

**THE VIRGINIA CHORAL
DIRECTORS ASSOCIATION
UPDATED HANDBOOK
CONSTITUTION AND
BY-LAWS
PROCEDURES
FORMS**

UPDATED APRIL 2007

PREFACE

The first Virginia Choral Directors Association Handbook was printed in 1978 – 79. Under the chairmanship of Dorothy L. Carter, the Handbook was revised and distributed in 1980. The Handbook was prepared as a manual for the manual for the Virginia choral director participating in and responsible for organizing VMEA/VCDA-sponsored All-District Chorus and All-Virginia Chorus and the auditions thereof.

This sixth revision of the handbook includes changes to the rules as approved by VCDA vote and also contains the VCDA Constitution and By-Laws, District Choral Festival rules, as given in the handbook of the Virginia Music Educators Association (VMEA), and Honors Choir procedures. In Addition, the Choral Literature Manual is included. The Choral Literature Manual is also accessible online via the VMEA and VCDA websites. (www.vmea.com)

The VCDA Rules herein may be revised by the membership of the VCDA in the following manner:

- (1) Proposed revision must be submitted in writing to the President's Committee of VCDA and presented at a general business meeting of the membership and/or printed in VMEA NOTES before a vote can be taken. An announcement will be made at the time of the reading of the proposed revision stating date and place of the next general meeting at which time a vote will be taken.
- (2) In order to revise the VCDA Rules in this Handbook, the proposed revision must receive a two-thirds majority vote of those VCDA members present at the scheduled and announced business meeting.

The VCDA Rules in this Handbook have been approved by the VCDA membership and must be adhered to in the management of all VMEA/VCDA-sponsored events.

2006-08 OFFICERS OF VCDA

PRESIDENT:

Lois Castonguay
413 Auburn Avenue
Radford, VA 24141

PRESIDENT-ELECT:

Sherri A. Matthews
12431 Poplar Forest Drive
Richmond, VA 23238

VICE-PRESIDENT:

Michael L. Ehrlich
10088 Daniel's Run Way
Fairfax, VA 22030

SECRETARY:

Gretchen Davis
7401 Baldwin Ridge Road
Warrenton, VA 20187

TREASURER:

Elaine Stanford
P.O. Box 6412
Falls Church, VA 22040

PARLIAMENTARIAN:

Charlotte Smith
465 Chinquapin Trail
Christiansburg, VA 24073

PAST PRESIDENTS OF VCDA

1949 – 1952	Nell Fleshman	1978	Betty Davis (died 1978)
1952 – 53	Viola Painter	1978 – 80	Jeanne Meredith Busse
1953 – 56	Charles Lamphere	1980 – 82	Robin Mills
1956 – 58	Warren Sprouse	1982 – 84	Jim Hutton
1958 – 59	Claire Mcdermott	1984 – 86	Betty Tabor
1959 – 60	Alton Howell	1986 – 88	Kaye Green
1960 – 62	Marie Reynolds	1988 – 90	Robert Baxter
1962 – 64	Viola Painter	1990 – 92	Paul Thompson
1964 – 65	Pat Fitzgerald	1992 – 94	James Daugherty
1965 – 66	Eleanor Walden	1994 – 96	Charlotte Smith
1966 – 67	Ruth Pace	1996 – 98	Ronald Braswell
1968 – 70	Harriett Heath	1998 – 2000	Jay Hartzler
1970 – 72	Roger Zimmerman	2000 – 02	Melvin Goodwyn
1972 – 74	Sydney Swigett	2002 – 04	Don Krudop
1974 – 76	Beatrice Leist	2004 – 06	Michael L. Ehrlich
1976 – 78	Robert Stamback	2006 – 08	Lois Castonguay

VCDA SPONSORED EVENTS

November	(first/second weekend)	All-District Chorus Auditions
February	(second weekend)	All-District Chorus All-Virginia Chorus Auditions
March	(third weekend)	District Choral Festival
April	(last weekend)	All-Virginia Chorus

SCHOOL DISTRICTS BY VMEA DISTRICTS 2006

DISTRICT I

Charles City County
Hanover County
Henrico County
King and Queen County
King William County
New Kent County
Richmond City
University of Richmond
Virginia Commonwealth University
Virginia Union University
West Point City

DISTRICT II

Accomack County
Cape Charles County
Norfolk City
Norfolk State University
Northampton County
Old Dominion University
Regent University
Tidewater Community College
Virginia Beach City
Virginia Wesleyan College

DISTRICT III

Amelia County
Appomattox County
Brunswick County
Charlotte County
Chesterfield County
Colonial Heights County
Cumberland County
Dinwiddie County
Goochland County
Greenville County
Hopewell City
Longwood University
Lunenburg County
Mecklenburg County
Nottoway County
Petersburg City
Powhatan County
Prince Edward County
Prince George County
Virginia State University

DISTRICT IV

Chesapeake City
Isle of Wight County

Portsmouth City
Suffolk City

DISTRICT V

Augusta County
Bath County
Blue Ridge Community College
Bridgewater College
Buena Vista City
Eastern Mennonite College
Harrisonburg City
Highland County
James Madison University
Lexington City
Mary Baldwin University
Page County
Rockbridge County
Rockingham County
Staunton City
Washington and Lee University
Waynesboro City

DISTRICT VI

Alleghany College
Bedford County
Botetourt County
Campbell County
Covington City
Craig County
Danville City
Floyd County
Franklin County
Halifax County
Henry County
Hollins University
Liberty University
Lynchburg City
Lynchburg College
Martinsville City
Montgomery County
Patrick County
Pittsylvania County
Radford City
Radford University
Roanoke City
Roanoke College
Salem City
South Boston City
Virginia Tech

DISTRICT VII

Bland County

Bristol City
Buchanan County
Carroll County
Clinch Valley College
Dickenson County
Emory and Henry College
Fries City
Galax City
Giles County
Grayson County
Lee County
Mountain Empire Community College
Norton City
Pulaski County
Russell County
South West Virginia Community College
Scott County
Smyth County
Tazewell County
Virginia Highlands Community College
Virginia Intermont College
Washington County
Wise County
Wythe County

DISTRICT VIII

Christopher Newport University
College of William and Mary
Franklin County
Gloucester County
Hampton City
Hampton University
Mathews County
Newport News City
Poquoson City
Southampton County
Surry County
Sussex County
Thomas Nelson Community College
Williamsburg-James City
York County

DISTRICT IX

Fauquier County
Manassas City
Manassas Park City
Mary Washington University
Prince William County

DISTRICT X

Alexandria City
Fairfax County

Falls Church City

DISTRICT XI

Fairfax County
George Mason University
NOVA Community College

DISTRICT XII

Arlington County
Fairfax County

DISTRICT XIII

Albermarle County
Amherst County
Buckingham County
Charlottesville City
Culpeper County
Fluvanna County
Greene County
Louisa County
Madison County
Nelson County
Orange County
University of Virginia
Piedmont Community College

DISTRICT XIV

Clarke County
Frederick County
Rappahannock County
Shenandoah County
Shenandoah University
Warren County
Winchester City

DISTRICT XV

Caroline County
Essex County
Fredericksburg City
King George County
Lancaster County
Middlesex County
Northumberland County
Quantico City
Richmond County
Spotsylvania County
Stafford County
Westmoreland County

DISTRICT XVI

Loudoun County

CONSTITUTION OF THE VIRGINIA CHORAL DIRECTORS ASSOCIATION

The Choral Section of the Virginia Music Educators Association

ARTICLE I. NAME, PURPOSE, AFFILIATION

- Section 1. The name of the organization shall be The Virginia Choral Directors Association, The Choral Section, Virginia Music Educators Association.
- Section 2. Purpose
Its purpose shall be mutual helpfulness and the promotion and advancement of music education through the instrumentality of schools and other educational institutions.
- Section 3. Affiliation
As the Vocal Section of the Virginia Music Educators Association, the membership shall enjoy and benefit from those affiliations and professional relationships accorded other members of the parent organization.

ARTICLE II. MEMBERSHIP

- Section 1. Active Membership
Any person who is eligible for membership by virtue of his or her vocation avocation or who, because of special interest in choral music (grades 6 – 12) desires to associate himself or herself with the group, may become an active member of this Association upon payment of the prescribed dues through VMEA/MENC.
- Section 2. Associate Membership
Any person, firm, or institution desiring to contribute to the support of the educational activities of this Association may become an associate member upon payment of the prescribed dues to VMEA. Associate membership entitles an individual to the rights and privileges of active membership, save that of holding office.
- Section 3. Retired Membership
Retired membership shall be open to any individual who has been an active member of the Association for five or more consecutive years immediately preceding his or her retirement from the teaching profession. Retired members shall have all privileges of active membership as stipulated in Section 1, excepting the rights of voting and holding office. Retired membership in VMEA does not require dues and shall be awarded automatically by the President upon receipt of a written statement submitted by the member retiring.

ARTICLE III. OFFICERS AND GOVERNMENT

- Section 1. Officers
The officers of the section shall be (1) the president, (2) the vice-president, (3) the president-elect, (4) the secretary, (5) the treasurer, and (6) a choral representative of each of the VMEA Districts. All officers shall be active members in good standing in the Association.

