

**Virginia Guitar Directors Association**

**(VGDA)**

**Bylaws & Event Procedures Manual**

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## PREFACE

### Purpose

The purpose of the Virginia Guitar Directors Association (VGDA) is delineated in Article 2, Section 1 of the VGDA Constitution. This administrative handbook is designed to inform directors, administrators, participating students and their families of all activities and expectations affiliated with events administered by VGDA. This document also serves, subject to revision and updating, as the governing document for VGDA in all its manifestations.

### Organization

The VGDA Administrative Handbook is organized sequentially as follows:

Part 1: Constitution and Bylaws, applicable to all following sections.

Part 2: VGDA Policies, Rules and Procedures, applicable to all following sections.

Parts 3 – 6: Specific operational sections pertaining to the events hosted and administered by VGDA, at the state, regional and district level.

### Timeline

2021 VGDA is established, the first President will serve from 2021 – 2023.

### Process

The VGDA Selective Music List, and subsequently the Administrative Handbook will exist in electronic form and be posted on the VGDA website. VGDA will update content, format and distribution methods to ensure availability and applicability to serve the needs of the membership.

### Implementation

The VGDA leadership and membership are responsible for the timely updating of both the administrative handbook and the selective music list. The leadership and membership are also responsible for the administration of and compliance with VGDA and VMEA policies and regulations which constitute the legal sanctioning of all VGDA/VMEA events.

# **PART 1**

## **CONSTITUTION & BYLAWS**

**CONSTITUTION**  
**OF**  
**VIRGINIA GUITAR DIRECTORS ASSOCIATION**

Article I.

Name

Section 1. Name. The name of the organization shall be: Virginia Guitar Directors Association (VGDA).

Article II.

Purpose

Section 2. Purpose. The purpose of the Virginia Guitar Directors Association (VGDA) is:

- a. To support the qualified members of VGDA (as defined in Article II, Section 2) in the pursuit of guitar music education in schools.
- b. To support student interest in the study of guitar and guitar performance.
- c. To present significant repertoire, broadly representing multiple eras and cultures, for study and performance.
- d. To offer performance venues for members and ensembles, enhancing public awareness of their efforts before schools, school administrations, and the community at large.
- e. To broaden access to guitar music education for all students, resulting in enhanced participation in all schools, school divisions, and the Commonwealth at large.
- f. To support school administrative bodies at all levels in their efforts to integrate guitar music education in schools curriculum supporting a complete education for all students.
- g. To support the membership through the organization and administration of events, facilitating participation by:
  - i. School guitar ensembles of any size, level, and genre.
  - ii. Qualified individual guitar students and small ensembles at all levels of difficulty and proficiency.
  - iii. Qualified guitar students participate in district, regional and state guitar ensembles, and other appropriate ensembles.
- h. To provide advocacy, activities and events in support of continued professional development for all qualified members.

Section 2. Affiliation. VGDA is an affiliated member of the Virginia Music Education Association (VMEA) and the National Association for Music Education (NAfME).

### Article III.

#### Membership

Section 1. Active Membership. Active membership in the Association shall be granted to any person eligible for membership in the Virginia Music Education Association (VMEA), who is actively engaged in classroom teaching of guitar music, or supervision thereof, in public, private, parochial or home schools, who meets the requirements of a qualified member as set forth in Part 2, Section 8 of the VGDA Administrative Handbook, upon payment of current National Association for Music Education (NAfME) dues.

Section 2. Retired Membership. Retired guitar teachers and music supervisors who are life members or continue to pay active membership dues to NAfME may continue as active, voting members of VGDA. Retired members who maintain retired membership with NAfME may continue as active, voting members of VGDA but shall not be entitled to hold office.

## Article IV.

### Government and Officers

Section 1. Officers. The officers of the Association shall be the President, President-Elect, Vice President, Secretary, Treasurer, Middle School Representative and a guitar representative from each region (North, North Central, South Central and Southeast). All officers shall be active members in good standing in the Association.

Section 2. President's Committee. The President's Committee shall consist of the President, President-Elect, Vice-President, Secretary and Treasurer. Past-Presidents of the section are also included provided they have maintained active membership and attend at least one VGDA meeting per year.

Section 3. Government. The Government of the section shall be vested in the membership under the general supervision of the Executive Committee of the Virginia Music Educators Association.

## Article V.

### Regions

Section 1. Divisions of the Commonwealth. The Commonwealth of Virginia shall be divided into music regions as determined by the VMEA Executive Board.

Section 2. Regional Guitar Representatives. Each region shall elect a Regional Guitar representative, to represent the guitar interests of the VMEA Council of Review. They shall be the administrative heads of Regional activities and shall have the right to appoint committees for regional and district activities.

Section 3. Regional Committees. The Regional Committees shall conduct the affairs of the respective regions so as to be in accord with the general rules of the Association. They will be responsible for disseminating information from both VMEA and VGDA to the members of their region.

## Article VI.

### Committees

Section 1. Committees. The President shall be empowered to appoint such standing or special committees as shall be deemed advisable to properly conduct the affairs of the section.

## Article VII.

### Quorums and Conducting Business

#### Section 1. Quorums

- a. Single Interest Section - Quorum shall consist of 51% of the voting members in a district/region, provided the membership has been notified at least ten days prior to the meeting.
- b. Two or more Interest Sections - For decisions that affect two or more sections within a district, a quorum shall consist of 60% ( $\frac{3}{5}$ ) of the directors present at a multi-section meeting that has been announced 3 weeks in advance of the meeting.
- c. Email Voting - For email ballots to all directors of all affected sections a quorum vote shall consist of 60% ( $\frac{3}{5}$ ) needed to pass.

Section 2. Quorums for the President's Committee. Quorum for the President's Committee shall consist of five members, provided all members of the President's Committee have been notified at least ten days prior to the meeting.

Section 3. Conducting Business. A quorum shall be necessary to officially conduct the business of the section. Robert's Rules of Order will be used in conducting all meetings.

## Article VIII.

### Disposition of Assets

Section 1. Disposition of Assets. In the event of disbandment and liquidation of financial assets of the Association, all funds remaining after the payment of legitimate bills and all accrued legal costs and financial obligations shall be transferred to the Virginia Music Educators Association, of which VGDA is a member section.

## Article IX.

### Amendments

Section 1. Constitution and Bylaws Amendments. The Constitution and its bylaws may be amended by a simple majority of members present at any regular general meeting. Notice of the proposed amendment shall be published prior to an all-member ballot.

Section 2. Administrative Handbook Amendments and Updates. Amendments and changes to the administrative handbook resulting in significant changes to VGDA events and processes require a vote by all present with results determined by a simple majority.

Section 3. Procedural Changes. Procedural changes to VGDA events and processes require a simple majority vote by all present.

BYLAWS  
OF  
VIRGINIA GUITAR DIRECTORS ASSOCIATION

Article I.

Authority and Duties of Officers

Section 1. Executive Authority. The executive authority for the administration of the affairs of the section shall be vested in the President, who, with the Vice-President, the President-elect, the Secretary and the Treasurer, shall have the status of the President's Committee. Past Presidents of the section may be included in the President's Committee if they remain active members of the Association and attend at least one meeting per year. All actions of the President and/or this committee not specifically authorized by the constitution and bylaws shall be subject to the approval of the membership.

