

STANDING RULES

Article 1. Duties of District Chairmen

Section 1.1. District Chairmen are appointed by the President of the AVA to serve a period of two years. If a District Chair moves from the district, resigns, or is removed due to failure to perform duties, the President may choose to reappoint a replacement for the position.

Section 1.2. District Chairmen will secure sites for and be in charge of scheduling and planning the district events (OCS, OA, Music Ed, Honor Choir Screening, Performance Assessment, and Solo & Ensemble).

Section 1.3. District Chairmen will secure the site for All-State auditions, supply workers and be on site to assist the Executive Secretary.

Section 1.4. Chairmen will enforce all rules of the AVA pertaining to festivals, auditions, and other activities. Chairmen must be cognizant of the latest AVA rulings.

Section 1.5. Chairmen will inform district choral directors of all events and activities of the AVA in a timely manner.

Section 1.6. Chairmen will turn in written financial reports, monies, and participation reports of assessments and auditions within two weeks after the completion of such events. Chairmen shall provide one copy of all reports to the President, one copy and fees to the Executive Secretary, and one copy for district files. These forms are available in the AVA District Chairman's handbook.

Section 1.7. The District Chairmen will audit district financial records each year.

Section 1.8. A District Chairman must be a certified teacher and a current member in good standing with the AVA.

Article II. Performance Assessments

Section 2.1. Students in grades 6 - 12 may participate in AVA Performance Assessments.

Section 2.2. Information concerning date, time, and location of assessments will be sent to each school by the district chairman and the dates and locations of assessments will be posted on the website, *alavocal.org*.

Section 2.3. Application forms for participating in the assessments can be found in the AVA handbook and on the website, *alavocal.org*. These forms must be completed and returned to the District Chairman hosting that assessment. If the forms are not received by the stated deadline a late fee will be assessed.

Section 2.4. Although purchase orders are accepted for assessment registration, no groups will be allowed to perform until all fees are paid. All schools with a scheduled time for an event must pay for that event.

Section 2.5. No application will be accepted later than one week prior to the assessment even if accompanied by a late fee. Students will not be allowed to perform until fees are paid. All schools with a scheduled time for an event must pay for that event.

Section 2.6. Directors may choose to register choirs for multiple assessment sites and may select the date and site. Payment for each assessment must be made to the District Chairman in charge of that event.

Section 2.7. 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 performance assessments. AVA policy on photocopied music is determined by and is consistent with current United States copyright law.

Section 2.8. All participating groups shall plan to arrive at least one hour prior to scheduled warm-up time to insure being on time in the event the assessment is ahead of schedule. Any group reporting late for performance will be worked into the schedule if there is available time. If there is no available time, the group may sing at the end of the day's schedule. If a choir fails to appear on the date scheduled for the assessment, they will forfeit their opportunity to participate in that event and no refund will be given.

Section 2.9. No unauthorized students are allowed in the area set aside for registration purposes. Directors should caution their students against any behavior that would adversely affect the performances of other choirs or in any way inhibit the general progress of the performance assessment. Failure to comply with this ruling will result in dismissal from the site, disqualification of the offending school from the assessment, and a letter of explanation to be sent to the school's principal.

Section 2.10. The public is welcome at State Choral Performance Assessments. Closed assessments include: Solo & Ensemble, Sight-reading, All-State Choir and ASSC auditions.

Section 2.11. No one will be admitted while a group is performing.

Section 2.12. No group may rehearse in the facility designated for performance assessment.

Section 2.13. Standards of Adjudication

- A. The four ratings given at performance assessments will be:
1. **Superior (I):** This rating represents the very finest performance of a participating group.
 2. **Excellent (II):** This rating represents a fine performance in many respects but has minor defects.
 3. **Good (III):** This rating represents a good performance but one that is not outstanding. The performance shows accomplishment and marked promise but is lacking in one or more essential qualities.
 4. **Fair (IV):** This rating represents a performance that shows many obvious weaknesses and much room for improvement.
- B. A rating will automatically be lowered one level by the adjudicator when a director, soloist, or ensemble chooses to begin a piece again.

Section 2.14. Decisions of the adjudicators will be final.

Section 2.15. Adjudicators' sheets will be released only to the director of a group. Ratings may be posted publicly after the director has received the rating sheets.

Section 2.16. Directors are not allowed to perform with their students.

Section 2.17. Guest choirs will not be allowed to participate in AVA Performance Assessments.

Section 2.18. Student behavior will be governed by policies set forth by the Alabama Vocal Association governing board.

Article III. Procedures for Disciplinary Action

Section 3.1. Directors are responsible for informing students and parents of all AVA policies outlined in the Standing Rules that pertain to any event in which the school participates BEFORE students and parents arrive at the site.

Section 3.2. When it is evident that a director deliberately does not comply with the standing rules governing events as outlined in the AVA handbook:

- A. The non-compliance issue should be brought to the attention of the director in question and to the AVA President.
- B. The District Chairman should submit a written incident report to the AVA President within 14 days of the incident.