Section 2. President's Committee
The President's Committee shall consist of the President, President-Elect, Vice-President, Secretary, and the Treasurer. Past-Presidents of the organization are also included provided they have maintained active membership and attend at least one VCDA meeting per year.

Section 3. Government
The Government of the Section shall be vested in the membership under the general supervision of the Executive Committee of the Virginia Music Educators Association.

ARTICLE IV. DISTRICTS

Section 1. Divisions of the Commonwealth
The Commonwealth of Virginia shall be divided into several music districts as determined by the VMEA Executive Board.

Section 2. District Choral Representatives
Each District shall elect a District Choral representative, to represent the choral interests to the VMEA Council of Review. He/she shall be the administrative head of District activities and shall have the right to appoint committees for district activities.

Section 3. District Committees
The District Committees shall conduct the affairs of their respective Districts so as to be in accord with the general rules of the Association. They will be responsible for disseminating information from both VMEA and VCDA to the members of their District.

ARTICLE V. COMMITTEES

The President shall be empowered to appoint such standing or special committees as shall be deemed advisable to properly conduct the affairs of the Section.

ARTICLE VI. QUORUM

A quorum shall be in effect at any meeting of the Section where the total number of members present shall be thirty (30) AND when five (5) of the VMEA Districts are represented.

ARTICLE VII. MEETINGS

Section 1. District
District meetings may be called by the District Choral Representative or he shall call a District meeting at the written request of not less than six (6) members of the District unit.

Section 2. Annual Meetings of the Section
The Choral Section holds two regular meetings: (1) in conjunction with the VMEA session during the annual VMEA Convention, and (2) during the All-Virginia Chorus event.

Section 3. Conducting Business
A quorum shall be necessary to conduct business of the Section officially. Robert's Rules of Order will be used in conducting all meetings.

ARTICLE VIII. AMENDMENTS

This Constitution may be amended at an annual meeting of the Section when two thirds of the membership present shall have approved the proposed amendment. Following a motion, the amendment must be printed in an issue of **VMEA Notes**, prior to the final vote which would occur at the next session.

Section I

BY-LAWS

SI-1. Executive Authority

The executive authority for the administration of the affairs of the Section shall be vested in the president, who, with the vice-president, the president-elect, the secretary, and the treasurer, shall have the status of the President's Committee. Past Presidents of the Section may be included in the President's Committee if they remain active members of the Association and attend at least one meeting per year. All actions of the president and/or this committee not specifically authorized by the Constitution and By-Laws shall be subject to the approval of the membership.

SI-2. Duties of the President

The president shall preside at all meetings of the section and the President's Committee, and shall be responsible for All-Virginia Chorus. He shall carry out the charge of his executive authority as stated in By-Laws Section 1, above. Further, he shall represent the organization generally, but specifically on the VMEA Executive Board.

SI-3. Duties of the Vice-President

The duties of the vice-president (immediate past president) shall be to assist the president. In the event the office of president should become vacant or should the president be unable to carry on the responsibilities of his office during the second year of his two-year term of office, the vice president will assume the office for the remainder of the second year term of office. The vice-president shall serve as a member of the President's Committee.

SI-4. Duties of the President-Elect

The duties of the president-elect shall be to assist the president. In the event the office of president becomes vacant or should the president be unable to carry on his responsibilities in the first year of his two-year term of office, the president-elect will assume the duties of the president and will call for the election of a president-elect at the next meeting. Should the president-elect assume the office of president, this shall count as his normal term of office. He shall serve as program chairman for the fall meeting. The president-elect shall serve as a member of the President's Committee.

SI-5. Duties of the Secretary

The secretary shall do the correspondence necessary to properly conduct the affairs of the Section, shall keep minutes of the Section and the President's Committee. He/she shall submit the minutes of Section meetings to VMEA Notes and the President within a reasonable length of time following each meeting. The secretary shall serve as a member of the President's Committee.

SI-6. Duties of the Treasurer

The treasurer shall be custodian of funds entrusted to the Section from VMEA and/or All-District Chorus and All-Virginia Chorus funds. He shall deposit these funds in a depository approved by the President's Committee, and he shall present at each meeting of the Section an accounting of monies received and disbursed since the last such report was made. Further, he shall present to the treasurer of VMEA such accountings as the latter may request. All disbursements made by the treasurer must be approved by the president. The treasurer shall serve as a member of the President's Committee.

SI-7. Duties of the President's Committee

The duties of the President's Committee shall be to assist the President, when requested, in planning the agenda for various meetings at which the president shall preside. The Committee members shall counsel with the President, when requested, concerning decisions pertaining to executive authority, especially in cases where emergencies arise.

SI-8. Duties of the District Choral Representatives

The duties of the District Choral Representatives shall be those set forth in the VMEA Constitution and By-Laws.

SI-9. Income

Monies for the carrying on of the normal year-to-year activities of the Section shall be received from an allotment made annually by the Executive Board of VMEA to the several sections of the Association. funds in excess of expenditures from All-District Chorus activities are placed in the VMEA treasury; in turn, deficits which are itemized and approved by the president may be paid from this fund.

SI-10. Surplus Fund and Deficits

Disposition of surplus funds and deficits shall be in accord with the stipulations of the VMEA Constitution and By-Laws and in accord with such instructions as may be given by the VMEA Executive Board.

SI-11. Amending By-Laws

The By-Laws of this organization may be amended in the same manner as that prescribed for amending the Constitution.

SI-12. Length of Term and Schedule of Terms of Office

The officers of the Section shall be elected for a period of two (2) years. At the end of a two-year period, the president-elect, and the secretary, shall be so elected as to take office on July 1 of the even-numbered years. The Treasurer shall be appointed by the President's Committee. His/her work will be reviewed every four years. The President's Committee may appoint another treasurer at any time it deems wise. District Choral Representatives shall be so elected as to take office on July 1 of the odd-numbered years.

SI-13. Election of Officers

The President's Committee will solicit nominees for VCDA offices from the twelve District Choral Representatives in the fall prior to the election. The District Choral Representatives shall be elected by the choral members of the VMEA District they are to represent. All officers are elected by secret ballot, mailed to the membership by VMEA.

SI-14. Vacancies

Should an officer of VCDA be unable to fulfill his term of office, a special election shall be held to fill the position.

SI-15. Re-election of Officers

Any elected officer of VCDA may be re-elected to office for succeeding terms with the exception of the President, Vice-President, and President-Elect. The terms for these offices are designated in the By-Laws, Section 12. A person may be reelected to the office of President-Elect only after the specified terms of President and Vice-President have expired.

SI-16. Fiscal, Administrative, and Membership Year

The fiscal, administrative, and membership year shall conform to that of the Music Educators National Conference (MENC), July 1 through June 30, or such period, as may be determined by the VMEA Executive Board.

SI-17. Rules of Order

Robert's Rules of Order, revised, shall govern all business meetings of VMEA, including the interest sections.

Section II

ORGANIZATION

I. MEMBERSHIP AND FUNCTIONS

The Virginia Choral Directors Association (VCDA) is the Choral Music Section of the Virginia Music Educators Association (VMEA) and is an affiliated unit of the Music Educators Association (MENC). Membership is available to all VMEA members engaged in teaching or supervising vocal music. The Constitution and By-Laws appear in Section I.

Although VCDA is directly involved with all choral activities held within Virginia, it officially sponsors only the All-Virginia Chorus and all rules, regulations, and funding are directly associated with VCDA. All-District Choruses, District Choral Festivals, and the Honors Choir are sponsored by and guided by VMEA. Financial reports, excess funds, and requests for reimbursement for insufficient funds for these activities are made directly to VMEA. However, in practice, rules and regulations governing All-District Chorus are delegated to VCDA by VMEA.

Students of non-members are not prohibited from participating in VMEA/VCDA sponsored events. However, their directors will be assessed a non-member participation fee.

II. OFFICERS AND RESPONSIBILITIES

a. The President is elected by secret ballot and serves a two-year term as President-Elect, a two-year term as President, and a two-year term as Vice-President – a total of six years on the Executive Board of VCDA. During the presidential term, the president is a member of the VMEA Executive Board and an ex-officio member of the Advisory Board for the Virginia Music Camp. The President serves as chairman for all VCDA executive and general meetings; plans and directs All-Virginia Chorus activities; and prepares and directs all information and sessions related to the VMEA In-Service Conference.

b. The President-Elect, elected by secret ballot, acts as chairman of VCDA meetings in the absence of the President; assists the President with the All-Virginia Chorus activities and the VMEA In-Service Conference; and serves as the assistant to the All-Virginia Chorus Guest Conductor.

c. The Vice-President serves as a consultant to and assists the President and other officers in all VCDA activities and, in the absence of the President and President-Elect, acts as chairman of VCDA meetings.

d. The Secretary, elected by secret ballot, records and reports the proceedings of all Executive Board and membership meetings and prepares minutes of the meetings for publication in VMEA Notes. The Secretary also may review proposed revisions of the Handbook, advises the Executive Board and membership in writing, and, upon affirmative vote, prepares supplements to, or acts as chairman of a revision committee for the VCDA Handbook.

e. The Treasurer, appointed by the VCDA President's Committee, records all financial activities and presents a financial report of the membership at each business meeting. The Treasurer remits any payments due for VCDA activities.

f. The Parliamentarian is appointed by the President of VCDA and serves to insure that the Executive Board and general meetings observe Robert's Rules of Order.