Section 2. Duties of the President. The President shall preside at all meetings of the section and the President's Committee, and shall be responsible for All-Virginia Guitar Ensemble (AVGE). The President shall carry out the charge of their executive authority as stated in Bylaws Section 1 (above). Further, the President shall represent the organization generally, but specifically on the VMEA Executive Board.

Section 3. Duties of the Vice-President. The duties of the Vice-President shall be to assist the President. If the office of President-Elect is vacated or the President-Elect is unable to carry out their responsibilities, the Vice President will assume the office at the request of the President until such time as a special election may be held to fill the position of President-Elect. The term of the Vice President shall be the two years immediately following the term as President. The Vice-President shall serve as a member of the President's Committee.

Section 4. Duties of the President-Elect. The duties of the President-Elect shall be to assist the President. If the Presidency is vacated or the President is unable to carry out their responsibilities and term, the President-Elect will assume the office for the duration of the existing term, as well as their own term of office. Should the President-Elect assume the office of President, this shall count as a normal term of office. The

President-Elect will prepare and supervise the All-Virginia Guitar Ensemble auditions. The President-elect will serve as a member of the President's Committee.

Section 5. Duties of the Secretary. The Secretary shall attend to the correspondence necessary to properly conduct the affairs of the section and shall keep minutes of the section and the President's Committee. The Secretary shall submit the minutes of section meetings within a reasonable length of time following each meeting. The official copy of the VGDA Constitution and Bylaws reside with the Secretary. The Secretary is responsible for the official count of votes and ballots cast in any election, at meetings or electronic media. The Secretary shall serve as a member of the President's Committee and is eligible to serve consecutive terms, as elected.

Section 6. Duties of the Treasurer. The Treasurer, appointed by the President, serves as custodian of all funds of the Association and the maintenance of all accounts as approved by the Executive Board. The Treasurer shall present an account of all monies received and disbursed at each meeting of the Executive Board and the general membership. The Treasurer supervises the creation of an annual budget in cooperation with the President. The Treasurer shall pay all financial statements and disbursements as authorized by the President, Executive Board, and/or general membership, and maintain liaison with the VMEA Treasurer regarding all matters of mutual interest. The Treasurer serves on the President's Committee and is eligible to serve consecutive terms, as appointed.

Section 7. Duties of the Middle School Representative. The Middle School Representative is responsible for representing the defined interests and concerns of VGDA members in a middle school capacity. They are a member of the VGDA President's Committee, and are eligible to serve consecutive terms, as elected.

Section 8. Duties of the Regional Guitar Representatives. The duties of the Regional Guitar Representatives shall be those set forth in Article VII, Section 2 of the VMEA Constitution and Bylaws. "Each Region shall elect a committee of four: one to represent the choral interests, one to represent the instrumental interests, one to represent the guitar interests, and the fourth to represent the elementary and/or general music interests of the District. One of these representatives shall be appointed by the President's Committee to serve as Chair. The Chair shall represent their District as a voting member of the Executive Board. They shall be the administrative head of District activities and shall have the right to appoint committees for District/Regional in the case of guitar activities. The Representatives of the Districts and Region in the case of guitar, except for the Chair, shall comprise the Council of Review. Each District Representative shall not serve more than two consecutive terms."

Section 9. Length of Terms and Schedule of Terms of Office. The officers of the section shall be elected for a period of two years. At the end of a two-year period, the President-Elect and the Secretary shall take office on July 1 of the even-numbered years. The Treasurer shall be appointed by the President. The Treasurer's work will be reviewed every two years. The President's Committee may appoint another Treasurer at any time it deems wise. Regional Guitar Representatives shall be so elected as to take office on July 1 of the odd-numbered years. To accommodate the initial terms of office, the first term for Regional Representatives will be three years.

## Article II.

### Committee and Subcommittee Duties

Section 1. Duties of the President's Committee. The duties of the President's Committee shall be to assist the President, when requested, in planning and/or implementing the agenda for various meetings/events at which the President shall preside. The Committee members shall counsel with the President, when requested, concerning decisions pertaining to executive authority. Additional duties include

- a. Ensure compliance with rules, regulations, and procedures of the Association.
- b. Address issues on behalf of the general membership, where timeliness is a factor.
- c. Consider actions, policies, procedures in the best interests of the Association, and recommend for approval by the general membership.
- d. Interpret the Association Constitution and its Bylaws.
- e. Review and confirm the budget as presented by the Treasurer and President.
- f. As a body, assist the President in the completion of their tasks in the service of the organization.

Section 2. Subcommittees. Subcommittees may be created and assigned by the President. Subcommittees will serve to accomplish specific tasks as deemed appropriate to serve the membership. Subcommittee members may include VGDA officers, regional representatives and other VMEA members.

## Article III

## Elections

### Section 1. Election of Officers.

- a. President-Elect, Secretary and Middle School Representative shall be elected by the general membership in accordance with VMEA policy, and will assume office on July 1 of the even-numbered years.
- b. The President shall serve one consecutive sequence of offices over a six year period, including two years each as President-Elect, President, and Vice President.
- c. The Nominating Committee shall be the President-Elect, who will serve as Chair, the Vice-President and other VGDA members as appointed by the chair. The committee's slate shall be taken under advisement by the Executive Board. Additional nominations from the general membership prior to the fall meetings will be accepted.
- d. Prospective nominees must confirm their willingness to serve if elected prior to submission of their candidacy to the Executive Board.
- e. Election results shall be determined by a majority of votes cast.

Section 2. Approval of Appointments. Approval of members recommended by the President for non-elected positions and committee chairs shall be approved by the VGDA President's Committee.

Section 3. Vacancies. Should an officer of VGDA be unable to fulfill their term of office, a special election shall be held to fill the position.

Section. 4. Re-election of Officers. A person may be re-elected to the office of President-Elect only after the specified terms of President and Vice-President have expired. The VGDA Secretary may be re-elected for one succeeding term (thus the Secretary may serve two successive terms, or a total of four years).

## Article IV.

## Rules of Order

Section 1. Rules of Order. Robert's Rules of Order, revised, shall govern all business meetings.

## Article V.

### Access to Documents

Section 1. Access to Documents. The VGDA Constitution, By-Laws, and related documents and information shall be made available and disseminated to the membership by current information methods and technology.

## Article VI.

### Income, Surplus Funds and Deficits

Section 1. Income. Monies for the carrying on of the normal year-to-year activities of the Section shall be received from an allotment made annually by the Executive Board of VMEA to the several sections of the Association. Funds in excess of expenditures from All-District, Regional and All-State activities are placed in the VMEA treasury; in turn, deficits which are itemized and approved by the President may be paid from this fund.

Section 2. Surplus Fund and Deficits. Disposition of surplus funds and deficits shall be in accord with the stipulations of the VMEA Constitution and Bylaws and in accord with such instructions as may be given by the VMEA Executive Board.

