



Policies & Procedures Handbook

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**VMEA Policies & Procedures
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VMEA Policies and Procedures

Revised September/November 2021

The following policies and procedures have been voted on by members of the Executive Board and Council of Review but have not been included as amendments to the VMEA Constitution and Bylaws because they involve policies and procedures that the Executive Board of VMEA may wish to alter from time to time. The VMEA Constitution & Bylaws as well as the VMEA Policies & Procedures of our organization shall be reviewed at least every four years.

SECTIONS

- The VMEA President appoints representatives from VMEA to those NAFME Councils that are deemed appropriate to the interest and needs of the VMEA membership. Requests and responsibilities for the Chairs of these committees come from the National Chair of the NAFME Councils. Chairs then keep the VMEA Executive Board informed as to the participation requested from VMEA. The VMEA Executive Board approves any participation and/or expenses involved with the NAFME Councils.
- VMEA provides an annual allotment from NAFME/VMEA membership dues to the five special interest sections (VBODA, VCDA, VEMEA, VAHME, VAMEA) for assistance with administrative and conference expenses.
- VMEA does not sanction any activity presented in the name of VMEA except those activities sponsored by VMEA official subdivisions.
- VMEA calendar dates are approved by the VMEA Executive Board and are made available to the Virginia High School League (VHSL). No dates may be changed without the approval of all school music teachers and principals involved. If a change in date is needed, the District Representative must send a request to the VMEA President. The District Representative reports to the VMEA President requesting permission for the date change. The VMEA calendar is traditionally prepared and voted on at the January Executive Board meeting.
- No person may represent VMEA on any Board or in any organization without prior approval of the President's Committee.
- Secretaries of the special interest sections are responsible for submitting minutes of Business Meetings to the appropriate Web site.

MEETINGS

- VMEA reimburses members of the Executive Board, Council of Review, and NAFME/VMEA Council Chairs for travel when required to attend scheduled or called meetings at a rate established by the VMEA Executive Board.
- VMEA requires that only members are eligible to attend Business Meetings of VMEA or special interest sections.

- VMEA reimburses designated members for travel when required to attend NAFME Divisional and National Conferences.

STRATEGIC PLAN

The Strategic Plan provides VMEA with a blueprint indicating direction and objectives to better serve the members of VMEA. The Strategic Plan is revised at appropriate intervals to keep the plan current at a work session. The Committee working on the Strategic Plan will be made up of Officers of VMEA, interest section Presidents, the State Executive, and others as invited by the VMEA President. Funding for this workshop will be included in the VMEA budget. The Strategic Plan will be published in the Spring issue of VMEA *NOTES* each year and on the VMEA website.

VMEA-SPONSORED ACTIVITIES

Professional Development Conference

VMEA sponsors an annual Professional Development Conference for members. The planning and organization of the Conference is administered by a Conference Planning Committee consisting of:

- Professional Development Coordinator, Conference Performance Coordinator, State Executive, President's Committee, Section Presidents, VMEA Council Chairs, VMEA Treasurer, Registration Chair, Exhibits Coordinator, Exhibits Manager, Logistics Coordinator(s), and chairs of the following all-state ensembles (Orff, Guitar, Jazz, and Honors Choir).
- Applications for Conference sessions, clinicians, and concerts are requested from the membership and submitted to members of the Conference Selection Committee via the website before the Conference Planning Meeting. The Conference Selection Committee meets in May and the Conference Planning Meeting is held in conjunction with the June Executive Board Meeting.
- It is the responsibility of the Professional Development Coordinator, Conference Performance Coordinator, State Executive, and VMEA Treasurer, along with select members of the Conference Planning Committee, to evaluate various host cities and make recommendations to the Executive Board as to locations that will most adequately meet the needs of the VMEA membership. Selection of the site location is made on the basis of availability, facility function space, accommodations, and cost.
- Clinicians may include individuals with national recognition in specific interest areas, VMEA members with expertise in a specific interest or topic, or any individual recommended by a VMEA member who has beneficial ideas, information or skills to share with the VMEA membership. Conference registration fees are required of all VMEA members who plan to attend clinic and conference sessions, including those who are presenting sessions.

- VMEA follows the practices of the NAFME policy of providing reasonable expenses for clinicians but does not provide a clinician's fee or expenses to VMEA members.
- Performance groups are selected from audition recordings submitted to the Conference Selection Committee preceding the Spring Conference Planning Meeting. Performance directors must be members of VMEA. Directors and their groups are responsible for their own expenses for travel, meals, etc.
- The Conference Selection Committee consists of representatives from VBODA, VCDA, and VEMEA and is chosen from recommendations given by the section presidents. The Conference Performance Coordinator manages the Conference Selection Committee.
- The music industry is an integral part of the In-Service Conference, demonstrating current instructional materials and equipment through exhibits. Their participation in Conference provides additional revenue, which assists VMEA in financing Conference. Applications are available on the VMEA website and space is available until sold out.
- Conference pre-registration is made available on the VMEA website for the NAFME active VMEA membership from August 1 – October 31. Hotel reservations open on the first Monday in February at 6 AM and are available until sold out.
- In addition to the scheduled in-service sessions, VMEA sponsors the VMEA Honors Choir, All VA Guitar Ensemble, All VA Jazz Bands, and All VA Orff Ensemble, and makes special award presentations at general sessions. At least one advocacy session is also sponsored by VMEA.
- Registration fees for Conference participation are determined by estimated budgets submitted by the VMEA Treasurer and reviewed by the Conference Planning Committee.
- VMEA members may bring their spouses as participants to the Conference. Spouses pay a reduced registration fee and are welcome to attend all sessions except Section Business Meetings. Only VMEA members are eligible to attend the Section Business Meetings. If the spouse is also a VMEA member they will pay the normal active member fee to attend the conference

Leadership Symposium

The VMEA Leadership Symposium serves as a development program for future leaders of VMEA.