III. VMEA DISTRICT CHORAL REPRESENTATIVES

District Choral Representatives are elected every two years, in the odd year. At the beginning of the school year, the Representative presides at the meeting of all choral directors in each District. Each Representative is responsible for:

- a. Preparing a roster of district choral directors to include:
 - (1) Director's name, school, school address, telephone, and fax, where available.
 - (2) Home address, telephone, cell-phone number and email address.
 - (3) School system, name of Supervisor of Music, Supervisor's office address and telephone, and forwarding a copy to the VCDA President and Secretary.
- b. Selecting chairmen and hosts for All-District Chorus auditions and All-District Chorus. Chairmen selected may also host All-District events.
- c. Selecting sites for All-District events, preferably several years in advance.
- d. Listing, in order of preference, possible guest conductors for All-District Choruses and the approved fees and expenses, as recommended by participating directors at the All-District Chorus meeting.
- e. Arranging the All-Virginia Chorus auditions.
- f. Having all district dates placed on the VMEA calendar for insurance purposes.

IV. VMEA EXECUTIVE BOARD/COUNCIL OF REVIEW REPRESENTATIVES

Each district shall have one choral representative on the VMEA Executive Board or the Council of Review. Representatives serve for two years and are responsible for supervision or implementation of the district-wide choral activities (i.e. All-District Chorus Auditions, All-District Chorus, District Festival, and All-Virginia Chorus Auditions).

V. ANNUAL MEETINGS

Two VCDA meetings are held annually; one in conjunction with the VMEA session during the VMEA In-Service Conference, and one during the All-Virginia Chorus event. Only members may discuss business brought before the body for vote.

Section III

ALL-DISTRICT CHORUS

All-District Choruses provide teachers with opportunities for growth in service and give pupils of outstanding talent an opportunity to sing together in a fine choral group directed by an outstanding choral conductor. Generally, this event is scheduled during the second weekend in February.

Rehearsals are normally held on Friday and Saturday, with a public concert concluding the event. Conductors for the event are chosen by steering committees and are selected from both within and outside Virginia. Music is selected cooperatively by the steering committee and the conductor.

Teachers are responsible for seeing that participating students have the music and students are responsible for having it learned in advance. Students are assessed for meals and housing (where needed) and pay registration fees, which are established to insure a self-supporting event.

1. AUDITIONS

a. Rules

- (1) Auditions are mandatory for All-District Chorus in every district.

- (2) In All-District Chorus auditions, each singer will be heard by the judges simultaneously.
- (3) All auditionees may or may not be placed behind a screen, and not seen by the judges, subject to each District's preference.
- (4) Judges for All-District Chorus auditions will not be choral directors of the students involved.
- (5) All students who participate in All-District Chorus must have been selected by the audition process, on the same audition date, heard by the same judges as the other students auditioning on their voice part, and on the same audition site designated by the District involved, or as organized to fit individual District needs with the alternate method of audition submitted to VCDA President for approval in advance.
- (6) Students may participate in All-District Chorus auditions only if their choral director is an active member of MENC/VMEA or pays the non-member fee, which is set in the VMEA Event Manual, as required by VMEA rules and regulations.

b. Eligibility

Any student enrolled in a music performance organization of the genre as recognized by the school division, and who is recommended by the director of that organization, is eligible to audition for All-District Chorus, Workshop Chorus, or any choral group selected for the event. Students must be enrolled in the choral program at the time of the auditions and at the time of the All-District Chorus event. Schools using an alternative form of scheduling may request a waiver of this requirement from the President's Committee.

c. Responsibilities

- (1) Audition Chairman – The Chairman notifies each choral director in the district of the date and location of auditions, audition music selected, fees, and audition procedures and provides necessary forms to be completed and returned. The Chairman is also responsible for:
 - (a) Preparing a budget to cover all expenses (envelopes, paper, postage, audition forms, custodial and security fees, piano tuning and rental, accompanists, judges, and meals).
 - (b) Securing two judges for each section, providing audition forms, and giving the judges complete adjudication and scoring instructions.
 - (c) Securing accompanists for auditions.
 - (d) Scheduling auditions and notifying the directors.
 - (e) Obtaining teachers to tally and type audition results.
 - (f) Sending results to each participating director.
 - (g) Paying bills and completing the VMEA Financial Report, and submitting the report to the appropriate state officers.
 - (h) Sending all excess monies to the All-District Chorus Chairman to help defray All-District Chorus expenses.
 - (i) Maintaining records to turn over to the next chairman.
- (2) Audition Host – The Host (who may also be the Chairman) provides the facilities and equipment required for auditions and is responsible for:
 - (a) Placing the event on the school calendar, advising the principal of all facilities and equipment to be used and informing involved faculty members, as needed.
 - (b) Advising the Chairman of estimated expenses (piano rental and tuning; custodial and security fees; meals for judges, accompanists, and supporting staff).
 - (c) Securing pianos for audition and warm-up areas.
 - (d) Obtaining student and adult assistance for runners, guides, monitors, etc., and arranging for custodial and security services.
 - (e) Providing meals for judges, accompanists, and supporting staff.
 - (f) Arranging student housing and student meals, as necessary.

(g) Checking that facilities are returned to proper order and returning pianos. The host school is not obligated to provide refreshments for participants, but may do so as a fund-raising project.

- (3) Judges – District choral directors recommend judges for selection by the chairman. Judges will not be directors of students involved. They are responsible for rating student audition performances as prescribed on the All-District Audition form provided by the Chairman.

d. Audition Procedures

- (1) Registration – Students register at a central location site provided by the host. Registration by name, school, and voice part is appropriate.
- (2) Fees – Registration fees are prepaid by choral directors; the cost having been predetermined by the Chairman based on estimated expenses.
- (3) Warm-Up/Audition – Students will have sufficient time to warm-up prior to auditioning. They will audition by number (Example: SI No. 10) and will sing the audition selection as determined by the District choral directors. Call-backs for a second audition are at the discretion of the judges. Each student will be heard by two judges (not directors of students involved) and may be placed behind a screen and not seen by judges.
- (4) Selection – The Chairman, District Chairman, and All-District Chorus Chairman determine the number of students selected for each voice part (usually governed by the number of tenors auditioning). District choral directors may be included in the determination. Their individual directors following the auditions will advise students of their selection.
- (5) Tabulation – Tabulators (usually District choral directors) check the judges' scores for accuracy and list the order of placement of students from the highest to lowest scores. The list includes: name of student, school, voice part, and score. Cut-off scores are indicated. Alternates may or may not be selected and identified.

2. ALL-DISTRICT CHORUS

a. Rules

- (1) Within each District, the All-District Chorus may include students in grades 9 – 12 who are chosen for either the SATB Choir, or if the District so chooses, an SSA Choir. All students must be currently enrolled in a choral performance organization of the schools involved at the time of auditions and at the time of the All-District Chorus event. Schools using an alternative form of scheduling may request a waiver of this requirement from the President's Committee.
- (2) The All-District Workshop Chorus within each District may be organized to fit the individual District needs.
- (3) If the District sponsors an All-District event for junior high/middle school students, all planning is the same as for the high school event. This chorus will be called the All-District Workshop Chorus.
- (4) Each District will plan an alternate date with the guest conductor when engaging a conductor for the event. The scheduled date and alternate date will be announced to students prior to All-District Chorus auditions. Should it become necessary to reschedule the alternate date, District Representatives will consult the District choral directors to determine a new date agreeable to the guest conductor. Any conflicts with the new date concerning All-Virginia Chorus eligibility will be resolved by the President's Committee of VCDA.
- (5) Each District Representative will distribute the All-District/All-Virginia Chorus commitment form to District choral directors prior to the All-Virginia Chorus auditions. The commitment form must be signed by the student, parent or guardian, choral director, and principal and presented to the District Chairman prior to All-

Virginia auditions. No student will be eligible to audition for All-Virginia Chorus without the signed commitment form.

