



# Membership Handbook 2016 - 2017

Conroe Music Teachers Association

Website: [www.conroemta.org](http://www.conroemta.org)

Database Access: [www.namyats.com/cnrdb](http://www.namyats.com/cnrdb)

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# **General Information**

# **Conroe Music Teachers Association Executive Board 2016-17**

President..... Sheryl Speelman, NCTM  
1<sup>st</sup> Vice President ..... Alecia Russell, NCTM  
2<sup>nd</sup> Vice President ..... Rachael Barlow  
3<sup>rd</sup> Vice President ..... Andrea Cannon, NCTM  
Recording Secretary ..... Sharon Callahan  
Corresponding Secretary..... Lily Massova  
Treasurer ..... Rebecca Landreth, NCTM  
Member at Large ..... Nancy Hall, NCTM  
Immediate Past President ..... Polly Beaver  
Parliamentarian..... Rebecca Landreth, NCTM

# **Committee Chairmen 2016-17**

## **Standing Committees**

Arts and Advocacy .....	Luanne Johns, NCTM
Auditing .....	Sheryl Speelman, NCTM
Certification .....	Doris Lum-Meyer, NCTM
Email Notification .....	Sharon Callahan
Facilities.....	Naomi Shibatani
Judges Coordinator .....	Ilonka Rus
Member of the Year .....	Sheryl Speelman, NCTM
Publicity.....	Caleb Ackerman
Independent Music Teachers Forum ....	Rachael Barlow
Handbook Editor.....	Alecia Russell, NCTM
Keyboards and Equipment.....	Sheryl Speelman, NCTM
Hospitality .....	Joan White
Historian.....	

# **Committee Chairmen 2016-17**

## **Student Affiliate Events**

Betty Clampitt Piano Contest.....	Shirley Cheung
Summer Camp Scholarships.....	Andrea Cannon, NCTM
Laurie Keyser Sonata Tournament....	Piper Ward
Multi Era Piano Solo Competition .....	Don Harris
Fall Festival .....	Nancy Hall, NCTM Rachel Bingham (Assistant)
Senior Awards, Scholarships.....	Sharon Callahan
SA Original Composition.....	Donna Ryan
SA Performance Contest .....	Elena Bakina & Helen Tan
SA Publication Contest.....	Robin Cunningham
SA Ensembles .....	Nadine Wilkinson
SA Theory .....	Rebecca Landreth, NCTM
SA World of Music.....	Sharon Callahan
TMTA Chamber Music .....	Mary Loy & Sheryl Speelman, NCTM
Spring Festival.....	Polly Beaver Lawrence Shields (Assistant)
Duet/Trio/Concerto Festival .....	

## CMTA Calendar of Events 2016-17

<b>Event</b>	<b>Entry Deadline*</b>	<b>Date of event</b>	<b>Fee**</b>	<b>Location of Event***</b>
<b>General Meeting August</b>		August 19		HEB Community Room 3601 FM 1488 @ 9:30 a.m.
SA Registration	September 18		\$16.50	N/A
<b>General Meeting October</b>		October 7		HEB Community Room 3601 FM 1488 @ 9:30 a.m.
LK Sonata Tournament	September 23	October 15	\$12.50	Lone Star College
Fall Theory Test	September 23	October 22	\$12.50	Covenant Christian School
Fall Festival	October 7	November 5	\$12.50	Lone Star College
Original Composition Contest	October 15	Revisions due December 10	\$20 gr. 1 -6 \$30 gr. 7 -12	N/A
<b>General Meeting November</b>		November 4		HEB Community Room 3601 FM 1488 @ 9:30 a.m.
TMTA Enrichment Conference		November 12	\$25	Stephen F. Austin University
Publication Contest	November 18	Revisions due January 20	\$12.50 per article	N/A
<b>General Meeting January</b>		January 6		HEB Community Room 3601 FM 1488 @ 9:30 a.m.
Piano Ensemble Auditions	January 6	January 22	\$20	Lone Star College
Piano Duet/Trio/Concerto Festival	January 6	January 22	Duet/Trio: \$10 per student Concerto: \$12.50	Lone Star College
Spring Theory Test	January 13	February 4	\$12.50	Covenant Christian School
Performance Contest	January 13	February 18	\$40 or \$50 for Piano Concerto (grades 9-12)	Lone Star College

\*Additional requirements for events are listed in the CMTA Rules Governing Student Affiliate Activities, the CMTA Guidelines During Events, and individual event descriptions (in this handbook).

\*\*Fees listed are for students of CMTA members. See Rules Governing Student Affiliate Activities #6 (page 9) for non-member fees.

\*\*\*Locations may change. Watch weekly emails for updates and notifications.

## CMTA Calendar of Events 2016-17

<b>Event</b>	<b>Entry Deadline*</b>	<b>Date of event</b>	<b>Fee**</b>	<b>Location of Event***</b>
World of Music	February 10	March 31	\$12.50	At Teachers' Studios
Chamber Music Ensembles	February 24	June 17-18	\$25 (up to 2 ensembles) \$10 each additional ensemble	TMTA Convention, Dallas
Spring Festival	February 24	March 25	\$12.50	Lone Star College
Multi-Era Piano Solo Competition	February 24	April 1-2	\$30	Don Harris' Studio
Betty Clampitt Piano Contest & Winners Concert	February 24	April 8	\$20	Lone Star College
<b>General Meeting March</b>		March 3		HEB Community Room 3601 FM 1488 @ 9:30 a.m.
MTNA National Conference		March 18-22		Baltimore, MD
Multi Era Piano Solo Competition Winners Concert		April 9		Lone Star College
Senior Awards/ Diane Delk Continuing Studies in Music Scholarship	April 15			N/A
Judy Collins and Phyllis Kypke Summer Camp Scholarships	April 15			N/A
<b>General Meeting May</b>		May 5		Eden Café @ 10:30 a.m. Intersection of 1488 & Egypt Ln
Ensemble Rehearsals		April 29, May 20, June 12, 13, 14		Lone Star College
TMTA Convention		June 15-18		Hyatt Regency, Dallas

\*Additional requirements for events are listed in the CMTA Rules Governing Student Affiliate Activities, the CMTA Guidelines During Events, and individual event descriptions (in this handbook).