## **PART 2**

### **POLICIES, RULES AND PROCEDURES**

## **POLICIES, RULES AND PROCEDURES**

### **OF**

## **VIRGINIA GUITAR DIRECTORS ASSOCIATION**

Section 1. VMEA Districts. VMEA establishes districts within the Commonwealth of Virginia, and is responsible for adjusting or amending districts as needs arise. VMEA districts are unrelated to administrative districts established by the Virginia Department of Education or the Virginia High School League. A list of current VMEA districts and their membership can be found on the VMEA website at [www.vmea.com](http://www.vmea.com). District and regional instrumental music events, which are sponsored by VMEA and VGDA, are administered by VGDA. Through their membership in NAFME, all VGDA members are also members of VMEA.

Section 2. Dates of Events. Dates for VGDA-administered events are established according to seasonal calendar considerations and are coordinated with and approved by the VMEA Executive Board. VMEA is responsible for publishing dates in VMEA Notes and VGDA is responsible for publishing established event dates on its website. Regional Guitar Representatives are responsible for sharing calendar and event information with all members of their region. Events that are hosted and administered at the district level must conform to a specific choice of dates, as listed below. Any variance from these dates must be approved by the VGDA and VMEA presidents, to comply with insurance and administrative constraints. Cancellations, delays, or postponements of district-level events due to circumstances beyond control will be decided by the Event Chair in consultation with the VGDA President.

- a. Senior/Junior All-District Guitar Ensemble Quota selection deadlines are scheduled by the membership and Event Chair for each district, with the approval of the VGDA President. Dates are made available to participants via regional/district communication.
- b. Senior/Junior All-District Guitar Ensemble Events are scheduled by the VMEA Executive Board in consultation with the VGDA President and VGDA President's Committee.
- c. Senior/Junior Regional Guitar Ensemble Quota selection deadlines are scheduled by the membership and Event Chair for each region, with the approval of the VGDA President. Dates are made available to participants via regional/district communication.

- d. Senior/Junior Regional Guitar Ensemble Events are scheduled by the VMEA Executive Board in consultation with the VGDA President and VGDA President's Committee.
- e. District Guitar Assessments are scheduled by the membership and District Chair of each district, during the months of March or April. Each district may assign the various Assessment Events in an order most agreeable to the membership of that district in consultation with event hosts, site availability, and with the approval of the Regional Representative.
- f. All-Virginia Guitar Ensemble Auditions are scheduled for September.
- g. All-Virginia Guitar Ensemble events will take place during the VMEA Professional Development Conference. This event is scheduled by the VMEA Conference Committee and the VGDA President.

Section 3. Event Sites. VGDA member directors are encouraged to participate in hosting and administering VGDA functions consistent within the following guidelines.

- a. Prior approval and consent by host school principals is required.
- b. Where practical, event hosting should conform to an established rotation schedule for the district.
- c. School facilities must meet the needs of the given event.
- d. Scheduling events more than one calendar year in advance is encouraged to facilitate securing qualified clinicians and adjudicators.

Individual Districts are responsible for scheduling District Guitar Assessments in consultation with the VGDA Regional Representative.

Guitar directors of each region are responsible for scheduling and administering their All-Regional Guitar Ensemble events.

Section 4. Chairs and Hosts. Each district is responsible for hosting and operating all local VGDA events, including:

- a. All-District Guitar Ensembles
- b. District Guitar Assessments

Event Chairs may also serve as event hosts, according to the wishes of each district. Where feasible, an established rotation of responsibilities can be followed, and/or directors may volunteer for specific tasks. The District Event Chair is responsible for the effective oversight of all district events and for the equitable distribution of hosting responsibilities. To facilitate their students' eligibility and participation, all qualified

directors of the district are expected to participate in these responsibilities commensurate with the availability of appropriate school facilities.

Members of the VGDA regions are responsible for hosting and operating the Senior and/or Junior Regional Guitar Ensemble quota selection and events. Where feasible, an established rotation of responsibilities can be followed, and/or directors may volunteer for specific tasks. The VGDA Regional Representative is responsible for the effective oversight of their regional events and for the equitable distribution of hosting responsibilities. To facilitate their students' eligibility and participation, all qualified directors of the region are expected to participate in these responsibilities commensurate with the availability of appropriate school facilities.

The VGDA President-Elect, in collaboration with the VGDA President, is responsible for organizing and managing the All-Virginia Guitar Ensemble Auditions. The opportunity to serve as an audition event site host is granted by the VGDA President's Committee according to the best interests of the VGDA membership and participating students.

Section 5. Adjudication and Assessment. The membership of each district and region is responsible for the selection of adjudicators and assessors for applicable district events, as well as the methodology for their selection. VGDA encourages full participation by district and regional membership in the process.

Final responsibility for procurement of adjudicators for District Guitar Assessments lies with District Event Hosts/Chairs:

In addition, District Event Hosts/Chairs are responsible for reviewing VGDA goals for the event as well as rules, procedures, adjudication plan, and the interpretation of ratings and rubrics.

Final responsibility for procurement of conductors for Senior and Junior Regional Guitar Ensemble lies with the event chair, under the overall responsibility of the VGDA President.

The VGDA President-Elect and VGDA President are responsible for recruiting, selecting and assigning adjudicators for the All-Virginia Guitar Ensemble Auditions, respectively, according to the procedures established for this event.

Section 6. Guest Conductors. The membership of each district and region is responsible for selecting guest conductors for district and regional ensembles, as well as the methodology for their selection. VGDA encourages full participation by district and regional membership in the process. Final responsibility for procurement of guest conductors lies with district chairs and/or event hosts/chairs.

The VGDA President in consultation with the VGDA President's Committee, are responsible for selecting guest conductors for the All-Virginia Guitar Ensemble, respectively.

Section 7. Assessment Statement. The purpose of Assessment is:

1. to provide guitar directors opportunities for self-assessment.
2. to provide students in guitar programs the opportunity for self-assessment, instruction and guidance, both in an individual and cooperative learning environment.
3. to provide technical and artistic feedback to all students and teachers in both competitive and non-competitive settings.
4. to serve as a motivational endeavor for individuals and total school music programs.
5. to showcase musical achievement by students and ensembles before their schools, administrations, families and the community at large.

VGDA members and their students have the opportunity, through comprehensive participation in VGDA events, to receive Assessment feedback over the course of the entire school year, with events taking place in the fall, winter and spring seasons.

Subsequent sections of this handbook prescribe the operation of numerous Assessment activities, providing for both individual and ensemble Assessment, in both competitive and non-competitive environments. Students participating in VGDA events have the opportunity to:

- a. Compete for placement in performance ensembles at multiple levels.
- b. Perform with peers in guitar ensembles, receiving oral and written assessment of their repertoire, artistic achievement and technical mastery.

Guitar directors at the secondary level have the opportunity to:

- a. Provide performance assessment of their students, to complement the ensemble instruction that constitutes classroom music instruction.
- b. Participate in evaluative settings which are scaled, according to technical and musical demand, to facilitate success at all ages and ability levels.
- c. Receive feedback on instructional techniques, choice of literature, and educational priorities as reflected by ensemble performance.