- The VMEA President-Elect is responsible for the coordination and management of Leadership Symposium.
- VBODA, VCDA, and VEMEA Presidents recommend two participants from their section along with the Collegiate Officers.
- VMEA also sponsors two participants chosen to increase the equity and diversity of future VMEA Leadership.

- Participants meet on Thursday morning at the conference for a three-hour session.
- VMEA arranges for guest speakers to address the Leadership Symposium and speak about music education. These guest speakers are usually at the conference in the role of a clinician, speaker, or guest conductor.
- VMEA pays for the Wednesday night lodging and each appropriate section pays the conference registration fee.
- Selected participants attend for two years.

EVENTS FOR STUDENTS

General

- An optional payment of an honorarium to the host and/or chair of a district or regional event up to the amount of \$500.00. If more than one person serves as Event Host/Chair, the honorarium is to be divided commensurate upon duties. Should more than one person be involved as a host and/or chair, this amount may be divided according to the duties required. Each section at the district level will make these decisions. For state-level events, the amount shall be \$500.00 in all cases. The income to cover this honorarium is to be raised by budgeting for it through participation and/or entry fees.
- VMEA requires all schools to participate in VMEA-sponsored activities within their assigned District. Requests for change are submitted to the Section President involved and approved by the VMEA President's Committee and both Districts involved with the change.
- VMEA requires evidence of NAFME/VMEA membership for any VMEA sponsored activities. The Host/Chair for each event collects a non-member participation fee. All public and private schools may participate in VMEA sponsored activities providing the music teacher involved is a NAFME/VMEA member or submits the non-member participation fee.

Financial Responsibilities for Rescheduled District Assessments

The following guidelines provide clarification as to financial responsibilities for rescheduled district assessments.

- Assessment participation fees are generally determined by the number of participating groups, based on the cost of judges, administrative cost, sight-reading music, custodial services, etc.
- Contracts for judges must be honored, unless a negotiated settlement occurs with the Judge, such as: no fee or a reduced fee, expenses only, etc.
- While it is recognized that some schools will be able to participate in a rescheduled event, the budget for the event requires that all original performance group fees be used in the operation of the rescheduled event whether the school is able to participate or not.
- Some expenses for the event remain constant whether the event is rescheduled or canceled. There will be some expenses for an event that

- was canceled. These expenses are to be taken and accounted for from the fees originally paid.
- All VMEA student participation fees are to be returned to schools only when an entire event is canceled (amount of student fee is specified in current Event Manual).
 - If a surplus exists after expenses have been paid, the surplus will be pro-rated and returned to the schools that paid fees and were unable to participate
 - Deficits will be dealt with as provided in the instructions of the Event Manual provided to each Event Chair via the web site.

VMEA Participation Policy

- “Enrollment” is defined as: participation in a performing organization on a regular basis, including rehearsals and performances as approved by the director and school administrator.
- “Genre” is defined to mean: choral directors may only recommend choral students for choral activities; instrumental directors may only recommend instrumental students for instrumental activities.
- “Special interest section” is defined as: Virginia Choral Director’s Association (VCDA) and Virginia Band and Orchestra Director’s Association (VBODA), etc.
- “Procedural policies” are found in either the VCDA Handbook or the VBODA Handbook, and may be obtained from the Presidents of those sections.
- All VMEA activities are sponsored and administered by the membership of VMEA and not by individual school districts.

VMEA Home School Policy Statement

All District, Regional, and All-Virginia Events – Only those students who participate in a home school band, orchestra, choral program, or guitar on a regular basis are eligible to audition for these events.

Students that attend home schools may participate in VMEA (VBODA, VCDA, VEMEA, and Guitar) events using the following guidelines for eligibility.

1. **Solo and Ensemble** – All students may participate in this event.
Home school students who do not participate in a home school ensemble may participate in Solo & Ensemble Event if their respective home school principal registers them through a VMEA-member director from a participating school. This would be contingent on approval of the school district and agreement of the director.
2. **District Assessment** – Home schools with a band, orchestra, or choral program may participate in district assessments after they are vetted and on the approved home school list. All students must be home schooled students and regular performing members of that organization.

3. **All District, Regional, and All-Virginia Events** – Only those students who participate in a home school band, orchestra, or choral program on a regular basis are eligible to audition for these events.

The home school ensemble must be on the approved vetted list. All other VMEA (VBODA/VCDA/VMEA/Guitar) requirements for eligibility and participation apply for each stated event.

VMEA Dual Enrollment

High School/Community College Policy Statement

High School students enrolled in a dual enrollment community college performing ensemble, which is approved by the student's school division and meets the VMEA definition of a performing ensemble, may participate in VMEA events under the following conditions.

1. The teacher of record at the community college must be a VMEA member and shall be the sponsor and chaperone the student.
2. The community college, dual enrollment teacher of record, shall participate with all the rights, privileges, and responsibilities of membership.
3. Public school teachers may not serve as sponsors for students who are not enrolled in their performance classes.

Qualified high school students that attend public school and are registered in a performance ensemble dual enrollment class, may participate in VMEA events using the following guidelines for eligibility:

1. **Solo and Ensemble** - All students may participate in this event. High school students in a dual enrollment community college performing ensemble, may participate. The community college's music program provost and the director of the participating community college performing ensemble must register students.
2. **District Assessment** - Community colleges with a separate dual enrollment band, orchestra, or choral program, with **only** high school students enrolled, may participate in district assessments. Community college ensembles with mixed personnel of high school and college students in the same ensemble are not eligible for participation. Students must be high school students enrolled in a dual enrollment performance ensemble and be regular performing members of that organization. The director must be a member of VMEA/NAfME or pay the non-member fee. The community college's music program provost and the director of the participating community college band, orchestra, or choral program must register students.
3. **All District, Regional and All-Virginia Events** – High School students enrolled in a dual enrollment community college performing ensemble, approved by the student's school division and meeting the VMEA definition of a performing ensemble, may participate in these VMEA

events. The community college's music program provost and the director of the performing ensemble at the participating community college must register students.