\*\*Fees listed are for students of CMTA members. See Rules Governing Student Affiliate Activities #6 (page 9) for non-member fees

\*\*\* Locations may change. Watch weekly emails for updates and notifications.



## Addresses of Event Locations 2016-17

Location*	Address
<b>Covenant Christian School</b> <i>*Fall &amp; Spring Theory Test</i>	4503 I-45 North Conroe, TX 77304 (936) 890-8080
<b>The Woodlands Academy of Music</b> <i>*Fall &amp; Spring Theory Test make-up</i>	25218 Grogans Park Dr. The Woodlands, TX 77380 (281) 367-0545
<b>Don Harris' Studio</b> <i>*Multi Era Piano Solo Competition</i>	3218 Forest Glen Spring, TX 77380 (281) 367-4473
<b>Lone Star College – Montgomery</b> <i>*LK Sonatina Tournament, Festivals,            Performance Contest, BC Piano Contest,            Ensemble Auditions/Rehearsals, Winners Recitals</i>	3200 College Park Drive Conroe, TX 77384 (936) 273-7000
<b>HEB Community Room</b> <i>*CMTA Meetings (except May 5<sup>th</sup>)</i>	3601 FM 1488 The Woodlands, TX 77384 (936) 271-2730
<b>Eden Café</b> <i>*CMTA May 5th Luncheon and Meeting</i>	33418 Egypt Lane, Ste. 16 Magnolia, TX 77354 (832) 934-2800

\* Locations may change. Watch weekly emails for updates and notifications.

# **Governing and Rules**

# **Conroe Music Teachers' Association Constitution and By-Laws (Revised August 28, 2015)**

## **Article I: Name**

The name of this organization shall be the Conroe Music Teachers' Association.

## **Article II: Purpose**

The Purpose of this organization shall be to raise and enrich the quality of music education in the Conroe area. It shall be organized and operated exclusively for educational purposes within the meaning of Section 501 (C) 3 of the Internal Revenue code of 1954. This association is not organized for profit and no part of its earnings, contributions or grants shall inure to the benefit of any individual or entity. We propose to meet this goal in the following ways:

1. To maintain a permanent organization.
2. To further student knowledge and education in the field of music.
3. To promote high standards in teaching music.
4. To encourage the self-improvement of the membership.

## **Article III: Fiscal Year**

The fiscal year shall be from July 1 through June 30.

## **Article IV: Affiliation**

**Section 1.** The Conroe Music Teachers Association shall be affiliated with Texas Music Teachers Association, including Student Affiliate, and Music Teachers National Association.

**Section 2.** The local organization shall operate under this Constitution and By-Laws, the spirit of which is in accord with the aims and purposes of the State and National organizations.

## **Article V: Membership**

**Section 1.** Membership in this organization shall be unlimited in number and shall be open to individuals who are interested in music education. Membership shall be obtained by online application through Music Teachers National Association. An individual who meets the requirements listed in Article V, Section 2 shall be granted the appropriate class of membership.

### **Section 2. There shall be four classes of membership:**

- A. **Active:** An active member shall be engaged in the teaching of any branch of music for remuneration, provided he/she has graduated from high school or earned a GED certificate and qualifies through one of the following prerequisites:
1. Holds MTNA Certification.
  2. Holds a degree or artist diploma in music from an accredited institution.

# Conroe Music Teachers' Association Constitution and By-Laws (Cont'd)

(Revised August 28, 2015)

3. Has studied his/her instrument for a minimum of eight years and taught for a minimum of two years prior to application for membership.

4. Transfer/Resignation/Reinstatement

a. Transfer of Membership: A member in good standing from another association affiliated with Music Teachers National Association, Inc., may transfer to the Conroe Music Teachers Association as an Active member provided he/she meets the local Active membership requirements.

b. Resignation: A member desiring to resign in good standing shall send a written resignation to the Membership Chairman who shall present it for recording at the next meeting of the Executive Board.

c. Reinstatement: A member who was in good standing when he/she resigned from the Conroe Music Teachers Association may be reinstated to the class of membership from which he/she resigned by paying the Local, State, and National dues, and by requesting that the Membership Chairman to place his/her name before the Executive Board for reinstatement.

5. Probation

A member who fails to fulfill the yearly participation requirement as outlined in Article VI by June 30<sup>th</sup> of the current year will be classified as probationary after due process as outlined in Article VI, Section 3. Members placed on probation may attend meetings and work in the association, but may not vote, hold an Executive Board position or enter students in events until the participation requirements are met for the following year beginning July 1<sup>st</sup>.

B. **Provisional:** Provisional membership shall be granted to an individual who has applied for membership and who is working to meet the requirements for Active Membership. His/Her membership status shall be reviewed after a two year period or sooner at the individual's request to evaluate progress toward active membership. Provisional members may attend all meetings and present students on programs, contests, theory tests, or any other association function but may not hold office or vote.

# Conroe Music Teachers' Association Constitution and By-Laws (Cont'd)

(Revised August 28, 2015)

- C. **Patron:** Patron membership is open to all persons not professionally engaged in any field of musical teaching activity who wish to support the programs of CMTA. Because their association will be at the local level only, the Patron member will be asked to pay only the local dues. Such membership provides admission to all CMTA meetings but does not include the right to vote or hold office.
- D. **Inactive:** An inactive member fulfills all prerequisites of active membership but chooses to remain inactive for personal reasons. An inactive member may attend meetings but may not vote, hold an Executive Board position or enter students in events. An inactive member shall pay all national, state and local dues, but will not be expected to fulfill the local participation requirement (Article VI, Section 3). Inactive members may choose to resume their active status at any time without penalty.

## Article VI: Dues, Fees and Participation

**Section 1:** Local dues and fees shall be set by the General Membership upon recommendation of the Executive Council.

### Section 2: Payment of Dues and Fees

- A. Active, Provisional and Inactive members shall pay annual Local, State, and National dues directly to the National Office.
- B. New Members
  1. Shall pay Local, State and National dues.
  2. Dues of members accepted at the April Executive Board meeting shall be for the following fiscal year.
- C. Only members who have paid dues in full to MTNA, TMTA and CMTA for the current fiscal year may present students in activities sponsored by the Association.
- D. Non-member teachers wishing to enter students in Student Affiliate events shall pay the appropriate non-member fees as listed in the TMTA-SA Handbook and/or the CMTA Handbook.

