

Table of Contents

I.	Forward	2
II.	Governing Constitution	3
III.	By-Laws	7
IV.	GVSMA Festival Information	10
V.	Solo Festival Guidelines and Procedures	14
VI.	All-County Ensemble Festival Procedures	17
VII.	GVSMA Scholarship Procedures	19
VIII.	County Music Library	22
IX.	Appendix - Forms	23

Forward

Welcome to GVSMA !

The Genesee Valley School Music Association is an organization comprised of all the music teachers in the Genesee Valley BOCES district and works in direct affiliation with the New York State School Music Association (NYSSMA).

This handbook has been created to provide our teachers with a reference source to include rules, regulations and procedures governing the Genesee Valley School Music Association. It also includes other information that may be helpful for teachers in our organization.

3.

II.

GENESEE VALLEY SCHOOL MUSIC ASSOCIATION CONSTITUTION AND BY-LAWS

ARTICLE I - NAME, PURPOSE, RELATIONSHIPS

Section I - Name

The name of this non-profit education organization shall be the Genesee Valley School Music Association, hereafter referred to as the GVSMA.

Section II - Purpose

The general purpose of this organization shall be to advance the cause of music education and in particular, public school music, through mutual helpfulness and promotion of appropriate projects and activities. More specifically, its purpose shall be:

- a. to stimulate interest in the study of music in the public schools of the Genesee Valley BOCES,
- b. to raise the standard of performance and musical taste,
- c. to secure wider recognition of educational values of music,
- d. to offer advanced students the opportunity for performance in select ensembles,
- e. to foster professional growth and fellowship among its members.

ARTICLE II - MEMBERSHIP

Section I - Active Members

Any person, presently engaged in music education within Genesee Valley BOCES shall be a member of the GVSMA. Active members are expected to attend regular meetings, participate in activities of the GVSMA and are expected to serve in such capacities as festival chairpersons, committee members, etc...

Section II - Inactive or Retired Members

All inactive or retired members of GVSMA are welcome to attend regular meetings and activities of the GVSMA.

4.

Section III - Voting Privileges

Only active members of the GVSMA shall have the privilege of voting on business concerning the GVSMA.

ARTICLE III - OFFICERS

Section I - Officers

The officers of the GVSMA shall consist of President, Vice-President, Secretary and Treasurer.

Section II - Executive Council

The Executive Council shall consist of those officers listed in Section I plus the immediate Past President.

Section III - Election of Officers

The election of officers shall be held at the final GVSMA meeting of the year.

Section IV - Terms of Office

The officers shall be elected by the membership present at the final meeting of the year and shall serve a term of one year.

ARTICLE IV - FESTIVAL CHAIRPERSONS

Section I - Chairpersons

Festival Chairpersons shall be established by the membership for all Solo Festivals and All-County Festivals.

Section II - Festivals

The GVSMA shall annually sponsor three (2) Solo Festivals and three (3) All-County Festivals in accordance with the GVSMA festival guidelines.

ARTICLE V - MEETINGS AND ACTIVITIES

Section I - Meetings

Business meetings shall be held at a place and time designated by the President. Members shall be notified of the time and location prior to the meeting.

Section II - Festivals

The GVSMA shall sponsor All-County Festivals at the Elementary, Junior High and Senior High levels.

The GVSMA shall sponsor Solo Festivals at the Elementary, Junior High and Senior High levels.

Section III - Scholarships

The GVSMA shall annually make available two (2) scholarships to students of GVSMA participating schools who will be entering college as music majors. The scholarships shall be awarded on the basis of auditions under the organization of the Scholarship Committee. **Please refer to the Table of Contents, Section VII (p. 13-14).**

Section IV - Other Activities

Other activities deemed appropriate to further promote the purpose of the GVSMA may be initiated by any active member. The inclusion of said activity shall be determined by the membership at a scheduled meeting of the GVSMA.

ARTICLE VI - FUNDS

Section I - Monies Received

Any monies received from a GVSMA member or member school will be forwarded to the treasurer immediately and promptly deposited and recorded.

6.

Section II- Disbursement of Funds

Funds shall be disbursed by the treasurer in accordance with the accepted practices of the GVSMA.

Section III - Reporting of Receipts and Disbursements

The treasurer shall prepare and present a financial statement at each meeting of the GVSMA, with said report to appear in the meeting minutes.

