

RULES GOVERNING STUDENT AFFILIATE ACTIVITIES

1. The First Vice President is in charge of all student affiliate activities and TMTA student affiliate commitments and communications.
2. Since the intent of CMTA is to organize the teachers together in active participation to achieve the goals of the organization, it is expected that the membership will attend as many meetings as possible and participate in the committees and student affiliate activities as needed.
3. All members of CMTA entering students in any CMTA event or activity must be available to assist in these events. Requests to provide a substitute **MUST** be submitted to the chairman of the event **WITH** the submission of the entries in that event. Emergency substitutions for illness or family emergency are the **ONLY** exceptions. A substitution may include another teacher, spouse, student's parent, or college and/or high school students who are very well known to the CMTA teacher submitting their name as a substitute.
4. Each contestant in a CMTA competitive event must have studied for at least six months with the CMTA teacher submitting the student's application. Exceptions will be granted in cases where: (a) the student is a beginner and has not studied more than six months; (b) the previous teacher was a CMTA teacher and proper notation of length of time studied with that teacher is on the student's application form for that event.
5. Each student of CMTA members **MUST** be enrolled as a student affiliate member to participate in ANY CMTA sponsored event. If a student participates in an event and is not enrolled as a student affiliate member, that student's teacher **MUST** pay the \$15 SA enrollment fee plus \$1.00 late fee (total = \$16). (This rule does not apply to Chamber Music Festival participants.)
6. Non-member teachers may enter a student or students in any CMTA event provided he/she pays a fee of **\$100 per event** entered in addition to the student entry fees. **The student entry fee for non-SA member(s) will be double the entry fee printed in the CMTA yearbook.** These fees are for participation in local CMTA events and do not include any additional non-member fees charged by MTNA or TMTA. The teacher entering a student(s) in a CMTA event is **expected to assist with the event or pay an additional \$50** to assist with the organization and operation of the event.
7. The chairman of the event has the authority to disqualify any entrant from participation for an infraction of any rule by teacher, student, or parent.
8. Deadlines set for the different events mean that the entries are to be in the hands of the chairman **ON or BEFORE** that deadline date. No late entries will be accepted. Notification of schedules for all CMTA and student affiliate events should be by fax, E-mail, or **WRITTEN** letter or CMTA newsletter, but **NOT** verbal communication via a telephone answering machine.
9. Fees for events will **not** be refunded after the deadline date for the event.
10. All student affiliate event forms for the performance contest and state ensemble auditions, must contain the student's name, address, telephone number, and current CMTA teacher's name and telephone number. The parents' names and alternate telephone number are also required for state ensemble forms. Several TMTA/SA events also require a **Photo Release Form** for permission to print students' photos in TMTA publications.
11. A maximum of \$10.00 per person may be spent by CMTA on teachers' and judges' lunches at Student Affiliate events.
12. Members may be reimbursed \$.05 per copy for the use of personal copy machine copies for CMTA business and events (\$.10 for double-sided pages).
13. No Xerox or photostatically reproduced copies of music may be given to the judges at events.

14. A chairman in charge of an event should notify the participating teachers **two weeks** in advance of the participating students' performance or testing times.
15. Members are expected to protect the privacy of event chairmen by keeping his/her contact information (i.e. phone numbers, email addresses) confidential. Contact information for event chairmen should never be given to students or parents without permission. Rather than forwarding email communication from event chairmen, teachers should create their own emails with information pertinent to their individual students. The complete list of participating students/teachers should not be forwarded to protect the privacy of all concerned.
16. If a student's personal check made payable to CMTA bounces, that student will not be allowed to participate in ANY CMTA event until that debt is cleared. A \$25 returned check fee will also be added to that debt. This rule is retroactive to the founding of CMTA, May 1992.
17. In general, no CMTA member shall judge in an event where he/she has students competing. The exceptions to this rule are Festivals designated as fund-raisers for any specific year (see Rule #17 below) and State Ensemble Auditions. Teachers who judge for a fund-raiser Festival or ensemble audition **WILL NOT** judge his/her own students. It may be necessary to use a CMTA teacher to judge the Original Composition and Publication Contest entries as long as that teacher has no student entries in that event.
18. Outside judges will be selected for the Holiday/Hymn/Fall Festival, Spring Festival, Performance Contest, Laurie Keyser Sonatina/Sonata Tournament, and Betty Clampitt Piano Contest. However, CMTA members may be asked to judge for the Holiday/Hymn/Fall Festival and/or Spring Festival if either is designated as a fund-raiser for a specific year. Teacher members will monitor the Theory and World of Music tests. It is the Publication Contest chairman's decision whether or not to hire outside judges for this event. Members entering students in the Theory test *must* be available to assist at the Theory test for a **minimum** of 2 hours.
19. It is customary to pay the outside judges \$30 per hour with a minimum payment of \$100. No mileage will be reimbursed. The Original Composition Contest judge will be paid \$10 per entry (grades 1-6) and \$20 per entry (grades 7-12) or a minimum check of \$30. If an outside judge is obtained for the Publication Contest, the same fee for Original Composition Contest judging will apply. Checks will either be given to the judges at the conclusion of the event or mailed **within 7 days** after the event with a "Thank-You" letter from the event chairman.

If a member fails to comply with the above rules, he/she will not be allowed to enter students in said event the following year.

NOTICE: ALL FORMS FOR STUDENT AFFILIATE ACTIVITIES MUST BE TYPED OR PRINTED LEGIBLY.