### Section 3: Participation Requirement for Active and Provisional Members

- A. Active and Provisional members are required to participate in the local Conroe MTA for each year of membership through one of the following and provide documentation to the membership chairman.
  - Attend a minimum of four (4) Business Meetings of the General Membership (Documentation is kept by the membership chair)
  - Hold a position on the Executive Board
  - Serve as director or assistant director of an ensemble or chamber music group and attend all rehearsals of ensemble, the local concert and the TMTA concert with the ensemble.

# Conroe Music Teachers' Association Constitution and By-Laws (Cont'd)

(Revised August 28, 2015)

- Serve as newsletter editor/publisher for CMTA
  - Serve as webmaster for CMTA
  - Serve as Facilities Coordinator for CMTA
  - Serve as Judge Coordinator for CMTA
  - Serve as Yearbook editor
  - Serve as an Event Chairman
  - Work a minimum of 8 documented hours on committees or at events beyond the time required for participation because of student entries. Board Positions or SA committee member positions at the state or national level shall fulfill 4 of the 8 required hours for participation.
- B. The active and Provisional membership role will be reviewed by the Membership Chairman (2<sup>nd</sup> VP) on or before May 30<sup>th</sup>. Members who have not submitted documentation of the required participation will be notified and given until June 30<sup>th</sup> to provide the information required.
- C. On June 30<sup>th</sup> of the current year, the Membership Chairman will provide any name(s) of Active or Provisional member(s) who failed to meet the requirements in Article VI, Section 3(A) to the OUTGOING Executive Board who will then place those members on Probation effective July 1<sup>st</sup>.
- D. Members placed on probation will be returned to Active or Provisional status with all rights and privileges outlined in the CMTA Bylaws as soon as the participation requirement is met for the following year beginning July 1<sup>st</sup> and documentation has been provided to the Membership Chairman who will make the notification to the Board.

## Article VII: Officers

**Section 1.** The officers of the Association shall be of three classes: elective, automatic and appointed.

- A. The elective officers shall be: **President, First Vice President** (Student Affiliate Chairman), **Second Vice President** (Membership Chairman), **Third Vice President** (Program Chairman), **Recording Secretary, Corresponding Secretary Treasurer** and **Member-At-Large**.
- B. The automatic officer shall be: **Immediate Past President**. The Immediate Past President shall be the member who most recently completed one full term (minimum of one year) as President.

# Conroe Music Teachers' Association Constitution and By-Laws (Cont'd)

(Revised August 28, 2015)

- C. The appointed officer shall be: **Parliamentarian** and shall be appointed by the newly elected President following elections, and confirmed by the incoming Executive Board. The Appointed officer does not have a vote on the Executive Board, but retains all other general member voting rights.

## Section 2. Term Limits

- A. **The President** shall be limited to a two year consecutive term in that office.
- B. The following officers: **First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, Member-At- Large, and Parliamentarian** shall serve no more than a three year consecutive term in that office.
- C. The office of **Treasurer** is a non-tenured office.

## Section 3. Duties of Officers

### A. Elective

1. **President:** He/She shall preside at all general and board meetings of the Association. He/she shall select all appointed officers and supervise the affairs of the Association. The president is an ex-officio member of all committees except the nominating committee. He/She may call meetings of any committee at his/her discretion. He/She will also coordinate the Association's meeting programs with the Third Vice President.

2. **First Vice President** (Student Affiliate Chairman). He/She shall assist the President when necessary and shall, in the absence of the President, perform all the duties of that office. He/She is the Student Affiliate Chairman and shall see that all arrangements related to Student Affiliate are carried out properly at the Local and State levels. As Student Affiliate Chairman, He/She distributes all TMTA information to the current Student Affiliate Chairmen. He/she also distributes the Student Affiliate enrollment information from TMTA to the membership and collects the completed forms along with appropriate Student Affiliate dues by local deadline. After the forms and dues are collected, it is the Student Affiliate's job to send the appropriate state fees and forms to TMTA by their deadlines.

# **Conroe Music Teachers' Association Constitution and By-Laws (Cont'd)**

(Revised August 28, 2015)

3. **Second Vice President** (Membership Chairman). Shall assist the President and First Vice President when necessary and shall, in the absence of the President and First Vice President, perform all duties as required of each office. He/She is the CMTA Teacher Membership Chairman. He/She shall receive all new member applications and present the qualifications to the Executive Council for acceptance as new Active, Provisional, or Patron members.

He/She will also receive any letters of resignation or reinstatement, and present them to the Executive Council for approval. In addition, it is the duty of this officer to advise the yearbook and newsletter editor as to membership, and supply lists of all Active, Provisional and prospective members to the President. He/She will also coordinate teachers' professional affiliation with MTNA and TMTA on behalf of CMTA.

4. **Third Vice President.** He/She shall be Program Chairman and shall collaborate with the President in the selection and number of programs to be arranged each year. He/She shall also contact possible presenters, work out the scheduling, see that they are properly paid for their services and subsequently send a letter or note by mail acknowledging the presenter's service to CMTA.

5. **Recording Secretary.** Shall take the minutes and record the proceedings of the Association, Executive Board, and Executive Council. At the close of each administration, he/she shall file the records for future reference.

6. **Treasurer.** Shall receive, collect, hold and pay out all moneys for routine expenditures of the association, subject to the order of the President. Expenditures not in the budget shall be voted upon by the membership. An account of all monies received and expended shall be kept and reported at each meeting. The treasurer shall handle all financial matter relating to TMTA and MTNA. All accounts shall be prepared for audit each year by June 30<sup>th</sup>. He/She shall authorize a financial audit every other year for years ending in an even number. (Ex: 2000, 2002, 2004 etc.) The treasurer receives regular membership status reports from MTNA and shall furnish same to the President and Second Vice President.

7. **Corresponding Secretary.** Shall be responsible for all correspondence relative to CMTA activities and requested communications. He/She will be responsible for sending the appropriate cards and or flowers/plants to CMTA members when deemed necessary, the sending of thank you notes to chairmen of events, and to Event judges when necessary.