Section 8. Eligibility. VGDA administers several events as instructional tools for the benefit of its membership. These events are created to assist in the delivery and enhancement of the instrumental music education process. Participation in VGDA events is open to students of qualified directors of public, private, parochial or home school ensembles. A qualified director is defined as one who holds membership in VMEA/VGDA, maintaining paid, active membership dues in NAFME, and is an active participant in an identified VGDA region. Students who are enrolled in the school and are regular members in good standing of a qualified director's ensemble at the time of the event are eligible for participation in applicable VGDA events.

In order to participate in District Guitar Assessment, students of qualified directors must be:

- a. A regular participant in the guitar program.
- b. Registered by their director, as prescribed in Part 3.

In order to participate in All-District Guitar Ensemble, students of qualified directors must be:

- a. Enrolled in grade 6 - 12.
- b. A regular participant in the guitar program. If there is no guitar program at the student's school, the student must be a regular participant in another music class at their school.
- c. Selected by quota system, as indicated in Part 4, Section 5.
- d. Recommended and registered by their guitar director.
  - i. Recommended and registered by their music teacher in the absence of a guitar program.

In order to participate in Senior or Junior Regional Guitar Ensemble, students of qualified directors must be:

- a. Enrolled in grades 6 - 12.
- b. A regular participant in the guitar program. If there is no guitar program at the student's school, the student must be a regular participant in another music class at their school.
- c. Selected by quota or audition system, as indicated in Part 5, Section 5.
- d. Recommended and registered by their guitar director.
  - i. Recommended and registered by their music teacher in the absence of a guitar program.

In order to participate in All-Virginia Guitar Ensemble, students of qualified directors must:

- a. be enrolled as an incoming 9 - 12 grade student.

- b. be regular participants in the guitar program. If the student attends a school where the guitar program and/or class curriculum is limited to an Intermediate Level or lower (\*defined by the Virginia Department of Education Standards of Learning: HII.12 - 16), the student may be eligible to audition as long as they are registered in another music class at their school. If there is no guitar program at the student's school, the student must be a regular participant in another music class at their school.  
[\\*https://www.doe.virginia.gov/home/showpublisheddocument/2030/637949943128000000](https://www.doe.virginia.gov/home/showpublisheddocument/2030/637949943128000000)
- c. be selected by the audition system, as indicated in Part 6.
- d. be in compliance with eligibility limitations, as indicated in Part 6.

Section 9. Registration for VMEA/VGDA Events. Registration for VGDA and VMEA events is to be completed by qualified VGDA members. Directors will:

- a. Register ensembles participating in the District Guitar Ensemble assessment event through the Event Chair.
- b. Register students participating in All-District Guitar Ensemble and Junior and Senior Regional Guitar Ensemble events through Event Chairs.
- c. Confirm student eligibility for All-Virginia auditions through a process managed by the VGDA President-Elect and President.
- d. Register students eligible for All-Virginia Guitar Ensemble auditions on-site or be represented by an agent approved by the director and school principal.
- e. Register eligible students for the All-Virginia Guitar Ensembles through the All-Virginia Guitar Ensemble Event Chair.

Students participating as individuals in the above events must be accompanied at all times by their director or an agent approved by the director and school principal. Directors and their agents must bear proof of membership in the form of the director's valid NAFME membership card.

Specific registration procedures for VGDA events are outlined in the appropriate sections of the Administrative Handbook.

Section 10. Student Behavior. All students participating in events sponsored or managed by VGDA and its members are expected to fully comply with all rules, guidelines, and expectations of VGDA, their director, school and school district, as well as public law.

The following behaviors are subject to student dismissal from a VGDA event:

- a. use, possession, or display of alcoholic beverages.
- b. Use, possession, or display of illegal substances.
- c. Inappropriate attire.
- d. Literature, media, language or gestures which are profane or inappropriate.

Additionally, students are expected to abide by all specific rules and expectations as provided by host schools, principals and directors. At all times, students are expected to conduct themselves in a manner which honors their school, organization and family. Decisions regarding dismissal are the combined responsibility of the Event Chair and/or VGDA President, as appropriate.

Host directors of VGDA events and the event manager for the All-Virginia event are expected to provide facilities with ample space and furnished in a manner conducive to effective student behavior. Event Chairs are expected to provide participating directors with timely and pertinent information regarding available lodging and dining for overnight events. Generally, VGDA does not endorse or sanction the housing of students in individual home-stay environments, nor the option of student housing with friends or relatives. Specific exceptions to this policy may be granted by the VGDA President.

Participating directors or their school division administration are responsible for making reasonable and safe housing accommodations for students participating in overnight events. Directors or their school division administration are responsible for transportation arrangements for students at VGDA events. Such arrangements can include parent transportation, where appropriate; under no circumstances may students transport themselves or others to an overnight VGDA event.

#### Section 11. VGDA Participation Fees:

Registration fees for Guitar Assessment are established by the event chair based on estimated expenses. Assessment of fees may be established on a "per ensemble" or "per student" basis. Fees collected for each event must include a per-student fee, set by and payable to the VMEA Treasurer.

Registration fees for All-District Guitar Ensemble and Senior/Junior Regional Guitar Ensemble event auditions are determined by the event chair and are based on estimated expenses. Fees for participating students, which may be paid by students or their school ensemble, are determined by the event chair and are based on estimated costs of the event in its entirety.

Registration fees for the All-Virginia Guitar Ensemble auditions and events are determined by the VGDA Presidential Committee.

Section 12. Fees for Adjudicators and Conductors. Fees for District Guitar Ensemble and Regional Guitar Ensembles will be established by each District/Region in accordance with VMEA/VGDA guidelines. Fees are established without regard to grade level of the event.

Honoraria for guest conductors will be set by each District and Region in accordance with VMEA/VGDA guidelines.

All-Virginia Guitar Ensemble audition adjudicators and All-Virginia Guitar Ensemble guest conductors are retained according to a compensation fee established by the VGDA President's Committee.

All chairs and hosts of VGDA events receive an honorarium as stipulated in the VMEA Event Manual upon the timely and accurate submission of all required administrative work including the financial report form to the appropriate VGDA and VMEA officials.

Section 13. Financial Statements. VMEA instructions for preparing financial statements and accounting of receipts and expenditures are included in the VMEA Event Manual, found online at [www.vmea.com](http://www.vmea.com). Included in these instructions is the process for forwarding/returning overages or requesting reimbursement for event deficits.

Section 14. Meetings and Participation. VGDA holds an annual general membership meeting.

Section 15. Certificates. To recognize excellence outside of the classroom, certificates will be presented to students who participate in these events:

1. All-District Guitar Ensemble
2. Regional Guitar Ensemble
3. All-Virginia Guitar Ensemble

**PART 3:**  
**VMEA/VGDA DISTRICT GUITAR ENSEMBLE**  
**ASSESSMENT**

# VMEA/VGDA DISTRICT GUITAR ENSEMBLE ASSESSMENT

Section 1. Purpose. The purpose, objectives and rationale for the District Guitar Ensemble Assessment event is found in Part 2, Section 7 of the VGDA Administrative Handbook.

Section 2. Eligibility and Accomodation.

- a. Student eligibility is addressed in Part 2, Section 8 of the VGDA Administrative Handbook.
- b. If a school has a legitimate conflict or no assessment is available in their district they can apply to participate in a neighboring district's event with the permission of the District Chair and the VGDA President.

