

# BYLAWS

## Article I. Election of Officers

**Section 1.1.** The current President and President-Elect shall ask qualified members (Constitution Article VI, Section 6.1) to serve as Executive Officers. After these members have accepted the invitation to be nominated, the President shall present the slate of officers at the All-State general membership meeting. Once the slate is presented, nominations are open to the floor. If there are none, the slate may be accepted in its entirety. If there are nominations, each office must be voted upon separately.

**Section 1.2.** District Chairmen are appointed by the President (Constitution Article VI, Section 6.2).

## Article II. Duties of Officers and District Chairmen

### Section 2.1. President

- A. The President shall preside at all meetings of the AVA and its board of directors, and shall have one vote at all meetings.
- B. The President shall enforce adherence to the Constitution and Bylaws of the AVA and make such interpretation as may become necessary. The President shall also exercise general supervision over all the affairs of the AVA, make necessary emergency decisions not specifically covered in the Constitution and Bylaws, and appoint any committees deemed necessary to conduct the affairs of the AVA. The President shall represent the AVA in all its relations with the AMEA and the MENC.
- C. The President shall appoint Executive Officers to coordinate all responsibilities regarding Honor Choir and All-State Show Choir Festivals.
- D. The President shall assist in the audition process for the All-State choirs and will assume all clerical duties involved therein.
- E. The President shall transfer appropriate records and equipment to the incoming President.

### Section 2.2. Vice-President (immediate Past-President)

- A. The Vice-President shall serve as a consultant and shall have one vote at all meetings.
- B. The Vice-President shall be responsible for collecting and preserving the archives of the AVA. The Vice-President shall be responsible for writing and filing any grants for the AVA.
- C. The Vice-President shall assist in the audition process for the All State choirs and will assume all clerical duties involved therein.
- D. The Vice-President shall be responsible for any other duties assigned by the AVA President.

- E. The Vice-President shall transfer appropriate records and equipment to the incoming Vice-President.

### **Section 2.3. President-Elect**

- A. The President-Elect shall assist the AVA President in every phase of work. The President-Elect shall assume the duties of the President in cases of absence, disability, or resignation of the AVA President. If, in the event of any of the aforementioned conditions, the President-Elect has to assume the presidency for a period exceeding one year, a special election will be held to choose a new President-Elect. The President-Elect shall automatically assume the duties of the AVA President upon expiration of the AVA president's term of office. He/she shall be a member of the board of directors and shall have one vote at all meetings.
- B. The President-Elect shall assist in the audition process for the All-State choirs and will assume all clerical duties involved therein.
- C. The President-Elect shall be responsible for any other duties assigned by the AVA President.
- F. The President-Elect shall transfer appropriate records and equipment to the incoming President-Elect.

### **Section 2.4. Recording Secretary**

- A. The Recording Secretary shall serve as a member of the board of directors and shall have one vote at all meetings.
- B. The Recording Secretary shall record and preserve a record of the proceedings at all meetings of the AVA and its Board of Directors, present the minutes of previous meetings at the following assembly, and assist the AVA President in functions of the office.
- C. The Recording Secretary shall assume responsibility for printing the AVA handbook.
- D. The Recording Secretary shall transfer appropriate records and equipment to the incoming Recording Secretary.
- E. The Recording Secretary shall assist in the audition process for the All-State choirs and will assume all clerical duties involved therein.
- F. The Recording Secretary shall be responsible for any other duties assigned by the AVA President.

### **Section 2.5. Executive Secretary**

- A. The Executive Secretary shall serve on the Board of Directors as a non-voting member.
- B. The Executive Secretary shall collect and disburse all monies that come to the AVA, keep a complete financial record, and prepare a report to the membership for each general meeting. The Executive Secretary shall also acquire the services of a certified public accountant.
- C. The Executive Secretary shall supply all necessary financial information for writing and filing any grants.

- D. The Executive Secretary shall be responsible for printing and distributing teacher professional development certificates for AVA functions.
- E. The Executive Secretary shall be responsible for any other duties assigned by the AVA President and outlined in the Executive Secretary job description.
- F. The Executive Secretary shall transfer all records and equipment to the incoming Executive Secretary.

