



Policies & Procedures Handbook

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Virginia Music Educators Policies and Procedure Handbook

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

- Special interest sections of VMEA include VBODA, VCDA, VEMEA, VGDA, VAMEA, VAMHE, and COVMEA.
- 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 allotment as approved in the VMEA annual budget to special interest sections for assistance with administrative and/or event expenses.
- VMEA does not sanction any activity presented in the name of VMEA except those activities sponsored by VMEA official special interest sections.
- 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 section leadership, according to section guidelines. 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

- The VMEA Executive Board meets triannually in September, January, and June.
- The VMEA Council of Review meets annually in September.
- 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 Executive Director, 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 on the VMEA website.

VMEA BOARD NORMS

The Executive Board of the Virginia Music Educators Association (VMEA) establishes the following norms to guide its conduct, promote effective governance, and advance the mission of the organization. These norms serve as a framework for board members to work collaboratively, make informed decisions, and uphold the highest standards of integrity and accountability.

- **Respect and Professionalism:** Board members shall treat each other, staff, volunteers, members, and stakeholders with respect, courtesy, and professionalism at all times, fostering an environment of trust and collaboration.
- **Attendance and Participation:** Board members are expected to attend all board meetings and actively participate in discussions, decision-making, and committee work. If unable to attend a meeting, members should notify the board chair or executive director in advance.
- **Preparation:** Board members shall come to meetings prepared by reviewing materials in advance, asking questions, and contributing constructively to discussions. Preparation enhances the effectiveness of board meetings and decision-making processes.
- **Confidentiality:** Board members shall maintain the confidentiality of sensitive information discussed during board meetings and in board-related communications, respecting the privacy of individuals and the organization's interests.
- **Conflict of Interest:** Board members shall disclose any actual or potential conflicts of interest in a timely manner and refrain from participating in discussions or decisions where they have a personal or financial interest that may influence their judgment.
- **Governance and Oversight:** Board members shall fulfill their fiduciary duties by providing strategic direction, overseeing the organization's finances and operations, and ensuring compliance with legal and ethical standards.
- **Transparency and Communication:** Board members shall promote transparency by communicating openly with stakeholders, sharing relevant information, and seeking input from members and the community on key decisions and initiatives.
- **Continuous Improvement:** Board members shall commit to ongoing learning and development to enhance their effectiveness as leaders and stewards of the organization, staying informed about trends, best practices, and emerging issues in the field of music education.
- **Diversity, Equity, and Inclusion:** Board members shall promote diversity, equity, and inclusion within the organization and the broader music education community,

striving to create a welcoming and inclusive environment for all individuals regardless of background or identity.

- **Evaluation and Accountability:** Board members shall participate in regular self-assessments and evaluations of the board's performance, as well as hold themselves and their fellow board members accountable for upholding these norms and fulfilling their responsibilities.

The Executive Board of VMEA is committed to adhering to these norms to ensure effective governance, foster a culture of integrity and accountability, and advance the organization's mission of promoting excellence in music education across Virginia.

EVENTS FOR STUDENTS

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), Virginia Band and Orchestra Director's Association (VBODA), Virginia Guitar Director's Association (VGDA), etc. as defined in the above section.
- "Procedural policies" are found in section policy handbooks, and may be obtained from the Presidents of those sections.

General Information

- 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 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.
- VMEA shall not be held liable for any failure or delay in the performance of its obligations under this agreement due to events beyond its reasonable control, including but not limited to acts of God, natural disasters, severe weather, fire, flood, epidemic, pandemic, war, terrorism, government restrictions or regulations, labor disputes, utility failures, or other emergencies or unforeseen circumstances. In such events, VMEA, in collaboration with section leadership, reserves the right to cancel, postpone, or modify scheduled activities, events, or obligations without penalty. Efforts will be made to notify affected parties as promptly as possible and to reschedule or make reasonable accommodations where feasible. If a VMEA section believes that such an event may necessitate the cancellation, postponement, or modification of a scheduled activity or event, it is best practice to consult with VMEA leadership prior to making or announcing any changes.
- All VMEA activities are sponsored and administered by the membership of VMEA and not by individual school districts.

