is permissible to use a facsimile of that



page. Performances from memory are allowed (and encouraged), but at least one original copy of the music must be available in the adjudication room, although it can be the accompanist's music as long as that document includes the soloist's part. The adjudicator must receive a copy of the piece as well and that should be an original, if possible. When an additional original is not available, a photocopy may be provided to the adjudicator, but it will be collected at the end of the performance and destroyed.

#### **GROUP PREFERENCES:**

**Student group preferences should be consistent.** Regardless of how many times or in how many ways, a student performs in the Solo & Ensemble Festival, their Group Preference should be the same in each application. No student who received a rating high enough to be accepted to the Concert Festival is ever refused that acceptance because of their Group Preference choice. Student preferences are used to help place as many students in the group of their choice as possible. However, the overall educational and musical success of the Performance Festival is the primary function of the selection process and therefore takes precedence over student choices. NEMFA is not obligated to honor any preferences.

**ERRORS IN THE APPLICATION: PRIOR TO THE DEADLINE:** Should you find that you made an error in your application data, return to the website, enter your NEMFA ID and edit your entries as needed. That data remains active until the deadline (usually late October).

**AFTER THE DEADLINE:** The applications will be closed after deadline. Should you find that you made an error in your application data after that date, please contact [Steffen Parker](#) immediately to see what rectification can be made.

#### **SCHEDULE, SCHEDULE REQUESTS & CHANGES:**

The schedule will be posted on the same site as the registration process, accessible by sponsors using their NEMFA ID as soon as possible (North site first).

A school travel time is a part of each sponsor's information and is used to schedule that school's applicants. Requests for scheduling time considerations need to be emailed (with all pertinent information) by the sponsor to [Steffen Parker](#). An effort will be made to accommodate all requests properly submitted. The more information available prior to scheduling (done the last week of October), the better the schedule is for everyone.

Schedule changes after the schedule is completed and posted are most difficult and should be limited to only students who would not be able to participate unless a change is made. There is no assurance that schedule change requests made after the schedule is completed will be honored.

**WEATHER:** Due the large number of people involved, the complexity of the preparation and operation, the tightness of the schedule and the time of year they occur, the **Solo and Ensemble Festivals** are very rarely postponed due to weather and then it is often due to the site being unavailable. If it's bad out, take your time, drive carefully and your students will be heard when they arrive, even if you have missed your scheduled timeslots.

#### **ERRORS IN ADJUDICATION RESULTS:**

The adjudication forms with the ratings and adjudicator's comments are posted online for sponsors to access with their NEMFA ID on the Wednesday immediately following the Southern Solo & Ensemble Festival's conclusion. Due to that major effort on your behalf, it is possible that an error slips through. Sponsors are requested to double-check all of their documentation for errors. If you find an error or have any concerns, call [Steffen Parker](#) (802.343.6282) IMMEDIATELY!

# Concert Festival

## Policies, Rules and Regulations

Revision: August 31, 2014

1. Possession of and/or use of alcoholic beverages, drugs (except those prescribed by a doctor), controlled substances, tobacco products, and firearms are absolutely forbidden. Students using prescribed medicines must notify their sponsors and the Deans.
2. Prompt attendance at all rehearsals and performances is mandatory except with the express permission of the appropriate NEMFA Officers.
3. Curfew times are to be strictly observed.
4. Courteous and cooperative behavior is expected at all times.
5. Students are not allowed to drive a motor vehicle to, from, or at the Concert Festival, and may not be a passenger in any vehicle except that of the host, their designated driver, an NEMFA member or their parent(s).
6. No student housing assignments shall be changed except with the express permission of the Deans.
7. Students must wear identification badges at all times during the Concert Festival.
8. The dress code for all three ensembles in performance will be:

MEN: Dark suit (black preferred), dark shoes, dark socks, four-in-hand tie, and collared white shirt. No sport shoes or sandals allowed. Black tuxedos with the above accessories) are also acceptable.

WOMEN: Black sleeved top (no bare midriffs, shoulders or low neckline) and a solid bottom (below the knees black skirt or black dress pants), black hose and dark shoes. No sport shoes or sandals allowed. Long (below the knees) gowns / dresses (with the above accessories) are also acceptable.

All concert dress will be in conservative good taste.

Infractions of the above rules and regulations may result in immediate dismissal from the Concert Festival. In case of such dismissal, school authorities and parents will be notified, and the student will return home at his/her own expense without refund of any fees.

# **NEMFA Choral, Band and Orchestra Lending Library**

## **New England Music Festival Library Policies** **Revised 12/15/2020**

The New England Music Festival Library has considerable holdings in Choral, Band and Orchestral literature. A listing of the titles and composers can be found on the New England Website, [nemfa.org](http://nemfa.org)

- 1) Anyone wishing to borrow music from the NEMFA Library must be a member of the New England Music Festival Association. Membership can be established on a yearly basis by sending a check in the amount of \$40.00 to the Secretary/Treasurer, William Sittard, at 23 West Clinton Avenue, P.O. Box 755, Oak Bluffs, MA 02557-0755
  
- 2) Music will be refused to anyone that may have unreturned music from a previous year or bills that remain delinquent.
  
- 3) Membership in any other state or regional organization does not grant you borrowing privileges with the New England Music Festival Association.
  
- 4) When you receive your music it will contain a “packing slip” that will list exactly what you have borrowed, including the composer/arranger and title of the composition(s). It will also include the replacement cost of the music. In the case of orchestral or other instrumental parts, a fee of \$10.00 will be charged for each part not returned. All communications should be sent to the Librarian, Frank Whitcomb, at 12 Stone Drive, Colchester, Vermont 05446.
  
- 5) All checks should be made payable to NEMFA and sent to Frank Whitcomb, 12 Stone Drive, Colchester, Vermont 05446.
  
- 6) All orders may be placed with the Librarian at [FACM@AOL.COM](mailto:FACM@AOL.COM).