**Section 2.6. District Chairmen**

- A. District Chairmen shall organize and administer all activities of the AVA at the district level and shall serve and promote the interests of the members in their districts.
- B. Each District Chairman shall be a member of the Board of Directors and will have one vote at all meetings.
- C. District Chairmen shall serve at the discretion of the President at any AVA-sponsored event.
- D. District Chairmen shall keep accurate financial records that will be subjected to audit each year.
- E. Each District Chair shall transfer all appropriate records and equipment to the incoming District Chair.

**Section 2.7. District Co-Chairman**

- A. The President may appoint a District Co-Chairman when needed.
- B. The District Co-Chairman shall assist the District Chairman.
- C. In the absence of a District Chairman, the District Co-Chairman will have the right to vote.

**Article III. Division of Districts**

**Section 3.1.** The AVA shall have seven districts, with the following counties in each district:

<b><u>District I</u></b>	Marengo	Cleburne	Chilton	Tallapoosa
Colbert	Marion	DeKalb	Coffee	Wilcox
Cullman	Perry	Etowah	Coosa	<b><u>District VII</u></b>
Franklin	Pickens	Marshall	Dale	Baldwin
Lauderdale	Shelby	Randolph	Dallas	Butler
Lawrence	Sumter	St. Clair	Elmore	Choctaw
Limestone	Tuscaloosa	Talladega	Geneva	Clarke
Morgan	<b><u>District III</u></b>	<b><u>District V</u></b>	Henry	Conecuh
Winston	Jefferson	Jackson	Houston	Covington
<b><u>District II</u></b>	Walker	Madison	Lee	Crenshaw
Bibb	<b><u>District IV</u></b>	<b><u>District VI</u></b>	Lowndes	Escambia
Fayette	Blount	Autauga	Macon	Mobile
Greene	Calhoun	Barbour	Montgomery	Monroe
Hale	Cherokee	Bullock	Pike	Washington
Lamar	Clay	Chambers	Russell	

## **Article IV. Student Eligibility for AVA Events**

**Section 4.1.** All student participants in AVA events must be enrolled in a middle, junior high, or high school choral program.

**Section 4.2.** The choral director must be a member of AVA/MENC ([menc.org](http://menc.org)).

**Section 4.3.** If a school is on the block system, students who are enrolled for one semester in that school year will be eligible for all AVA activities during that entire school year.

**Section 4.4.** AVA recognizes and includes homeschool choirs with the following stipulation: homeschool choirs must meet at least weekly for students to be eligible to participate in AVA adjudicated assessments or to audition for All-State Choirs.

**Section 4.5.** Students must be in good standing with their choral department and their school to participate in any AVA event.

## **Article V. Scholarships**

**Section 5.1.** All AVA scholarships will be paid directly to the college in which the recipient is enrolled. It is the responsibility of each AVA scholarship recipient to notify the Executive Secretary of his/her college enrollment in order for payment to be made. Each scholarship must be used within five years of the date it was presented to the student.

**Section 5.2.** Recipients of the Music Education Scholarship must submit written verification to the AVA Executive Secretary of acceptance to the teacher education program at their college in order to receive their scholarship. This can usually be obtained from the dean or chairman of the music education program, usually after the first or second year of music education study.

## **Article VI. Fees**

**Section 6.1.** Fees will be set by the Board of Directors and are NON-REFUNDABLE.

**Section 6.2.** The Board will set a school fee and a student fee for each audition, assessment, and festival event (except Honor Choir Screening), and a late fee will apply each time a registration is not received by the deadline.

**Section 6.3.** Fees designated for one event may not be transferred as payment for another event.

**Section 6.4.** Only school checks, purchase orders, money orders, or check requests will be accepted and should be made payable to the *Alabama Vocal Association*.

**Section 6.5.** If a purchase order or check request is submitted with application or registration for an event, a school check for the original number of students registered must be received before student participates in the event.

**Section 6.6.** All schools with a scheduled time for an event must pay for that event.

**Section 6.7.** A school that is a combined junior/senior high or middle/high in one physical plant will pay only one school fee when submitting one application form with one check or purchase order.