All VMEA/VBODA/VCDA requirements for eligibility and participation apply for each stated event.

High School Dual Enrollment

High school students enrolled in a performing ensemble course conducted exclusively for high school students, but specially scheduled to receive college credit, are eligible to participate in VMEA events. The course must be taught by the high school director of record and must meet all requirements for eligibility and participation for any VMEA/VBODA/VCDA event.

Vandalism

Participating schools are responsible for the conduct of their students during any VMEA-sponsored activity. Each school will be held responsible for payment of any damages done by its participating students to host school properties.

The Event Host/Chair will submit a report of any damages to the principal of the host school and to the principal of the school responsible for the damages. A request for financial reimbursement should accompany the report sent to the principal of the school responsible for payment.

Music directors should inform their students concerning the purpose of the activity, the desirable outcomes of their participation in such activities, and their responsibilities toward the facilities and equipment of the host school. Each director must have adequate adult supervision of students while they are at the host school.

The VMEA Executive Board may review cases where evidence indicates that there are repeated incidents of damage by students of any particular school. It may notify the school principal and the music director and/or recommend that the organization be placed on probation for a specified length of time.

In the event that any vandalism should occur during a VMEA-sponsored activity and the responsible school within a District cannot be determined, the District will assume the responsibility for said damages. If in the event the District is unable to ascertain which school(s) is/are responsible for damages, each participating school of the event will be responsible for payment of equal shares of the damages. If a District or school does not comply with the above VMEA regulation, the District and/or school will not be permitted to participate in future VMEA-sponsored activities until the obligation of responsibility has been assumed.

VMEA District Assessments

Purpose and Administration

The purpose and objectives of District Assessments sponsored by VMEA are to:

- provide incentive for the development of musical understanding, skills, and taste through performances which are aimed at exhibiting each group at its most mature level of performance.
- provide students and teachers the opportunity to hear performances by other school groups.
- stimulate and recognize constant growth.
- provide students and teachers a structure for receiving constructive feedback by qualified adjudicators.

The Choral and Instrumental Sections (VCDA, VBODA) of VMEA administer District Assessments. These sections establish the rules and regulations for these events, as authorized in the VMEA Constitution, Article V, Section 10.

In most Districts, the Choral and Instrumental Assessments are held on separate dates and usually at different schools. Dates for District Assessments are set by the Executive Board of VMEA and are entered upon the calendar of the Virginia High School League.

Eligibility

A student participating in a VMEA sponsored activity must be enrolled in a music performance organization, of the genre, as recognized by the school division and be recommended by the director of that organization. In addition, the sponsoring VMEA special interest section's procedural policies related to the event must be followed. The intent of this policy is to foster and support student participation in musical experiences.

All participating music directors must be members of NAFME/VMEA or pay the non-member participation fee for each event under VMEA sponsorship. The fee is accepted in lieu of the membership requirement. The non-member participation fee shall be collected by the Event Host or Chair of the event and sent to the VMEA Treasurer for deposit in the appropriate account of VMEA.

Responsibilities

Each District Representative is responsible for arranging a suitable site for the District Assessment and designating the Assessment Chair.

The District Representative will act as coordinator and advisor in establishing all phases of District Assessment. A complete file must be preserved from year to year and must be made available to the Assessment Chair. This file should contain information pertaining to:

- Rules and regulations governing the participation of schools and individual entries
- Adjudicator forms
- Listing of recommended adjudicators
- Methods of arranging program of events

- Providing lunches to adjudicators and other staff
- Arranging warm-up rooms and other facilities
- Financial information including adjudicator fees, entrance fees to meet expenses.

Solo and Ensemble Assessment

Districts are encouraged to administer a Solo and Ensemble Assessment.

The Choral and Instrumental Sections (VCDA, VBODA) of VMEA the rules and regulations for these events, as authorized in the VMEA Constitution, Article V, Section 10.

VMEA Honors Choir

Purpose: To select and honor the best senior vocal musicians in Virginia; to provide the students with rehearsal and performance opportunities at the highest level of achievement.

The first Honors Choir performed at the 1979 Virginia Music Educators Association (VMEA) conference in Richmond. This event is solely sponsored by VMEA, not the Virginia Choral Directors Association (VCDA), and is governed by the VMEA Executive Board. Only NAFME/VMEA members and their students are eligible for participation. Non-member participation fees are not accepted for this event.

The VMEA Honors Choir will consist of no more than 132 senior vocal musicians who are enrolled in Virginia school choral programs. The concert performance provides outstanding choral students with an opportunity to perform with a nationally recognized conductor, chosen by the Honors Choir Chair with input of the Honors Choir Committee. The rehearsals and performance are held in connection with the annual VMEA Professional Development Conference. The families of the Honors Choir are encouraged to attend the performance.

Regulations and Procedures

The following principles, procedures, and management were discussed and agreed upon by the VMEA President's Committee and the appointed VCDA Committee on January 4, 1986 in Richmond.

Principles

- The Honors Choir will consist of no more than 132 of the most outstanding senior vocal musicians in Virginia.
- An Honors Choir Chair will be appointed by the VMEA President to serve a minimum of one year to administer organization of the event.
 - The Honors Choir Chair will appoint appropriate committees for housing, meals, chaperones, and will appoint an Audition Chair.
 - The Honors Choir Chair will be responsible for all financial reports

- for the event to VMEA.
- The Honors Choir Chair is also responsible for choosing a guest clinician, accompanists, and instrumentalists, as needed.
- The Audition Chair will select an Audition Committee that will assist in the selection of judges, audition selection, sight-singing exercises, auditions schedule, and tabulations of scores.
- The Honors Choir Chair and Audition Chair will determine fees per student necessary to cover expenses of the respective events.
- There will be a single audition date for the Honors Choir.
- The Honors Choir will rehearse for two days during the VMEA Professional Development Conference and perform for the VMEA membership during a General Session.
- The Honors Choir event, including auditions, will be self-supporting through participation fees.
- The Honors Choir Committee will be: (1) the Audition Chair, (2) the Honors Choir Chair, and (3) the immediate-past Audition Chair.