Section 3. Concert Performance Assessment.

1. Optional Warm-Up

- a. Directors may include a short, non-adjudicated warm up not to exceed two minutes in duration.
- b. Warm-ups can include a technical exercise(s) or a musical selection.
- c. No score is required for the warm-up option.

2. Music

- a. Directors will select and prepare two compositions from the VGDA Selective Music List.
- b. Literature from two adjacent grade levels may be paired for Concert Performance Assessment. Both repertoire levels shall be recognized, recorded, reported and published by VGDA and VMEA (e.g. 3/4, 4/5, etc.) and collectively define ensemble placement.
- c. High school ensembles must perform different literature from the literature performed in the previous three years of District Assessment.
- d. Middle school and junior high ensembles must perform literature different from the literature prepared and entered in District Assessment during the preceding two years.
- e. Two or more ensembles from the same school or any two ensembles sharing personnel may not perform the same composition at Assessment.

### 3. Performance Details

- a. Ensembles with multiple directors may have only one on stage with the ensemble during the actual performance of each selection.
- b. The various selections may be conducted by different directors.
- c. All directors and staff may mutually assist with logistics before and at the conclusion of the performance.
- d. The concert evaluation is open to the public.
- e. Directors may not perform as part of the ensemble.

### 4. Adjudication

- a. A rating will be given, reflecting the evaluations of the concert performance.
- b. Alternatively, a director may choose to enter an ensemble in District Assessment for "Comments Only." All assessment processes apply, and ensembles will receive written and/or recorded assessments of their efforts. No letter grade or final rating will be given.

Section 4. Adjudication Process. Ensembles entered in District Assessment will receive an overall rating of:

- I = Superior Performance. Consistently achieves Assessment rubrics.
- II = Excellent Performance. Frequently achieves Assessment rubrics.
- III = Good Performance. Infrequently achieves Assessment rubrics.
- IV = Fair Performance. Rarely achieves Assessment rubrics.
- V = Poor Performance. Does not achieve Assessment rubrics.

Other elements of the adjudication process:

1. The concert performance will be evaluated by three evaluators.
2. Ratings may be posted, announced, or published, according to the wishes of each district.
3. The final rating on each sheet must accurately reflect the average of the graded musical elements.
4. Evaluators are to arrive at their final ratings independently.

5. In the event of a split rating between evaluators, the event host and/or the Event Chair is responsible for ensuring that any such split includes a maximum range of two levels. (Example: I and III, II and IV, etc...) Evaluators may confer to resolve the final ratings.

Rating Averages for Concert Assessment

I	II	III	IV	V
111	122	133	244	355
112	123	233	344	455
113	222	333	444	*
*	223	334	445	*
*	224	335	*	*

\*See Section 4, No. 5

Section 5. Interpretation of Concert Performance Ratings. The VGDA President’s Committee, in consultation with the membership, is responsible for creating, editing, updating and disseminating assessment rubrics for district assessment events. Rubrics must:

1. define achievable and educationally sound objectives.
2. describe objectives by category.
3. define objective indicators of successful performance.
4. be sequenced according to priority.

The VGDA President’s Committee, in consultation with the membership, is responsible for creating, editing, updating and disseminating assessment documents that accurately measure the achievement of assessment rubrics as defined for the Concert Assessment.

Section 6. Administration.

- a. District Event Chair Responsibilities
  - i. Scheduling: The District Event Chair, in cooperation with the district membership, is responsible for scheduling the assessment on VMEA-approved event dates and for informing the VGDA President thereof.

- ii. Procuring Assessment Evaluators: The District Event Chair is responsible for the successful procurement of evaluators. Prior to the event, the District Event Chair will meet with the evaluation team to review adjudication expectations and standards.
  - iii. Event Supervision: The District Event Chair is responsible for overall supervision of the event, for the successful implementation of all event policies and procedures, and the resolution of any event anomalies.
  - iv. Compliance: The District Event Chair is responsible for ensuring compliance with all copyright laws and practices, and that any duplicated scores are accompanied by verification, in writing from the publisher, that permission to copy has been granted.
  - v. Judgment: Where lack of compliance with copyright or procedural issues is found, the District Event Chair is responsible for the suspension of adjudication for an ensemble and/or communication with the school principal as required.
- b. Event Chair Responsibilities
- i. Logistics
    1. provide participating directors with all pertinent NAFME and VGDA forms, documents and policies.
    2. provide supporting personnel, including staff, parents and students for the successful management of the event.
    3. provide all evaluation forms, evaluator logistics, technologies, and supplies.
    4. organize and transmit all administrative, financial and organizational records to the subsequent Event Host.
  - ii. Communication
    1. communicate in a timely fashion with the district members regarding the potential evaluator selection pool.
    2. communicate in a timely fashion with evaluators regarding contracts, travel arrangements, lodging, VGDA event policies, assessment rubrics and documents.
    3. confirm that all evaluators are free of potential conflicts of interest due to work performed or familial relationships with any participating ensemble.
    4. inform participating schools and directors of event dates, location, evaluators and deadlines.
    5. inform participating directors regarding equipment provided, performance areas, scheduling and event flow.
  - iii. Organization

1. distribute and collect all operational forms as provided in the VGDA Administrative Handbook, including the Prepared Selections Form, Stage Set-Up Form, and Directors Financial Form.
  2. confirm the grade levels of all compositions submitted for evaluation using the most current VGDA Selective Music List.
  3. distribute event schedules
  4. distribute logistic information including room assignments, storage facilities, security requirements, and stage set-up requirements.
  5. distribute participation information including school and parking maps, arrival and registration procedures.
  6. return to each director, in a timely fashion, all evaluation sheets and scores, recordings if applicable and school property.
- iv. Alternative in the Event of an Emergency
1. The performance must be recorded in one continuous, unedited take from start to finish, as if being viewed live.
  2. Accepted video formats: mp4, wmv, mov, avi.
  3. Each ensemble's performance must adhere to the maximum time limits outlined in the VGDA Administrative Handbook.
  4. The camera must be positioned for a front-facing, full-ensemble view (auditorium audience perspective).
  5. External microphones may be used to ensure clear and accurate audio representation.
  6. Adjudicators will assess solely based on the recording, so directors should ensure that the recording accurately represents the ensemble's tone, blend, and balance.
  7. The originally contracted adjudicators will serve as the virtual adjudication panel.
  8. All videos must be submitted to the Assessment Chair within 14 days of the original assessment date.
  9. The Assessment Chair will share the virtual performances, conductor's scores, and adjudication sheets with the adjudicators virtually for evaluation.
  10. The adjudicators will evaluate the performances individually from their homes, with the option to consult one another via phone/email if needed, just as they would during an in-person adjudication.
- v. Finances
1. prepare and execute an event budget, as facilitated by VMEA, to provide and account for all financial aspects of the event.
  2. manage all income and disbursement through school-based accounts or VGDA, as necessary.