## **Article VII. Adjudicators for AVA Events**

**Section 7.1.** Executive Board members and Past Presidents shall serve as All-State Audition adjudicators. Adjudicators will not judge their own students.

**Section 7.2.** The President will appoint board members to serve as ASSC adjudicators, and will hire a specialist to teach and adjudicate choreography for the audition. Adjudicators will not judge their own students.

**Section 7.3.** District Chairs will choose judges from the board-approved AVA Adjudicator List for State Choral Performance Assessment, State Solo & Ensemble, and district-level Outstanding Choral Student, Outstanding Accompanist, and the Music Education Scholarship events. District Chairs should choose as many out-of-state judges as possible for State Choral Performance Assessment and State Solo & Ensemble Performance Assessment, but this doesn't preclude the use of an in-state judge.

**Section 7.4.** The seven District Chairmen will serve as a panel to judge state level Outstanding Choral Student event, but will abstain from voting on students from their district.

**Section 7.5.** The President will appoint panels of judges to judge the state level Outstanding Accompanist event and the state level Music Educators Scholarship event.

**Section 7.6.** Each District Chair will appoint directors in the district to serve as the panel of judges for the Honor Choir Screening.

**Section 7.7.** District Chairs, whenever possible, should avoid choosing adjudicators for assessments who know the students to be adjudicated.

## **Article VIII. Music for Performance Assessments**

**Section 8.1.** Although there is no required music list, directors should choose music that is appropriate to the age and development level of the singers and has high artistic and aesthetic merit.

**Section 8.2.** Directors should vary their choice of literature from year to year, and should select two pieces for the performance assessment that vary in tempo, style, or period.

**Section 8.3.** Adjudicators may lower ratings based on choice of music.

**Section 8.4.** Pop, show music, vocal jazz and Broadway selections are unsuitable for adjudication at Performance Assessments.

**Section 8.5.** Choirs or ensembles may not perform for assessment any music from the CURRENT year's All-State list unless it is a different voicing or arrangement of that title.

**Section 8.6.** Choirs and ensembles with like voicing from the same school are not permitted to perform the same literature at State Choral Performance Assessment and/or State Solo & Ensemble Assessment.

**Section 8.7.** Photocopied music is illegal and not allowed, unless written proof is provided from the supplier indicating that the music in question was ordered at least eight weeks prior to the Performance Assessment date.

**Section 8.8.** Directors may not edit music for Performance Assessments. If either selection is marked *a cappella*, it must be performed *a cappella*.

**Section 8.9.** It is preferable that music be performed in the original language for which it was written; however, the director may choose a text translation if one or more translations appear in the music.

**Section 8.10.** Middle School directors may make slight changes to accommodate the changing male voice.

**Section 8.11.** Music must be performed from memory. Only the director and accompanist(s) may use music.

**Section 8.12.** Recorded accompaniment is not permitted at Performance Assessments.

**Section 8.13.** The director may not sing with his/her choirs.

## Article IX. State Choral Performance Assessment

**Section 9.1.** State Choral Performance Assessment provides school choirs with a venue for adjudicated public performance of quality repertoire and closed sight-reading skills assessment.

**Section 9.1.** State Choral Performance Assessment will be held in each district.

**Section 9.2.** Choirs must consist of at least 17 members.

**Section 9.3.** Each choir will perform from memory two selections that will be adjudicated by a panel of three judges. The choir will receive a rating of I (highest) to IV from each judge.

**Section 9.4.** Each choir will sight-read a selection provided by the AVA. One sight-reading judge will rate each choir, assigning a rating of I to IV.

**Section 9.5.** The sum of the ratings from each Performance judge and the Sight-reading judge determines a choir's Overall Rating:

<b>I</b>	Superior	Sum of 4-6 Points, except with a III in Sight-Reading*
<b>II</b>	Excellent	Sum of 7-10 Points
<b>III</b>	Good	Sum of 11-13 Points
<b>IV</b>	Fair	Sum of 14-16 Points

\***Section 9.6.** Any choir rating a III in sight-reading will not receive an overall I (superior) rating.