Eligibility for auditions

Any 12th grade student enrolled in their school choral program is eligible to audition with the recommendation of their director.

Auditions

- Auditions will be held in early October at a centrally located Virginia site.
- The prepared piece and the criteria for sight-singing for the audition will be determined by the Honors Choir Committee
 - The Auditions Chair will commission the sight-singing examples.
 - The prepared piece, previous sight-singing examples, and sample score sheets will be posted on the VMEA website for teacher reference.
- Auditions will begin at approximately 8:30 AM. Directors will have the opportunity during the online registration process to request specific audition times, either by individual or for the school.
- Information concerning audition fees and schedule, a map for location of the auditions, sample score sheets, and any other pertinent information will be disseminated by District Representatives.
- The deadline for audition registration will be set by the Honors Choir Committee, such that the Audition Chair has requisite time to set the audition schedule and communicate registration and audition information with directors.
- Registration forms must be signed by the school principal verifying that each participating student is a registered senior in the school choral program and is auditioning for the first time for Honors Choir.
- Registrations that do not meet the posted deadlines will not be accepted. Only in the event of emergency may directors utilize the grace period policy by contacting the Audition Chair and following the proper steps as set forth by the registration communication information. These steps

- include: 1) communicating with the Audition Chair 2) completing the necessary paperwork 3) submitting the late fees per student 4) submitting a letter documenting the date, school, reason for the late registration, number of students being registered, and signed by the choral director and school principal on school letterhead.
- Once the online registration deadline passes, no changes are to be made, including voice classification, on the paper registration.
 - No senior who repeats the 12th grade will be granted a second opportunity to audition for Honors Choir.
 - Transportation arrangements to and from the audition location will be the responsibility of the choral director. The auditioning student's director must accompany the student(s) or a designated chaperone approved by the school principal. Choral directors or designated chaperones will register students at the audition location; students may not register themselves.
 - Appearance and stage presence are included as part of the final score. Students should be dressed in appropriate professional business/interview attire. Further details will be communicated in the audition registration/information.

Audition Management

- The Auditions Chair will select an Audition Committee and provide instructions for tabulation procedures during and at the conclusion of the auditions.
- The Auditions Chair will select qualified judges and, with the location liaison, adult accompanists for each audition area.
- The Auditions Chair, with the location liaison, will arrange for dependable proctors for each audition area who will assist students during the audition process.
- The number of audition rooms will be determined by the number of students registered online. Each audition room will have two judges and one accompanist.
 - All students in the same voice category (S1, S2, A1, A2...) must be heard by the same two judges with the same accompaniment tempo and procedures using the same audition selection and sight-singing exercises. No portion of the audition selection or sight-singing exercise may be changed or omitted after the first student audition has been held.
 - There will be two sight-singing exercises in each audition room, which will be alternated between during the auditions.
- Prior to the start of auditions, the Auditions Chair and the Honors Choir Chair will meet with the judges and accompanists to establish tempos, audition procedures, etc.
- The Auditions Chair will provide for an adequate lunch break for judges and accompanists as well as other short breaks as needed.
- The accompanist will be responsible for supervision of proper procedures in the audition room.

- Only judges, accompanists, the Auditions Chair, the Honors Choir Chair, or members of the Audition Committee are permitted in the audition rooms.
- Only students auditioning are permitted in the audition area.
- Students will sing the sight-singing exercise a cappella on any syllable of their choice. Students may elect to sight-sing either before or after the prepared piece.

Judges/Accompanists

- The Auditions Chair will hire qualified judges for the Honors Choir Auditions.
- The Auditions Chair, with the assistance of the location liaison, will hire qualified, adult accompanists.
- Judges may not judge students they have taught privately.
- Judges will not include current (or retired within the last three years) Virginia high school choral directors.
- Judges and accompanists will receive an appropriate fee, reimbursement for travel, and hotel accommodations for those traveling more than two hours.
- Judges may be encouraged to write comments, which will provide help and encouragement to students. The audition will be a helpful, positive experience for all participating students.

Audition Results

- Scores will not be provided on the day of auditions.
- The Honors Choir Chair and the Auditions Chair will determine the cut-off score in the selection of the Honors choir, based on a pre-determined number from each voice classification. In the event the cut-off score is duplicated with two or more students, the tie will be broken using the combined sight-singing score, followed by the tone quality, and so on, moving down the scoring rubric.
- Auditions will be published in the order of final scores in PDF format.
- Student score sheets will be mailed to the directors within two weeks of the audition date.
- The Auditions Chair will maintain a file on the audition process and will submit it to the Honors Choir Chair within a week and a half of the audition date.
- The Auditions Chair will submit a financial report to the VMEA Treasurer and the Honors Choir Chair according to the guidelines in the VMEA event manual.

VMEA All-Virginia Guitar

Purpose: The All-Virginia Guitar Ensemble (AVGE), which takes place in conjunction with the VMEA Guitar Council, provides pupils of outstanding talent and musical skill an opportunity to perform together in a high-level guitar ensemble directed by an outstanding guest conductor.

Eligibility for auditions

Participation in All-Virginia Guitar Ensemble is open to students of qualified directors of public, private, parochial or home school ensembles. Students who are enrolled in the school and are regular members in good standing of a qualified director's ensemble at the time of the event are eligible for participation.

In order to audition for and participate in the All-Virginia Guitar Ensemble, students of qualified directors must be:

- Enrolled as an incoming 9 - 12 grade student.
- Regular participants in the guitar program. If there is no guitar program at the student's school, the student must be a regular participant in another music class at their school.

