

## [DISTRICT] MUSIC FESTIVAL HANDBOOK – 2014 EDITION

**DO NOT ALTER THE FIRST TWO PAGES BECAUSE THEY ARE FROM THE SMFA BYLAWS.**

### MISSION STATEMENT

The purpose and objective of the Provincial Association is to promote excellence in music and speech arts by providing performance and educational opportunities through competitive music festivals in the Province of Saskatchewan.

### VISION

A world that appreciates music; provides excellence in music performance and educational opportunities for students and teachers; producing well rounded individuals with positive life and performance skills.

### DISTRICT FESTIVAL ASSOCIATIONS

Each District Festival Association whether heretofore or hereinafter established, shall comply, inter alia (among other things), with the following provisions of these By-Laws:

- a) The objects and purposes of a District Festival Association shall, within the geographic area for which it has been established, be the same as the objects and purposes of the Provincial Association.
- b) A District Festival Association may hold festivals under the direction of the Board of the Provincial Association. The program of a festival shall consist of such competitions as are provided for in the syllabus, and of other performances as may be approved by the Provincial Directors.
- c) The members of a District Festival Association shall consist of:
  - i. *Active Members*, being all persons competing in the annual Festival sponsored by the District Festival Association and who pay the prescribed fee.
  - ii. *Associate Members*, being all persons resident in the geographic area approved by the District Festival Association Executive and the Provincial Executive for membership, and who pay the fee prescribed by the District Festival Association Executive for associate members.
  - iii. *Sustaining Members*, being all persons resident in the geographic area approved by the District Festival Association Executive for membership and who pay the fee prescribed by the District Festival Association Executive for sustaining members.
  - iv. *Patrons*. A District Festival Association may solicit the support of patrons, and may, at its discretion, extend membership to such persons who contribute such minimum sum as the District Festival Association may deem appropriate and prescribe for such patrons.
- d) Officers
  - i. The officers of a District Festival Association shall consist of a President, one or two Vice Presidents, immediate Past President (as the Association may determine) and Secretary-Treasurer, or a Secretary and a Treasurer. The President and the Vice Presidents shall be elected at the annual meeting of the District Festival Association. The Secretary-Treasurer (or the Secretary and Treasurer) may also be elected at such annual meeting, or may be appointed by the District Festival Association Executive.
  - ii. Honorary Officers may be elected at any annual meeting of the District Festival Association.
- e) Executive

The executive of each District Festival Association shall consist of its Officers (other than Honorary) and at least three Directors to be elected at the Annual meeting of the Association together with the immediate Past President and the Secretary-Treasurer. The Officers and Directors shall take office on July 1<sup>st</sup> in each year and shall remain in office for a term of one year, or until their successors are elected. Any vacancy occurring in the Executive prior to an annual meeting may be filled by the Executive. Five members shall constitute a quorum at Executive meetings. The conduct of the business and affairs of the District Festival Association shall be vested in, and be carried out by its Executive, subject to directions given at any annual or other duly constituted meeting of the District Festival Association.

**f) Meetings**

- i. The annual meeting of the District Festival Association shall be held by September 30<sup>th</sup>.
- ii. The District Festival Association Executive shall meet at the call of its President, or in accordance with the rules adopted by it for the purpose of governing its procedure.
- iii. Extraordinary general meetings of the District Festival Association shall be called at the direction of the District Festival Association Executive or upon the written request of seven members directed to the Executive or a member thereof.
- iv. Notice calling an annual meeting shall be published as may be determined by the Executive.

**g) Dues/Affiliation Fees and Audit**

- i. Each District shall pay to the Provincial Association such annual dues/affiliation fees as may be fixed by the Provincial Board of Directors. Such dues/affiliation fees shall be paid not later than the end of the fiscal year (June 30<sup>th</sup>) in which the same became payable.
- ii. The District Festival Association Executive shall provide an annual audit or Financial Report of its books and accounts. The Audit/Financial Report shall be submitted to the Executive Director of the Provincial Association by September 30<sup>th</sup>.
- iii. All funds of a District Festival Association shall be deposited in its name in a chartered bank or Trust Company, and all accounts payable shall be paid upon approval of the District Festival Association Executive.