# Conroe Music Teachers' Association Constitution and By-Laws (Cont'd)

(Revised August 28, 2015)

8. **Member-At-Large.** He/She shall act as a facilitator to receive CMTA membership suggestions, grievances or criticisms **in writing only**. All letters are to be submitted to the President for Executive Board review and decision. He/She shall be a voting officer, and is expected to attend all General meetings and Board meetings.

**B. Automatic**

**Immediate Past President.** The Immediate Past President shall advise the incoming President and has a vote on the Executive Board.

**C. Appointed**

**Parliamentarian.** Shall be thoroughly familiar with every article and section of the CMTA Constitution and By-laws, Standing Rules, and shall see that they are upheld. He/she shall advise the officers and members as to parliamentary procedures according to Robert's Rules of Order, Newly Revised.

## Article VIII: Election of Officers

**Section 1.** A Nominating Committee shall be chosen from the membership at the January association meeting. This committee is to be made up of three members in good standing. The President is not eligible to serve on this committee. The committee shall recommend a slate of one name for each office before the March general meeting. Nominations from the floor will then be accepted at the March meeting pending verification of eligibility.

### Section 2. Eligibility

- A. To be eligible for nomination, any prospective officer must have been an active member in good standing in the Conroe Music Teachers' Association throughout the twelve months immediately prior to his/her nomination
- B. To be eligible for nomination for the office of President the member must have served on the CMTA Executive Board for a minimum of two out of the previous four years. In the event all members meeting this criteria decline the nomination of President, the nominations committee, president or executive board may approve the appointment of a member for this office.

**Section 3.** Election of the officers shall be at the association meeting in March. Nominations from the floor will then be accepted pending verification of eligibility.

**Section 4.** The new officers shall be installed at the May meeting.

**Section 5.** Should an officer resign or otherwise be unable to complete his/her term of service, the executive board shall appoint a replacement to serve in that office until the fiscal year is completed.

# **Conroe Music Teachers' Association Constitution and By-Laws (Cont'd)**

(Revised August 28, 2015)

## **Article IX: Executive Board**

The Executive Board of this association shall include the following elective and automatic officers: President, First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Member-At-Large, Immediate Past President and the Parliamentarian. It is the duty of this board to exercise general supervision and control of the affairs of the Association. This board shall have power to act on behalf of the Executive Council and the General Membership in all emergencies. Action taken by unanimous written consent of the members of the Executive Board via mail, or electronic transmission shall be a valid action of the Board. Such action of the Board shall be preserved and reported in the official minutes.

## **Article X: Committees**

**Section 1.** The President shall appoint standing committee chairmen. The First Vice President (Student Affiliate Chairman) shall appoint a chairman for each student event. All Chairmen shall be approved by the Executive Board.

**Section 2.** Duties of each committee chairman shall be to preside over the special event placed in his/her charge. He/She shall make reports on his/her event to the association at regular intervals via the CMTA newsletter and at meetings.

**Section 3.** Each committee chairman shall keep a report of the financial activities of his/her event and shall turn in all monies to and request all payments to be made by the association Treasurer. All transactions are to be accompanied by the proper Check Deposit or Check Request forms.

**Section 4.** Each committee chairman shall keep a notebook, file or folder of all materials related to his/her committee or event.

## **Article XI: Meetings**

**Section 1.** The Association shall hold a minimum of six meetings from August through May.

**Section 2.** The meeting agenda will be prepared and distributed to members one week in advance of the meeting.

**Section 3.** An Antitrust Compliance Policy will be distributed to members with the meeting agenda. To comply with this policy, the President shall appoint an antitrust compliance officer to serve at each meeting. His or her primary responsibility is to cut off any discussions that drift into prohibited topics as listed on the document, "Antitrust Compliance Guide for State and Local Music Teachers Associations."

**Section 4.** Any additional called special general membership business meetings must be announced to all active members via regular mail two weeks in advance. An announcement of special called general membership meeting must include the agenda for the meeting.

# Conroe Music Teachers' Association Constitution and By-Laws (Cont'd)

(Revised August 28, 2015)

## Section 5. Quorum

- A. Four members of the Executive Board shall constitute a quorum of that body.
- B. A quorum of the general membership shall be defined as the number of members present at a regularly scheduled monthly business meeting advertised in the yearbook with the agenda posted on the web site and/or in the newsletter one week prior to the meeting.
- C. When the conditions in Article XI, Section 5, Paragraph B are met, the members present and voting represent a quorum of the general membership. Otherwise, twelve members must be present at a regularly scheduled or special meeting to constitute a quorum.

## Article XII: Amendments

**Section 1.** These By-Laws may be amended at any General Meeting provided a quorum is present. A two-thirds majority of the votes cast shall be required to amend the By-Laws.

**Section 2.** A proposed amendment shall be published, posted, or read aloud at a General Meeting at least eighteen hours before action may be taken upon it.

## Article XIII: Rules of Order

Robert's Rules of Order, Newly Revised shall be the authority on all questions of parliamentary procedure not covered by the CMTA Constitution and By-Laws. Other matters not related to parliamentary procedures will be governed by the CMTA Constitution and By-Laws, Standing Rules, and CMTA Code of Ethics.

## Article XIV: Dissolution

In the event of the dissolution of the association for any reason, any funds or other assets of the association remaining after settlement of the liabilities of the association shall be contributed to another organization described in Section 501 (C) 3 of the Internal Revenue Code of 1954, for use as a scholarship fund.

## Article XV: Initial Registered Office

The initial registered office of this organization is 397 Cleveland Road, Conroe, Texas 77304.