Auditions

Eligible students for participation in the All-Virginia event are selected by competitive audition. Guidelines for the establishment of audition dates, location and supervision are coordinated with the Event Chair. The Audition Chair, in conjunction with the Guitar Council Chair, is responsible for the organization, preparation and management of the All-Virginia Guitar Ensemble Auditions. They will also be responsible for implementing and updating the body of documents and policies that constitute the operational procedures and guidelines for the All-Virginia Guitar Ensemble audition.

Audition Management

In collaboration with the host facility staff, the Audition Chair will complete the following logistical tasks:

- Arrange for all needed spaces and logistics for the audition process including director registration, student registration and audition sites.
- Facilitate all logistics related to student information, records, and eligibility.
- Create, prepare, and provide all materials and information for registration and tabulation.
- Communicate with participating directors with timely and pertinent information regarding available lodging and dining options for directors, parents, and students.
- Arrange for the timely return of all evaluation forms to participating schools and directors for distribution to participating students.

The Audition Chair will also complete the following communication tasks:

- Communicate with audition site hosts regarding event policies and expectations.
- Communicate with membership concerning the procurement and assignment of adjudicators, tabulators, administrative assistants, and all other tasks associated with the auditions.
- Inform participating schools and directors of event dates, locations and deadlines.
- Inform participating directors regarding equipment and technologies needed, scheduling and event flow.

The Audition Chair, in conjunction with the audition site host(s), will complete the following organizational tasks:

- Approve a workable audition matrix
- Schedule and organize all adjudication personnel
- Schedule and organize supporting personnel and technologies to facilitate registration, tabulation, and the timely dissemination of audition results.
- Distribute participation information including audition sites, parking maps, arrival, and registration procedures.
- Resolve any student eligibility, participation, or behavioral issues.
- Complete and submit all required VMEA financial forms and fees and/or event reports.

The VMEA Treasurer is responsible for the collection, accounting, and depositing of all audition fees collected in the operation of the auditions. The VMEA Treasurer supervises and instructs the various staff serving as financial agents in the collection and accounting process.

Audition Guidelines

The Guitar Council, in cooperation with the membership, is responsible for creating, editing, updating, and disseminating current information and standards for auditions.

Virginia Guitar Ensemble (AVGE) Event

The Guitar Council Chair is responsible for overall supervision of the event, for the successful implementation of all event policies and procedures, and in cooperation with the directors of AVGE students, the resolution of any event anomalies. In cooperation with the directors of AVGE students, the Guitar Council Chair is responsible for the resolution of any student attendance, tardiness, or behavioral issues. The Guitar Council Chair is responsible for presiding at the All-Virginia Guitar Ensemble Event or for the delegation of such duties thereof.

All-Virginia Guitar Ensemble (AVGE) Event Chair

The Guitar Council Chair may be the Event Chair or Co-Chair of the All-Virginia Guitar Ensemble.

The All-Virginia Guitar Ensemble Event Chair is responsible for:

- Confirming participation of selected students.
- The creation, disbursement, collection and organization of all student and school forms.
- The supervision of student and school registration at the AVGE event.
- The provision of event shirts as desired.

In a timely fashion, the Event Chair will also:

- Communicate with the conductor regarding contracts and event policies and expectations.
- Inform participating schools and directors of event dates, location, and

deadline.

- Inform participating directors regarding scheduling, dates and deadlines for all required information and forms.

The All-Virginia Guitar Ensemble Chair is responsible for the following logistical tasks:

- Collaborate with the guest conductor regarding the selection and provision of music for the AVGE.
- In cooperation with the VMEA Professional Development Coordinator & Executive Director, arrange for adequate rehearsal space.
- Arrange for all needed spaces and logistics for equipment storage, student registration, meetings, and dining facilities.
- Facilitate all logistics related to student information, name tags, music folders, certificates, and miscellaneous needs.
- Facilitate event recordings and videos.
- Provide printed programs at the event.
- In cooperation with the VMEA Professional Development Coordinator & Executive Director, arrange for the on-site food and refreshment needs for participating students, directors, and conductor.
- Furnish participating directors with timely and pertinent information regarding available lodging and dining for overnight events.
- Create a successful and equitable rehearsal schedule.
- Distribute participation information including arrival and check-in procedures.
- Provide supporting personnel as needed for the successful management of the event.
- Provide performance technologies as required (amplification, dance floor, etc.).

The Event Chair is responsible for the following financial tasks:

- Prepare and execute an event budget, as facilitated by VMEA, to provide and account for all financial aspects of the event.
- Manage all income and disbursement through school-based accounts or VMEA, as necessary.
- Create registration fees that insure event solvency.
- Provide funding for conductor's honoraria and expenses.
- Provide funding for all administrative costs including facilities use, communications expenses, VMEA fees, and Event Chair stipends.
- Complete and submit all required VMEA financial forms and fees and/or event reports.

VMEA Composition Festival

The VMEA Creativity & Innovation Council hosts a yearly composition festival to celebrate and share the musical creativity of our state's incredibly talented student musicians. The festival highlights student musical compositions of all types and

styles through performance and display at the VMEA Professional Development Conference.

K-12 and Collegiate Virginia students are invited to submit original compositions for evaluation by a panel of experts. Compositions submitted will receive a written evaluation providing feedback on their work. Many submissions will be selected for display and/or live or recorded performance at the VMEA Conference.

Ensemble Voicing/Instruction & Compositional Style

The Composition Festival welcomes *any and all examples of student compositional creativity* from creative kindergarten through collegiate student musicians, but by no means limited to improvisations, electronic creations, solos, chamber works for small groups of musicians, and large, complex scores featuring dozens of performers.