3. create event fees based on individual student participation or individual ensemble participation.
4. provide funding for evaluators' honoraria and expenses.
5. provide funding for sight-reading materials.
6. provide funding for all administrative costs including facilities use, communications expenses, VMEA fees, and Event Chair stipends.
7. complete and submit all required VMEA financial forms and fees, and/or event reports.

c. Participating Director Responsibilities

1. prepare and supply students and ensembles for all aspects of the concert assessment.
2. Ensure the eligibility of all performers as regular, participating members as described in Part 2, Section 8.
3. Submit all forms, non-refundable fees, and required information to the Event Chair in a timely fashion.
4. Accompany and register all students and ensembles and/or provide adult coverage approved by the school's principal to register and accompany students.
5. Provide proof of qualified membership in VGDA/NAfME.
6. Provide original published scores for each evaluator with all measures numbered.
  - a. The score provided to adjudicators must match the edition of the piece being performed by the ensemble.
  - b. Copied original scores with attached publisher permission are acceptable.
  - c. Pieces not available for purchase and available as public domain require proof of expired copyright. Items labeled as or believed to be public domain are not acceptable.

d. Participating Student Responsibilities

1. conform to eligibility requirements, as described in Part 2, Section 8.
2. Follow all established procedures for the concert performances.
3. Comply with all VGDA and host school rules and regulations, as described in Part 2, Section 10.

**PART 4:**  
**VMEA/VGDA ALL-DISTRICT GUITAR ENSEMBLE**

## VMEA/VGDA ALL- DISTRICT GUITAR ENSEMBLE

Section 1. Purpose. All-District Guitar Ensemble provides pupils of outstanding talent and musical skill an opportunity to perform together in a high-level guitar ensemble directed by an outstanding guest conductor.

Section 2. Eligibility. Student eligibility is addressed in Part 2, Section 8.

Section 3. Structure of Guitar Ensemble. Each District Guitar Ensemble is comprised of students from schools located within the boundaries of that VMEA district.

- a. Senior guitar ensembles include students in grades 9-12.
- b. Junior guitar ensembles include students in grades 7-8, or 6-8, according to the district's wishes and school structure.
- c. Districts may determine ensemble sizes and names.

Section 4. No Bearing on Regional or All-Virginia Events. District Guitar Ensemble events have no bearing on Regional or All-Virginia Guitar Ensemble eligibility.

Section 5. Selection of Student Participants – Quota Selection. Districts may establish a quota system for the primary method of student selection. Each district is responsible for establishing all logistic and procedural policies to facilitate successful selection of students, including:

- a. selection criteria.
- b. methodology that governs the selection process.
- c. policies regarding inclusion of all schools.
- d. policies that address and relate student selection to school participation in VGDA events.
- e. provision for alternate members.
- f. methodology for creating seating orders for each section.

Section 6. Administration.

- a. Event Chair Responsibilities
  - i. Scheduling: The Event Chair, in cooperation with the district membership, is responsible for scheduling the District Guitar Ensemble event on VMEA-approved event dates and for informing the VGDA President thereof.
  - ii. Guest Conductor(s): The Event Chair is responsible for the timely selection of guest conductors as described in Part 2, Section 6.

- iii. Event Supervision: The Event Chair is responsible for overall supervision of the event, for the successful implementation of all event policies, procedures and resolution of any event anomalies.
- b. Logistics
  - i. Collaborate with guest conductor(s) regarding the selection and provision of music for each ensemble
  - ii. Arrange for adequate rehearsal spaces for all ensembles including rehearsal opportunities on the performance stage for all ensembles.
  - iii. Arrange for all needed spaces and logistics for equipment storage, student registration, and dining facilities.
  - iv. Facilitate all logistics related to student information, name tags, music folders, certificates and miscellaneous needs.
  - v. Facilitate event recordings and photographs at the wishes of the district membership.
  - vi. Provide printed programs at the event.
  - vii. Provide supporting personnel including staff, parents and students for the successful management of the event.
  - viii. Organize and transmit all administrative, financial and organizational records to the subsequent event chair.
- c. Communication
  - i. Communicate in a timely fashion with conductors regarding contracts, VGDA event policies and expectations.
  - ii. Inform participating schools and directors of event dates, location and deadlines.
  - iii. Inform participating directors regarding equipment needed, scheduling, meals, student supervision and event flow.
- d. Organization
  - i. Create a successful and equitable rehearsal schedule.
  - ii. Distribute participation information including school and parking maps, arrival and registration procedures.
  - iii. Resolve any student attendance, tardiness, or behavioral issues as addressed in Part 2, Section 10.
- e. Finances
  - i. Prepare and execute an event budget, as facilitated by VMEA, to provide and account for all financial aspects of the event.
  - ii. Manage all income and disbursement through school-based accounts or VGDA, as necessary.
  - iii. Create registration fees that insure event solvency without undue burden upon participants.
  - iv. Provide funding for conductors' honoraria and expenses.

- v. Provide funding for all administrative costs including facilities use, communications expenses, VMEA fees, and Event Chair stipends.
- vi. Complete and submit all required VMEA financial forms and fees, and/or event reports.
- f. Participating Directors Responsibilities
  - i. Prepare and supply participating students for all aspects of their participation in the event.
  - ii. Ensure the eligibility of all selected students as regular, participating members as described in Part 2, Section 8.
  - iii. Submit all forms, fees, and required information to the Event Chair in a timely fashion.
  - iv. Accompany and register all students and ensembles and/or provide adult coverage approved by the school's principal to register and accompany students.
  - v. Be responsible for transportation arrangements for students.
  - vi. Provide proof of qualified membership in VGDA/NAfME.
  - vii. Be responsible for obtaining and disbursing certificates.
- g. Participating Student Responsibilities
  - i. Conform to eligibility requirements as described in Part 2, Section 8.
  - ii. Follow all established procedures for the event including perfect attendance at all rehearsals and concert(s).
  - iii. Comply with the VGDA school district and host school rules and regulations as described in Part 2, Section 10.

**PART 5:**  
**VMEA/VGDA REGIONAL GUITAR ENSEMBLE**

## VMEA/VGDA ALL-REGIONAL GUITAR ENSEMBLE

Section 1. Purpose. The Regional Guitar Ensemble events provide pupils of outstanding talent and musical skill an opportunity to perform together in a high-level guitar ensemble directed by an outstanding guest conductor.

Section 2. Eligibility. Student eligibility is addressed in Part 2, Section 8.

Section 3. Structure of Guitar Ensembles.

- a. Senior Regional Guitar Ensembles are established for students in grades 9 - 12 as follows:
  - i. North - District 10, 11, 12
  - ii. North Central - District 9, 14, 15, 16
  - iii. South Central - District 1, 3, 5, 6, 7, 13
  - iv. Southeast - District 2, 4, 8
- b. Junior Regional Guitar Ensembles are established for students in grades 7 - 9 as follows:
  - i. North - District 10, 11, 12
  - ii. North Central - District 9, 14, 15, 16
  - iii. South Central - District 1, 3, 5, 6, 7, 13
  - iv. Southeast District 2, 4, 8

Section 4. No Bearing on All-Virginia Event. Regional Guitar Ensemble events have no bearing on All-Virginia Guitar Ensemble eligibility.

Section 5. Selection of Student Participants – Quota Selection. Regions may establish a quota system for the primary method of student selection. Each region is responsible for establishing all logistic and procedural policies to facilitate successful selection of students, including:

- g. selection criteria.
- h. methodology that governs the selection process.
- i. policies regarding inclusion of all schools.
- j. policies that address and relate student selection to school participation in VGDA events.
- k. provision for alternate members.
- l. methodology for creating seating orders for each section.