Financial Responsibilities for VMEA Events

All VMEA events are to follow the financial procedures outlined in the [VMEA Event Manual](#).

VMEA Homeschool Policy Statement

The Virginia Music Educators Association (VMEA) exists to support public, private, and homeschool music educators across the Commonwealth and, by extension, provides opportunities for students enrolled in those educators' programs. Under current VMEA policy, homeschooled students are eligible to participate in designated VMEA events provided they are enrolled in a **VMEA-approved Homeschool Music Program**.

Special Note Regarding VMEA Eligibility: *K–12 students who participate in community-based youth orchestras, bands, choirs, or guitar ensembles may not use this type of participation to gain eligibility for VMEA-sponsored events.* Eligibility standards for VMEA events are applied consistently across all VMEA divisions, including VBODA, VCDA, VEMEA, and VGDA, and are designed to ensure instructional accountability, equitable oversight, and consistent preparation standards for all participating students.

VMEA recognizes that local school division policies regarding full time and/or part-time enrollment vary, VMEA does not control district-level enrollment decisions. The Association's responsibility is to define clear, statewide eligibility criteria for participation in its programs. That said, VMEA leadership continues to review homeschool eligibility guidelines to ensure they align with the Association's mission of supporting access, fairness, and excellence in music education.

Eligibility guidelines for a homeschool music program, along with details regarding homeschool participation in VMEA-sponsored events, including those organized by VBODA, VCDA, VEMEA, and VGDA—are outlined below.

Homeschool Music Program Registration Form

- To participate in VMEA sponsored Full Ensemble Assessment Events and Audition / Honor Ensemble events, homeschool students must enroll in and actively participate in a **VMEA Approved Homeschool Music Program**.
- Homeschool music programs must complete the **VMEA Homeschool Music Program Registration Form**, available on the VMEA website, **no later than September 1 each year**.
- **A VMEA Approved Homeschool Music Programs must serve more than one family.** A single family homeschool entity will not be considered for approval.
- The **VMEA President** will create a committee to review applications and provide final recommendations to the VMEA President's Committee.
- The registration form for homeschool music program eligibility gives applicants the opportunity to present their program and describe its unique aspects. The following topics are suggested to give the most comprehensive description of your homeschool program:
 - Program structure, organization, frequency/length of class meetings and school calendar

- Number of families served by your organization (must be more than one)
- Enrollment procedures, auditions, and admission policies
- Curriculum and course offerings
- Instructional staff and qualifications
- Ensembles and performance opportunities

Homeschool Student Participation in VMEA Assessment Events

- **Solo & Ensemble Assessment Events:**
Students enrolled in an **approved homeschool music program** are eligible to participate in **Solo & Ensemble Events** as scheduled by the appropriate **VMEA Interest Section**. These events are typically held at the district level. Directors must follow all procedures outlined in the respective Interest Section handbook.
- Homeschooled students who are **not** enrolled in an approved homeschool program may participate in Solo & Ensemble events **if** their homeschool principal registers them through a **VMEA-member director** from a participating school, with the approval of both the school district and the director.
- **Band, Choir, Guitar, and Orchestra Assessment Events:**
VMEA approved homeschool programs with a concert **band, choir, guitar, or orchestra ensemble** may participate in district concert assessment events. All participating students must be **homeschooled** and **regular performing members** of the registered homeschool organization. Directors must follow all procedures outlined in the respective Interest Section handbook.

Homeschool Music Program Participation in VMEA District, Regional, and State Auditions

Homeschool music students who actively participate in an **approved homeschool band, orchestra, choral, or guitar program** are eligible to audition for VMEA sponsored **District, Region, and States** events.

