



# PPMTA Standing Rules

Revised 07/06/2017

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## I. FESTIVALS

### A. General Rules

1. Teachers must be members (Active, Collegiate, Senior, or Honorary) in good standing of PPMTA, CSMTA, and MTNA. Members whose dues are not received at MTNA by August 15<sup>th</sup> will be ineligible for PPMTA Fall Student Activities (September to December). Dues must be received at MTNA by December 1 and a \$25 reinstatement fee paid to PPMTA in order to be eligible for PPMTA Spring Student Activities (January to May). New members do not pay a reinstatement fee.
2. Non-member teachers (non-MTNA or non-PPMTA) will pay \$25 per event to enter students in PPMTA student activities. Their students will pay one and one-half times the PPMTA member student entry fees listed in PPMTA Standing Rule 1.A.7. They must contact the Festival Chair or VP of Student Activities for instructions and festival standing rules. They must follow all festival guidelines and standing rules.
3. Teachers, parents, or students who disrupt any part of a festival will be dismissed from that event. Students of teachers who have been dismissed forfeit all fees, prizes, and the right to perform at the festival.
4. All scheduling decisions of the Festival Chairs are final.
5. All entrants and accompanists must abide by the Federal Copyright Law. Photocopies are strongly discouraged. Entrants and accompanists using photocopies or PDFs downloaded from the internet may be asked to complete the Music Release Form verifying that they have permission to use this music. Detailed information about the Copyright Law is available at [www.mtna.org](http://www.mtna.org).
6. All entry fees are nonrefundable and must be received by the chair no later than the festival deadline on the entry form. POSTMARK DATES WILL NOT BE HONORED.
7. Member entry fees for noncompetitive festivals are \$15 per student; competitive festival fees are \$25. The Executive Board may approve any exceptions.
8. The decisions of the Festival Committee and Judges are final.
9. When festival levels are by age, student age is determined as of the date of the entry form deadline.
10. Entry fees will not be refunded in the event of cancellations due to inclement weather or other unforeseen circumstances.

**B. Teacher Responsibilities**

1. Member and Non-Member Teachers must help on the day of the festival or find another PPMTA teacher as a substitute. Failure to help on the day of the festival or find a PPMTA Teacher as a substitute will result in the teacher being disqualified from entering students in PPMTA student events for one year. Teachers and/or substitutes will work the job assigned by the festival chair. The Executive Board may approve any exceptions.
2. Teachers will ensure that entry forms, fees, and any other paperwork must be received by the festival chair according to festival deadline on entry form. Late entries will not be accepted. POSTMARK DATES DO NOT APPLY.
3. One check for entry fees must be from the PPMTA teacher. Checks from parents/students will not be accepted and will be returned.
4. Teachers will notify their students of their performance time, location, and any other pertinent details.
5. Teachers will collect their student evaluation forms, ribbons, music, etc., by the end of each festival, or may pick them up at the next meeting.

**C. Student Responsibilities**

1. Students will use appropriate stage and audience manners. They will dress in appropriate recital attire: no jeans, athletic attire, sneakers, flip-flops, t-shirts, bare midriffs, or beachwear.
2. The Teacher's name may not appear on music for any event. The student's name may not appear on music for competitive events.
3. Prior to the event, the first measure of each line of music must be numbered from the beginning of each movement or each piece.

**D. Judges**

1. Except at the discretion of the Board, judges for competitive PPMTA festivals may not be PPMTA members. In case of emergency, judges for non-competitive events may be PPMTA teachers, if the teacher has no students entered in the event. The Executive Board may approve any exceptions.
2. Standby judges will be paid \$40. If a standby judge is used in the festival judging, he/she will be paid the regular judging fee.
3. Judges for PPMTA Student Activities will be paid \$40 per designated hour and will receive a minimum of \$80 if judging less than two hours.

**E. Programs**

1. All participating teachers' names will be listed separately from the students' names on PPMTA Festival Programs.

2. All festival programs will state: "PPMTA is a 501(c)(3) nonprofit organization, which is affiliated with the Colorado State Music Teachers Association and Music Teachers National Association" in order to comply with MTNA and ASCAP rules.

## **II. MEETINGS**

- A. PPMTA general meetings are held the second Tuesday of each month from September through May at a time to be determined by the Board. The Board can vote on changes and/or exceptions to this policy. Meeting dates and/or locations will be announced via email, in the handbook, and on the website. Dates and times of Board meetings are determined by the Board on an as-needed basis and will be announced via email, in the handbook, and on the website.
- B. Non-member teachers may attend one PPMTA meeting as a guest teacher, after which they will be required to join local, state, and national associations.
- C. Members who have paid by August 15<sup>th</sup> will be included in the PPMTA Membership Directory. The roster is sent to schools and businesses upon request.
- D. Clinicians, including PPMTA members, who present a program will be paid \$150.00 if from out of town and \$125.00 if local. Exceptions are to be voted on by the Executive Board.

## **III. FUNDING**

- A. The President will receive financial assistance for transportation and lodging to the MTNA Conference each year. The Executive Board will determine the amount yearly. Reimbursement for expenses requires that bills and/or receipts and a PPMTA requisition form be submitted to the Treasurer.
- B. Any member(s) who solicit funds on behalf of PPMTA from outside sources (e.g. music stores or private donations) must have prior approval of the PPMTA Executive Board.
- C. Reimbursement for new NCTM certification will be half of the application fee.

## **IV. PPMTA COMMUNICATIONS**

- A. All written PPMTA documents will be reviewed by the President and/or assigns, before publication or distribution to the membership.
- B. The Handbook Committee will consist of the VP Publicity as Handbook Editor; VP Student Activities; and VP Membership.

## **V. ELECTIONS**

In January, the President shall appoint a nominating committee of three members with at least one member from the Executive Board and at least one from the membership-at-large (Article VI. Election of Officers). They will present a slate of nominees at the March meeting. Elections will be held at the April meeting and new officers will be installed at the May meeting.