



# BYLAWS

*of the*

**New England Music Festival Association, Inc.**

*Updated for Approval December 13, 2024*

## **MISSION STATEMENT**

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

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# BY-LAWS OF THE NEW ENGLAND MUSIC FESTIVAL ASSOCIATION

## ARTICLE 1

### *ELIGIBILITY*

#### *SECTION 1.*

All individuals sending students to participate in any event by the Association must pay a yearly membership fee and meet all the other financial obligations as dictated by the Association. The due date of the membership fee is the annual due date of the Solo & Ensemble Performance Adjudication Festival applications.

#### *SECTION 2.*

All participants in any Association event shall be enrolled in a New England School and/or supported by an appropriate musical organization or parent/teacher sponsor. Exception: 8th Grade Students will be allowed to participate in the Solo & Ensemble Performance Adjudication Festival but will not qualify for the Concert Festival until they reach 9th Grade.

#### *SECTION 3.*

The Solo & Ensemble Performance Adjudication Festival Adjudicator Manager and Technical Director shall annually place information and instructions for membership application, dues and fees payment and student registration for the Solo & Ensemble Performance Adjudication Festival on-line at [www.nemfa.org](http://www.nemfa.org). The deadline for filing electronic applications for the Solo & Ensemble Performance Adjudication Festival shall be the first day of November. After that date late applications will be assessed a penalty fee.

#### *SECTION 4.*

Following the final Solo & Ensemble Performance Adjudication Festival performances, for the Concert Festival ensembles shall be selected by the managers, their committees and the Executive Board. Managers will present a pre-determined instrumentation as dictated by the program choices in consultation with the conductors and the Festival Host. The Solo & Ensemble Performance Adjudication Festival Technical Manager will present a list of participants in score order from highest to lowest, and positions will be filled according to the highest scoring performances. In as much as possible student preferences will be honored but they are not a guarantee of choice. If necessary, ties will be broken by the following considerations:

1. Seniors
2. Previous Concert Festival participation
3. Students grade in school

Consideration will be given to making sure that each participating school has at least one student in the Concert Festival. After the ensembles have been selected, substitutions can only be made by the Festival Technical Director in consultation with the ensemble manager. The deadline for confirmation of student acceptance and payment of the Concert Festival fee shall be the second Monday in January. Failure to meet this deadline will result in students being replaced in order of score.

## ARTICLE 2

### *DUTIES OF OFFICERS*

#### *PRESIDENT*

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

#### *IMMEDIATE PAST PRESIDENT*

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

#### *PRESIDENT-ELECT*

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

#### *EXECUTIVE SECRETARY-TREASURER*

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

#### *RECORDING SECRETARY*

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

#### *SOLO & ENSEMBLE PERFORMANCE ADJUDICATION FESTIVAL TECHNICAL DIRECTOR*

This appointed position deals with student applications, scheduling and site logistics. The person holding this position represents the policies and procedures of the Association and responds to questions about these policies and procedures that arise during the course of the preparation and operation of the Annual Solo & Ensemble Performance Adjudication Festival.

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

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

### **WEBSITE MANAGER**

This appointed position is responsible for maintaining the Association website at nemfa.org. This person is also responsible for ensuring the functionality, security and efficiency of the web infrastructure, fixing issues, and updating its' content. This position needs to work in consort with the Bulletin Editor, the Solo & Ensemble Performance Adjudication Festival Managers, and the Concert Festival host to ensure that all website data is current. The Bulletin and the website serve as the main channels of information and communication with association members; the website additionally contains all the organization's documents, forms, and other pertinent information.

### **BULLETIN EDITOR**

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

### **MEMBER SERVICES CHAIR**

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

### **ORCHESTRA MANAGER AND CO-MANAGER**

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

### **BAND MANAGER AND CO-MANAGER**

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

### *CHORUS MANAGER AND CO-MANAGER*

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

### *JAZZ BAND MANAGER AND CO-MANAGER*

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

### *STUDENT HOUSING CHAIR*

In addition to serving on the Executive Board, this appointed position is responsible for all aspects of student housing during the Concert Festival. Among the many responsibilities, paramount are forming a committee of volunteers that will work with this person in the hotel evenings and mornings, making sure that all students are safe and following the parameters set forth by the Association. Duties include the following: taking attendance at both bed check and as needed when students are transported off-site to the housing accommodations, enforcing curfews, supervising breakfast, etc. are just some of the tasks that the Student Housing Chair and the committee must take care of.