Section IV - Availability of Records

The treasurer's books shall be open to any active member of the GVSMA upon appropriate request.

ARTICLE VII - VOTING MAJORITY

Section I - Majority Vote

The voting majority shall be one half plus one of the members in attendance at any meeting.

ARTICLE VIII - RULES OF PROCEDURE

Section I - Governing Rules

The parliamentary principles set forth in "Robert's Rules of Order" shall govern in all cases not covered by this Constitution.

ARTICLE IX - AMENDMENTS

Section I - Amendments

The Constitution may be amended by a two-thirds vote of the active members present at a regularly scheduled business meeting, providing that proper notification of the membership has been made at least two weeks prior to the meeting.

7.

III.

BY - LAWS

ARTICLE I - DUTIES OF THE OFFICERS

Section I - President

The President shall preside at all meetings and shall be responsible for the general administration of the GVSMA. It shall be his/her responsibility to set the date, time and place of all regular meetings and meetings of the Executive Council. He/She shall maintain appropriate contact with NYSSMA officials, GVSMA officers and Festival Chairs.

Section II - Vice-President

The Vice-President shall act for the President in the event of the absence or inability of said officer. He/She shall fill the unexpired term of the President, should this become necessary. The Vice-President shall be the chair of the GVSMA scholarship night.

Section III - Secretary

The Secretary shall keep an accurate written record of all business transacted at meetings of the GVSMA and the Executive Council. The Secretary shall conduct the official correspondence of the GVSMA not falling within the specific province of the other officers or chairpersons. The Secretary shall be responsible for disbursing copies of the minutes of the GVSMA meetings to all the active members and maintaining a current county directory. The Secretary shall be responsible for the maintenance of the GVSMA Constitution, By-Laws and Festival Procedures. He/She shall re-distribute the above mentioned articles in a timely fashion upon revision. The Secretary will also keep on file a copy of all festival programs.

Section IV – Treasurer

The Treasurer shall be the custodian of all funds of the GVSMA. It shall be the Treasurer's responsibility to make all billings, collect all monies from activities sponsored by the GVSMA and to pay all bills outstanding against the GVSMA. He/She shall prepare and present a financial statement to the membership at all meetings of the GVSMA.

8.

Section V - Past President

The immediate Past President, along with the above officers, shall serve as a member of the Executive Council.

ARTICLE II - DUTIES OF CHAIRPERSONS

Section I - Organization Chairpersons

The Chairpersons for all Solo Festivals and All-County Festivals shall organize said festivals in accordance with the guidelines established in the GVSMA Festival Guidelines, including the securing of all adjudicators, accompanists, facilities, etc.

ARTICLE III - EXECUTIVE COUNCIL

Section I - Executive Council

The Executive Council, composed of the four officers and the immediate Past President, shall meet to discuss such issues deemed necessary by the President or any officer and at times when the gathering of all members of the GVSMA is not feasible or possible.

ARTICLE IV - REMOVAL OF OFFICERS

Section I - Removal of Officers

Should any officer be found lax in his/her assigned and agreed upon duties or found guilty of inappropriate professional conduct, he/she can and will be subject to removal from office by a two-thirds vote of the membership in attendance at a business meeting of the GVSMA provided the proper notification has been given the membership at least two weeks prior to the meeting. The aggrieved officer may, upon request, be granted an appeal to the membership prior to said vote by the membership.

Section II - Resignation of Officers

Should any officer wish to resign before his/her term is completed, a letter of resignation should be submitted to the Executive Council one (1) month prior to the cessation of duties.

ARTICLE V - FEES

Section I - School Participation Fees

A participation fee shall be required of all school districts enrolling students in any activity of the Genesee Valley School Music Association. Likewise, all schools must hold membership in the New York State School Music Association by paying any participation fees required by that organization. The amount of the participation fee shall be determined by the membership and shall be shared equally by all the school districts. All fees must be paid before any student from that school is eligible to participate in the GVSMA activities.

10.

IV.

GENESEE VALLEY SCHOOL MUSIC ASSOCIATION FESTIVAL INFORMATION

I. Purpose:

to provide uniformity of procedures for festivals held within the Genesee Valley School Music Association.