- C. The incident report will be reviewed by the AVA Board, after which the director will be notified of a date to meet with the Board. Should a director choose not to appear, he/she forfeits the right to review the complaint.
- D. Should a satisfactory conclusion to the complaint not be reached, the director will be placed on one year's probation. A director on probation may take choirs to State Choral Performance Assessment for "Comments Only," but will not receive ratings from the adjudicators.
- E. The director and his/her school principal will be notified of the results of the above action in writing, signed by the President and the Chairman of that district.

Section 3.3. Choral directors, as teachers of students in Alabama public schools, are bound by the Alabama Educator Code of Ethics, which fall into nine general standards of conduct:

- Standard 1 - Professional Conduct
- Standard 2 - Trustworthiness
- Standard 3 - Unlawful Acts
- Standard 4 - Teacher/Student Relationship
- Standard 5 - Alcohol, Drug, Tobacco Use or Possession
- Standard 6 - Public Funds and Property
- Standard 7 - Remunerative Conduct
- Standard 8 - Maintenance of Confidentiality
- Standard 9 - Abandonment of Contract

When it is evident that a director does not comply with the State-mandated code of ethics in connection with any AVA-related activity, the AVA Board may file a formal complaint with the director, the director's principal and superintendent, and the State Board of Education. Formal disciplinary action may follow.

Section 3.3. Students who audition and are chosen for All-State Choir or All-State Show Choir and do not attend, except in extreme circumstances which are excused by the AVA Board, are ineligible to audition or participate in the following year's All-State Choir or All-State Show Choir.

Section 3.4. All-State students who incur two tardies or one unexcused absence from a rehearsal, are disqualified from All-State for disciplinary reasons, or who do not attend the All-State concert in its entirety, are ineligible to audition or participate in the following year's All-State Choir or All-State Show Choir.

Section 3.5. Students who fail to comply with the policies for AVA assessment, as stated in this handbook, may be dismissed from the site and their school may be disqualified from the event. The director and his school principal will be notified of the results of the above action(s) in writing, signed by the AVA President.

Article IV. Emergency Procedures

Section 4.1. The AVA President and each District Chairman, respectively, are responsible for developing an Emergency/Evacuation procedure for each event for which they secure the facility.

Section 4.2. The AVA President/District Chairman will contact the administrator of the facility for each event and obtain or determine a WRITTEN Emergency/Evacuation Procedure, including the policy, if any, for tracking visitors for security purposes (sign-in/sign-out sheets, nametags, etc.).

Section 4.3. The AVA President/District Chairman will file a copy of the procedure with the Executive Secretary at least one week prior to the event.

Section 4.4. The AVA President/District Chairman will provide directors with a copy of the Emergency/Evacuation Procedure.

Section 4.5. The AVA President/District Chairman will devise and implement a strategy for any required visitor-tracking.

Section 4.6. The AVA President/District Chairman will be prepared to implement the proper emergency/evacuation procedure if it should become necessary.

Article V. General Information

Section 5.1. In order to participate in any AVA activity, a director must be a current member of MENC and should attend the major events provided for the director's professional growth. If proof of membership is not available, a check for the current MENC fees must be presented on site.

Section 5.2. DIRECTORS MUST REMAIN WITH THEIR STUDENTS THROUGHOUT ALL AVA-SPONSORED ACTIVITIES TO CERTIFY THEIR ELIGIBILITY, ENSURE PROPER BEHAVIOR, AND HELP THE SCHEDULE TO PROCEED SMOOTHLY. Should an emergency arise where a director is unable to accompany students to an AVA event, the director may, after contacting the President and District Chair, ask another director to take responsibility for their students. Then, the director who is not in attendance must obtain a letter of permission from both principals and submit them to the AVA President.

Section 5.3. Any suggestions or concerns regarding the policies or activities of the AVA may be presented at any general business meeting. To ensure that your concern be put on the agenda for discussion at an AVA General Meeting, you must notify the President in writing a minimum of four weeks prior to the meeting (you may use Director's Comment Form F1.2). AVA

members may present concerns from the floor after items on the agenda are completed, at the President's discretion, if time permits.

Section 5.4. The use of duplicated copyrighted music is strictly prohibited. ANY GROUP OR SOLOIST IN VIOLATION OF THE COPYRIGHT LAW WILL BE DISQUALIFIED. See <http://www.menc.org/resources/view/united-states-copyright-law-a-guide-for-music-educators> for a thorough discussion of copyright law as it pertains to music educators.

- A. If a director wishes to perform music that is out of print, he/she must present, at the time of registration, a letter from the publisher granting permission to perform/duplicate the piece.
- B. Photocopied music will be accepted at an All-State audition ONLY if the director offers proof, in the form of a written communication from the supplier, that the music in question has been ordered eight weeks prior to the audition date.

Section 5.5. Any official function (regular meetings and student adjudication) of the AVA Board of Directors shall be limited to board members, ex-officio members, and individuals invited by the Board.

Section 5.6. Failure to include fees or purchase orders for the exact amount, with the required AVA form, by the stated deadline will subject a school to a \$50.00 late fee.