

# **CONSTITUTION OF THE MONROE COUNTY SCHOOL MUSIC ASSOCIATION, INC.**

As approved by the MCSMA Board on November 15, 2022

## **ARTICLE I – NAME, PURPOSE, ACTIVITIES**

Section 1. NAME. The name of this non-profit education organization shall be the Monroe County School Music Association, Inc. (hereinafter referred to as “MCSMA” or as the “Association”)

Section 2. PURPOSE. The purpose of this organization shall be to advance the cause of music education by:

- a. Providing high quality educational experiences for students.
- b. Sponsoring opportunities for professional growth to the members of the Association.
- c. Promoting music education as an integral part of a student education.

The Monroe County School Music Association welcomes all students in its activities and recognizes the positive contributions of students': race, color, religion, national origin, sexual orientation, gender identity, ancestry, disability, and neurodiversity. MCSMA strives to create a community of belonging which empowers all members and students to feel respected, valued, and equally included.

Section 3. AFFILIATIONS. MCSMA is affiliated with the New York State School Music Association (NYSSMA) and National Association for Music Education (NAfME) under the conditions outlined in Article VII - AFFILIATIONS of the NYSSMA BY-LAWS. It shall have a functioning relationship with other education associations and music organizations.

Section 4. FESTIVALS. MCSMA shall sponsor Solo and All-County festivals at the Elementary, Junior High and Senior High levels, as well as Jazz-specific festivals. The number of festivals to be held in a given year shall be determined by the members. Festival cancellations and festival rescheduling shall be handled as outlined in APPENDIX F.

Section 5. OTHER ACTIVITIES. Other activities necessary to further promote the purpose of MCSMA may be initiated by the Executive Council. Any activity that will incur a cost of \$100 or more will require approval of the MCSMA Board.

## **ARTICLE II – MEMBERSHIP**

Section 1. MEMBER ELIGIBILITY. Membership shall include any music educator employed by a participating school/school district in the County of Monroe.

Section 2. VOTING PRIVILEGES. All members as outlined in Section 1 shall be eligible to vote on and participate in the business affairs of the Association.

Section 3. SCHOOL/SCHOOL DISTRICT ELIGIBILITY. A school/school district is eligible for participation in the Monroe County School Music Association if:

- a. The school/school district is registered with the State of New York.
- b. The school/school district is a member of the New York State School Music Association.
- c. The school/school district pays its annual participation fee as described in Appendix A of this constitution.

Section 4. ASSOCIATE MEMBERS. This category includes other valued members of our organization: retired music educators, collegiate music educators and members of the business community. Associate Members do not have voting privileges, but can speak at meetings as outlined in ARTICLE III - MEETINGS.

### **ARTICLE III - MEETINGS**

Section 1. ANNUAL AND OTHER MEETINGS. The Annual Meeting of the Association shall be the General Meetings held at the All-County Festivals (exception: no meeting at the Jazz All-County Festival). Other business meetings shall be held monthly during the academic year (September - June, with no meeting in January) as designated by the President. Meeting locations, dates, and times, are designated by the President. Members shall be notified in writing at least one week prior to meetings.

Section 2. SPECIAL MEETINGS. Special meetings of the members may be called by the Executive Council or by at least fifteen members of the Association. A request for a special meeting shall specify the date, time, place and purpose of such meeting; the date may not be less than two months, nor more than three months from the date of notice.

Section 3. QUORUM. A quorum for the transaction of any business shall be 10 members of the Association in addition to members of the Executive Council; once a quorum is established for any meeting, it is not broken by the withdrawal of a member.

Section 4. GOVERNING RULES. The parliamentary principles set forth in *Robert's Rules of Order, Newly Revised*, shall govern the procedure of all meetings and in all cases not covered by the Constitution.