II. Festivals and Organizations to be presented by the GVSMA:

- | | | |
|----------------------|---|---------------|
| A. Solo Festival I: | Grade 7-12 Instrumental | January |
| B. Solo Festival II: | Grade 7-12 Vocal Solo/Quartet | January |
| C. All - County I: | Elementary Band/Chorus.
H.S. Jazz Ensemble | Jan./February |
| D. All - County II: | Junior Band, Senior Chorus | Feb./March |
| E. All - County III: | Senior Band, Junior Chorus | Feb./March |

III. Festival Dates and Locations:

1. Establish dates and locations of all GVSMA festivals.
 - A. To be done no later than the final GVSMA meeting of the previous school year.
 - B. President will send dates and locations to all Chief School Administrators.

IV. Participation

- A. To include students from GVSMA member schools.
- B. The school participation fee of \$300.00 must be paid for students to participate in GVSMA activities.

V. Festival Publicity

- A. Festival chairpeople are responsible for publicizing their own festival ie. contacting local newspapers, radio stations, cable operators etc..

VI. Festival Cancellation:

- A. The decision to cancel a festival will be made by the festival chairperson after consultation with the host school Superintendent. Upon cancellation, the festival chairperson will immediately inform the Executive Council and all participating schools.
- B. The GVSMA president will contact radio stations WHAM and WCJW which will carry the official festival cancellation notice.

**OFFICIAL GVSMA FESTIVAL CANCELLATION POLICY
STATEMENT**

Upon the event of a festival cancellation, the said festival will not be rescheduled due to the inability of professional personnel and students from participating schools to make a commitment to more than one festival weekend.

VII. Ensemble Selection Procedure To Be Used In The Event Of Solo Festival Cancellation:

- A. Past band or chorus member
- B. Most recent solo rating
- C. Grade in school
- D. Level of solo prepared
- E. Teacher recommendation

STANDARD EXPENDITURES FOR GVSMA FESTIVALS

I. Adjudicators

- A. Non-Certified - \$12.00 per hour
Regular Certified - \$15.00 per hour
All-State Certified - \$17.00 per hour
- B. Mileage at the established NYSSMA rate - \$.30 per mile.
- C. Meals at the established NYSSMA rate - \$5.00 per lunch
\$11.00 per dinner

II. Conductors

- A. Honorarium - all conductors \$200.00.
- B. Mileage at the established rate - \$.30 per mile.
- C. Meals at the established NYSSMA rate - \$5.00 per lunch
\$11.00 per dinner
- D. Lodging at the established NYSSMA rate - one night only.

III. Accompanists

- A. Adult accompanists for all festivals \$100.00.
- B. Student accompanists for all festivals \$50.00.

IV. Festival Site

- A. GVSMA will pay up to \$75.00 for refreshments.
- B. GVSMA will cover piano tuning up to whatever is needed.

STANDARD FEES FOR GVSMA FESTIVALS.

I. Solo Festival

A. Soloist - \$7.00

II. All - County Festival Fees

A. Junior and Senior High Band, Chorus, Orchestra and
Jazz Ensemble - \$7.00.

B. Elementary Band and Chorus members - \$7.00.

14.

V.

SOLO FESTIVAL GUIDELINES

1. **SEPTEMBER/OCTOBER**

- A. Hire adjudicators using NYSSMA listing. Secure certified adjudicators when possible.
- B. Send all adjudicators any necessary information (map, time schedule, etc.)
- C. Obtain adjudicators' home phone numbers in case of emergency and for future reference.

2. Festival Chairperson will serve as official GVSMA representative.

3. **OCTOBER/NOVEMBER**

- A. Send out application to directors at each participating school. Forms should include: student name, school, instrument, grade in school, solo level, audition or festival, and accompanist.
See Appendix A.
- B. Directors are responsible for noting GVSMA organizations for which each student is auditioning, if applicable.
- C. Establish deadline for submitting all forms to Festival Chairperson.
- D. The notation concerning the group(s) to which a student is auditioning shall be considered final.
- E. The names submitted by the director shall be considered binding.
- F. Each school shall be responsible for all fees of all students listed, whether they attend the festival or not.
- G. Under no circumstances will the substitution of a student be allowed, unless the participation fee for the student is paid at the festival.
- H. The director's name and school should be included on the festival payment check.

15.