### *DEAN OF STUDENTS*

The Dean of Students is responsible for overseeing all aspects of student well-being. The Dean must promptly report infractions to the President, providing detailed accounts of incidents and actions taken. The Dean of Students and the President implements any disciplinary measures when necessary and serves as a liaison between the student musician participants and executive board, advocating for students' needs while upholding institutional standards.

### *LIBRARIAN*

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

### *CONCERT FESTIVAL COORDINATOR*

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

## **SOCIAL MEDIA CHAIR**

The Social Media Manager on the board of the New England Music Festival Association is responsible for managing and curating the organization's social media content across various platforms. This role involves working closely with the board to develop a cohesive online presence that reflects the association's mission and activities, serving as the digital face of the organization. The manager will focus on creating engaging content, fostering community interaction, and ensuring consistent messaging to effectively represent the association's values and initiatives.

## **MODIFYING BOARD COMPOSITION**

The composition and titles of the Executive Board positions and/or descriptions may be modified by a majority vote of the Executive Board to meet the evolving needs of the organization. Such changes do not require a membership vote unless the number of Executive Board members is reduced to fewer than thirteen (13), in which case approval by a majority of the general membership is required.

# **ARTICLE 3**

## **STUDENT RESPONSIBILITIES**

### **SECTION 1.**

Students in the Concert Festival Band, Chorus, Jazz Band, and Orchestra are to be prepared in the music they are to perform. Students deemed unprepared may be remanded to their supervisors with instructions to learn the music before being returned to regular rehearsals.

### **SECTION 2.**

Each student must be accompanied by a sponsor/chaperone while at the Concert Festival. The chaperone must be in attendance at the Concert Festival site for the duration of the event.

### **SECTION 3.**

The Festival "Dean" Dean of Students shall be in charge of all students' general well-being and report any infractions of the rules to the Executive Board President at any point during the festival. The rules, regulations and guidelines are included here but covered in more detail in the student brochure handed out to each participant at the Concert Festival. The Housing chair shall be in charge of students' well-being while at the hotel. The Dean of Students and Housing Chair shall work together and report any infractions of student responsibilities to the President.

### **SECTION 4.**

Students are not allowed to drive. Transportation is provided by the chaperone, the host community or other adult.

### **SECTION 5.**

Students need to be in attendance and punctual at all rehearsals and concerts. All rules and regulations stipulated by the host school and the host community will be observed.

# ARTICLE 4

## USE OF ALTERNATES & ADULT PERFORMERS

### OVERVIEW

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

When alternates are needed the following will determine the process:

### SECTION 1.

#### Determining Alternates:

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

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

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

### SECTION 2.

#### Use of Alternates:

Replacing students declining their invitation by the acceptance deadline:

1. The specifics of the effect of each such declination is researched by the appropriate Solo & Ensemble Co-Coordinator and would include:
  - a. Seat or position of declining student(s)
  - b. Number of remaining accepting students for that seat or position
  - c. Number and ratings for possible alternates
2. This information is shared with the appropriate ensemble manager in a timely manner and would include the recommendations of the S&EPA Technical Director.
3. The ensemble manager decides which alternates to use and works with the S&EPA Technical Director to provide those alternates with their music

4. The S&EPA Technical Director notifies the appropriate NEMFA member sponsor, providing them with the access needed to accept the alternate(s) including online access to the Student Contract, the Acceptance Listing and updated invoice

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### *SECTION 3.*

#### **Deadline:**

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

### *SECTION 4.*

#### **REPLACEMENTS:**

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

### *SECTION 5.*

#### **CANCELLATIONS AFTER THE DEADLINE**

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

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

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

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

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

### *SECTION 6*

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

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

1. When there are not any qualified students on that instrument.

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

*Article 4 continues next page*

#### **SECTION 7.**

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

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

#### **SECTION 8.**

##### **CONTRACTING ADULT PERFORMERS**

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

## **ARTICLE 5**

### *FINANCES*

#### **SECTION 1.**

##### **Concert Festival:**

The cost of each accepted student shall be determined by the Executive Board. Supervisors will be billed by invoice by the Executive Secretary- Treasurer at the time of notification of acceptance. All Concert Festival registration fees shall be paid by the second Monday in January or according to any previously published deadline. Late return of applications and payment of fees shall accrue a penalty fee and will be accepted for a period of up to ten days after which time the students involved are replaced.