## Article XVI: Initial Registered Agent and Officers

The initial registered agent is the 1992 President of the organization, Doris Lum. The initial 1992 elected officers are as follows:

President:	Doris Lum
First Vice President:	Celia Jenkins
Second Vice President:	Alecia Russell
Secretary:	Linda Odom
Treasurer:	Linda Odom

# **Conroe Music Teachers Association Rules Governing Student Affiliate Activities**

(Revised July 25, 2016)

1. The First Vice President is in charge of all student affiliate activities and TMTA student affiliate commitments and communications.
2. Since the intent of CMTA is to organize the teachers together in active participation to achieve the goals of the organization, it is expected that the membership will attend as many meetings as possible and participate in the committees and student affiliate activities as needed.
3. All members of CMTA entering students in any CMTA event or activity must be available to assist in these events. Requests to provide a substitute must be submitted to the chairman of the event with the submission of the entries in that event. Emergency substitutions for illness or family emergency are the only exceptions. A substitution may include another teacher, spouse, student's parent, or college and/or high school students who are very well known to the CMTA teacher submitting their name as a substitute. Regarding the theory test, if a substitute is required, the teacher with students participating who is not working the theory exam must provide a QUALIFIED substitute; i.e., another CMTA teacher who does not have participating students. The teacher requiring a substitute must notify the chair when registering students, providing authorization by the substitute teacher that he/she plans to attend in the absence of that teacher. This may also apply to other events. Members entering students in the theory test must be available to assist at the theory test for the entire test duration.
4. Each student of CMTA members must be enrolled as a student affiliate member to participate in any CMTA sponsored event except as noted. CMTA members may enroll only their current students as SA members to participate in any CMTA event. If a CMTA teacher is found to violate this, the offending teacher will pay a penalty of \$100 per student to CMTA.
5. If a student of a CMTA member participates in an event and is not enrolled as a student affiliate member, that student's teacher must pay the SA enrollment fee plus any applicable late fees and any penalties imposed by TMTA.

Exceptions to this rule:

- a) Adult students and 5 year olds may participate in non-competitive CMTA festivals without Student Affiliate enrollment, and
  - b) Student Affiliate enrollment is not required for Chamber Music.
6. Non-member teachers may enter a student or students in any CMTA event at the cost of \$50 per event for the teacher and double the posted student entry fee for each student for each event. These fees are for participation in local CMTA events and do not include any additional non-member fees charged by MTNA or TMTA. The teacher entering a student(s) in a CMTA event is expected to assist with the event or pay an additional \$50 to assist with the organization and operation of the event.

**Conroe Music Teachers Association**  
**Rules Governing Student Affiliate Activities (Cont'd)**  
(Revised July 25, 2016)

7. The chairman of the event has the authority to disqualify any entrant from participation for an infraction of any rule by teacher, student, or parent.
8. Deadlines set for the different events mean that the entries are to be in the hands of the chairman on or before that deadline date. No late entries will be accepted.
9. Notification of schedules for all CMTA and student affiliate events should be written and sent by e-mail.
10. Fees for events will not be refunded after the deadline date for the event.
11. Permission to print students' photos in TMTA or CMTA publications is implied when photo is taken or submitted.
12. A maximum of \$15 per person may be spent by CMTA on teachers' and judges' lunches at Student Affiliate events.
13. Members may be reimbursed \$.10 per copy when using personal/home copy machines/printers for CMTA business and events (\$.17 for double-sided pages). (CMTA does not reimburse paper and/or ink cartridges used in home printers/copiers. Receipts should be submitted for copies made at a retail place of business.)
14. No Xerox or photo-statically reproduced copies of music may be given to the judges at events. Digital copies are allowed if proof of purchase is presented.
15. The facility chairman will schedule facilities for each event at the beginning of the school year according to requirements outlined by event chairmen. Event chairmen are responsible to communicate specific needs to the facility once the facility is scheduled.
16. A chairman in charge of an event should notify the participating teachers a minimum of two weeks in advance of the participating students' performance or testing times.
17. Members are expected to protect the privacy of event chairmen by keeping his/her contact information (i.e., phone numbers, email addresses) confidential. Contact information for event chairmen should never be given to students or parents without permission. Rather than forwarding email communication from event chairmen, teachers should create their own emails with information pertinent to their individual students. The complete list of participating students/teachers should not be forwarded to protect the privacy of all concerned.
18. One check from the teacher should be submitted for entries. No student checks should be sent for entry fees. If a check bounces, the teacher's student(s) will not be allowed to participate in any CMTA event until that debt is cleared. A \$25 returned check fee will also be added to that debt.

**Conroe Music Teachers Association**  
**Rules Governing Student Affiliate Activities (Cont'd)**  
(Revised July 25, 2016)

19. In general, no CMTA member shall judge in an event where he/she has students competing. The exceptions to this rule are: Festivals designated as fund-raisers and State Ensemble Auditions. Teachers who judge for a fund-raiser Festival or ensemble audition will not judge his/her own students. CMTA members should be advised in the handbook if the festival is a fund-raiser and CMTA judges will be used instead of outside judges. It may be necessary to use a CMTA teacher to judge the Original Composition and Publication Contest entries as long as that teacher has no student entries in that event.
20. Outside judges will be selected for all CMTA performance events. However, CMTA members may be asked to judge without compensation for the Fall Festival and/or Spring Festival if either is designated as a fund-raiser for a specific year. Teacher members will monitor the Theory and World of Music tests. It is the Publication Contest chairman's decision whether or not to hire outside judges for this event.
21. It is customary to pay the outside judges \$40 per hour for all performance events. No mileage will be reimbursed for any judge. Judges receive the hourly rate from the time they are scheduled to arrive until the last group they judge is scheduled to finish. Judges are not paid during the lunch break. The Original Composition Contest judge will be paid \$10 per entry (grades 1-6) and \$20 per entry (grades 7-12) or a minimum check of \$30. If an outside judge is obtained for the Publication Contest, the same fee for Original Composition Contest judging will apply. Checks will either be given to the judges at the conclusion of the event or mailed within 7 days after the event with a "Thank-You" letter from the event chairman.
22. CMTA does not dictate studio policies, set fees, or provide legal advice or defense for actions in teachers' private businesses.
23. ALL ENTRY FORMS are available for download from the CMTA website or database and should be completed and submitted online. No paper entries will be accepted. On events where online registration is not available, a form may be downloaded from the CMTA website or database, completed, and emailed to the event chairman prior to the deadline.