- (6) Students who become ill during All-District Chorus may be excused from rehearsals and/or the concert without penalty with the approval of their choral director and District Choral representative. Excused absences due to illness will be determined only on the condition that the student's illness is severe enough that continued participation would be harmful to the student's health and/or that of other participants in the All-District Chorus.
- (7) No commercial solicitation or promotion of summer international tours will be allowed to participants during any VCDA-sponsored event.
- (8) At All-District Chorus Auditions or All-District Chorus, students, home school choral directors, and home schools will be liable for any destruction, theft, or damage to the host school, and motel or home used for housing during the event.
- (9) Should a director fail to conform to the rules and regulations pertaining to All-District Chorus as set up by VCDA and VMEA, or allow a student or students from the school to do so, the school represented will be sanctioned in the following manner:
 - (a) A first offense will result in a letter of censure mailed by the District Choral Representative and All-District principal, supervisor and superintendent. Said letter must state the nature of the offense and specify the penalty for a second offense.
 - (b) A second offense will result in sanctions placed against the offending school by denying participation in All-District Chorus for the following year and a second letter will be sent to the same recipients.
- (10) In the event a student is dismissed because of failure to adhere to the rules and regulations, no monies will be refunded. The results of all dismissals are to be reported in writing to the student's choral director and principal and an overall report made to each participating choral director.
- (11) Members of All-District Chorus can miss no more than one rehearsal during the All-District Chorus event for a Virginia High School League sponsored competition conflicting with the time of All-District Chorus. Names of students involved in such a conflict must be given to the All-District Chorus Chairman prior to the event. The Chairman is responsible for determining a ruling with the All-District Chorus Committee.
- (12) Students must be accompanied by their choral director or other adult chaperone officially designated in writing by the principal of their respective school, as required by VMEA rules and regulations.
- (13) Students will not be permitted to participate in All-District Chorus if their choral director is not an active member of MENC/VMEA or does not remit the non-member fee, which is set in the VMEA Event Manual.
- (14) Each district is required to have an annual All-District Chorus Commitment Form signed by participating students, their parent/guardian, choral director, and principal. (Appendix H) Students will complete the required All-District Commitment Form and submit with the necessary signatures prior to participation in the All-District Chorus.

b. Eligibility

Students participating in All-District Chorus must have been selected by audition within their District and must be enrolled in a music performance organization of their school at the time of the event. Schools on an alternative form of scheduling may request a waiver of this requirement from the President's Committee. Teachers and students are responsible for having music well prepared before attending the first rehearsal.

c. Housing and Transportation

Housing arrangements for the students will be made by the All-District Chorus Chairman, or by an appointed Housing Committee Chairman from the host city. Students should be housed in private homes whenever possible; however, housing could be arranged on a local college campus or in public housing.

No later than one month prior to the All-District Chorus event, choral directors should send to the Housing Chairman a completed housing card for each participating student. Directors are responsible for reporting changes in student personnel to the All-District Chorus Chairman. He/she will inform the Housing Chairman.

Students must understand that their conduct in the homes of their hosts must be appropriate, and that their hosts are in authority. Any misconduct of a serious nature is subject to expulsion, and erring students will be sent home promptly. Parents should be called and full details should also be given to the student's choral director and principal. To prevent misunderstandings, letters should be sent giving the complete details. For violations, which are not extremely severe, their choral director may discipline erring students. Students should be reminded to write "thank-you" notes to their hosts.

Transportation is the responsibility of the individual students in accordance with local school policies as determined by the school administration.

d. Responsibilities

(1) All-District Chorus Chairman – The chairman engages and makes the necessary housing arrangements for the guest conductor as soon as possible after the District choral directors submit a preferred list of recommended conductors. The Chairman is also responsible for:

- (a) Establishing a budget to cover operational expenses and collecting fees from directors of participating students.
- (b) Obtaining selection suggestions from the guest conductor.
- (c) Contacting a music company/publisher able to provide the required number of copies of the selected music.
- (d) Securing accompanists and seeing that they are provided with the music as soon as possible.
- (e) Ordering certificates and nametags, preparing a program, and handling publicity.
- (f) Advising the choral directors of rules and regulations, rehearsal schedules, directors' meetings and duty assignments, and providing all necessary forms and other pertinent information regarding the event.
- (g) Appointing a chairman and/or committee to make housing arrangements if no chairman is appointed.
- (h) Preparing an envelope for each student containing a name tag, detailed schedule, meal tickets, copy of the program, and a certificate signed by the appropriate officers and guest conductor.
- (i) Paying bills and completing the VMEA Event manual and sending copies to the appropriate state officers.
- (j) Sending all excess monies to the VCDA Treasurer.
- (k) Maintaining records to turn over to the next chairman.

(2) All-District Chorus Host – The Host (who may also be the Chairman) provides the facilities and equipment required and is responsible for:

- (a) Placing the event on the school calendar, advising the principal of all facilities and equipment to be used, and informing involved faculty members, as needed.
- (b) Advising the Chairman of estimated expenses (piano rental, tuning, custodial and security fees, etc.)
- (c) Securing pianos and other necessary equipment.
- (d) Assisting with housing arrangements and providing necessary meals.

- (e) Obtaining sufficient adult and student assistance for registration, rehearsals, and the concert, and arranging for custodial and security services.
- (f) Arranging for group photographs and recording, as required.
- (g) Providing a faculty room for choral directors; refreshments may be provided.
- (h) Seeing that students will be seated according to the guest conductor's instruction.
- (i) Checking to see that facilities and equipment are returned to proper order.

(3) All-District Chorus Committee – The Committee may be comprised of the District Choral Chairman and/or VMEA Choral Representative; the All-District Chorus Chairman, Co-Chairman, Host, Housing Chairman, and the All-District Auditions Chairman. The Committee is responsible for:

- (a) Determining whether tardy students will be seated or eliminated from the chorus.
- (b) Handling any discipline problems which might arise and notifying the appropriate choral director of the action taken.
- (c) Implementing All-District Chorus rules, as specified, should a director fail to conform to rules and regulations.
- (d) Ruling on the disqualification of any student eligible for All-Virginia Chorus who has failed to attend a rehearsal, has an unexcused tardy, leaves the designated building or grounds of the event without express permission of the All-District Committee, evidences disrespect for those

in authority, or has committed any other misconduct during All-District Chorus which is not in keeping with the standards of All-Virginia Chorus.

All decisions of the All-District Chorus Committee will be sent to all participating schools.

e. Procedure

The District Choral Representative schedules and arranges a meeting of the District choral directors in order to recommend future guest conductors and to discuss District business pertaining to choral events, including All-Virginia Chorus information. The Representative also makes appropriate duty assignments for participating directors to assist the guest conductor and accompanist(s).

The Choral Representative arranges for distribution of a prepared packet containing nametags, certificates, schedules, etc., to each director during registration. Students assemble in the auditorium, are seated on stage according to the guest conductor's seating requests, and are welcomed by the Chairman. The Representative may introduce the host school principal; the All-District Chorus Host; school, VMEA, and VCDA officials present; All-District Chorus Committee members; and the guest conductor.

Students receive their housing assignments following the first rehearsal. They are responsible for their attendance at subsequent rehearsals and the concert performance in accordance with the instructions furnished by the Chairman.

Directors with students eligible to audition for All-Virginia Chorus are given all the necessary information for subsequent distribution to their students.

A Workshop Chorus is organized according to the desires of each District. The District Choral Representative is responsible for informing the Chairman of the Workshop Chorus as to rules and regulations governing the event.

Section IV

ALL-VIRGINIA CHORUS

There are two All-Virginia Choruses, an SSAATTBB Choir (hereafter Mixed) and an SSAA Choir (hereafter Women's). Both choirs are part of the All-Virginia Chorus event, held annually during the last weekend in April, sponsored by VCDA, working within the sanctions of VMEA. It is the goal of the Association to present choirs of the finest high school singers in Virginia, studying and performing advanced choral music under the direction of a master teachers and conductors. When this goal is realized, students and teachers should experience a feeling of unity through music and a renewed sense of pride in the Commonwealth of Virginia. The All-Virginia Chorus experience provides choral directors with in-service training through observation of choral and conducting techniques employed by the guest conductor and exchanging ideas and experiences with colleagues throughout the Commonwealth. The VCDA President is responsible for all facets of the All-Virginia Chorus, committee assignments, and all arrangements.

1. AUDITIONS

a. Rules

- (1) Only 11th and 12th grade students who have fulfilled All-District Chorus requirements and are currently enrolled in a school performance organization recognized by the school division, and recommended by the school choral director, are eligible to audition. Schools using an alternative form of scheduling may request a waiver from the President's Committee before auditioning.
- (2) All auditionees will perform behind a screen and will not be seen by the judges.
- (3) The All-Virginia Chorus audition selection must be chosen from the All-District Chorus program. The selection will not be the most difficult or easiest composition of the program, but of medium difficulty. Provisions will be made within the selection for each voice part (SI, II; AI, II; TI, II; BI; BII). Each district will send the title of the selection to the VCDA President on or before March 1. A list will be compiled of all selections used for possible choice of one selection to be used for the All-Virginia auditions in the future.
- (4) Judges for All-Virginia Chorus auditions will not be choral directors of the students involved.
- (5) Judges must use an All-Virginia Chorus Audition Adjudication form. (See Appendix A)
- (6) No student will be eligible to audition for All-Virginia Chorus without first submitting their signed commitment form which was furnished prior to the All-Virginia Chorus Audition.
- (7) Students may participate in the auditions only if their choral director is an active member of MENC/VMEA or pays the non-member fee set in the VMEA Event Manual, as required by VMEA rules and regulations.
- (8) Female tenors or basses and male altos or sopranos are not eligible for All-Virginia Chorus. [Guidelines forbidding female tenors or basses and male altos or sopranos to audition for or participate in All-Virginia Chorus were reaffirmed and voted on by the membership in 1980. Directors who feel they have a student with valid reason for exception to the rule may appeal to the VCDA President's Committee prior to All-District Chorus auditions. The President's Committee is empowered to rule on the appeal.]
- (9) Each District will select 16 voices (4 on each voice part – SSAATTBB) for the All-Virginia Mixed Chorus. They will also select 8 voices (2 on each voice part – SSAA) for the All-Virginia Women's Chorus. Within each district, female All-VA delegates will be selected with the numbered places (1st, 2nd, 3rd, and 4th) alternating choir by year. In the odd numbered years, the odd numbers (1st and 3rd place) will go to the Mixed choir (and the even numbers - 2nd and 4th place - will go to the Women's