**Section 9.7.** Ratings will automatically be lowered one level by performance judges when a director chooses to begin a piece again.

**Section 9.8.** Directors may choose to bring choirs for comments only but must complete the entire assessment process (Warm-up, Performance, Sight-reading).

**Section 9.9.** The choral performances at State Choral Performance Assessments are open to the public at no charge. The warm-up and sight-reading portions of the assessments are closed to the public.

**Section 9.10.** District Chairmen must report assessment results to the AVA President and Executive Secretary within two weeks of State Choral Performance Assessment.

## **Article X. State Solo & Ensemble Performance Assessment**

**Section 10.1.** State Solo & Ensemble Performance Assessment provides soloists and ensembles in school choral programs with a venue for adjudicated performance of quality repertoire in a closed setting.

**Section 10.2.** State Solo & Ensemble Performance Assessment will be held in each district.

**Section 10.3.** Ensembles will consist of 2-16 members.

**Section 10.4.** Each soloist or ensemble shall perform from memory two selections that will be adjudicated by one judge, who will assign a rating of I (highest) to IV.

**Section 10.5.** State Solo & Ensemble performances are not open to the public; however, directors may be in the room for the assessment.

**Section 10.6.** The director may not sing with or conduct ensembles, but may accompany soloists and ensembles, if needed.

**Section 10.7.** Soloists and individual students in ensembles receiving superior ratings qualify to receive an AVA medal for the event, which may be purchased as follows:

- A. Only directors are authorized to purchase medals.
- B. Directors should order medals from the Executive Secretary, using the Medal Order Form, and enclosing a copy of the applicable State Solo & Ensemble Superior rating sheet(s) and a school check.
- C. The AVA Board of Directors will set medal prices yearly.

## **Article XI. All-State Choir and All-State Show Choir**

**Section 11.1.** The All-State Choirs are designed to give recognition to students of outstanding ability and initiative, provide the opportunity for these students to work with outstanding choral clinicians, and perform choral literature of the highest quality.

**Section 11.2.** The President shall be responsible for obtaining festival clinicians.

**Section 11.3.** The All-State Choirs will consist of students selected by audition from grades 7-12 as follows:

- A. **High School SATB** All-State Choir (grades 10-12; 9<sup>th</sup> graders may not audition)
- B. **High School SSA** All-State Choir (female students in grades 9-12)
- C. **High School TTBB** All-State Choir (male students in grades 9-12)
- D. **Middle School Mixed Choir** (male students in grades 7-8, who may audition for any part; female students in grade 8 only)
- E. **Middle School Treble Choir** (female students in grade 7 and 8)
- F. **All-State Show Choir** (grades 10-12)

**Section 11.4.** Auditions for the All-State Choirs will be held in several locations throughout the state; auditions for All-State Show Choir will be held in a centralized location in the state.

**Section 11.5.** DIRECTORS MUST ACCOMPANY THEIR STUDENTS TO AUDITIONS BUT MAY NOT BE PRESENT IN THE AUDITION AREAS.

**Section 11.6.** Auditionees will be adjudicated on the music selected for the choir for which they are auditioning (including *Alabama* for all choirs except All-State Show Choir).

**Section 11.7.** Auditions for All-State Show Choir will also include a separate dance audition on choreography taught at the audition.

**Section 11.8.** The Executive Board will notify directors of those students selected for All-State Choir.

**Section 11.9.** The show choir coordinator will notify directors of those students selected for the All-State Show Choir.

**Section 11.10.** District Chairmen will receive a master list of students selected from their district for both All-State and All-State Show Choir.

## **Article XII. Alabama Honor Choir**

**Section 12.1.** The Alabama Honor Choir is designed to give recognition to students of outstanding ability and initiative, provide the opportunity for these students to work with outstanding choral clinicians, and perform music representing the finest choral literature.

**Section 12.2.** The Alabama Honor Choir Festival will be held in alternating (even-numbered) years in conjunction with the AMEA In-Service Conference.

**Section 12.3.** The Honor Choir will consist of students in grades 10-12 who are nominated by their school choral director and approved by a district screening process.