Compositions may be for any of the following and are not specifically limited to:

- Typical school instrumental or choral ensembles, large or small
- Jazz big bands and/or small combos
- Creative combinations of instruments and/or voices
- Flexible instrumentation
- Rock bands
- Electronic compositions (not necessarily playable by physical instruments)

Student composers who would like to have their works considered for potential live performance should use appropriate notation software (such as Sibelius, Finale, Noteflight, MuseScore, etc.) or hand-write their score and submit pdfs of their work along with any recording they may have of their works (see below). The Council for Creativity & Innovation may also pair student composers with musicians who will perform their works, either through live or recorded means. Student musicians are also encouraged to submit recordings (audio or video) of them performing their own works!

Students submitting non-performance works (from software packages such as GarageBand, FL Studio, etc.) may be selected for “display” or recorded “performances” at the Conference.

Rules & Regulations

Compositions:

- Submitted compositions will be evaluated based on compositional technique, musicality, and creativity.
- Submitted compositions may be for any combination of instruments or voices, or for pre-recorded electronic performance.
- Works should not exceed 8 minutes in duration; longer or multi-movement works may be shortened or have portions selected for potential performance.
- There is no cost to submit a composition for evaluation.

Eligible Applicants:

- Any student (K-12 & Collegiate) of a NAFME/VMEA-member music educator is eligible to submit compositions.
- Applicants may submit multiple compositions.
- Submissions are not guaranteed for performance or display at the VMEA Professional Development Conference.

VMEA Conference Performance:

- If a composition is selected for performance, The Council for Creativity & Innovation will assist in recruiting performers, but performances cannot be guaranteed.
- Students whose works are selected will be expected to attend the conference, either virtually or in-person, and will have the conference registration fee waived.
- Travel, housing, and other expenses for students who attend the conference are the responsibility of the student composer or sponsoring school.

APPLICATION PROCEDURE

Student compositions will be submitted via Google Form with the following:

- Student name, grade, and school
- Name of NAFME/VMEA-member sponsor (their music educator)
- Electronic recording/rendering of composition (.mp3 or .mid, preferred audio; videos also accepted)
 - Include the original file from the composing/music software utilized, if applicable.
 - Non-recorded and/or non-electronic compositions may be submitted via scans of original handwritten document, if necessary
- If possible, include a .pdf of exported musical score or scan of handwritten document, etc.; these may vary by type of submission.
- The deadline to submit a composition will typically be near the end of September/ beginning of October.

VMEA Grievance Committee

Each district or VMEA event shall form a grievance committee to consider and remedy VMEA members' grievances in regards to rules infractions of any VMEA event or any VMEA affiliated section events. A member who has an issue should seek all remedies before submitting their issue to a District Grievance Committee. Before a grievance can be heard, the member should review the rules of the district, their sponsoring section and VMEA to see if the grievance has merit. If a member feels there is a violation, they should seek remedy through the chairperson of the event first. If a satisfactory remedy cannot be reached between the member and the chair of the event, the member will follow the order of inquiry outlined in this policy.

Grievances (District Event)

The grievance committee will consist of the District Representative, the Instrumental or Choral Representative, and the Chair of the event. A meeting will be held to hear the grievance of the member. The meeting may be in person or virtually.

The District Representative (Choral or Instrumental) will serve as the Chair of the Grievance Committee.

The other district Instrumental or Choral Representative will be a member of the committee.

The Chair of the District Event (not the site host of the event) will be the third member of the grievance committee.

If the grievance is coming from a member who holds one of the positions above, the Chair of the Committee will appoint another VMEA member to complete the Committee.

Order of inquiry

1. Event Chair
2. Grievance Committee (GC)
 - Event Chair
 - District Representative (Instrumental)
 - District Representative (Choral)
 - The grievance committee will receive written communication from the complainant.
 - The GC will investigate the issue
 - The GC will conduct a meeting with the petitioning member The GC will render a decision in a timely manner
 - If the member wishes to pursue the matter further, they will take the matter to the Section President.
3. Section President (The Section President will gather the results of the investigation from the DGC before rendering a decision.)
4. VMEA President/State Executive

All members are to work through their elected representatives if they have a question or concern regarding a policy or procedure.

Grievances (Regional Event)

Before a grievance can be heard, the member should review the rules of the event, their sponsoring section and VMEA to see if the grievance has merit. All grievances are submitted to the event chairperson for consideration first.

If the issue cannot be resolved, the Event Chair shall form a grievance committee to consider and remedy the members' grievances in accordance to the rules of VMEA, and their affiliated sections and event manual. A member who has an issue should seek all remedies before submitting their issue to a section president.

Order of inquiry

1. Event Chair
2. Regional Grievance Committee
 - Event Chair (chair of the GC)
 - Event Audition Chair Winds
 - Event Audition Chair Strings
3. VBODA Orchestra Representative (Strings)
4. VBODA Section President
5. VMEA President/State Executive

Grievances (State event- All-Virginia, Honors Choir)

Before a grievance can be heard, the member should review the rules of the event, their sponsoring section and VMEA to see if the grievance has merit. All grievances are submitted to the Event Chair for consideration first.

If the issue cannot be resolved, the Event Chair shall form a grievance committee to consider and remedy the members' grievances in accordance with the rules of VMEA, and their affiliated sections, and event manual. The All-VA Grievance Committee will consist of the event Chair, the Event Audition Chair and the relevant Section President. In the event of a grievance involving the Honors Choir, the VMEA Vice President will replace the Section President and the Order of Inquiry will be adjusted appropriately. A member who has an issue should seek all remedies before submitting their issue to the chairperson.

Order of Inquiry

1. Event Chairperson
2. All-Virginia/ Honors Choir Grievance Committee
 - Event Chairperson (chair of the grievance committee)
 - Event Audition Chair
 - Vice President of VMEA
3. Section President (VBODA or VCDA – section from which the grievance originates)
4. VMEA President/State Executive

PROCEDURES FOR HOSTING NON-STUDENT EVENTS

Events may be held in the name of VMEA for teachers. Since the event is sponsored by VMEA, then NAFME/VMEA membership must be required. Should a non-member attend then they should pay the non-member fee which is required of all teachers who are not members but participate in VMEA events. The non-member fee is required for every event that a non-member participates.