**h) Dissolution**

In the event that a District Festival Association ceases operation or becomes inactive for a period of two consecutive years or more, all funds of such District Festival Association shall be transferred to the Provincial Association. The President and Executive Director of the Provincial Association are constituted signing officers for the District Festival Association which ceases to operate for the purpose of affecting such transfer of funds, if other signing authorities of the inactive District Festival Association are not available or refuse to act. Upon receipt of such funds, the Provincial Association shall hold the same in trust for a period of five years, and if said District Festival Association is not reinstated within said five year period, then said funds shall thereupon become the funds of the Provincial Association.

**Amendments to By-Laws**

These By-Laws may be amended by special resolution of any AGM of the Provincial Association, provided that Notice of Motion to amend with particulars of the proposed amendment is submitted in writing to the Executive Director not later than four weeks prior to the AGM. The Executive Director shall inform each District Festival Association of the proposed Amendment. Amendment shall require a two-thirds majority vote of all delegates present and entitled to vote and shall, subject to such approval, become effective upon being filed with the Registrar of the Non-profit Corporations of Saskatchewan.

## SAMPLE OF MEETING SCHEDULE & AGENDA

### I. GENERAL MEETINGS

#### 1. Annual General Meeting [mid-June to September 30]

- This is an advertised, open meeting
- Festival Report (general report including dates, adjudicators, special events, etc.)
- Treasurer's report – audited financial statement
  - Submit Money Form and financial statement to Provincial Office
- Appointment of auditor for next year
- Appointment of delegates to provincial convention
- Election of officers

#### 2. Post-AGM [September to December]

- Assign new members to committees
- Distribute Handbook to new members
- Prepare for submission to Provincial Office:
  - Supply and Promotional order
  - Website page information
  - AGM Minutes
- Report from delegates to provincial convention
- Formulate information for members and requests with respect Syllabus Addendum

#### 3. Planning Meeting [November to January]

- Reports from:
  - Scholarship Convener – new/cancelled scholarships
  - Treasurer – Present financial report, eg. Profit/Loss, Bank Statements
  - Entry Secretary – program committee mtg. date, printing of program etc.
- Receive requests for addendum and review
- Choose dates for following year
- Arrange for piano tuning

#### 4. Pre-Festival Meeting [January to April]

- Preview of final festival program
- Reports from all conveners
- Treasurer's report (see above)
- Assignment of work days for each District Rep.
- Appointment of Adjudicator's secretaries
- Arrangement by President of all final details if not covered by conveners

#### 5. Post Festival Meeting [March to May]

- Assess Adjudicators
- Report from each convener, with recommendations
- Treasurer's report (see above)
- Appoint nominating committee
- General assessment of festival
- Amendments, if any, to handbook
- Acknowledgements
- Completion of forms & reports for submission to Provincial Office
  - People/Stats
  - Festival report
  - Adjudicator Evaluations
  - Adjudicator Time-Frame form
- Submission of all bills
- Booking of facility for following year

**6. [Meetings via E-mail or Phone]**

- If it is not unwieldy, your committee could allow for decisions to be made via e-mail. Set the time (brief) that will be allowed after a motion for discussion before the vote. Be sure to include such information in the next meeting's minutes.

**SAMPLE OF ORGANIZATIONAL STRUCTURE**

**II. OFFICERS, CONVENERS, REPRESENTATIVES**

**Executive Officers:**

- Past President
- President
- Vice President
- Treasurer
- Corresponding Secretary
- Entry/Program Secretary

**Conveners:**

- Work Secretary
- Hospitality (President and Vice President)
- Facilities
- Press and Publicity
- Merchandise
- Ad Sales & Fundraising
- Program
- Scholarship
- Trophy and Awards
- Selection Organizer
- Official Accompanist

**District Representatives:**

- (name here if this applies)

Such officers shall take office effective July 1.

**Signing Officers:** For banking purposes, signing officers shall be any two of [President, Vice President, and Treasurer].

**III. RESPONSIBILITIES OF OFFICERS**

\*It is the responsibility of ALL MEMBERS to read and become familiar with the SMFA Syllabus and Competition Regulations. It is also the responsibility of the Officers, Committee Chair, and District Representatives to attend each general meeting, or ensure that there is a member in attendance with information required for the occasion. While there are many subcommittees all committee members are expected to work together and assist where needed.