Section 6. Administration. Regional Guitar Representative will chair the Regional Guitar Ensemble events.

- a. Regional Guitar Ensemble Chair Responsibilities
  - i. Scheduling: The various Regional Chairs, in cooperation with the VGDA President, are responsible for scheduling the Junior and Senior Regional Guitar Ensemble events on VMEA - approved event dates and for informing the VGDA President thereof.
  - ii. Guest Conductors: The Regional Chair is responsible for the timely selection of guest conductors, as described in Part 2, Section 6.
  - iii. Event Supervision: The Regional Chair is responsible for overall supervision of the event, for the successful implementation of all event policies and procedures, and in cooperation with the VGDA President, the resolution of any event anomalies.
  - iv. Logistics
    - 1. Collaborate with guest conductors regarding the selection and provision of music.
    - 2. Facilitate all logistics related to student information, name tags, music folders, certificates and miscellaneous needs.
    - 3. Facilitate event recordings and photographs at the wishes of the regional membership.
    - 4. Provide printed programs at the event.
    - 5. Be responsible for obtaining and disbursing certificates.
    - 6. Organize and transmit all administrative, financial and organizational records to the subsequent event host.
  - v. Communication
    - 1. Communicate in a timely fashion with conductors regarding contracts, VGDA event policies and expectations.
    - 2. Inform participating schools and directors of event dates, location, and deadlines.
    - 3. Inform participating directors regarding equipment needed, scheduling, meals, student supervision and event flow.
  - vi. Organization
    - 1. Distribute participation information including school and parking maps, arrival and registration procedures.
    - 2. Resolve any student attendance, tardiness, or behavioral issues as addressed in Part 2, Section 10.
  - vii. Finances
    - 1. Manage all income and disbursements through school-based accounts and VGDA, as necessary.
    - 2. Provide funding for conductors' honoraria and expenses.

3. Provide funding for all administrative costs including facilities use, communications expenses, VMEA fees, Regional Chair and Event Host stipends.
  4. Complete and submit all required VMEA financial forms and fees and/or end reports.
- b. Event Host Responsibilities
    - i. Arrange for adequate rehearsal spaces for the ensemble.
    - ii. Ensure the eligibility of all selected students as regular, participating members as described in Part 2, Section 8.
    - iii. Provide supporting personnel including staff, parents and students for the successful management of the event.
  - c. Participating Director Responsibilities
    - i. Prepare and supply participating students for all aspects of their participation in the event.
    - ii. Ensure the eligibility of all selected students as regular, participating members as described in Part 2, Section 8.
    - iii. Submit all forms, fees, and required information to the Regional Guitar Ensemble Chair in a timely fashion.
    - iv. Accompany and register all students and ensembles and/or provide adult coverage approved by the school's principal to register and accompany students.
    - v. As described in Part 2, Section 10, be responsible for making reasonable and safe housing accommodations for students participating.
    - vi. Be responsible for transportation arrangements for students.
    - vii. Provide proof of qualified membership in VGDA/NAfME.
    - viii. Be responsible for obtaining and disbursing certificates.
  - d. Participating Student Responsibilities
    - i. Conform to eligibility requirements as described in Part 2, Section 8.
    - ii. Follow all established procedures for the event including perfect attendance at all rehearsals and concert(s).
    - iii. Comply with all VGDA, school district and host school rules and regulations, as described in Part 2, Section 10.

Section 7. Administrative Timetable - Regional Guitar Ensemble Event Chair Responsibilities.

Site-specific responsibilities may be shared, as decided by the directors of each region.

Season	Task
Late Summer	<ul style="list-style-type: none"> <li>● Read and become familiar with the VMEA Event Manual and VMEA Event Finance Form at <a href="http://www.vmea.com">www.vmea.com</a></li> <li>● Facilitate contract with guest conductor(s) (make requests, send VMEA contract, arrange for payment at event).</li> <li>● Discuss program with conductor</li> <li>● Confirm event venue (if not already done)</li> <li>● Communicate needs to Site Host (i.e. rehearsal spaces, equipment storage, meals, etc...)</li> <li>● Investigate lodging options should this be needed</li> </ul>
Fall	<ul style="list-style-type: none"> <li>● Communicate with directors in your region regarding: <ul style="list-style-type: none"> <li>○ Due Date for quota selection</li> <li>○ Dates for the event</li> <li>○ Venue</li> <li>○ Conductor(s) for the event</li> <li>○ Rough Draft Rehearsal Schedule</li> <li>○ Lodging</li> </ul> </li> </ul>
Winter	<ul style="list-style-type: none"> <li>● Quota Selection Due</li> <li>● Set event budget and student registration cost</li> <li>● Send registration and financial forms to directors (at least 4 weeks prior to the event)</li> <li>● Finalize Rehearsal Schedule</li> <li>● Prepare Certificates</li> <li>● Finalize program with conductor(s)</li> <li>● Purchase and distribute music to directors</li> <li>● Create concert program(s)</li> <li>● Make arrangements for student and director meals</li> <li>● Make arrangements for guest conductor meals and lodging</li> <li>● Facilitate audio recording and photographs if desired by your region</li> <li>● Provide supporting personnel to run the event (faculty, parents, students)</li> <li>● Distribute information including school map-s, parking, arrival and registration procedures (at least one week prior to event)</li> </ul>
Spring	<ul style="list-style-type: none"> <li>● Regional Guitar Ensemble takes place <ul style="list-style-type: none"> <li>○ Manage the event</li> <li>○ Distribute Certificates</li> <li>○ Follow-Up with conductor payment</li> <li>○ Meet with directors regarding next year's event <ul style="list-style-type: none"> <li>■ Potential conductors</li> <li>■ Potential venues</li> <li>■ Potential programming concerns</li> <li>■ Representation</li> <li>■ Suggestions for the upcoming year</li> </ul> </li> </ul> </li> <li>● Complete the VMEA Event Finance Form (due 8 weeks after the event)</li> </ul>

**PART 6:**

**VMEA/VGDA ALL-VIRGINIA GUITAR ENSEMBLE**

## VMEA/VGDA ALL-VIRGINIA GUITAR ENSEMBLE

Section 1. Purpose. All-Virginia Guitar Ensemble provides pupils of outstanding talent and musical skill an opportunity to perform together in a high-level guitar ensemble directed by an outstanding guest conductor.

Section 2. Eligibility. Student eligibility is addressed in Part 2, Section 8.