# **Conroe Music Teacher Association Required Procedures (Standing Rules)**

(Revised July 25, 2016)

1. It is required that a check request form be completed and sent to the Treasurer for reimbursement of any funds on behalf of Conroe Music Teachers' Association. Any check request form received 90 days after the date of the event will not be paid; the expenses will be absorbed by the event chairman.
2. It is required that any funds submitted to the treasurer to be deposited should be labeled as to what CMTA activity they pertain to per the Deposit Request form found in this yearbook. Each member submitting a Deposit Request form should also keep a copy of this form, along with copies of the checks to be deposited, as backup documentation. All monies and Deposit Request forms **MUST** be submitted to the treasurer within **TWO WEEKS** after the enrollment deadline for the event. Any member sending funds in the mail to the association treasurer should also call or notify the treasurer by e-mail to let him/her know that the funds will be arriving soon.
3. No member can make deposits to the CMTA bank account except the treasurer. Only the President can make deposits or issue checks in the absence of the treasurer. The treasurer is **NOT** responsible for delivering blank checks to event chairmen. If an event chairman needs a blank check (for judges fees, lunch expenses, etc.), it is required that a minimum of one week notice be given to the treasurer.
4. It is required that Conroe Music Teachers' Association pay each ensemble director a stipend to direct an ensemble at the TMTA state convention in June. It is required that Conroe Music Teachers' Association pay each Chamber ensemble director (maximum of 2) a stipend to rehearse and direct an ensemble of students composed from various CMTA teachers at the TMTA state convention in June. The ensemble group must be composed of at least 30% of students other than the director's students, and represent two or more CMTA teachers. If the convention is held in the Houston area, CMTA will pay each ensemble director \$150, otherwise, CMTA will pay each ensemble director \$200.
5. It is required that Conroe Music Teachers' Association pay each delegate to the TMTA state convention from CMTA a stipend if attendance at the delegate assembly requires the delegates to remain at the convention through Sunday night. If that is the case, and the convention is held in the Houston area, CMTA will pay each delegate \$100; otherwise, CMTA will pay each delegate \$150. Each delegate **MUST** attend ALL delegate assembly meetings at the convention. If the required delegate assembly meetings are held on Saturday night of the convention or earlier, CMTA will not pay a stipend. CMTA is allowed two delegates as local representation based on a local membership count of less than 50 members.

**Conroe Music Teacher Association  
Required Procedures (Standing Rules)  
(Cont'd)**

(Revised July 25, 2016)

6. It is required that Conroe Music Teachers' Association pay a portion of the President's expenses to the TMTA state convention. If the convention is held in the Houston area, CMTA will pay \$150; otherwise, CMTA will pay \$250 of the President's convention expenses. This will be applicable to both the individual who is President in June of that fiscal year and the individual who has been elected to be President beginning July 1st if they are different individuals.
7. It is required that Conroe Music Teachers' Association pay a portion of the other CMTA executive board members' (First Vice President, Second Vice President, Third Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Member-at-Large, and Immediate Past President) expenses to the TMTA state convention. If the convention is held in the Houston area, CMTA will pay each executive board member \$100; otherwise, CMTA will pay each executive board member \$150.
8. It is required that the treasurer issue the aforementioned checks in items # 4 - 7 **before** the end of the fiscal year, June 30th.
9. It is required that any CMTA member be paid all moneys deserved if he/she performs all of the duties described in items # 4 - 7 above if the CMTA budget is capable of issuing said funds. There is no "cap" on how much a CMTA teacher will be paid for duties performed at the TMTA state convention. Ensemble directors' costumes and additional travel/hotel expenses for the TMTA convention will **not** be reimbursed in addition to the stipends listed above.
10. It is required that any teacher who owes a financial debt to CMTA will **NOT** be allowed to enter any students in any CMTA event until that debt is cleared with the treasurer. This procedure is retroactive to the founding of CMTA, May 1992.

***Strict adherence to Required Procedures (Standing Rules) should provide a more unified association and promote more effective cooperation and communication among members.***



# **Conroe Music Teachers Association Guidelines During Events**

## **MONITORS**

1. Be as much help as possible to the judge in your room, but please **DO NOT ENGAGE HIM/HER IN CONVERSATION WHILE HE/SHE IS LISTENING TO A STUDENT PERFORM.**
2. Monitors should **NEVER** discuss a student's performance with the judge or make suggestions as to the student's rating.
3. Be calm and pleasant at all times, even though something may have upset you. Your attitude can either put the students at ease or make them tense and apprehensive (especially if you work in one of the waiting rooms). Remember, how you feel about a situation may not be at all how other people perceive the same situation.
4. Be careful of criticisms (both positive and negative) you express in the hallways. You **WILL** be overheard, not only by students, but also by their parents.
5. If you have a legitimate complaint, take it quietly to the chairman of the festival or contest. If something can be done at that time, he/she will do his/her best to rectify it. If it is a situation in which nothing can be done about it at the time, save your criticism and suggestions and call the festival or contest chairman the day after the event or put it in writing and give to the member-at-large.
6. Above all, be cheerful, calm, and positive. The students performing are under enough strain without adding the burden of obvious discord among the teachers, judges, and monitors.

## **TEACHERS**

1. If you come to observe your students play, and you have students performing at the same time in different judging rooms, decide beforehand which student(s) you will observe. **NO ONE SHOULD LEAVE A JUDGING ROOM AFTER THE STUDENTS HAVE BEGUN PLAYING UNLESS IT IS A REAL EMERGENCY.** We require this of all parents; we certainly should require it of ourselves. Jumping up and down and/or going in and out can be very distracting to those trying to perform.
2. If you listen outside the room, be as unobtrusive as possible. It could be distracting to a student to look up and see your face peering in the window at him/her. Please don't wave to other teachers or your students. We must be professional!
3. You may certainly greet your students when they arrive, but make every effort to do it quietly and try to keep the noise level down in the hallways. Some judging rooms get so much "hall-noise" that the students' concentration is completely shattered.