As with all events sponsored by VMEA, an Event Financial Statement that provides proper documentation will be required to be filed with the VMEA Treasurer

The filing of the Event Financial form will provide VMEA with proper documentation for any audit review of VMEA accounts, particularly if there is an Internal Revenue Service audit or review.

Budget Development is important, and guidelines are available in the Event Manual. The monies provided by VMEA to districts for administrative operation and communications may be used solely for that purpose. These funds are not to be used to pay clinicians or to help defray clinician expenses.

VMEA Grants will have an additional set of criteria established by the Grant Committee and approved by the VMEA Budget and Finance Committee.

VMEA Grant Program for Elementary Section

In an effort to provide professional growth opportunities for elementary music educators and as an outgrowth of the Strategic Plan, VMEA has instituted a grant program for individual districts to present workshops for elementary music education. The grant is designed to encourage educators within a district to work together for the betterment of the student of that VMEA district. Three grants of up to \$500 may be awarded.

Eligibility

Full or part-time music teacher of elementary grades in Virginia and must be a member of VMEA. Members are encouraged to attend, and non-members are encouraged to join.

Eligible activities include, but are not limited to, the following:

- Artist residences
- Special projects
- Workshops
- Master Classes
- Festivals

Guidelines

- The grant is designed to provide support for a specific project and not intended to support components of an on-going program, e.g. chorus/ensemble uniforms, concert folders.
- The grant may be used to purchase music supplies or cover transportation costs if these are components of a specific project.
- Programs that demonstrate collaboration with other music professionals are highly encouraged.
- The grant cannot be used to compensate school or PTA/PTO personnel with the exception of custodial or building security personnel.

Selection Process

A committee of VEMEA members recommended by the VEMEA President to the VMEA President shall select VMEA/VEMEA Professional Development Grant recipients. The VMEA President will officially appoint the committee.

The VMEA/VEMEA Professional Development Grant will be awarded yearly.

Grant recipients shall file a VMEA Event Report with the VMEA Treasurer within 7 days of the conclusion of the activity. Grant recipients shall submit a summary report to the grant committee within 30 days of the conclusion of the project.

ELECTIONS

Procedures for elections shall be as follows:

- Spring – Nomination Committee meet during official interest section meetings to prepare slates of officers. The Nomination Committee is led by the VMEA President-Elect. See Article III, Sections 6 & 7 and Article IV, Section 1.
- The slate of officers to be prepared includes:
 - VMEA President & Secretary
 - VBODA President, Secretary, Orchestra Rep
 - VCDA President & Secretary
 - VEMEA President
 - VAMEA President & Secretary/Treasurer
 - VAMHE President
- August – The Chair of the Nominating Committee will gather all names of the Candidates for office and communicate timelines, deadlines, and guidelines.
- August – Nominees pictures and biographies are due to the VMEA Notes Editor/Business Manager in order to appear in the VMEA NOTES Fall issue. Nominees running for VMEA President shall also submit an equity statement. Voting to occur during November and shall end during the VMEA Professional Development Conference.
- October – Candidate information will appear listed alphabetically in VMEA NOTES fall issue.
- October/November- Membership will receive instructions on how to vote electronically via the email they have on file with NAFME. Members who have not voted electronically prior to conference will have the opportunity to vote at conference if technological support is required by VMEA staff. This information will be shared with the VMEA members via the website, social media, and email.
- November at conference- Electronic voting will commence at the beginning of November and must be completed by midnight on the Friday of conference.

Procedures at Conference:

- Prior to the Conference, the State Executive will download the current member list from NAFME database. This list will be used to check against all electronic votes. Any votes submitted by non-NAFME members will not be counted.
- First General Session: VMEA President with brief biographical summary introduces Nominees standing for election. Information categories for each

person will be the same. Posters, online solicitation via social media, speeches, or other political-style campaign activities will not be permitted. Guidelines stating appropriate and inappropriate activities will be sent communicated to each nominee in a letter that invites them to appear at the first general session.

- Voting site hours will be published in the Official Conference Program. Voting reminders and directions will be posted in a clearly identified space at registration.
- Voting will be in a clearly identified space, located to provide opportunity to complete ballots.
- As persons vote, their names are checked on the membership list. Names of new members are added.
- Voting will take place at the announced hours. Immediately after the end of the final voting period, the VMEA Secretary or designee, and the Election Committee will affirm the voting procedures.
- Final General Session: Persons newly elected are introduced.
- July 1 – New Officers assume duties
- The VMEA President resolves any issues that arise during the election process. Such issues are considered when the Executive Board evaluates the procedure for the next set of elections prior to re-approval.

District Representatives shall be elected to take office on the date prescribed in the Bylaw III, Section VII. District Representatives will be nominated, and elections will be held at a meeting held within each district. The outgoing representative will notify the VMEA Office of the results of the election by May 1.

From the three representatives of each District, the President's Committee shall assist the President in selecting one to serve as District Chair. In making such appointments, the President's Committee and/or the President shall endeavor to secure an equitable distribution for representation on the Executive Board.

AWARDS

VMEA has established Awards Programs that recognizes service, achievements, and contributions to music education for current active members, retired members, and for non-members who show their support for local music programs. There will be no limit to the number of awardees in any category.

Outstanding Music Educator

Criteria

- At least ten (10) years of continuous teaching in Virginia
- Must currently teach in Virginia
- Consistent VMEA member in good standing
- Evidenced of service to VMEA or interest sections
- Outstanding accomplishments as a teacher as evidenced by:
 - Student achievement
 - Professional recognition

- Program recognition
- Awards
- Sustained program growth
- Influence within and beyond district

Outstanding General Music Educator

Criteria

- At least ten (10) years of teaching in Virginia
- Outstanding accomplishments as a teacher as evidenced by such things as student achievement, program recognition, and testimony from students, parents, alumni, and administrators

Outstanding Administrator

Criteria

- Current or retired administrator from a Virginia School
- At least five (5) years service at the administrative level
- Documented evidence that the nominee has been a major factor toward the success of a music program that may include securing greater funding levels, increased personnel, advocacy, support of teacher development efforts, etc.