**A. PAST PRESIDENT**

- To be available for consultation with members of the Executive and Convenors of Committees
- Act as ex-officio member of each committee

**B. PRESIDENT**

- Preside at all meetings or arrange for the Vice-President to act on his/her behalf
- Call general meetings and annual meeting as outlined
- To prepare agenda for all meetings
- Contact committee members of meetings, with assistance from secretary as required
- Call Executive meetings as occasion demands
- Confer with Conveners to be aware of all phases of planning and operations and to assist where need be on all committees. To be ready at all times to replace in the absence of a Convener.
- Open, or delegate someone to open, each session of Festival
- Sign Scholarship certificates
- Attend post-Festival meeting with Adjudicator and assigned Committee members **as per regulations**. Assign eligible committee members.
- Book facilities upon confirmation of dates
- Oversee the setting up of the facility, working with Hall Convener, prior to the start of festival assuring that the banner and all necessary materials are available in conjunction with Hall Committee
- Preside at Final Concert with assistance of V.P. and Scholarship/Trophy conveners
- Write a report of the Festival year and send to Provincial Office with a copy to Corresponding Secretary. Forward all suggestions for added classes to Syllabus
- Prepare report for post-festival and annual meeting with recommendations

**C. VICE PRESIDENT**

- Preside at meetings as requested by President
- Serve on Hospitality Committee with President (See description above)
- Open sessions of the Festival as requested by the President
- Be prepared to become President in due course
- Attend post-Festival meeting with Adjudicator and assigned Committee members **as per regulations**

**D. TREASURER**

- Prepare and mail all income tax and government forms
- Keep complete financial record and present financial statements at each meeting
- Keep record of Patrons and send letter each year soliciting their support in conjunction with Press & Publicity Convener
- Receive cheques and monies from Entry Secretary detailed and ready for deposit
- Receive cheque and monies from Scholarship Convener detailed and ready for deposit
- Mail receipts for Patrons and Scholarships etc.
- Prepare books for audit in July
- Prepare season tickets prior to Festival
- Be responsible for all monies collected at Festival
- Provide a float for Festival and Final Concert (approx. \$200)
- Be responsible to collect admission at Final Concert
- Issue scholarship cheques to Scholarship Chair for the concert
- Issue cheques for all outstanding accounts prior to annual meeting
- Prepare audited financial statement for Provincial Office, President, Secretary and Revenue Canada
- Complete forms as requested by Provincial Office.
- Attend post-Festival meeting with Adjudicator and assigned Committee members **as per regulations**.
- Prepare report for post-festival and annual meeting with recommendations

**E. CORRESPONDING SECRETARY**

- Attend, record, and read minutes at general, executive and annual meetings
- Provide a copy of minutes to committee members
- Assist President with contacting committee members for meetings if requested
- Receive correspondence and inform President of pertinent information
- Be responsible for all stationery requirements i.e. Certificates, scholarship, adjudicator marking sheets etc.
- Prepare and mail newsletter following November meeting to all District Reps, Music Teachers, Schools etc. with the following information included but not limited to:
  - Errata in Syllabus
  - Addition of classes deadline for January meeting
  - Entry fees if different from Syllabus
  - Reminder to teachers to have 2 original copies of music; one for accompanist where necessary and one for Adjudicator. Also to have all receipts and documentation for sheet music downloaded from the internet.
  - Entry deadline
  - Name and address of Entry Secretary
- Make reservations for Adjudicators accommodations
- Notify President of arrival date
- Send acknowledgments as designated at post festival meeting
- Record Adjudicator evaluation sheets and forward to Provincial Office.
- Distribute Provincial Office forms to appropriate committee members
- Attend post-Festival meeting with Adjudicator and assigned Committee members **as per regulations.**