Please note the following expectations for **Homeschool Directors and Students**:

- **Student Participation:** Approved homeschool music program students must adhere to all audition procedures, rules, and guidelines established by the respective VMEA Interest Section.
- **District/Region Assignment:** A homeschool student enrolled in an approved VMEA homeschool program must participate in the audition process within the district or region in which the homeschool program is geographically located.
- **Event Compliance:** Homeschool students who earn positions in these honor ensembles are required to comply with all procedures, rules, and guidelines established by the respective VMEA event host.
- **Director Membership and Fees:** Approved homeschool music program directors must be active members of VMEA, and the program must pay the Interest Section

Program Fee (if there is one), as well as any student participation fees as determined by the respective VMEA Interest Section.

- **Director Responsibilities:** Homeschool program directors must follow and adhere to all expectations for supervision and other requirements as determined by the respective VMEA Interest Section.

Homeschool Music Program Approval and Renewal

- Approval of homeschool music programs is granted on an annual basis. Programs must submit updated registration materials each year to maintain eligibility for participation in VMEA-sponsored events. Any substantial changes in staffing, curriculum, or ensemble structure must be reported to the VMEA President's Committee at the time they occur.
- Failure to maintain compliance with VMEA guidelines or to meet annual renewal requirements may result in suspension of program eligibility until all conditions are satisfied.

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. The course must be taught by the high school director of record and must meet all requirements for eligibility and participation for any VMEA event.

- The teacher of record at the community college must be a VMEA member and shall be the sponsor and chaperone the student.
- The community college, dual enrollment teacher of record, shall participate with all the rights, privileges, and responsibilities of membership.
- 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:

- **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.
- **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/NAME 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.

- **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 Interest Section requirements for eligibility and participation apply for each stated 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, VGDA) 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

VMEA Districts are encouraged to administer a Solo and Ensemble Assessment.

All rules and regulations of the VMEA Special Interest Sections apply 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 or Co-Chairs will be appointed by the VMEA President to serve a minimum of one year to administer organization of the event.
 - The Honors Choir Chair(s) will appoint appropriate committees for housing, meals, chaperones, and will appoint an Audition Chair or Co-Chairs.
 - The Honors Choir Chair(s) will be responsible for all financial reports for the event to VMEA.
 - The Honors Choir Chair(s) are also responsible for choosing a guest clinician, accompanists, and instrumentalists, as needed.
 - The Audition Chair(s) 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(s) and Audition Chair(s) will determine fees per student necessary to cover expenses of the respective events.
- The audition will occur virtually through the OpusEvent website.
- 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(s), (2) the Honors Choir Chair(s), and (3) the immediate-past Audition Chair(s).

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 virtually in early October.
- The prepared piece and the criteria for sight-singing for the audition will be determined by the Honors Choir Committee.
 - The Auditions Chair(s) 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.
- Students will have one week to submit their audition videos on the OpusEvent website.
- Information concerning audition fees and schedule, 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(s) have requisite time to communicate registration and audition information with directors.
- 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(s) and following the proper steps as set forth by the registration communication information. These steps include: 1) communicating with the Audition Chair(s) 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. Failure to pay audition registration late fees before the start of the VMEA Senior Honors Choir event for that year will result in ineligibility for students from that school to audition for VMEA Senior Honors Choir the following year.
- 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.
- 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(s) 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
 - 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 which will be alternated between during the auditions.
- Prior to the start of auditions, the Auditions Chair(s) will meet with the judges to establish audition procedures-
- 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(s) will hire qualified judges for the Honors Choir Auditions.
- 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 will receive an appropriate fee, 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(s) and the Auditions Chair(s) will determine the cut-off score in the selection of the Honors choir, based on a predetermined 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 emailed to the directors at least three days after the audition committee has reviewed the final results.
- The Auditions Chair(s) will maintain a file on the audition process and will submit it to the Honors Choir Chair(s) within a week and a half of the release of the audition results.
- The Auditions Chair(s) will submit a financial report to the VMEA Treasurer and the Honors Choir Chair(s) according to the guidelines in the VMEA event manual.