- choir). In even numbered years, even numbers will go to the Mixed choir (and the odd numbers will go to the Women's choir).
- (10) Each District will select a first alternate and a second alternate for each of the voice parts (eight voice parts in Mixed Chorus and four voice parts in Women's Chorus) during the All-Virginia Chorus auditions. Alternates will be placed in the first vacancy of either choir. The second alternate would replace the first alternate if the first alternate replaces an All-Virginia Chorus member or withdraws as the first alternate.

b. Eligibility

Students in grades 11 and 12 who meet the requirements of Rules (1), (6), (7), and (8), given above are eligible to audition for All-Virginia Chorus.

c. Responsibilities

- (1) Audition Chairman/Host – The Chairman for All-Virginia auditions will be responsible for:
- (a) Notifying directors of the date and location of auditions; selection procedures; and fees, which are determined by each District.
 - (b) Providing facilities and equipment (including screens) required for auditions.
 - (c) Preparing a budget to cover all expenses involved with auditions.
 - (d) Securing two judges for each audition group and providing them with complete instructions for adjudication and scoring.
 - (e) Securing accompanists.
 - (f) Selecting adults to check judges' scores for accuracy.
 - (g) Obtaining student and adult assistance for runners, guides, monitors, etc.
 - (h) Providing a faculty room for choral directors; refreshments may be provided.
 - (i) Providing a registration area and forms for student registration (which include name, school, voice part, and identification by number, i.e., SI, No. 10).
 - (j) Providing a warm-up area for auditionees.
 - (k) Providing meals for judges, accompanists, and supporting staff.
 - (l) Arranging student housing and student meals, as necessary.
 - (m) Advising participating directors of results.
 - (n) Paying judges and other bills; completing the VMEA Event Manual and sending copies to the appropriate state officers.
 - (o) Maintaining records to turn over to the District Choral Representative.
 - (p) Checking that facilities are returned to proper order.

2. Judges- It is the judges' responsibility to determine by scores (highest to lowest) the best singers in each voice section who will participate in the All-Virginia Choruses. The judges also select a first alternate and a second alternate for each voice part. Ties in scores must be broken by the original judges for that voice part.

d. Audition Procedures

All-Virginia Chorus auditions are conducted in a manner similar to the All-District Chorus Auditions, except that screens must be used and the judges must use the prescribed audition adjudication form. A sample form appears in Appendix A. The selection process is described in Rules (9) and (10) above.

The tabulation is checked for accuracy and the selections are usually announced during the All-District Chorus concert, unless auditions are held following the All-District Chorus event. In that case, choral directors inform the students of the selections.

2. ALL-VIRGINIA CHORUS

a. Rules/Eligibility

- (1) All Participants must have been selected by the required audition process as outlined in the rules governing All-Virginia auditions.
- (2) All participants must have submitted the completed All-Virginia Commitment form prior to their audition.
- (3) In the event of a cancellation, the Section President must be notified prior to 48 hours of the beginning of the All-Virginia Chorus event.
- (4) All participants must attend all rehearsals and the culminating concert unless excused. (Please see Appendix III for All-Virginia Chorus Attire requirements) Excused absences due to illness will be determined only on the condition that the student's illness is severe enough that continued participation would be harmful to the student's health and/or that of other participants. Failure to adhere to this rule will result in dismissal from the All-Virginia Chorus.
- (5) Students must sing the voice part for which they auditioned.
- (6) All participants must abide by the regulations as printed on the commitment form. Failure to adhere will result in dismissal from the chorus.
- (7) Should a director fail to conform to the rules and regulations pertaining to All-Virginia Chorus as set up by VCDA and VMEA or allow a student or students from the school to do so, the school represented will be sanctioned in the same manner as prescribed in the All-District Chorus rules.
- (8) No commercial solicitation or promotion of summer international tours will be allowed to participants during any VCDA sponsored event.
- (9) Students, home school choral directors, and home schools will be liable for any destruction, theft, or damage to the host school, motel, dormitory, or home used for housing during the event.
- (10) Students must be accompanied by their choral director. In extraordinary circumstances another adult chaperone from each school officially designated in writing by the principal of the school may serve in the capacity. Such requests must be submitted to the VCDA President in writing prior to the event and also have approval of the parents or legal guardian of the student(s) involved.
- (11) Students will not be permitted to participate in All-Virginia Chorus if their choral director is not an active member of MENC/VMEA or does not remit a non-member fee, set in the VMEA Event Manual, as required by VMEA.
- (12) Students involved in the All-Virginia Chorus must participate in the event in its entirety, including housing and meals.

b. Host and Housing

The All-Virginia Chorus host and the housing are determined by the location of the event. The location is determined according to the rotation system established by the membership in April 1977. It is as follows:

Area A:	Districts V and XIII – 2003, 2008...
Area B:	Districts I, III, and XV – 2004, 2009...
Area C:	Districts IX, X, XI, XII and XIV – 2005, 2010...
Area D:	Districts II, IV, and VIII – 2006, 2011...
Area E:	Districts VI and VII – 2002, 2007...

The VCDA President determines the location within each area according to requests and/or suggestions by the Districts involved. Housing is determined by whether the event is held on a college campus with dormitory housing available or by the necessity of using motel housing. Housing in private homes is permissible but not often practiced.

The VCDA President appoints a Housing Chairman who usually serves as the local contact and coordinator for the President. Other chairmen and/or committees are appointed as needed. Major decisions

involving infractions of rules, etc., may be decided by the VCDA President's Committee when necessary or appropriate to VCDA Rules. Each district will appoint two choral directors (one male and one female) to act as chaperones at the motel. Room fees for these individuals will be paid for out of student fees.

All information concerning procedures, schedules, housing, etc., is mailed to District Choral Representatives prior to their All-District Chorus event. The District Representatives distribute the information and collect required forms and monies as prescribed by the VCDA President.

Rehearsal procedures and the concert performance are similar to those outlined for All-District Chorus. Management for the event and all arrangements are the responsibility of the VCDA President. The middle school Virginia ACDA Honors Middle School Chorus will be invited to perform prior to the All-Virginia Chorus concert.

Section V

DISTRICT FESTIVALS

1. PURPOSE AND ADMINISTRATION

The purpose and objectives of district festivals, sponsored by the VMEA are:

- (a) 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.
- (b) To provide students and teachers a means of hearing the work done by other school groups.
- (c) To stimulate and to recognize constant growth.
- (d) To provide students and teachers a means of receiving constructive criticism by persons competent to make such.

The Choral and Instrumental Sections of VMEA administer district festivals. Choral and Instrumental Sections establish the rules and regulations for these events, as authorized in the VMEA Constitution, Article V, Section 4.

In most districts of the state Choral and Instrumental Festivals are held on separate dates and usually in different schools. Many areas hold a Solo-Ensemble Festival separate from the Instrumental Festival for large groups. The Executive Board of VMEA sets dates for District Festivals, and dates are entered upon the calendar of the Virginia High School League. Dates for separate Solo-Ensemble Festivals may be set by majority vote of the directors, in the District, provided that administrators of the schools involved have approved these dates. Approval for a District Choral or Instrumental Festival to be held on a date other than that set by the VMEA Executive Board must be obtained from the Executive Board and the administrators of all the schools involved.

2. ELIGIBILITY

Any student enrolled in a Junior/Middle or Senior high school in the state is eligible to participate in any and all events. He must be registered through the school in which he is enrolled. It is expected that students who perform as soloists (pianists are an exception), or as members of small ensembles, will be participating members of their school band, orchestra, or chorus. (Other exceptions may be noted in Appendix IV.)

[Appendix IV is included below as paragraphs 4 and 5]

All participating music directors must be members of VMEA. (See exception stated in paragraph 4 below.) [Note: This refers to the unnumbered paragraph beginning "While the right to require..."]

At first glance this matter of membership for the director might appear to be a very arbitrary request. Yet if one considers the fact that the VMEA assumes the financial responsibility or duplicating and sending out all notices and regulations concerning the festivals, the fact that the Instrumental Section assumes the

financial responsibility for the “VBODA Manual” and the fact that the VMEA underwrites the financing of the festivals, one comes to realize that membership is extremely desirable and even necessary.

While the right to require membership of all directors who participate in activities sponsored by the Association is believed to be indisputable, it is not the intent of VMEA to deny any school group or student the privilege of an educational activity because a teacher has not met membership requirements. Therefore, the Association has established a participation fee as set in the VMEA Event Manual for each event under VMEA sponsorship, which will be accepted in lieu of the membership requirement. The non-member participation fee shall be collected by the host chairman of the event and sent to the treasurer of VMEA for deposit in the General Fund of the organization.

3. ACTIVITIES

Both the choral and the instrumental festivals have three types of events in which students may participate: (1) solos, (2) small ensembles, and (3) large performing groups.