**Section 12.4.** The President will appoint an Executive Officer to serve as Honor Choir Coordinator, who will obtain a festival clinician and oversee all other aspects of the Honor Choir Festival.

**Section 12.5.** Directors must nominate students in balanced quartets and may send up to two quartets for screening. Directors may combine with other schools in order to nominate a balanced quartet.

### **Section 12.6. Honor Choir Screening**

- A. Screenings for Honor Choir will be held in each district.
- B. Directors must accompany students to the screenings and participate in the screening as directed by the District Chairman.
- C. Honor Choir nominees will be screened on the music selected for Honor Choir.
- D. District Chairmen will send the Honor Choir Screening results to the Honor Choir Coordinator, who will send these results to each director.

**Section 12.7.** Only students who were originally nominated and were accepted through the screening process will be allowed to participate in Honor Choir Festival. Absolutely no substitutions will be allowed.

**Section 12.8.** No student observers will be admitted to Honor Choir rehearsals.

## **Article XIII. Outstanding Choral Student**

**Section 13.1.** In addition to the general eligibility for AVA events listed in Article IV, each nominee for Outstanding Choral Student must also:

- A. have been a performing member of an All-State choir (SATB, SSA, TTBB) the preceding year,
  - B. have been selected for the current year's All-State Choir,
  - C. be a high school junior or a senior with an overall C average or above, and
  - D. be in good standing with his/her school and choral department.
- Participation in All-State Show Choir does not affect eligibility for OCS candidacy, unless the student was chosen for ASSC the preceding year and did not fulfill those obligations.

**Section 13.2.** A director may nominate as many students from his/her program as are eligible.

**Section 13.3.** Directors must complete and return an entry form for each nominee, including school and student audition fees, by the required date.

**Section 13.4.** Directors must provide three (3) copies of the student résumé for each nominee at the registration desk of the district competition.

**Section 13.5.** Each district nominee will perform from memory one vocal selection of his/her choice. The accompanist (if the piece is accompanied) should have an original copy of the music, but nominees do not need to bring music for the judges.

**Section 13.6.** After singing the vocal selection, each district nominee will be interviewed by the panel of judges.

**Section 13.7.** District Chairmen should secure a panel of a minimum of two judges (three is preferable) who will select a male and a female winner from each district, if there are qualified candidates.

**Section 13.8.** The three components of the total score for each candidate will be weighted as: Résumé 35%, Performance 35%, and Interview 30%.

**Section 13.9.** The District chairman will announce winners at the completion of the judging process.

**Section 13.10.** District Chairmen will use the Outstanding Choral Student Selection Report in the District Chairman Handbook to report results to AVA President and Executive Secretary immediately following the event.

**Section 13.11.** Directors of district winners are responsible for providing seven résumés for the state level Outstanding Choral Student competition. These résumés should be delivered to the District Chairman *one week prior* to the All-State Festival.

**Section 13.12.** The seven District Chairmen on the Board of Directors will serve as the panel of adjudicators for the State Outstanding Choral Student candidates. District Chairs will not score their own District representatives. One state level male Outstanding Choral Student and one state level female Outstanding Choral Student will be chosen, if there are qualified candidates.

**Section 13.13.** Candidates for State Outstanding Choral Student will sing one selection for the state panel (see Section 13.5) and will be interviewed by the panel. The three components of the total score for each candidate will be weighted as: Résumé 35%, Performance 35%, and Interview 30%.

**Section 13.14.** State Outstanding Choral Student winners will each perform their vocal selection at the high school All-State concert and will receive a trophy and a scholarship award.

**Section 13.15.** The District Outstanding Choral Student winners will receive trophies at the All-State festival.

**Section 13.16.** The school of each of the state level Outstanding Choral Student winners will receive a plaque.

## **Article XIV. Outstanding Accompanist**

**Section 14.1.** The Outstanding Accompanist competition seeks to recognize those students who contribute significantly to the choral programs of the state by demonstrating outstanding choral accompanying ability.

**Section 14.2.** In addition to the general eligibility for AVA events listed in Article IV, each nominee for Outstanding Accompanist must also have an overall C average or above and be in good standing with his/her school and choral department.