**F. ENTRY SECRETARY/PROGRAM CONVENER**

- Read and become familiar with rules and regulations of Festival as per Syllabus
- Accept entries and sort according to classes only until closing date
- Check entries according to entry deadline, eligibility, class, selection and completed forms. Changes to entries to be made as per SMFA recommendations
- Meet with program committee to make festival program and final concert program.
- Keep a record of each performer and classes entered; recording cheque number and monies received. Collect all outstanding entry fees prior to entering performer into program
- Prepare Adjudicator's marking sheets
- Serve as Chairman of Program Committee
- Receive up to date list of Scholarship, Trophy, and Advertising for inclusion in program
- Include SMFA sponsor logos (on SMFA Website) in program
- Be the contact person for changes to program
- Arrange for printing of program. Program to be available 2 weeks prior to Festival
- Arrange for program proofreading
- Record the number of programs made and number left over. Arrange for delivery of program to sales outlets with program committee
- Prepare final program with program committee for distribution
- Attend post-Festival meeting with Adjudicator and assigned Committee members as per regulations. Notify scholarships/award/trophy winners and final concert performers. Advise Scholarship and Awards Convener and Trophies Convener of recipients' names a.s.a.p for cheques and engraving.
- Schedule sessions, allowing sufficient time for adjudication according to SMFA guidelines (computer program also has allocated time that is sufficient in most cases)
  - Add total performance times of each participant in the given class
  - Allow an extra 2 minutes for each competitor
  - Allow an extra 2 minutes for each competitor for adjudication (more for senior classes)
  - Allow 15 minutes per choir
  - Adjust accordingly
  - Do not include more than 30 performers per session. Be sure to do a manual time check.
- Prepare a report for general, post-festival and annual meeting with recommendations

**G. ADJUDICATOR'S SECRETARY**

\*This position is to be an appointed one – to be filled by a member of the executive or committee member.

- See that pencils are sharpened
- Have fresh water available at all sessions
- Ensure all necessary music is in order to present to adjudicator
- Announce class number and names of each participant
- Complete or assure completion of correct names, class, and mark on all certificates before giving to adjudicator
- Write in the numerical mark of all competitors into the "Official Marks" program
- Accompany Adjudicator for meals if required
- Other duties as may be assigned by President

**IV. RESPONSIBILITIES OF CONVENERS****A. WORK CONVENER**

- Prepare schedule of work days to allot to District Representatives and contact same
- Give a list of Festival Workers to President and Secretary prior to Festival
- Supply each District Rep with a list of duties (see attachment for description) for each worker to read prior to Festival and ensure that each worker is briefed concerning duties
- Post the work schedule at Festival venue for communication to all involved
- Workers needed are: Door Marshall, Cash/Entry Table
- Work together with Hall Convener (committee) to clean facility following last session of voice and last session of piano
- Prepare report for general, post-festival, and annual meeting with recommendations

**Workers needed for each session are as follows:**

- i. Door Marshall (to arrive 20 minutes prior to session)
  - See that no persons enter or leave hall during performance or adjudication
  - Clean up as per instructions: empty garbages etc.
- ii. Cash (to arrive 30 minutes prior to session)
  - Receive monies for passes to Festival
  - Record sales and attendance
  - Keep record of Patron Donations
  - Clean up as per instructions: empty garbages etc.
  - Responsible to get cash box to Treasurer, or person working next session

**B. HOSPITALITY (PRESIDENT AND VICE PRESIDENT)**

- Arrange for a 'welcome basket' to be placed in hotel room prior to arrival of Adjudicator
- Arrange for Adjudicator to meet with Festival Executive upon arrival at the hall
- Be available to have meals with the Adjudicator if requested

**C. FACILITIES CONVENER**

- Arrange for set up of venue prior to Festival under the direction of the President
  - Arrange for use of equipment, chairs, tables, music stand, etc.
  - Arrange for moving piano to proper location
  - Set up table at entry for cash
  - hang banner
- Work together with Work Convener for clean-up following sessions
- Prepare report for general, post-festival, and annual meeting with recommendations

**D. PRESS AND PUBLICITY CONVENER**

- Prepare and submit to local newspapers reports of regular and annual meetings, dates of festival and final concert, Adjudicator profiles, results of festival scholarship and awards recipients and any other public relations item
- Arrange for press coverage of festival/final concert and any other publicity as directed by the committee
- Prepare posters for distribution [to locations in your area], advertising festival dates and locations – have available for the pre-festival meeting to distribute to Area Reps.
- Prepare and send out any general mailouts for publicity purposes as directed by committee in conjunction with Treasurer.
- Prepare report for general, post-festival, and annual meeting with recommendations