### **ARTICLE IV - EXECUTIVE COUNCIL**

Section 1. MEMBERS. The members making up the Executive Council of the Association shall be the President, Past President, President Elect and Treasurer. Any eligible member as described in ARTICLE II, SECTION 1 of this constitution can hold a position on the Executive Council.

Section 2. TERMS. The President Elect shall be elected by a majority of the membership present at the Annual Meeting and shall serve a term of two years. At the conclusion of their two-year term, the President Elect shall become President, and the President shall become Past President. The Past President shall return to a Member or Associate Member of the Association as outlined in ARTICLE II - MEMBERSHIP.

Section 3. ELECTION. During the second year of the President Elect's term, The President shall appoint a nominating committee consisting of at least three members. The President shall be an ex-officio member of the committee. The committee shall present a slate of names to the members in consideration of President Elect to vote upon at the annual meeting in March.

Section 4. REMOVAL FROM EXECUTIVE COUNCIL. Should any member of the Executive Council be found negligent in meeting the responsibilities of that office, that officer shall be subject to removal from office by a two-thirds vote of the remaining members of the Executive Council. Upon request, said member will be granted a hearing. The hearing committee will consist of the remaining three members of the Executive Council and three members selected from the general membership by said officer. The seventh member shall be the Zone 2 NYSSMA representative who shall chair the committee and be eligible to vote only in the case of a tie. The committee will give written notification of its decision to said member and the Association immediately following the hearing.

## **ARTICLE V – DUTIES OF EXECUTIVE COUNCIL**

Section 1. PRESIDENT. The President shall:

- a. Preside at all meetings.
- b. Be responsible for the general administration of the duties of the chief executive officer of the Association.
- c. Attend the annual NYSSMA Winter Conference and any other required NYSSMA events. MCSMA will pay the registration fee of the Winter Conference, up to the cost of early registration, if the President's School District does not cover the registration fee. MCSMA will not pay any other NYSSMA or NAFME membership fees.
- d. Fill unexpired terms of any of the Executive Council by appointment.

Section 2. PRESIDENT ELECT. The President Elect shall:

- a. Perform the duties of the President in the event of the President's absence or incapacitation.
- b. Fill the unexpired term of the President, should it become necessary.
- c. Coordinate all MCSMA Festivals.
- d. Perform any duties the President may designate.

Section 3. TREASURER. The Treasurer shall:

- a. Be the custodian of all funds of the Association.
- b. Perform any duties the President may designate.

Section 4. PAST PRESIDENT. The Past President shall:

- a. Serve on the Executive Council.
- b. Perform any duties the President may designate.

Section 5. ADDITIONAL DUTIES. In addition to the duties listed in ARTICLE V - DUTIES OF EXECUTIVE COUNCIL, the Executive Council will carry out the responsibilities of said office as detailed in the MCSMA Handbook.

Section 6. UNFILLED EXECUTIVE COUNCIL. If any of the four seats of President, Past President, President Elect, or Treasurer are vacant, the remainder of the Executive Council hold the right to postpone or cancel all MCSMA Festivals and events until the vacancies are filled.

## **ARTICLE VI – MCSMA BOARD**

Section 1. MEMBERS. MCSMA Board shall consist of the President, President Elect, Past President, Treasurer, Secretary, Assignor of Adjudicators, Coordinators, and Rochester City School District Chair. All members of the MCSMA Board, regardless of member eligibility as described in ARTICLE IV, have full voting privileges.

Section 2. ADDITIONAL SEATS. If the MCSMA Board deems the creation of another seat due to changes in festival structure or in service of Monroe County representation, a motion may be made to create a new seat by majority vote of the existing Board. Seats can be removed by the same process.

Section 3. DUTIES. The MCSMA Board shall advise the Executive Council in the matters of the Association and will carry out the responsibilities of their office as outlined in the MCSMA Handbook.

Section 4. APPOINTMENT. Appointment of officers to the MCSMA Board are done by the President with the approval of the Executive Council. The term of each office will be two years.