#### **SECTION 2.**

##### **Solo & Ensemble Performance Adjudication Festival:**

An adjudication fee determined by the Executive Board shall be required for each soloist or each member of an ensemble and shall be paid with the submission of the Solo & Ensemble Performance Adjudication Festival on-line registration. If a student performs in more than one event, an additional fee equal to that of the initial fee shall be paid for each event after the initial one.

*SECTION 3.*

**On-Site Registration for the Solo & Ensemble Performance Adjudication Festival is possible if:**

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

**ARTICLE 6**

*SPONSORING HOST*

The Sponsoring Committees of the host community for the Concert Festival shall be responsible for each of the following items and appropriate expenses:

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

**ARTICLE 7**

*SOLO & ENSEMBLE PERFORMANCE ADJUDICATION FESTIVAL*

The Solo & Ensemble Performance Adjudication Festival site invitations must be from the Superintendent of Schools or the proper school administrator. Invitations shall be presented by the June meeting. The host will provide the following:

1. Rooms for solo and ensemble events.

2. Pianos in good tune.
3. Music stands as required.
4. Sufficient space and chairs for an audience in each performance room.
5. Facilities for clerical assistance.
6. The Solo & Ensemble Performance Adjudication Festival Adjudicator Manager will secure all adjudicators who shall be specialists in the field they are required to adjudicate, and every attempt will be made to have the same adjudicator serve for all Solo & Ensemble Performance Adjudication Festival sites in any given year.
7. All students are expected to abide by the published policies, rules and regulations of the Association.
8. Repeated host site for The Solo & Ensemble Performance Adjudication Festival can be arranged through email between host and The Solo & Ensemble Coordinators.

## **ARTICLE 8**

### *AWARDS*

The Executive Board shall select members to receive a Distinguished Service Award when appropriate. Two Scholarship Awards of \$500, in memory of Burton O. Cowgill, shall be given each year to deserving students participating in the Concert Festival. The awards shall be made to one instrumental and one choral performer, based on the following priorities:

1. Four years of participation in the Concert Festival.
2. The highest score in the current Solo & Ensemble Performance Adjudication Festival.

## **ARTICLE 9**

### *OFFICERS SHARING DUTIES*

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

## **ARTICLE 10**

### *COMPLAINTS AND CONCERNS*

Any Association member wishing to file a complaint or concern about any Association activity or policy should do so in a written and signed document addressed to the President of the Association. The President of the Association shall take whatever action is deemed appropriate, make any necessary decisions concerning the matter and reply to the member within a reasonable period of time.

## **ARTICLE 11**

### *ELECTRONIC VOTING BY EMAIL*

A) When it becomes necessary to vote on issues that appear outside of the normal meeting times, electronic voting by the Executive Board will be allowed.

B) A motion will be made by an Executive Board member, followed by a second and then a period of discussion not to exceed one week.

C) At the end of that time period a vote will be taken.

D) The voting period will be five days and reported ONLY to the President, at which time the President will announce the results.

Should online voting be needed for association matters, the following steps and process may occur:

1. Online Voting: When an emergent matter requiring a vote arises outside of regular meeting times, the Executive Board may conduct an electronic vote.
2. Motion and Discussion: A board member initiates the process by making a motion, followed by a second. A discussion period of no more than one week (7 days) ensues, a vote cannot be called until 48 hours has elapsed from the motion.
3. Call the Question:
4. Voting and Results: After the discussion, a five-day voting period commences. The President is the sole recipient of the vote tally.
5. Announcement: Once the voting period concludes, the President announces the results to the Executive Board.

Process Summary: Motion, Second, Discussion (max 1 week, min of 48hr of discussion), Call the Question, Voting (5 days), Results to President, Announcement.

## **ARTICLE 12**

### ***AMENDING THE BYLAWS***

The ByLaws may be amended and changed by the New England Music Festival Association Executive Board according to Roberts Rules.