4. REGULATIONS GOVERNING CHORAL FESTIVALS

Under the direction of Virginia Music Educators Association:

- (a) Music festivals may be considered to be a culminating activity of music offerings, which are part of the recognized high school curriculum. Therefore, any organization or individual from junior/middle or senior high school in Virginia whose director is eligible for membership in the VMEA shall be eligible to participate in the festivals. The school principal must certify that all students being entered in the festival are regularly enrolled students of the school. Students below high school age may be admitted to round out a more complete organization.
- (b) The individual schools are responsible for all expenses involved in participating in the District Choral Festival.
- (c) Participants in the choral festival shall compete against a standard of excellence and no ranking of entrants shall be made. The final rating is determined by the average of the ratings of the participating adjudicators, usually three. The following system shall be used:

I	-	Superior
II	-	Excellent
III	-	Good
IV	-	Fair
V	-	Below Average

NOTE: If a director desires, comments only will be given upon request.

- (d) Judges of recognized ability will adjudicate the events of the festivals. A modification of the Kansas rating plan shall serve as a basis for the evaluation of musical performance on the festival. This plan has as its objective bringing about higher standards of performance. It enables schools to compete against a standard of excellence and against their own previous performance, rather than against other schools. The judges shall use adjudicators' comment sheets, proposed by the National Interscholastic Music Activities Commission of the Music Educators National Conference. These blanks may be secured by writing to MENC. [A package of adjudication masters (Stock No. 4001) is available from the Music Educators National Conference, 1902 Association Drive, Reston, VA 22901 for prepaid fee. The package contains forms to be used for instrumental and choral adjudication and permission to reprint is granted to members of MENC.]
- (e) The festival chairman is responsible to the State Choral Chairman through the vocal representative of his district. The festival chairman along with a festival committee is responsible for the following:
 - (1) Securing registration of performing groups and individuals.

- (2) Collecting and managing all registration fees.
 - (3) Securing adjudicators.
 - (4) Scheduling appearances of performing groups, solos, and ensembles.
- (f) The preparation for a district choral festival should be made far enough in advance to insure a smoothly run, successful event. Experience has proven it wise to work towards a schedule as follows:

December 11	–	Planning session and secure adjudicators.
January 15	–	Notification of festival and pre-registration.
February 15	–	Final registration including registration fees.
March 15	–	Notification of schedule of appearances and final instructions concerning festival.

(g) Selection of Music

- (1) Choral groups – each choral group will perform two selections, one of which must be chosen from one of the following:
 - (a) The VCDA Choral Literature Manual graded music list, current edition.
 - (b) The Texas Music Educators Choral Literature Manual
 - (c) The NYSSMA Manual

The District Choral Representative and Festival Chair will monitor compliance. All literature from VMEA Honors Choir and All-State Chorus will automatically be entered in the VCDA Literature Manual.

The classifications are:

Easy	-	Grades I and II
Medium	-	Grades III and IV
Difficult	-	Grades V and VI

Each adjudicator shall be supplied with the music to be sung. Each copy of music should contain the following:

- 1) The name of the school.
- 2) The name of the director.
- 3) A numbering of measures.

- (2) Soloist and small ensembles (nine or less) – each soloist or ensemble will perform one or two selections of their own choosing commensurate of their own ability and musical taste.

[Groups of 20 or less are currently considered as ensembles in some districts]

- (h) District Choral Festival fees. In order to defray cost of adjudicators and other expenses fees must accompany the registration of the expenses. These will be set up by each district.
- (i) A portion of the fee collected for each individual participant shall be returned directly to the treasurer of VMEA for the purpose of covering expenses incurred by VMEA and its officers relative to the operation of the festival.
- (j) All expenses pertaining to the festival shall be paid from the monies remaining after the rebate to the VMEA treasurer has been made.
- (k) Any surplus monies accruing from the operation of a festival shall be forwarded to the treasurer of VMEA.
- (l) Should a deficit occur, it should be reported immediately for disposition to the following VMEA officers:

- (1) President
- (2) Treasurer
- (3) Chairman – Choral Section
- (4) Chairman of the respective district

This report shall consist of:

- (1) A detailed financial statement.
 - (2) A written statement explaining why expenditures were not commensurate with anticipated income.
- (m) A financial statement covering the festival should be sent to the appropriate state officers.
- (n) Final ratings for participating groups and soloists shall be forwarded to the following:
- (1) Chairman of Vocal Section – VMEA
 - (2) District Representative – VMEA
 - (3) Editor of **VMEA Notes**
- (o) It is assumed that all directors of participating groups are members of VMEA.

5. RULES AND REGULATIONS FOR STUDENT CONDUCT AT VMEA SPONSORED ACTIVITIES.

- (a) A participating school is responsible for the conduct of its students at all VMEA-sponsored activities. Further, it shall be responsible for payment for damage to host school property by its own students.
- (b) A report of damages should be submitted to (a) the principal of the host school and (b) the principal of the participating school involved with the damages. The host chairman should make this report. He should then request that the principals discuss the matter of financial reimbursement for said damages.
- (c) The music director of a participating organization is in a unique position of responsibility of such events. By thorough advance planning he should fully acquaint his students with (a) the purpose of the festival, (b) the desirable outcomes of their participation in such events, and (c) their responsibility toward the facilities and equipment of the host school. He should arrange for adequate adult supervision of his students while they are at the host school. By adequate planning with his students prior to the festival and with adequate guidance and supervision at the event, he will be able to reduce the incidents of accidental and deliberate damage to school property and equipment to a minimum.
- (d) The VMEA Executive Board may review cases where evidence indicates that there are repeated incidents of damage by students of a particular school. It may warn the school principal and the music director against such future conduct and/or recommend that the organization be placed on probation for a specified length of time.

APPENDIX A

VIRGINIA CHORAL DIRECTORS ASSOCIATION ALL-VIRGINIA CHORUS AUDITION ADJUDICATION FORM

Voice Part: _____

Audition No. _____

- | | | | |
|------|--------------------------|-------------------------------|-------|
| I. | Tone Quality and Diction | (35 Points) | _____ |
| | A. | Beauty of Tone | |
| | | Purity of Vowels | |
| | | Clarity of Consonants | |
| | B. | Production of Tone | |
| | | Use of Entire Vocal Mechanism | |
| II. | Intonation | (25 points) | _____ |
| | A. | Proper Interval Relationship | |
| | B. | General Sense of Pitch | |
| III. | Preparation of Material | (20 points) | _____ |
| | A. | Correct Notes | |
| | B. | Correct Rhythms | |
| IV. | Musicianship | (20 points) | _____ |
| | A. | Feeling of Phrase | |
| | B. | Style | |
| | C. | Interpretation | |
| | | TOTAL (100) | _____ |

JUDGE'S SIGNATURE

____ Delegate
 ____ 1st Alternate
 ____ 2nd Alternate

ALL-VIRGINIA CHORUS

VIRGINIA CHORAL DIRECTORS ASSOCIATION
 CHORAL SECTION, VMEA

Congratulations: You have been selected to audition for one of the finest choral events held in the Commonwealth of Virginia during the school year. We commend you for your talent and ability. PRINT the data needed below, get all signatures needed and return this form to your Choral Director immediately. **PLEASE PRINT INFORMATION IN BLACK INK.**

 Virginia Choral Directors Association President

NAME _____

VOICE PART _____ **DISTRICT** _____ **HEIGHT in INCHES** _____

SCHOOL _____ **ADDRESS** _____ **CITY** _____ **ZIP** _____

This student was selected for All-District Chorus by audition. As a Junior or Senior who is enrolled in the school choral curriculum he/she is eligible to audition for the All-Virginia Chorus. If selected as a participant or alternate for the All-Virginia Chorus, we agree that he/she must attend all rehearsal, official activities and culminating concert of All-District Chorus on

Dates **or** **Alternate Dates** _____

as a prerequisite for eligibility in the All-Virginia Chorus. Should he/she be absent from, or tardy to, any All-District Chorus rehearsals or concert for any reason not approved by the District Choral Representative and the student's choral director, his/her position in the All-Virginia Chorus must be forfeited. In addition, this form, with the required signatures, must be sent to the All-Virginia Audition Chairman by the required deadline.

All-Virginia Chorus Dates:

ALL-VIRGINIA CHORUS REGULATIONS

All participants must abide by the regulations as printed on this form. Failure to adhere to these rules will result in dismissal from the chorus. It is the parent's responsibility to work with the principal and choral director to appropriately arrange for the student to be removed from the sight immediately.

1. No use of tobacco in any form or possession of the same.
2. No alcoholic beverages to be purchased or consumed during the entirety of the event.
3. Drugs are not allowed in any form. (Advise your director if your doctor has prescribed any medication for you of any kind.)
4. Good rehearsal techniques, discipline, and manners will be observed at all times. Respect and courtesy shall be shown to fellow students and adults in position of authority at all times.
5. The student is obligated to attend the entirety of all rehearsals and the concert, unless excused for personal illness or family emergency. Furthermore, the student must participate in the event in its entirety, including housing, meals, the All-Virginia social and other official events. Excused absences due to illness will be determined only on the condition that the student's illness is severe enough that continued participation would be harmful to the student's health and/or that of other participants. Failure to adhere to this rule will result in dismissal from the All-Virginia Chorus.
6. Students may not leave the designated building or grounds of the All-Virginia event site grounds of the motel.
7. All students are expected to wear the appropriate attire for the concert. District Representatives will make sure that the directors of participating students receive this information before the event.