VMEA All Virginia Orff Ensemble

VMEA hosts the All Virginia Orff Ensemble at the November conference. VMEA members are sent an application to participate at the beginning of each year. Teachers are encouraged to bring up to 6 students per school from their highest grade level (suggested 5th or 6th graders). Students are chosen by their teacher in whatever manner they choose and rehearse at their school until the November conference. The goal is to have an ensemble of between 30-40 students participate each year. Conductors are chosen by June, and we work to have a team of two conductors to handle both instrument rehearsals as well as movement and staging.

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. Many compositions 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)
 - o Include the original file from the composing/music software utilized, if applicable.
 - o 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 SPONSORED NON STUDENT ACTIVITIES

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 CFO.

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.

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, VMEA Executive Director, VMEA CFO, President's Committee, Section Presidents, VMEA Council Chairs, 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, Executive Director, and VMEA CFO, 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 Performance Selection Committee preceding the Spring Conference Planning Meeting. Performance directors must be active members of VMEA and must currently be in at least your third teaching year at a school to apply. Directors and their groups are responsible for their own expenses for travel, meals, etc.
- Middle school groups must wait 2 years in between performances to apply.
- High schools, colleges, and adult community groups must wait 3 full years in between performances.
- The Conference Performance Selection Committee consists of representatives from VBODA, VCDA, VGDA, and VEMEA when applications are presented from that section. The Conference Performance Coordinator manages the Conference Performance 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 CFO 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 the Leadership Symposium.
- The VMEA Leadership Symposium occurs in conjunction with the Professional Development Conference.
- The VMEA Leadership Symposium is designed to train current and prospective leaders in development for leadership opportunities in VMEA.

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 students 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 that benefits multiple schools.
- 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 VMEA members recommended by the VMEA President to the VMEA President shall select VMEA/VMEA Professional Development Grant recipients. The VMEA President will officially appoint the committee.

The VMEA/VMEA 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.

VMEA 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
 - VCDAs President & Secretary
 - VGDA President & Secretary
 - VEMEA President
 - VAMEA President & Secretary/Treasurer
 - VAMHE President
- September – The Chair of the Nominating Committee will gather all names of the Candidates for office and communicate timelines, deadlines, and guidelines.
- September – Nominees pictures and biographies are due to VMEA Executive Director. 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 on the VMEA Website.
- 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 Executive Director 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 communicated to each nominee that invites them to appear at the first general session.
- Voting reminders and directions will be posted in a clearly identified space at registration.
- Voting will be conducted online and will be available from November 1- 5pm on the Friday of VMEA Professional Development Conference.
- 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.

VMEA AWARDS

VMEA has established Awards Programs that recognize 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
- 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:** To recognize middle school and high school music programs where the top performing ensemble in band, choir, and orchestra achieves a Superior Rating as evidenced by the district assessment ratings.
- **Criteria:** 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. Choirs must sight read a maximum of 1 level below their graded repertoire.
- After all ensembles have completed their assessment performances, schools must complete the online application reporting assessment results. Only schools that meet the criteria outlined on the VMEA website should apply. Applications are available from March 1- April 1.
- 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.

ADDITIONAL ITEMS

Dissertation/Research/Questionnaires

- Research request may be sent to the VMEA Executive Director. The Executive Director 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. Any company or non-profit wishing to gain access to the membership should take out an advertisement in the VMEA Newsletter. If the workshops or services are free to members, the President's Committee 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.

VMEA HARASSMENT POLICY

The Virginia Music Educators Association (VMEA) is committed to providing a safe, respectful, and inclusive environment for all individuals involved in its activities and programs. The purpose of this Harassment Policy is to define prohibited behavior, outline reporting procedures, and establish consequences for violations of the policy.