Lifetime Achievement

Criteria

- Minimum twenty (20) years of documented music service activity in Virginia
- May be active or retired music educator or music administrator
- Must have documented service to VMEA

Fifteen-Year Certificate

Criteria

- Must be an active, current member of VMEA
- At least fifteen (15) years of teaching in a public or private school
- Must have been a member of VMEA (or its equivalent in another state) for at least ten (10) of these years

Twenty-Five Year Pin

Criteria

- Must be active, current member of VMEA
- At least twenty-five (25) years of teaching in a public or private school
- Must have been a member of VMEA (or its equivalent in another state) for at least ten (10) of these years.

Retirement Plaque

Criteria

- Must have been an active VMEA member at the time of retirement
- Retirement in the past five years
- At least twenty-five (25) years of teaching in a public or private school
- Must have been a member of VMEA (or its equivalent in another state) for at least ten (10) of these years.

The Fifteen year, Twenty-Five year awards and the Retirement Award will be the responsibility of the VMEA Membership Chair. Information for these awards will be published on the VMEA website with the awards being presented at the annual In-Service Conference.

Outstanding Virginia Musician Award

The Outstanding Virginia Musician Award is given for exemplary contributions to music and continuing efforts to mentor and support young musicians. This award is given annually to a deserving candidate.

Criteria

- professional musician from the Commonwealth of Virginia
- a strong connection to a music program taught by a VMEA member
- nationally recognized for outstanding contribution to music of any genre
- willing to speak/perform as part of the VMEA Conference (teleconference acceptable)

Selection Process

- Nominations can come from any member
- The President-Elect will research to determine if the candidate meets the criteria
- The President-Elect submits qualified candidates to the Awards Committee (section presidents) who will choose
- Candidate's teacher(s) are notified and will be recognized with the award winner

Past President's Scholarship Program

The Past President's Scholarships may be presented annually by the Virginia Music Educators Association in commemoration of the contributions of its past presidents. Two cash awards of \$1,000 each (delivered as \$500 per semester) may be awarded. One award will be designated for band/orchestra majors and one award will be for vocal/general music majors. The recipient must be a graduating high school senior who will be attending a Virginia four-year college or university in the fall. The student must be entering this institution as a music education major. This cash award is renewable annually for three additional years, providing the student meets renewal standards, and will be sent directly to the college or university finance office by the Virginia Music Educators Association.

Blue Ribbon School Award

Purpose: Superior performance as evidenced by the district assessment rating from each of the top performing groups of each ensemble course taught at the school (band, choir, and orchestra).

Criteria: All schools must complete the Online Declaration Form that designates

the top-performing group of the genre. This must be one of the groups performing the highest grade of literature. The Online Form must be submitted via the VMEA website to the VMEA office by February 15th. Those received after this date will not be eligible for the award. The form will be deleted from the VMEA website at 12 O'clock midnight on the 15th of February. In order to be considered for the Blue Ribbon Award the top performing groups MUST perform two pieces from approved graded music lists (Band and Orchestra from the VBODA manual, Choir from the Virginia, New York, or Texas lists), not to include the warm-up selection. When performing music of two different grade levels the group will be classified at the lower grade level of music.

All groups must sight read or sight sing to be eligible for this award at the District performance Assessment. Bands and Orchestras must select Option 1 as listed in the VBODA Manual.

Multi-school combined ensembles are not eligible as an individual school's representative ensemble for this award.

The recognition will consist of a certificate and cover letter of congratulations mailed to the principal of the school. Eligible schools may obtain the Blue Ribbon Medal for individual students. Deadline is May 1st.

VMEA NOTES

The official publication of the Virginia Music Educators Association, VMEA NOTES, is published three times a year, Fall, Winter, and Spring. Each issue provides feature articles as well as interest section information. Announcements will include the Professional Development Conference, candidates for offices, and other pertinent information, which is of concern to the membership. Each issue is published on the VMEA web site only.

Each issue lists all officers, members of the Executive Board, Council of Review, Ex-Officio members, Committee Chairs, and associated organizations. Minutes of meetings of the Executive Board are printed and become a permanent record of all official action taken by this body.

The Editorial Board reviews the editorial and business affairs of VMEA NOTES. The Executive Board of VMEA appoints the Editor/Business Manager.

Each issue is presented for viewing on the VMEA website. The membership and current leadership of NAFME will be notified of the release of each issue through appropriate electronic means.

ADDITIONAL ITEMS

Dissertation/Research/Questionnaires

Research request may be sent to the VMEA State Executive. The State Executive will consult with the Higher Education (VAMHE) section and President's Committee as necessary. If the subject/research is to benefit the VMEA membership and music education in Virginia, then we will post this information on our website for members to link to. Only questionnaires/research emanating from NAFME or VMEA should be sent directly to members.

Presenters/Workshops/Free Resources/Solicitations

Solicitations and requests to send information to the membership for a company or other non-profit organization are to be reviewed by the President's Committee and the VMEA Notes Editor/Business Manager. Any company or non-profit wishing to gain access to the membership should take out an advertisement in Notes. If the workshops or services are free to members, the President's Committee and VMEA Notes Editor/Business Manager will work with each section president to determine its suitability for dissemination and the appropriate route to inform the membership.

Collegiate Chapters

The college section (VAMHE) is encouraged to sponsor and advise a student chapter organization. An advisor for the collegiate section of VMEA is appointed by the Executive Board.

Tri-M Chapters

The Tri-M Music Honor Society is a program designed to encourage leadership and music advocacy within schools and their local communities. Middle and high school music educators are encouraged to start and maintain a Tri-M Chapter in their school.