ALL-VIRGINIA CHORUS HOUSING EXPECTATIONS AND CONSEQUENCES

1. Students will be housed four to a room with two double beds in most cases. **NO ROOM CHANGES ALLOWED.**
2. Curfew and lights out times will be announced at the end of each evening rehearsal. These times will be strictly adhered to.
3. No room visitation will be permitted at anytime by members of the opposite sex.
4. No outside visitors, other than immediate family, will be permitted in students rooms prior to curfew. If family is to visit, the student must bring a note signed by a parent and give it to the floor chaperone at check-in.
5. No visitation by ANYONE will be permitted after curfew.
6. Excessive noise at the motel is not allowed.

HOUSING CONSEQUENCES

A warning will be given to the student who breaks any of the above six Housing Expectations and the student's director informed of the problem. If the student breaks any of these a second time, he/she will be dismissed from the All-Virginia Chorus and sent home at his or her parent or guardian's expense with no monies refunded. A letter to the director, principal, and parents or guardian will be sent to inform all concerned.

GENERAL INFORMATION

1. Chaperones will be assigned to each floor where students are housed and will be expected to see that these expectations are adhered to for your safety and comfort.
2. Contact YOUR chaperone for any emergency or assistance.
3. Chaperones will check our each student they have been assigned, and will collect each student's key at check out.
4. If at any time additional keys are needed, they should be checked out from the floor chaperone, NOT THE FRONT DESK.
5. Long distance telephone calls are to made from public telephones and not from room telephones.

ALL-VIRGINIA CHORUS REHEARSAL EXPECTATIONS

1. Each student will have his or her own music and pencil for all rehearsals.
2. Each student will sing only the part for which he or she was auditioned.
3. Each student will sit in his or her assigned seat during every rehearsal unless officially changed.
4. Each student is to know all the music selected for All-Virginia Chorus before coming to the first rehearsal.
5. Each student will stay on task at all times and talking will only be allowed at times designated by the conductor.
6. Each student is to maintain proper posture while in the process of singing, i.e. sit up straight in chair, both feet on the floor, music up with eyes on the conductor.
7. No food or beverage will be consumed during rehearsals or be brought to the rehearsal area.
8. No gum chewing will be permitted during the rehearsals.
9. Each student must be in place when the conductor begins each rehearsal.
10. Each student will be attired in an appropriate manner.

REHEARSAL CONSEQUENCES

A warning will be given to the student who breaks any of the above six Housing Expectations and the student's director informed of the problem. If the student breaks any of these a second time, he/she will be dismissed from the All-Virginia Chorus and sent home at his or her parent or guardian's expense with no monies refunded. A letter to the director, principal, and parents or guardian will be sent to inform all concerned. Prior to auditioning for All-Virginia Chorus students will be made aware of these expectations by their director. It is then the student's responsibility to conduct him/herself as an outstanding choral student who has achieved one of the highest choral honors afforded in the state.

I have read and understand all rules, regulations, expectations and consequences that apply to my participation in All-Virginia Chorus. I further understand that this form with the required signatures must be submitted, ON TIME, to the President of the Virginia Choral Directors Association, before I am permitted to participate in All-Virginia Chorus.

Parent's Signature

Student's Signature

I authorize the choir director of my child's school or an official of the All-Virginia Chorus to take any precautions deemed necessary by a qualified physician. I understand that this would be done only in an emergency situation.

Insurance Company _____

I.D.# _____

Individual _____

Group _____

If group, with whom? _____

If no insurance, check here _____

Parent's Signature

I am pleased to recommend this student as a prospective member of the All-Virginia Chorus for 2006, and I realize that I am responsible for this student during the All-Virginia event.

Choral Director's Signature

This student has my endorsement and congratulations for being selected as a member of the All-Virginia Chorus. I understand that this student's director or a chaperone, which I have designated, in writing, is required to accompany him/her to this event in accordance with the Virginia Music Educator's Association Constitution. It is further understood that the Choral Director must be a member of VMEA or pay a participation fee in order for this student to participate.

Principal's Signature

APPENDIX C

ALL-VIRGINIA CHORUS ATTIRE

Girls:

KNEE LENGTH or LONGER Black Dressy Skirt
Long Sleeve, Pressed Dress Style White Blouse
Black or nude pantyhose
Dressy black shoes. No sandals or flip-slops
Please keep heel height to 2" or less

Boys:

Dress Style Black Pants (tux pants are acceptable)
Long Sleeve, Pressed Dress Style White Shirt-
Dark color tie
Dressy black shoes and black socks

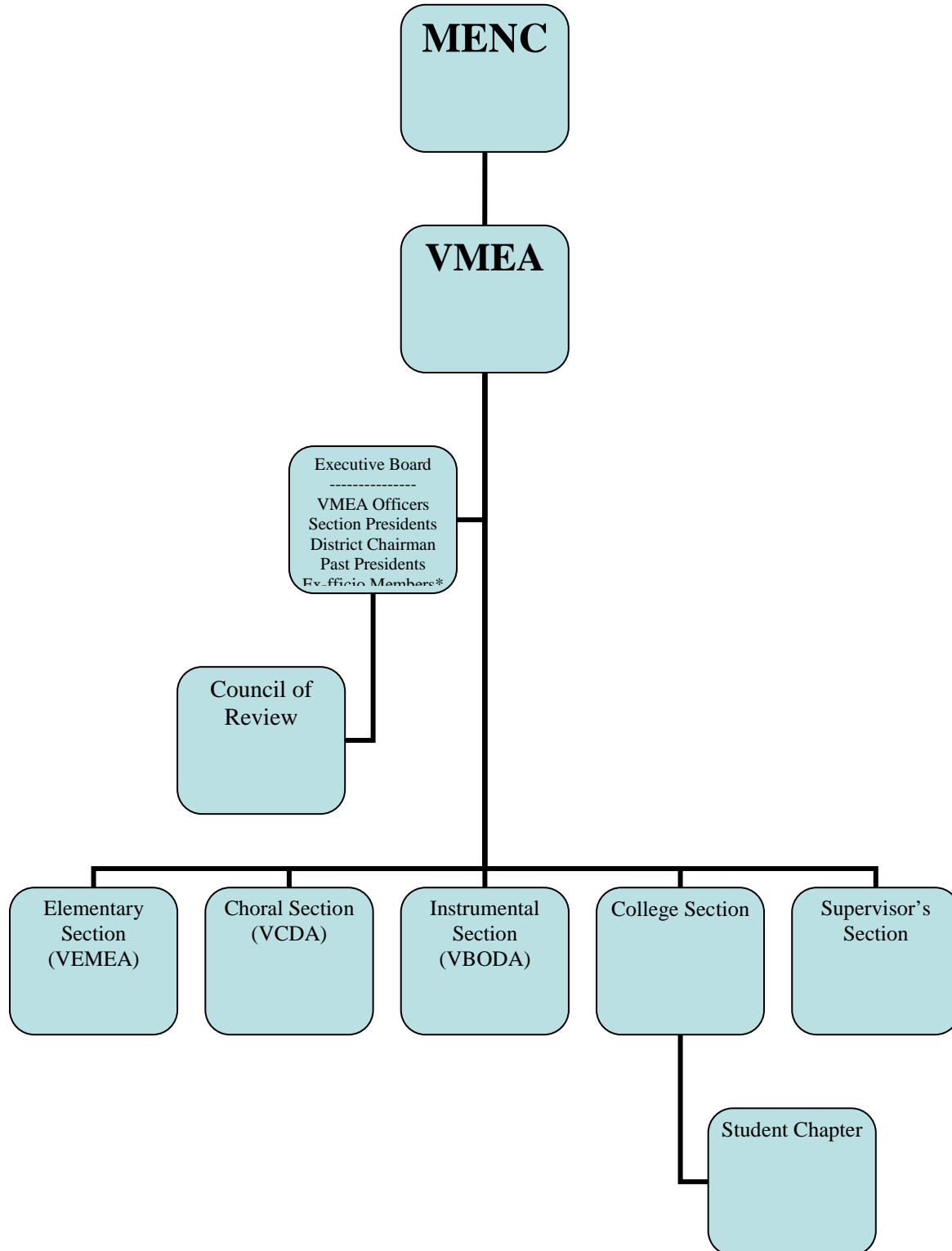
Please do not wear cologne, perfume, body sprays, and perfumed lotions during rehearsals or the concert. Some people are allergic to them.

Jewelry should be kept to a minimum for the concert.

Remember: The focus is on the choir's singing!

Failure to cooperate with the above dress code will result in removal from the performance.

APPENDIX D



* Ex-Officio members: Music representatives of the Virginia Department of Education,, Executive Secretary of the Virginia High School League (or representative), President of the Department of Secondary School Principals of the Virginia Education Association (or representative, a representative of the string teachers of the Instrumental Section of VMEA, Editor of VMEA notes. # Council of Review is composed of two of the three elected representatives of the choral, instrumental, elementary, and/or general interests of the District. (The third member is the District Chairman and serves on the Executive Board of VMEA.

APPENDIX E

ACTIVITIES CHECKLIST FOR CHAIRMEN/HOSTS

The following list of responsibilities is outlined on month-by-month basis to serve as a checklist for chairmen and hosts of VCDA activities and a general reference for directors. Events are as follows:

- DA = All-District Chorus Auditions (October or November)
- DC = All-District Chorus (February)
- VA = All-Virginia Chorus Auditions (February)
- VC = All-Virginia Chorus (April)
- DF = District Festival (March)
- HC = Honors Choir (November)

SEPTEMBER

District Chairman: Compile roster of district choral directors and distribute to District Directors and VCDA President and Secretary.