Scope: This policy applies to all officers, employees, volunteers, contractors, and members of the VMEA, including but not limited to events, meetings, conferences, rehearsals, performances, and online interactions related to VMEA activities.

Prohibited Behavior: VMEA prohibits all forms of harassment, including but not limited to:

1. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature.
2. **Discriminatory Harassment:** Harassment based on race, color, religion, national origin, age, disability, gender identity or expression, sexual orientation, or any other protected characteristic.
3. **Bullying:** Repeated and/or aggressive behavior intended to intimidate, humiliate, or harm another individual.
4. **Retaliation:** Adverse actions taken against an individual for reporting harassment or participating in an investigation.

Reporting Procedure: Any individual who experiences or witnesses harassment in connection with VMEA activities is encouraged to report the incident promptly. Reports may be made to any of the following:

1. **Executive Director:** execdirector@vmea.com
2. **Chief Financial Officer:** cfo@vmea.com
3. **President:** president@vmea.com
4. **President Elect:** president-elect@vmea.com
5. **Vice President:** vicepresident@vmea.com
6. **Secretary:** secretary@vmea.com

Reports may be submitted in person, or via email. It is important to provide as much detail as possible when making a report, including dates, times, individuals involved, and any supporting evidence.

Confidentiality: All reports made under this Harassment Policy will be treated with the utmost confidentiality to the extent possible, consistent with legal requirements and the need to conduct a thorough investigation. However, confidentiality cannot be guaranteed in all circumstances, particularly if the information is necessary for legal or disciplinary proceedings.

Investigation and Resolution: Upon receipt of a report, VMEA will promptly investigate the matter in a fair and impartial manner. Investigations may involve interviews with relevant individuals, review of documents and other evidence, and consultation with legal counsel as necessary. The goal of the investigation is to determine the facts of the matter and take appropriate corrective action if warranted.

Consequences: Individuals who engage in harassment in violation of this policy will be subject to disciplinary action, up to and including termination of employment or membership, as determined by VMEA in its sole discretion. VMEA reserves the right to take appropriate action against any individual found to have made false or malicious allegations of harassment.

Conclusion: VMEA is committed to fostering a culture of respect, dignity, and inclusion for all individuals involved in its activities and programs. This Harassment Policy provides a mechanism for reporting and addressing harassment promptly and effectively. By upholding this policy, VMEA aims to create a safe and welcoming environment where everyone can participate and thrive.

VMEA WHISTLEBLOWER POLICY

Purpose: The Virginia Music Educators Association (VMEA) is committed to upholding the highest standards of integrity, ethics, and accountability in all aspects of its operations. The purpose of this Whistleblower Policy is to provide a mechanism for reporting concerns regarding unethical behavior, violations of laws or regulations, or other forms of misconduct within the organization, without fear of retaliation.

Scope: This policy applies to all officers, employees, volunteers, contractors, and members of the VMEA.

Reporting Mechanism: Any individual who becomes aware of or suspects unethical behavior, violations of laws or regulations, or other forms of misconduct within the VMEA is encouraged to report such concerns promptly and directly. Reports can be made to any of the following:

1. **Executive Director:** execdirector@vmea.com
2. **Chief Financial Officer:** cfo@vmea.com
3. **President:** president@vmea.com
4. **President Elect:** president-elect@vmea.com
5. **Vice President:** vicepresident@vmea.com
6. **Secretary:** secretary@vmea.com

Reports may be submitted in person, or via email. It is important to provide as much detail as possible when making a report, including dates, times, individuals involved, and any supporting evidence.

Confidentiality: All reports made under this Whistleblower Policy will be treated with the utmost confidentiality to the extent possible, consistent with legal requirements and the need to conduct a thorough investigation. However, confidentiality cannot be guaranteed in all circumstances, particularly if the information is necessary for legal or disciplinary proceedings.