4. Secure needed adjudication forms and sight-reading material from the GVSMA President.
 - A. Solo Levels I, II, III, and IV shall be judged on the GVSMA 28-point scale.
 - B. Solo Levels V and VI shall be judged on the GVSMA 100-point scale.

5. Schedules should include the following considerations:
 - A. Like instruments (all Alto Saxophones, all French Horns, etc...) should be scheduled in the same room as much as possible.
 - B. Solo Levels I,II,III and IV shall be scheduled for 10 minute intervals.
 - C. Solo Levels V and VI shall be scheduled for 15 minute intervals.
 - D. Avoid accompanist conflicts - contact director immediately if not possible.
 - E. Accompaniment tapes are permitted. Directors/Students will be responsible for providing own sound equipment and tape.
 - F. Adjudicators shall have a one hour lunch break.
 - G. Students should be scheduled in such a manner as to avoid being at the site all day.

6. DECEMBER/JANUARY

- A. Completed schedules should be sent to directors at least two weeks prior to festival.
 - B. Send any additional information needed including any school policies which should be followed.
 - C. Directors should contact Festival Chairperson immediately with any corrections.
-
7. Procedures for the day of the festival should include:
 - A. Work area for the Festival Chairperson.
 - B. Accessible area for the public recording of grades.
 - C. Ample number of students to serve as “room monitors” and “runners”.
 - D. Provide warm-up area for students and secure locations for coats, cases, etc..
 - E. Provide lounge for directors and bus drivers.
 - F. Provide each adjudicator with packet to include: solo sheets, sight reading material, voucher, meal information and proficiency sheet for All-County auditions. **(See Appendix A.)**

16.

8. Procedures to be followed after the festival:
 - A. Have all adjudicators return all completed proficiency lists, sight reading material and pay vouchers to GVSMA Festival Chairperson. GVSMA treasurer or designated official shall be present to pay adjudicators.
 - B. Collect proficiency sheets to compile proficiency list used to determine All-County organizations. (See Section IV of All-County Festival Procedures)
 - C. Send proficiency lists to all participating directors, to the appropriate All-County Festival Chairperson, and the GVSMA President to keep on file.

17.

VI.

ALL-COUNTY ENSEMBLE FESTIVAL PROCEDURES

1. SEPTEMBER/OCTOBER

- A. Hire Conductors
- B. Secure accompanist in consultation with directors of choruses.

2. NOVEMBER

- A. Select music in consultation with the director.
- B. Offer conductor suggestions as to difficulty level.
- C. Provide previous programs for conductor to aid in selection of music.
- D. At least two (2) selections will be from the GVSMA library, or from the library of another school/county association.
- E. Purchase music - one selection. Please consult treasurer as to procedure.
- F. All music must be original - no copies allowed.
- G. All instrumental ensembles will perform only three (3) selections for the concert

3. DECEMBER

Selection of **Elementary Band and Chorus** members will be done as follows:

- A. Send letter to all band directors 10 weeks prior to the festival. All names must be submitted and notification made to the schools by the eighth week before the festival.
- B. Then send letter to all chorus directors for selection. These must be received and directors notified of all accepted students by seven weeks prior to the festival.

4. JANUARY

I. Selection Process of Junior/Senior High Band Members:

- A. Select groups from proficiency lists provided by solo festival chairperson.
- B. Junior High Band shall consist of students in grade 7-9 having performed at minimum a NYSSMA level III solo, receiving the **minimum established mark of "Good" or "B-"**.
- C. Senior High Band shall consist of students in grades 10-12, having performed at minimum a NYSSMA level IV solo, receiving the **minimum established mark of "Good" or "B-"**.

18.