Section 3. Auditions. Eligible students for participation in the All-Virginia event are selected by competitive audition. Guidelines for the establishment of audition dates, location and supervision are found in Part 2, Sections 2, 3 and 4. Responsibilities for All-Virginia event auditions include the following:

- a. VGDA President-Elect and VGDA President
  - i. The President-Elect, in cooperation with the President, is responsible for the organization, preparation and management of the All-Virginia Guitar Ensemble Auditions.
  - ii. The President-Elect is responsible for overall supervision of the event, and in cooperation with the VGDA President, the resolution of any event anomalies.
  - iii. In cooperation with the VGDA President, the President-Elect is responsible for implementing and updating the body of documents and policies that constitute the operational procedures and guidelines for the All-Virginia Guitar Ensemble audition.
  - iv. In cooperation with the VGDA President's Committee, the President-Elect is responsible for transmitting operational procedures and guidelines to the succeeding President-Elect.
  - v. In collaboration with the host facility staff, the President-Elect and VGDA President will complete the following logistical tasks:
    1. Arrange for all needed spaces and logistics for the audition process including director registration, student registration and audition sites.
    2. Facilitate all logistics related to student information, records, and eligibility.
    3. Create, prepare and provide all materials and information for registration and tabulation.
    4. As described in Part 2, Section 10, furnish participating directors with timely and pertinent information regarding available lodging and dining options for directors, parents and students.

5. In cooperation with Regional Guitar Representatives, arrange for the timely return of all evaluation forms to participating schools and directors for distribution to participating students.
- vi. In a timely fashion, the President-Elect will complete the following communication tasks:
  1. Communicate with audition site hosts regarding VGDA event policies and expectations.
  2. Communicate with VGDA membership concerning the procurement and assignment of adjudicators, tabulators, administrative assistants, and all other tasks associated with the auditions.
  3. Inform participating schools and directors of event dates, locations and deadlines.
  4. Inform participating directors regarding equipment and technologies needed, scheduling and event flow.
- vii. In cooperation with the audition site hosts, the President-Elect will complete the following organizational tasks:
  1. Approve a workable audition matrix
  2. Schedule and organize all adjudication personnel
  3. Schedule and organize supporting personnel and technologies to facilitate registration, tabulation, and the timely dissemination of audition results.
  4. Distribute participation information including audition sites, parking maps, arrival and registration procedures.
  5. In cooperation with the VGDA President, resolve any student eligibility, participation, or behavioral issues as addressed in Part 2, Section 10.
  6. Complete and submit all required VMEA financial forms and fees and/or event reports.
- viii. VGDA Treasurer
  1. The VGDA Treasurer is responsible for the collection, accounting, and depositing of all audition fees collected in the operation of the auditions.
  2. The Treasurer supervises and instructs the various staff serving as financial agents in the collection and accounting process.
- ix. Directors of Participating Students
  1. Participating directors of students auditioning for the All-Virginia Guitar Ensemble will:
    - a. Prepare and supply participating students for all aspects of their participation in the event.

- b. Ensure the eligibility of all selected students as regular, participating members as described in Part 2, Section 8.
  - c. Provide eligible students with all necessary forms associated with student registration.
  - d. Provide proof of qualified membership in VGDA/NAfME.
2. Participating Students
- a. Students participating in the All-Virginia Guitar Ensemble auditions will:
    - i. Conform to eligibility requirements, as described in Part 2, Section 8.
    - ii. Follow all established procedures for the event.
    - iii. Comply with all VGDA, school and event host rules and regulations, as described in Part 2, Section 10.

Section 4. Audition Guidelines. The VGDA President's Committee, in cooperation with the membership, is responsible for creating, editing, updating and disseminating current information and standards for auditions.

Section 5. All-Virginia Guitar Ensemble (AVGE) Event.

- a. VGDA President
  - i. The VGDA President is responsible for overall supervision of the event, for the successful implementation of all event policies and procedures, and in cooperation with the directors of AVGE students, the resolution of any event anomalies.
  - ii. In cooperation with the directors of AVGE students, the VGDA President is responsible for the resolution of any student attendance, tardiness, or behavioral issues as addressed in Part 2, Section 10.
  - iii. The VGDA President is responsible for presiding at the All-Virginia Guitar Ensemble Event or for the delegation of such duties thereof.
- b. All-Virginia Guitar Ensemble (AVGE) Event Chair
  - i. The VGDA President may be the Event Chair or Co-Chair of the All-Virginia Guitar Ensemble.
    - 1. The All-Virginia Guitar Ensemble Event Chair is responsible for:
      - a. Confirming participation of selected students
      - b. The creation, disbursement, collection and organization of all student and school forms
      - c. The supervision of student and school registration at the AVGE event
      - d. The provision of event shirts as desired
    - 2. In a timely fashion, the Event Chair will:

- a. Communicate with the conductor regarding contracts, VGDA event policies and expectations
  - b. Inform participating schools and directors of event dates, location, and deadlines
  - c. Inform participating directors regarding scheduling, dates and deadlines for all required information and forms
3. The All-Virginia Guitar Ensemble Chair is responsible for the following logistical tasks:
- a. Collaborate with the guest conductor regarding the selection and provision of music for the AVGE
  - b. In cooperation with the VMEA Conference Planning Committee, the AVGE Chair will arrange for adequate rehearsal space
  - c. Arrange for all needed staves and logistics for equipment storage, student registration, meetings, and dining facilities
  - d. Facilitate all logistics related to student information, name tags, music folders, certificates and miscellaneous needs
  - e. Facilitate event recordings and phonographs
  - f. Provide printed programs at the event
  - g. Arrange for the on-site food and refreshment needs for participating students, directors and conductor
  - h. As described in Part 2, Section 10, furnish participating directors with timely and pertinent information regarding available lodging and dining for overnight events
  - i. Organize and transmit all administrative, financial and organizational records to the subsequent event chair
  - j. Create a successful and equitable rehearsal schedule
  - k. Distribute participation information including arrival and check-in procedures
  - l. Provide supporting personnel as needed for the successful management of the event
  - m. Provide performance technologies as required (amplification, dance-floor, etc...)
4. Event Chair is responsible for the following financial tasks:
- a. Prepare and execute an event budget, as facilitated by VMEA, to provide and account for all financial aspects of the event
  - b. Manage all income and disbursement through school-based accounts or VGDA, as necessary
  - c. Create registration fees that insure event solvency

- d. Provide funding for conductor's honoraria and expenses
  - e. Provide funding for all administrative costs including facilities use, communications expenses, VMEA fees, and Event Chair stipends
  - f. Complete and submit all required VMEA financial forms and fees and/or event reports
- ii. Directors of Participating Students
    - 1. Directors of participating students will:
      - a. Ensure that their student(s) selected to the AVGE event are in compliance with eligibility as described in Part 2, Section 8
      - b. Ensure that their student(s) are fully aware of behavioral expectations and consequences as described in Part 2, Section 10
      - c. Submit all forms, non-refundable fees, and required information to the AVGE Chair in a timely fashion
      - d. Accompany and register participating students and/or provide adult coverage approved by the school's principal to register and accompany students for the duration of the event
      - e. Be responsible for transportation arrangements for students and/or confirm that students are transported by adults to and from the event
      - f. Provide proof of qualified membership in VGDA/NAfME
- iii. Participating Students
    - 1. Participating AVGE members will
      - a. Conform to eligibility requirements as described in Part 2, Section 8
      - b. Follow all established procedures for the event including perfect attendance at all rehearsals and the concert
      - c. Comply with all VGDA rules and regulations as described in Part 2, Section 10.

Section 6. All-Virginia Guitar Ensemble Guidelines. The VGDA President's Committee, in cooperation with the membership, is responsible for creating, editing, updating and disseminating current information and standards.