Non-Retaliation: VMEA prohibits retaliation against any individual who makes a report in good faith under this Whistleblower Policy. Retaliation against a whistleblower is a serious violation of this policy and will result in disciplinary action, up to and including termination of employment or membership.

Investigation and Resolution: Upon receipt of a report, VMEA will promptly investigate the matter in a fair and impartial manner. Investigations may involve interviews with relevant individuals, review of documents and other evidence, and consultation with legal counsel as necessary. The goal of the investigation is to determine the facts of the matter and take appropriate corrective action if warranted.

Conclusion: VMEA is committed to maintaining a culture of integrity, transparency, and accountability. This Whistleblower Policy provides a mechanism for individuals to report concerns about misconduct without fear of retaliation. By promptly addressing such concerns, VMEA aims to uphold its reputation and fulfill its mission to serve the music education community in Virginia.

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/Executive Director

VMEA INDEMNIFICATION POLICY

Purpose: The Virginia Music Educators Association (VMEA) recognizes the importance of providing indemnification to its directors, officers, employees, volunteers, and agents to encourage their service and protect them from potential legal liabilities incurred while acting in good faith on behalf of the organization. This Indemnification Policy sets forth the terms and conditions under which indemnification may be provided.

Scope: This policy applies to all directors, officers, employees, volunteers, and agents of VMEA, including former individuals who served in such capacities, to the extent permitted by law.

Indemnification: VMEA shall indemnify and hold harmless any individual who was or is a party, or is threatened to be made a party, to any threatened, pending, or completed action, suit, or proceeding (whether civil, criminal, administrative, or investigative), by reason of the fact that he or she is or was serving as a director, officer, employee, volunteer, or agent of VMEA, or is or was serving at the request of VMEA as a director, officer, employee, partner, trustee, or agent of another organization, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by such individual in connection with such action, suit, or proceeding, if he or she acted in good faith and in a manner reasonably believed to be in, or not opposed to, the best interests of VMEA, and with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The determination of whether indemnification is appropriate shall be made in accordance with the procedures set forth in this policy.

Procedure for Indemnification:

1. **Request for Indemnification:** Any individual seeking indemnification under this policy shall submit a written request to the Board of Directors detailing the circumstances of the claim or action for which indemnification is sought.
2. **Review and Determination:** The Board of Directors shall promptly review the request for indemnification and may, in its discretion, seek the advice of legal counsel or other experts as necessary to evaluate the claim. The Board shall then determine whether indemnification is appropriate under the terms of this policy and applicable law.

3. **Advance of Expenses:** If a director, officer, employee, volunteer, or agent of VMEA incurs expenses (including attorneys' fees) in defending a proceeding prior to a determination of indemnification, VMEA may advance such expenses upon receipt of an undertaking by or on behalf of the individual to repay such amounts if it is ultimately determined that he or she is not entitled to indemnification.

Limitations on Indemnification: Indemnification under this policy shall not be provided:

- To the extent prohibited by law;
- In cases where the individual is found liable to VMEA;
- If it is determined that the individual acted in bad faith or engaged in willful misconduct;
- For any amounts paid in settlement without the prior written consent of VMEA.

Insurance: VMEA may, in its discretion, maintain insurance policies providing directors and officers liability coverage to supplement the indemnification provided under this policy.

Amendment and Review: This Indemnification Policy shall be reviewed biannually by the Executive Board to ensure its continued effectiveness and compliance with applicable laws and regulations. Amendments may be made as necessary to address emerging needs or changes in the legal or regulatory environment.

Conclusion: VMEA is committed to providing indemnification to its directors, officers, employees, volunteers, and agents to promote their service and protect them from legal liabilities incurred in the course of their duties. This policy sets forth the procedures and conditions under which indemnification may be provided, subject to applicable law and the discretion of the Executive Board.