## **Conroe Music Teachers Association Guidelines During Events (Cont'd)**

4. Avoid discussing your students' rating sheet in the halls after their performances. The excitement of the moment is enough without our criticizing what the judges have written on the rating sheets. Encourage your students to bring their rating sheets to their next lesson when everyone is a bit more relaxed.
5. Remember, the success of these festivals and contests depends as much on you as it does on the chairmen in charge. They work with large numbers of people in a concentrated space and in a relatively short time span. We must be on the alert as to how we can be helpful at the moment, and save our suggestions and criticisms for later when they will be the most effective.
6. If you, as a teacher, give special awards (trophies, medals, ribbons, etc.) to your students who participate in the Student Affiliate activities, remember that neither the organization's name nor the initials "CMTA" should appear in any way on such awards. Only those awards presented by the association may carry the association's name in any form. If you do give such awards, you might use such wording as "Special Award" or "Activity Award" and the date. Whatever wording you choose, however, you should make clear that the award is from the TEACHER and not from the ASSOCIATION (CMTA).

### **TEACHERS, STUDENTS AND PARENTS**

When at a CMTA event, please recognize that you are a guest in someone else's facility and act accordingly by following these rules.

1. No food, drink, or gum will be allowed on the premises of any facility during a CMTA event without proper approval.
2. To avoid disruption during a rehearsal, parents and siblings are asked to wait outside unless a specific waiting area is available inside the building OR if the parent is specifically helping as a monitor to assist in directing students in an orderly manner.
3. Parents, teachers, students, family members and guests are expected to conduct themselves with appropriate concert etiquette at all CMTA events (i.e. No talking or cell phone use during performances or rehearsals, appropriate dress, appropriate language).
4. The outside premises of facilities should be treated as private property, not a recreational area. Parents or siblings waiting outside should wait in cars or return at the end of rehearsals.
5. No rehearsals will be conducted on the outside premises of the building.

## **Conroe Music Teachers Association Guidelines During Events (Cont'd)**

6. No costume or music preparation that creates a mess will be allowed on the premises.
7. All participants are to respect the property and must leave it in better condition than they found it. All participating teachers, parents, and students will clean up after themselves and will not leave the property until it is spotless.
8. Moving of instruments or property will ONLY be permitted by a designated pre-approved adult. This may be a contracted individual from the facility or from CMTA.
9. It is the responsibility of the event chairman to check in with the facility each day that CMTA is present and communicate with the facility about any needs or requirements. Participating teachers, parents, directors, or students should direct all questions about the facility to the event chairman (NOT the facility).
10. After prior warning, violators of the above rules may be asked to leave the premises or may be dismissed from the event by the event chairman.

## **Antitrust Compliance Policy of the Conroe Music Teachers Association**

The antitrust laws of the United States and the various states prohibit agreements, combinations and conspiracies in restraint of trade. Because the Conroe Music Teachers Association (“Association”) and other trade and professional associations are, by definition, combinations of competitors, one element of a possible antitrust violation is generally present, and only some action by the association that unreasonable restrains trade generally needs to occur for there to be an antitrust violation. Consequently, associations are common targets of antitrust plaintiffs and prosecutors.

The consequences for violating the antitrust laws can be severe. A conviction can carry stiff fines for the association and its offending leaders, jail sentences for individuals who participated in the violation, and a court order dissolving the association or seriously curtailing its activities. The antitrust laws can be enforced against associations, association members, and the association's employees by both government agencies and private parties (such as competitors and consumers) through treble damage actions. As the principal federal antitrust law is a criminal conspiracy statute, an executive who attends a meeting at which competitors engage in illegal discussions may be held criminally responsible, even if he or she says nothing at the meeting. The executive's attendance at the meeting may be sufficient to imply acquiescence in the discussion, making him or her liable to as great a penalty as those who actively participated in the illegal agreement.

The antitrust laws prohibit competitors from engaging in actions that could result in an unreasonable restraint of trade. Some activities by competitors are deemed so pernicious and harmful that they are considered *per se* violations - it does not matter whether or not the activities actually have a harmful effect on competition; the effect is presumed. These generally include price fixing, allocation of customers, markets or territories, and group boycotts. In addition, there are many features that factor into price; agreements as to hourly rates, penalties for missed lessons, discounts, terms of payment, or other factors that can directly impact price also are proscribed.

Other actions such as compiling and publishing historical price and cost data, certification programs, and enforcement of codes of ethics, generally are evaluated under a rule of reason - there is a balancing between the pro-competitive and anti-competitive aspects of the activities; the pro-competitive effects must outweigh the anti-competitive ones. These areas also should be approached with caution and legal guidance.

The Association has a policy of strict compliance with federal and state antitrust laws. Association members should avoid discussing certain subjects when they are together - both at formal Association membership, Board of Directors, committee, and other meetings and in informal contacts with others in the music teaching profession and should otherwise adhere strictly to the following guidelines:

## **Antitrust Compliance Policy of the Conroe Music Teachers Association (Cont'd)**

- DO NOT discuss prices, fees or rates, or features that can impact (raise, lower or stabilize) prices such as discounts, costs, salaries, terms and conditions of sale, missed lessons policies, or profit margins. Note that a price-fixing violation may be inferred from price-related discussions followed by parallel decisions on pricing by association members even in the absence of an oral or written agreement.
- DO NOT agree with competitors as to hourly rates, payment terms, or contract provisions.
- DO NOT exchange data concerning fees, prices, sales, costs, salaries, student vacation or missed lesson policies, or other business practices unless the exchange is made pursuant to a well-considered plan using historical data that has been compiled by independent party who is not a competitor in the market.
- DO NOT agree with competitors to divide up students, markets or territories.
- DO NOT agree with competitors not to deal with certain competitors or suppliers. DO NOT try to prevent a supplier from selling to your competitor(s).
- DO NOT agree to any association membership restrictions, codes of ethics or conduct, standard-setting, certification, accreditation, or self-regulation programs without the restrictions or programs having been reviewed by the Association's attorney or the MTNA Antitrust Compliance Officer.
- DO insist that Association meetings that have agendas are circulated in advance and that minutes of all meetings properly reflect the actions taken at the meeting. All Association meetings generally should have written agendas prepared and circulated in advance.
- DO leave any meeting (formal or informal) where improper subjects are being discussed. Tell everyone why you are leaving.
- DO ensure that only Association staff (or designated volunteer leadership if the Association does not have staff) sends out all written and electronic correspondence on behalf of the Association and that Association officers, directors, committee members, or other members do not hold themselves out as speaking or acting with the authority of the Association when they do not, in fact, have such authority.
- DO ensure that if questions arise about the legal aspects of the Association's activities or your individual responsibilities under the antitrust laws, you seek advice and counsel from the MTNA Antitrust Compliance Officer or from the staff and the attorney for the Association.