**Section 14.3.** Outstanding Accompanist nominees are NOT required to have been members of an All-State Choir the previous year, but must audition to sing in an All-State Choir the same year as the Outstanding Accompanist audition. If a nominee is selected as a District OA winner, but is not accepted to sing in All-State, he/she is still expected to attend the All-State Concert in order to accept the trophy.

**Section 14.4.** A student who is selected as a district or state Outstanding Accompanist winner may audition in subsequent years.

**Section 14.5.** Students in grades 7-12 may choose to audition as Outstanding Accompanist on the music for any of the five All-State Choirs: HS SATB, HS SSA, HS TTBB, MS Mixed, or MS Treble. A candidate is eligible to audition for more than one All-State Choir, but may only be selected as the winner for one choir.

**Section 14.6.** Directors must complete and return an entry form for each nominee, including school and student audition fees, by the required date.

**Section 14.7.** Directors must provide three (3) copies of the student résumé for each candidate at the registration desk of the district competition.

**Section 14.8.** District Chairmen should secure a minimum of two judges (three is preferable) who will select an HS SATB, HS SSA, HS TTBB, MS Mixed, or MS Treble winner from each district, if there are qualified candidates.

**Section 14.9.** Outstanding Accompanist candidates should be able to play the accompaniment for each All-State selection, including *Alabama*, and also the choral parts. During the audition, adjudicators will announce an excerpt for each piece, and students will play it, following a conductor. In the case of four-hand accompaniments, students should be prepared to play either part.

**Section 14.10.** The two components of the total score for each Outstanding Accompanist candidate are the résumé and the audition, with the audition being of primary importance.

**Section 14.11.** At the State level, District Outstanding Accompanist winners will audition for a panel of judges selected by the AVA Executive Board, following the same procedure as the District audition outlined in Section 14.9 and 14.10. Outstanding Accompanist candidates should bring three résumés to the audition.

**Section 14.12.** An overall Outstanding Accompanist State winner will be chosen to accompany *Alabama* at the High School and the Middle School All-State concert and will receive a trophy and a scholarship award.

**Section 14.13.** The District Outstanding Accompanist winners will receive trophies at the All-State festival.

**Section 14.14.** The school of the state level Outstanding Accompanist will receive a plaque.

## **Article XV. Choral Music Education Scholarship Award**

**Section 15.1.** The purpose of Choral Music Education Scholarship is to recognize one outstanding choral student from the state who is entering the field of choral music education.

**Section 15.2.** In addition to the general eligibility for AVA events listed in Article IV, each nominee for the Music Education Scholarship must be a high school senior who has an overall C average or above and must intend to major in choral music education in college.

**Section 15.3.** Directors must complete and return an entry form for each nominee, including school and student audition fees, by the required date.

**Section 15.4.** Directors must provide three (3) copies of the student résumé for each candidate at the registration desk of the district competition.

**Section 15.5.** District Chairmen shall secure a panel of a minimum of two judges (three is preferable) to review applications, conduct interviews and select one Choral Music Education Scholarship District winner, if there is a qualified candidate.

**Section 15.6.** Each district applicant will undergo an interview by the panel of judges; the two components of the total score for each candidate shall be weighted as: Résumé 60% and Interview 40%.

**Section 15.7.** District Chairmen will announce the district winner and will immediately forward that information to the AVA President, President-Elect, and Executive Secretary.

**Section 15.8.** Directors of district winners are responsible for providing three copies of the résumé for the state level review.

**Section 15.9.** The AVA President will set a time, date, and place for the state level Music Education Scholarship interview, will appoint a committee from the Board of Directors and, and will notify the district winners about the interview.

**Section 15.10.** The appointed committee will select one State winner, if there is a qualified candidate, using the same scoring rubric as at the district level.

**Section 15.11.** The State Music Education Scholarship winner will receive a plaque and a scholarship letter in a presentation at the AMEA convention, and will receive a trophy at the High School All-State Concert. The school of the winning student will receive a plaque.

**Section 15.12.** If a nominee is selected as the State Music Education Scholarship winner, but is not in an All-State Choir, he/she is still expected to attend the All-State awards ceremony that occurs during the High School All-State concert.