Section 5. REMOVAL OF OFFICERS. Should any officer other than the Executive Council be found negligent in meeting the responsibilities of that office, that officer shall be subject to removal from office by a majority vote of the Executive Council. Upon removal, an officer has two (2) weeks to appeal in writing to the Executive Council. If an appeal is made, the Executive Council will communicate the status of the appeal to said officer within one (1) week of receipt.

Section 6. UNFILLED EXECUTIVE COUNCIL SEATS. Should any of the seats of President, President Elect, Past President, or Treasurer be unfilled by July 1 of a calendar year, all MCSMA Festivals will be canceled for the subsequent academic year.

## **ARTICLE VII - AMENDMENTS**

This MCSMA Constitution may be amended by a two-thirds vote of the membership present at business meetings, providing that written notification of said amendments has been made by special notice mailed to the membership at least two weeks prior to the meeting. This constitution must be examined by the MCSMA Board at least once every ten (10) years and updated as necessary.

## **ARTICLE VIII - TRANSITION AND EFFECTIVE DATE**

This constitution supersedes all prior By-laws and Constitutions of the Monroe County School Music Association. Nothing contained in this document shall operate to alter the terms, power or duties of any officer or any Executive Council member, nor shall any act taken by them be rendered void by reason of the Incorporation of the Association or the adoption of this document.

## APPENDIX A

# MONROE COUNTY SCHOOL MUSIC ASSOCIATION POLICIES AND PROCEDURES

### **ARTICLE I – FEES**

Section 1. SCHOOL PARTICIPATION FEE. All schools and school districts who wish to participate in MCSMA activities are required to pay an annual fee, determined by enrollment as found in APPENDIX E. The first billing of the school/school district participation fee will be sent at the start of the academic year and is due by September 30. If necessary, a second billing will be sent by the first Monday in October. A third and final billing will be sent by December 1. Students from schools/districts that do not pay the fee by December 31 of each school year will not be permitted to participate in any MCSMA Festivals.

#### Section 2. SOLO FESTIVAL FEES

Fees for participation in Solo Festivals are determined by the Treasurer and Solo Festival Coordinators, subject to approval by the MCSMA Board. Fee Structures for Solo Festival are found in APPENDIX E, and will be communicated to the membership yearly.

#### Section 3. ALL-COUNTY PARTICIPATION FEE

A fee is assessed for each student participating in an All-County festival. The fee is determined by the Treasurer and approved by the MCSMA Board. Fee Structures for All-County Festivals are found in APPENDIX E.

### **ARTICLE II – MCSMA SPONSORED SOLO FESTIVALS**

Section 1. GENERAL INFORMATION. A complete explanation of the pertinent rules and regulations are published in the MCSMA newsletter distributed in October of each school year and on the Association website ([www.MCSMA.org](http://www.MCSMA.org)).

Section 2. DATES. Solo Festivals will be held throughout the month of January as follows:

- a. Vocal (grades 4-12)/Vocal Jazz (grades 9-12) Solo Festival - the first Friday/Saturday in January
- b. Senior High Instrumental Solo Festival (grades 9-12) - the second Friday/Saturday in January
- c. Junior High Instrumental Solo Festival (grades 7-8) - the third Friday/Saturday in January
- d. Elementary Instrumental (grades 4-6)/Instrumental Jazz (grades 6-12) Solo Festival - the fourth Friday/Saturday in January

If the first Friday/Saturday of January falls on the New Year holiday, every festival will move forward one week. Change of these dates requires approval from the Executive Council.

Section 3. LOCATION. As of the writing of this constitution, the following school districts are committed to host MSCMA Sponsored Solo Festivals through further notice:

- a. Fairport - Senior High Instrumental Solo Festival
- b. Brighton - Junior High Instrumental Solo Festival, Vocal/Vocal Jazz Solo Festival
- c. Pittsford - Elementary Instrumental/Instrumental Jazz Solo Festival

Each school district can decide, along with the festival coordinator, the building(s) within the district to best host the Solo Festival. Should any of the districts named above become unable to host a Solo Festival, a replacement location must be found no later than October 1 or face cancellation as outlined in APPENDIX F.