- D. Number of band participants shall be determined by number of students eligible, balanced instrumentation, physical size of performance area, and conductor's recommendations.
- II. Selection Process of Junior High Chorus Members:
- A. Number of chorus participants shall be determined by the number of students eligible, balanced voicing, physical size of performing area, and conductor's recommendations.
 - B. Junior High Chorus shall consist of students in grades 7-9 who shall be recommended by their director. Balanced SATB distribution should be a prime consideration when submitting names of students.
- III. Selection Process of Senior High Chorus Members:
- A. One or two excerpts (SATB) of a selection from the group to be presented the current year. The guest conductor of the group will choose the excerpt, which may be accompanied or *a cappella*.
 - B. There will be two judges (most likely NYSSMA certified) hired to hear each quartet audition. They will score **each** member of the quartet .
 - C. After the quartet audition ,each singer will report to another area for the sight singing audition.
 - D. All sheets will be returned to the festival chair who will copy each sheet and record each individual's score; sheets will then be returned to the directors.
 - E. One individual sight reading evaluation of NYSSMA Level 5 difficulty to be adjudicated by county personnel.
 - F. Each school is to set up their own quartets – SATB.
 - G. If you do not have all the voice parts auditioning, you, the director, must contact another school to “borrow” a singer to complete your quartet. (The same singer can be “borrowed” to complete any or all quartets).
 - H. **You must let the festival chairperson know this information for scheduling purposes.**
 - I. You may have tenors/basses who may be singing with more than one quartet. **They will be evaluated on their first performance with their home school.**
 - J. GVSMA will hire an accompanist, if needed, for quartet auditions.

19.

K. Considerations for “tie-breaking”:

1. Student’s grade level in school.
2. Representation of schools in the group.
3. Teacher recommendation – teacher must be present at the meeting.

L. Students may sing solos as well. This would be a separate registration application and a separate fee.

M. Any student auditioning for All-County Chorus **MUST AUDITION IN THE QUARTET FORMAT**, and have a sight singing audition.

IV. SELECTION PROCEDURE ADDENDUM

If appropriate instrumentation or voicing needs are not met through the audition process, the Festival Chairperson, with the approval of the GVSMA President, shall be allowed to fill the necessary positions in the following manner:

A. Additional students for ensemble participation may be selected from the original proficiency list, from the adjudicator’s ranking sheet, and through teacher recommendation, in that order.

IF THE ABOVE IS NOT POSSIBLE:

B. Students may be selected from the host school or a member school at the discretion of the Festival Chairperson.

V. MUSIC, CHAIR ASSIGNMENTS AND EQUIPMENT

A. Send assignments within one week of receiving the proficiency list from the appropriate Solo Festival Chairperson.

B. Secure all necessary equipment and have ready for each performing group. (i.e. ample risers, tuned piano, podium, percussion equipment, stands, etc.)

5. ADDITIONAL RESPONSIBILITIES

A. Send GVSMA Treasurer exact number of participants from each school for billing purposes.

1. Each school shall be responsible for the fees of all accepted students, whether the student performs or not.
2. All fees shall be billed and paid prior to the Festival.

20.

- B. Send all time schedules and final information to all schools.
 - 1. Friday rehearsals shall be from 1:00 P.M. to 5:00 P.M.
 - 2. Saturday rehearsal shall be within the time frame of 9:00 AM. to 12:00 P.M. for rehearsal; 12:00 P.M. to 1:15 P.M. for lunch and dress rehearsals; 1:15 P.M. to 2:00 P.M. for warm-up and dress.
 - 3. **Concert time shall be 1:30 P.M. Saturday**
 - 4. Concert attire.
 - 5. Any school policies that should be of concern to visitors.
 - 6. Necessary equipment and instruments to be brought to festival school.
- C. Print program including names of student participants, participating schools, directors, and a brief biography of the guest conductors.
- D. Provide warm-up and tuning areas, and arrange for assistance from directors.
- E. Arrange for custodial services and organize rehearsal and concert set-ups.
- F. Provide ushers for concerts, and have them ready before the audience arrives.
- G. Provide coat and equipment area for all students.
- H. Provide lounge area for directors
- I. Relay all messages or instructions to the students.
- J. Out of common courtesy, please inform Festival Chairperson of any student absences immediately.**
- K. Remind directors that no students will be excused from rehearsal for appointments etc.
- L. Secure services of host school administrator and or GVSMA officer to offer welcome to the audience at concerts.
- M. Have conductor paid on day of festival, upon completion of voucher.
- N. Return all music and send a copy of program to GVSMA Secretary.

21.

VII.

GVSMA SCHOLARSHIP PROCEDURES

See Vice-President regarding Scholarship Procedures.

22.

VIII.

GVSMA COUNTY MUSIC LIBRARY

The GVSMA County Music Library is stored at Livonia Central School. This music is available to the schools in the county.

23.

IX.

APPENDIX A - FORMS

24.

X.

TEACHER DIRECTORY