HC: Directors submit audition list and fees.

DA: Double check arrangements for use of building facilities (arranged in preceding April).
Engage Judges; secure accompanists.
Select audition material.
Schedule the audition date.
Determine costs and establish budget; set up bookkeeping account through school finance office.
Send information and forms to directors.
Arrange for pianos and piano tuning.
Obtain adult and student assistance for administrative support.
Arrange student housing and student meals, as required.

DC: Double check arrangements for use of building facilities (arranged in preceding April).
Arrange for reading session of proposed choral literature, if desired.

VC: Contact photographer and recording company.
Appoint Chairman and/or committee for student housing; initiate arrangements for housing and meals.

OCTOBER

DA: Obtain directors' registration and financial forms and monies.
Secure necessary equipment.
Arrange for meals for judges, accompanists, and support staff.

VC: Advise directors of hotel/motel facilities and other available information.

HC: Auditions held.

DF: Determine costs and establish budget; set up bookkeeping account through school finance office; send information to directors.

NOVEMBER

- HC: Directors return forms and monies.
- DA: By audition date: arrange for refreshments; draw checks for judges; check facilities and equipment.
- DC: Contact music company/publisher to obtain music.
Determine costs and establish budget; set up bookkeeping account through school finance office.
Advise directors of hotel/motel facilities and other available information.
Send music to accompanist.
Send guest conductor a schedule and program information; request biographical sketch and picture for printed program; request preferred seating arrangements and specific requirements for accompanist.
Arrange student housing and meals, if required.
- VC: Make reservations for guest conductor.

DECEMBER

- DC: Send information and forms to directors.
Make reservations for guest conductor.
Arrange for pianos and piano tuning.
Obtain directors' registration and financial forms and monies.
Obtain signatures required for certificates; order name tags, medals, certificates.
- VA: Double check arrangements for use of building facilities (arranged in preceding April).
Contact music company publisher to obtain music.
Determine costs and establish budget; set up bookkeeping account through school finance office.
- DF: Double check arrangements for use of building facilities (arranged in preceding April).
Engage adjudicators.
Obtain list of participating schools and number of choirs.

JANUARY

- DC: Obtain list of participating students by sections.
Publicize event; invite administrators and supervisors.
Prepare printed program.
Prepare registration packets for students.
Secure necessary equipment.
- VA: Schedule the audition date.
Determine costs and establish budget; set up bookkeeping account through school finance office.
Send information and forms to directors, including commitment form.
Engage judges.
- VC: Obtain signatures required for certificates; order name tags, medals, certificates.
Send music to accompanist.
District Chairmen receive all information pertaining to All-Virginia Chorus for duplication and distribution at All-District Chorus.

FEBRUARY

DC: Set up stage.
Assign host to meet quest conductor; draw check to pay conductor.
Provide refreshments for participants and directors; arrange for meals for quest conductor, accompanist, and support staff.
Prepare list of selected All-Virginia Chorus participants.
Select Chairman and/or host for All-District Chorus auditions for following year.
Turn records over to next year's chairmen.
Check facilities and return equipment; pay bills and submit financial reports.

VA: By audition date: Arrange for refreshments; draw checks for judges; check facilities and equipment; set up registration and audition areas.
Following auditions, pay bills and submit financial reports.

VC: Send guest conductor a schedule and program information; request biographical sketch and picture for printed program; request preferred seating arrangements and specific requirements for accompanist.
District Chairman provides All-Virginia Chorus information to Directors.

DF: Advise the directors of performance schedule; prepare printed program.

MARCH

DC: Engage guest conductor for the following year.

VC: Directors return All-Virginia financial forms and monies to District Chairmen; district Chairmen tall and forward to VCDA President.
See that event is publicized; prepare printed program; prepare registration packets; invite administrators and supervisors.
Arrange for site for following year; place event on school calendar.

DF: Make final arrangements for refreshments, meals, pianos, adult and student assistance, registration, tabulation, etc.
Pay adjudicators and all bills, submit financial reports.
Check facilities and return equipment.

APRIL

DA: Arrange for use of building facilities for the following year; place event on the school calendar.

DC: Arrange for use of building facilities for the following year; place event on the school calendar.

VC: Secure necessary equipment; set stage as required.
Meet guest conductor; arrange for meals for quest conductor.
Provide refreshments for directors.
Draw checks for quest conductor, accompanist, and other expenses.
Engage guest conductor for the following year.

JUNE, JULY, AUGUST

VCDA President plans vocal/choral session for VMEA In-Service Conference.

APPENDIX F

PROCEDURE FOR SELECTING PERFORMANCE CHOIRS FOR VMEA IN-SERVICE CONFERENCE

1. Submitted tapes must include for pieces: two recorded during the current school year, and two recorded from the previous year.
2. Programs from performances where these selections were performed must be included.
3. The committee that chooses choirs for performance at the VMEA conference shall be chaired by one of the following: VCDA president, Vice-President of VCDA or the President-Elect of VCDA. This person will not have a vote but will be responsible for:
 - Separating tapes into high school and middle school
 - Assigning adjudication numbers to each tape.
 - Securing at least 3 but no more than 7 elected district choral representatives to comprise the voting members of the committee.
 - Notify schools if tapes do not meet any application criteria, including the deadline for receipt of audition materials
 - Facilitating the listening and scoring process.
 - Notify all applicants of their status no later than four weeks after the deadline for tape submission.

PROCESS:

The committee will listen to tapes as presented by the chairperson and will complete an adjudication form for each tape heard. The form will be modeled after the MENC Festival Choral Rating Sheet. Each line item will be worth 10 points with a maximum score of 70. The final score will be the average of all adjudication sheets. To be invited a choir must have a final average score of 60 or better. At least one choir from middle school and one from high school will be invited, if these criteria are obtained. Remaining choirs which also meet these criteria will be ranked in score order and invited to perform as opportunities are made available.

Deadline for receipt of all materials will be May 15 to allow for timely notification of all choirs.

APPENDIX H

Virginia Music Educator's Association VCDA All-District Chorus Commitment Form

DISTRICT CHOIR REHEARSAL EXPECTATIONS

1. Each student will have his or her own music and pencil for all rehearsals.
2. Each student will sing only the part for which he or she was assigned or auditioned.
3. Each student will sit in his or her assigned seat during every rehearsal unless officially changed.
4. Each student will stay on task at all times and talking will be allowed only at designated times by the conductor.
5. Each student is to know all the music selected for the District Choir before coming to the first rehearsal.
6. Each student is to maintain proper posture while in the process of singing, i.e. sit up straight in chair, both feet on the floor, music up with eyes on the conductor.
7. No food or beverage will be consumed during rehearsals or permitted to be brought to the rehearsal area with the exception of bottled water.
8. No gum chewing will be permitted during the rehearsals.
9. Each student must be in place when the conductor begins each rehearsal.
10. When necessary, students will be housed in a motel/hotel or private homes close to the host school. Whenever possible, at least two students from each school will be housed in the same room/house. No housing assignments will be changed by the student.
11. Members of the District Choir may not miss any rehearsal unless they are missing a rehearsal for a Virginia High School League sponsored competition conflicting with the time of All-District Chorus. If this is the case, students may only miss one rehearsal. One rehearsal is defined as break to break. Names of any student involved in such a conflict must be given to the All-District Chorus Chairman prior to the event. The Chairman is responsible for determining a ruling with the District Chorus Committee.
12. Students will not leave the designated building or grounds of the sanctioned event unless expressly permitted by the All-District Chorus Committee.

REHEARSAL CONSEQUENCES

A warning will be given to the student who breaks any of the above and the student's director will be informed of the problem. If the student breaks any of the above a second time, he or she will be dismissed from the District Choir and the parents will be expected to be available to come pick up their child when called. If a student leaves the designated building or grounds without permission, they will not be allowed to complete the weekend. No monies will be refunded. A letter to the director, principal, and parents or guardian will be sent to inform all concerned.

Students will be made aware of these expectations by their director prior to the District Choir Weekend. It is then the student's responsibility to conduct him/herself as an outstanding choral student who has achieved one of the highest honors in choral music.

I have read and understand all rules, regulations, expectations and consequences that apply to participation in the District Choir Event. I further understand that this form with the required signatures must be submitted ON TIME to the Chairman of District Choir before my child is permitted to participate in the District weekend.

Parent's Signature

Student's Signature

I authorize the choir director of my child's school or an official of District Choir to take any precautions deemed necessary by a qualified physician. I understand that this would be done only in an emergency situation.

Insurance Company: _____

I.D. #: _____ Individual: _____ Group: _____

If group, with whom: _____

Parent's Signature: _____ Date: _____

I am pleased to recommend this student as a member of the District Choir, and I realize that I am responsible for this student during the District Event.

Choral Director's Signature

This student has my endorsement and congratulations for being selected as a member of the District Choir. I understand that this student's director or a chaperone which I have designated in writing is required to accompany him/her to this event. It is further understood that the Choral Director must be a member of VMEA or pay the participation fee in order for this student to participate.

Principal's Signature