#### Section 4. FESTIVAL CANCELLATIONS

Solo Festivals may be canceled as outlined in APPENDIX F.

### **ARTICLE III - ALL-COUNTY MUSIC FESTIVALS**

#### Section 1. ELIGIBILITY.

Student musicians are eligible for participation in MCSMA's All-County festivals if all of the following conditions are met:

- a. The student attends a school/school district that is a member of the Monroe County School Music Association.
- b. The student must be a participating member of the school music program. Participation is defined as a minimum of 50% attendance and practice at in-school rehearsals (where such rehearsals are offered) and at all concert performances with this same organization, i.e. orchestra, chorus, band, jazz ensemble, etc.

Clarification: the wind player or percussionist participates in the band program, string player in the orchestra program, the vocalist in the choral program.

Exception: the student's school/school district does not offer an ensemble in which to participate, e.g. no orchestra.

#### Section 2. SELECTION PROCESS Students are selected to All-County Ensembles as follows:

- a. Band and Orchestra (Elementary, Junior High, and Senior High Levels) - audition at a MCSMA-sponsored Solo Festival as noted in ARTICLE II
- b. Senior High Choir - audition as outlined in APPENDIX B
- c. Elementary and Junior High Choir - teacher recommendation

Substitutions for these performing groups may not be made after two weeks prior to the All-County festival.

Room Equalization – The scores of students who audition on like-instruments that are adjudicated by more than one judge, in different rooms, are subject to equalization. This process attempts to equalize the difference between judges whose standards may vary from the norm. The room equalization process can be found in APPENDIX D.

### Section 3. PART CHECK/SEATING

Part checks are held on Friday afternoon at the All-County rehearsal at the discretion of the ensemble coordinators. Reseating within instruments playing like parts may occur based on the level of a student’s preparation. A student who is unprepared on Friday may be asked not to return on Saturday.

### Section 4. DROP-OUT RULE

Students who drop out of their ensemble after being selected for All-County will not be eligible for selection the following year.

Example: A student is selected for All-County Orchestra on violin, but drops out of the ensemble due to a family vacation.

Example: A student is selected for All-County Band, but is dissatisfied with their seat. They drop out of the ensemble.

Exceptions may be made by the MCSMA Board in cases of emergency and/or illness.

### Section 5. EMPTY SEATS

In the event that a seat in an All-County ensemble is vacated without a suitable alternate or is unable to be filled due to audition results, MCSMA reserves the right to solicit recommendations from teachers to fill the seat with an appropriate performer.

### Section 6. LOCATIONS

The following school districts are committed to host MSCMA Sponsored All-County Festivals through March 2031:

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
Jazz	Spencerport	Spencerport	Spencerport	Spencerport	Spencerport	Spencerport	Spencerport	Spencerport	Spencerport
SH	West Irondequoit	Brighton	East Rochester	Gates	Honoeye Falls-Lima	West Irondequoit	Brighton	East Rochester	Gates
JH	East Irondequoit	Webster	Hilton	Fairport	Greece	East Irondequoit	Churchville-Chili	Pittsford	Fairport
Elem	Brockport	Churchville-Chili	Pittsford	Penfield	Rush-Henrietta	Brockport	Webster	Hilton	Penfield

The Senior High All-County Concert is held at the Eastman School of Music.



Each school district can decide, along with the festival coordinator, the building(s) within the district to best host the All-County Festival. Should any of the districts named above become unable to host an All-County Festival, a replacement location must be found no later than December 1 or face cancellation as outlined in APPENDIX F.

#### Section 7. FESTIVAL CANCELLATIONS

All-County Festivals may be canceled as outlined in APPENDIX F.