**E. MERCHANDISE CONVENER**

- Purchase any merchandise items for fundraising purposes given budget and suggestions supplied by committee
- Arrange to price and sell merchandise throughout festival and final concert
- Balance and keep control of said merchandise throughout the year
- Prepare report for general, post-festival, and annual meeting outlining profitability of all merchandise and recommendations

**F. AD SALES & FUNDRAISING**

- Contact all local businesses to purchase “ads” in, or sponsor, our program
- Collect and receipt money from these ads, then turn money over to Treasurer for deposit and accounting
- Prepare list of businesses for program and forward list to Entry Secretary well in advance of Program printing
- Spearhead various fundraising efforts as requested by committee – for example, prepare gift baskets for raffle, purchase other raffle items, arrange for raffles, draws, etc.

**G. PROGRAM COMMITTEE**

- Meets with Entry Secretary to prepare **Festival Program** and **Final Concert Program**
- Arrange for delivery of programs to sales outlets [name locations]
- Arrange for pickup of programs and proceeds from sales prior to Festival from all sales locations and give report with monies and extra programs to Treasurer during the first few days of Festival (or add to the “program sales” in the Stats Book at Festival)
- Record number of programs sold and number left.

**H. SCHOLARSHIP CONVENER**

- Draft a letter to all donors of scholarships for renewal or cancellation of same well in advance of deadline (entry closing date of Festival)
- Receive all monies and record and forward names/scholarship to Treasurer ready for deposit
- All money to be collected before the closing date of Festival to ensure proper list for programming
- Notify Entry Secretary of Scholarships to be awarded for current year – make new annual list – and forward by entry closing date
- Attend post-Festival meeting with Adjudicator and assigned Committee members as per regulations
- Prepare and record throughout the festival a chart for each class, showing the number of class, 1<sup>st</sup> and 2<sup>nd</sup> place marks, name and age of each entrant (alphabetically)
  - 1<sup>st</sup> place marks highlighted pink
  - 2<sup>nd</sup> place highlighted blue
  - Ineligible highlighted yellow



**Charts required:**

Primary	10 years and under
Elementary	11 & 12 years and under
Junior	13 & 14 years and under
Intermediate	15 and 16 years and under
Senior	Open, Grade A & B, 17 and 18 years and under

- List of entrants may be obtained from Entry Secretary
- Enclose addressed thank-you cards in Scholarship envelopes for recipients to complete and send to donors
- Prepare the Scholarships to be presented at final concert and present them as requested by President
- Prepare report for general, post-festival, and annual meeting with recommendations

**I. TROPHIES AND AWARDS CONVENER**

- In January contact individuals/organizations who donate trophies and awards for their continuation of same
- Send annual updated list of Trophies and Awards to Entry Secretary by entry closing date
- Collect trophies from previous year at least one month prior to Festival
- Arrange to purchase single trophies that are needed
- Attend post-Festival meeting with Adjudicator and assigned Committee members as per regulations or receive list of recipients from Entry Secretary and arrange for engraving etc.
- Display trophies at final concert
- Assist at final concert with presenting trophies and awards as requested
- Send letters and bills wherever necessary
- Receive bill for trophies/awards before post-festival meeting and forward to Treasurer
- Prepare report for general, post-festival, and annual meeting with recommendations

**J. SELECTION ORGANIZER CONVENER**

- Arrange selections one class at a time and hand to Adjudicator's Secretary in the order of the program assuring that there are no unauthorized photocopies
- Check all downloaded sheet music for authorized receipts
- Prepare report for post-festival and annual meeting with recommendations

**K. DISTRICT REPRESENTATIVES**

- Attend all meetings
- Take responsibility for your District's work day at the festival
- Provide workers with description of duties in cooperation with Work Convener
- Receive programs for sale in your district. Collect money from sales and record number of programs sold. Return extra programs to Entry Secretary
- Prepare report for general, post-festival and annual meeting with recommendations

**ADJUDICATOR'S GUIDELINES FOR FINAL CONCERT SELECTION:**

- Try to keep to a maximum of 24 items
- Performers are not necessarily recipients of awards/scholarships
- Select a variety of performances: duets, solos, choirs, musical theatre, verse, and different age categories