### **ARTICLE IV – OFFICIAL PUBLICATIONS**

The MCSMA Newsletter is the official publication of MCSMA. Issues are published in September, October, January and March or April. Additional issues are published on an as needed basis. The October issue contains information for Solo and All-County festivals.

### **ARTICLE V – AWARDS AND SCHOLARSHIPS**

#### *TERRY TAYLOR MEMORIAL SCHOLARSHIP*

Dedication: Given annually in the memory of Terry Taylor, Monroe County music educator, department head and president of NYSSMA.

Candidates: Designed to recognize outstanding new teachers; it provides an opportunity for professional growth and an increased awareness of NYSSMA/NAfME activities through attendance at the NYSSMA Winter Conference.

#### Requirements:

- a. Must be employed as a full time music educator (defined as 1.0 FTE)
- b. Total teaching experience does not exceed five years
- c. Must be employed in present district at least one half year
- d. Must be an active NYSSMA/NAfME member
- e. School district must have paid its participation fee

#### Recipient Receives:

- a. Full registration to the NYSSMA Winter Conference
- b. Lodging and accommodations, based on double occupancy if the conference is not held in Rochester

Notification: Official notification and specific details regarding the Terry Taylor Scholarship will be published in the MCSMA Newsletter.

### *RICHARD H. SNOOK MEMORIAL AWARD*

Dedication: Given annually in the memory of Dick Snook, Monroe County music educator, department head, founder and executive director of the New York State Band Directors' Association.

Candidates: Presented to a business person, professional musician, collegiate level music educator whose time, talents or financial sources have contributed to the betterment of music education in some significant way.

Recipient Receives: Recognition at the Senior High All-County concert.

Notification: Official notification and specific details regarding the Richard Snook Memorial Scholarship will be published in the MCSMA Newsletter.

### *DONALD COLEY SCHOLARSHIP*

The Monroe County School Music Association will present the Donald Coley Scholarship (\$100) annually to a high school student from Monroe County who meets the following criteria:

- The student must reside within Monroe County
- The student must be accepted into either the New York State Summer School of the Arts (NYSSSA) orchestral or jazz program

Preference will be given to woodwind players, but the committee will not preclude students who perform on other instruments.

Personnel at the State Education Department will present the names of the accepted students from Monroe County to the Monroe County President, following the selection of the performing groups.

The County President, in consultation with the MCSMA Board, will select the candidate for the scholarship.

The scholarship will be presented to the selected student at the final concert of the season at the home school of the recipient.

In the event that no student meets the above criteria, an accepted woodwind student from another county may be given the scholarship. This will be determined by the President of the Monroe County School Music Association in consultation with the State Education Department.

## APPENDIX B

### GUIDELINES FOR SENIOR HIGH CHORAL AUDITIONS

Senior High Choral students are required to complete a recorded audition process to be considered for placement in any Senior High All-County Choir Ensembles. The implementation of these procedures is the responsibility of the Senior High Choir Coordinator(s), with support provided by the MCSMA Board as necessary.

**ARTICLE I - AUDITION MATERIAL.** The audition material for Senior High Choral students will consist of the following:

- a. One full piece of four-part repertoire selected from a rotation of pieces
  - i. Repertoire in this rotation should be at a level IV from the NYSSMA Major Organization Manual and should be available from the BOCES library.
- b. A nine-note major scale starting on the following pitches:
  - i. Soprano I: A4
  - ii. Soprano II: F4
  - iii. Alto I: C4
  - iv. Alto II: Bb3
  - v. Tenor I: G3
  - vi. Tenor II: Eb3
  - vii. Bass I: C3
  - viii. Bass II: G2

**ARTICLE II - AUDITION PROCESS.** Auditions must be a recording of the student singing both the scale and the choral excerpt. No editing or splicing can take place. Submissions will be reviewed by the Senior High Choir Coordinator and a committee of High School Choir Teachers.

**ARTICLE III - TIMELINE.**

- September 30 - audition piece is announced to teachers; practice parts and scale tracks sent
- First full two weeks of December - submissions due to Choir Coordinator(s)
- End of December through third full week of January - submissions evaluated
- Following Senior High Instrumental selection - teachers notified of acceptances, music mailed

## APPENDIX C

### ALL-COUNTY MUSIC SELECTION GUIDELINES

Guidelines for the Selection of Music for All-County Festivals:

Elementary Festival (Grades 4, 5, 6) - NYSSMA Level II/III or equivalent

Junior High Festival (Grades 7, 8) - NYSSMA Level III/IV or equivalent

Senior High Festival (Grades 9, 10, 11, 12) - NYSSMA Level V/VI or equivalent

#### 1. Choral Requirements (20-25 minute program)

- a. At least three selections from the BOCES Music Library
- b. E – Two part music, JH - SAB, SH - SATB
- c. Selection of music:
  - i. Folk music
  - ii. Period music
  - iii. Traditional

#### 2. Band Requirements (20-25 minute program)

- a. At least three selections from the BOCES Music Library
- b. Full band instrumentation
- c. Selection of music:
  - i. Be consistent with the instrumentation
  - ii. Be aware of requirements for percussion, tuba, and other color instruments
  - iii. If 4 percussionists are needed for one piece, the rest of the program should use similar number of players
  - iv. Balanced program to include a march

#### 3. Orchestra Requirements (20-25 minute program)

- a. At least three selections from the BOCES Music Library
- b. E – String orchestra instrumentation, JH - Either string orchestra or full symphonic orchestration at the discretion of the Coordinator and MCSMA Board, SH - Full symphonic orchestra instrumentation
- c. Selection of music:
  - i. Be consistent with instrumentation
  - ii. Be aware of requirements for percussion, tuba, and other color instruments
  - iii. If 4 percussionists are needed for one piece, the rest of the program should use similar number of players
  - iv. Balanced program

#### 4. Final programs must be approved by the MCSMA Board.

While repertoire quality is a priority, consideration should be given to choose a program that reflects a diversity of time periods, people, and cultures. Conductors and Coordinators may be asked to revise their program if the selections do not reflect diversity.

APPENDIX D  
ALL-COUNTY STUDENT SELECTION GUIDELINES  
ROOM EQUALIZATION AND EQUIVALENCY CHARTS

**ATTRIBUTES**

1. No student shall be admitted into All-County with a score of 19 or less on Levels I-IV; a score of 89 or less on Levels V-IV
2. 4.5 point differential between Levels III-IV and I-II
3. 5.5 point differential between Levels II-III
4. Special placement at the discretion of the festival coordinator

**ROOM EQUALIZATION OF SOLO FESTIVAL SCORES**

Room equalization may occur when like-instruments (i.e. violins) auditioning for All-County are adjudicated by more than one judge. Although MCSMA makes every effort to hire adjudicators who evaluate in a fair and consistent manner, significant discrepancies occur from time to time.

Before All-County Selection is completed, the scores of the rooms where like-instruments auditioned are averaged. If any significant differences between rooms are found, the Solo Festival Coordinator uses the following procedure to determine the necessity of room equalization:

1. Compare the scores in Level 3-4 and 5-6 separately.
2. Check for rooms where a few unusual scores might affect the room average. If there are outlier scores affecting the average, discard those scores when considering room equivalency.
3. A three point differential must occur to warrant any degree of room equalization. The following formula is used when room equalization is necessary:
  - Room differential of 3 points: Add 1 point to the lower room
  - Room differential of 4 points: Add 1.5 points to the lower room
  - Room differential of 5 points: Add 2 points to the lower room
  - Room differential of 6 points: Add 2.5 points to the lower room
  - Room differential of 7 points: Add 3 points to the lower room

## APPENDIX E

### SCHEDULE OF FEES/HONORARIA

The following information is current as of September 2022. The amounts are subject to change as determined by the MCSMA Board.

#### SCHOOL PARTICIPATION FEE SCHEDULE

<b>District Size</b>	<b>MCSMA Fee</b>
1-500	\$125
501-1000	\$150
1001-2500	\$200
2501-5000	\$225
5001+	\$250

#### SOLO-FESTIVAL REGISTRATION FEE

Solo Festival Levels I-IV	\$14.00
Solo Festival Levels V-VI	\$20.00
SH Vocal Recorded Audition	\$2.50

#### FESTIVAL PARTICIPATION FEE

Band/Orchestra	\$10/student
Choir	\$12/student
PEAK	\$10/student

#### FOOD ALLOWANCES

Elementary Solo Festival	\$30/person (judges and coordinators)
All Other Solo Festivals	\$40/person (judges and coordinators)
All-County Conductors/Guests	\$50/person
Senior High Host Site Snacks	\$200
All Other Host Site Snacks	\$150

ENSEMBLE MUSIC ALLOTMENTS\* (Through BOCES)

Senior High	\$975
Junior High	\$625
Elementary	\$550
Jazz	\$350

\*Each ensemble is allowed to purchase one new piece per year, not to exceed the festival allotment when totaled with other ensembles.

STIPENDS/HONORARIA

MCSMA Treasurer	\$599.99/year
MCSMA Assignor of Adjudicators	\$300/year
MCSMA President	NYSSMA Winter Conference Registration (see Article V, Section 1)
All-County Conductors	\$500 + expenses*
All-County Accompanists	\$200 + expenses**
Solo Festival "Zone Representative"	\$25/hr
Solo Festival Adjudicator: NYSSMA All-State Cert.	\$25/hr
Solo Festival Adjudicator: NYSSMA Certified	\$20/hr
Solo Festival Adjudicator: Non-Certified	\$16/hr
Solo Festival Coordinator	5% of gross registration fees to be split among the Coordinator and any assistants

\*conductor expenses are limited to flights (up to \$500), lodging, mileage paid at the NYSSMA rate, highway tolls, and meals as part of travel.

\*\*accompanist expenses are limited to mileage paid at the NYSSMA rate, highway tolls, and meals as part of travel.



## APPENDIX F

### GUIDELINES FOR CANCELLATION/RESCHEDULING OF SOLO AND ENSEMBLE FESTIVALS

In the event of inclement weather, public health crisis, or other scenario in which the safety of Festival Participants is in question, MCSMA may choose to cancel a portion of or an entire Festival.

#### CANCELLATION PROCEDURE

1. HOST DISTRICT. If a School District hosting a MCSMA Festival must close, then that Festival is canceled. If the school district remains open, move to #2.
2. PRESIDENTIAL VOTE. If the President, Past President, and President Elect unanimously agree that a Festival should be canceled, then that Festival is canceled. If the Presidential vote is not unanimous, move to #3.
3. MCSMA BOARD VOTE. An emergency meeting may be called and must maintain quorum as defined in Article III, Section 3. If over 50% of a MCSMA Board vote agrees that a Festival should be canceled, then that Festival is canceled.

#### NOTIFICATION PROCEDURE

If a Festival is canceled, the President will notify all MCSMA members through email.

#### RESCHEDULING PROCESS

MCSMA makes no guarantee that a Festival can be rescheduled from its original date. If the Festival is able to be rescheduled, notification will go out through email to all MCSMA members as soon as possible.

#### REFUND PROCESS

MCSMA makes no guarantee that Solo Festival or All-County fees will be refunded. In the event that fees can be returned, the Treasurer will make arrangements with School Districts as needed.

#### OTHER PROCESSES

Unknowns not covered in APPENDIX F are subject to discussion and amendment by the Executive Council and MCSMA Board.

If any of the four seats of the Executive Council are vacant, the remaining members of the Executive Council hold the right to cancel or postpone any MCSMA Festival or Event as outlined in Article V, Section 6.