Any questions about the antitrust policy of the Association should be directed to the CEO/Executive Director the MTNA Antitrust Compliance Officer, and/or the attorney for the Association.

Policy adopted: July 28, 2014

# **Conroe Music Teachers Association Presenter's Agreement**

With regard to the Presentation, the Presenter agrees to the following:

1. The Presenter warrants that the Presentation is the sole, exclusive and original work of the Presenter, except for such excerpts from copyrighted works as may be included with permission of the copyright holders thereof.
2. The Presenter warrants that the Presentation shall not contain any libelous or slanderous statements or material.
3. The Presenter warrants that the Presentation shall not infringe upon any copyright, trademark, patent, statutory right or proprietary rights of others in any intellectual property or otherwise.
4. The Presenter warrants that no part of the Presentation shall violate any federal or state antitrust or restraint of trade laws and that during the Presentation the Presenter shall not discuss or permit the discussion of unlawful anti-competitive behavior including, but not limited to, price fixing, group boycotts, tying arrangements, and refusals to deal.

PRESENTER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



# **Student Affiliate Events and Activities**



# Betty Clampitt Piano Contest

- PURPOSE:** Provide a challenging and stimulating experience for interested students, and to encourage students to strive for a higher level of playing.
- REPERTOIRE:** Students in grades 1-6 will perform TWO of the three pieces from the selected repertoire of that year. For grades 1-6, the two pieces must be from the same grade level. Students in grades 7-12 will perform ONE selected repertoire of that year. All performed selections, regardless of grade, MUST be memorized. The editions of the pieces listed in the repertoire are suggestions only, and it is each student's teacher's responsibility to compare differing editions carefully, as the notes must be identical. All students MUST bring the edition he/she is using to the contest for the judges' reference. NO XEROX COPIES ALLOWED.
- FORMAT:** Students will play the required selection(s) for a panel of two judges. There WILL NOT be an audience during judging. All 1<sup>st</sup> place winners from each grade will play in the recital following the conclusion of judging. 2<sup>nd</sup> place winners in grades 1 – 6 will also play in the recital (2<sup>nd</sup> place winners from grades 7 – 12 may be asked to perform in the recital).
- REQUIREMENTS:** Each student must be a CMTA Student Affiliate member, and must be currently taking lessons from a CMTA teacher<sup>1</sup> at the time of the event. Participation in the TMTA Theory Test is NOT required. Students from grades K – 12 may participate (all students from grades 1 – 12 may enter his/her grade level or one grade level higher only).
- Non-member teachers may enter students in this event, but must comply with all specifics itemized in Rule #6 of "Rules Governing Student Affiliate Activities" found in the CMTA handbook.

## **Betty Clampitt Piano Contest (Cont'd)**

**APPLICATION:** To apply, complete an entry in the CNR database. Teachers may sign into the database from the CMTA website at [www.conroemta.org](http://www.conroemta.org) by selecting “links”, then “CNR Database”. After signing in, select the magnifying glass symbol to the rightmost side of the “Betty Clampitt Piano Contest” window. Select “Add”, choose the student(s) to be added to the contest, and choose the respective repertoires. Always SAVE after entering any information. The entry will not be completed until entry fees have been received by the chairperson via mail or in person. If the CNR database is unavailable to you, please contact the chairperson for assistance.

**AWARDS:** Trophies will be awarded to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners from each grade level. Honorable Mention ribbons will be awarded to students from each grade that did not place, but deserve recognition. All of these awards will be presented during the recital. In the event of identical scores, ties will be decided by the judges. If there are fewer than four performers in a grade, judges will decide the honors to be awarded based on the performance(s).

### **BETTY CLAMPITT PIANO CONTEST RATING SYSTEM**

**1ST PLACE:** Highest score given

**2ND PLACE:** Second highest score given

**3RD PLACE:** Third highest score given

**HONORABLE MENTION:** Fourth highest score given (if necessary)

# 2017 Betty Clampitt Piano Contest Repertoire

## Level 1

Catnip Crazy	Valerie Roth Roubos	(Four Miniture Suites)	FJH2093
Curious Rumba	Wynn Ann Rossi		AP. 42403
Spunky Spooks	Ladonna J. Weston		Schaum 52-20

## Level 2

Rockadoodle Cockadoodle	Catherine Rollin		AP.18180
March of the Fleas	David Carr Glover		FDP.500060
Super Sleuth	Robert Vandall	(Celebrated Jazzy Solo, Bk 2)	AP.32785

## Level 3

Toccatina	Susan Ogilvy		AP.3617
Staccato Strut	Dennis Alexander		Alfred.36166
Bourrée No.2	Kirnberger	(Bastien Piano Literature Volume 3)	GP.20

## Level 4

Proceed with Caution!	Mary K Sallee		AP.37596
Sword Dance	Lynn Freeman Olson		Alfred.2625
Scherzetto	Claudette Hudelson		FJH.W9353

## Level 5

Autumn Memory	W.T. Skye Garcia		Alfred.22403
Twilight Tarantella	Glenda Austin		WMC.00416881
Etude Dramatique	Randall Hartsell	(Romantic Etude – Early Int)	HL00416879

## Level 6

Arabesque Sentimentale	William Gillock	(Accent on Gillock)	HL00406001
Storm Etude	Randall Hartsell	(Romantic Etudes – Early Int)	HL00416879
Night Flight	W.T. Skye Garcia		AP. 22403

## Level 7

Tocatta	Robert Vandall	(Piano Extravaganza Solo, Bk 3)	Alfred.42635
The Last Spring	Timothy Brown	(In Style - Book 2)	FJH1.1694
Tarantella	Paul Beaumont	(Encore! - Book 1)	AP.301

## Level 8

Wizard Fantasy	Mary Leaf		FJH.W9367
Shadow of Regret	Martha Mier	(Romantic Impressions, Bk 4)	AP.21406
Warrior's Song	Stephen Heller	(Applause! - Book 2)	AP.2538

## 2017 Betty Clampitt Piano Contest Repertoire (Cont'd)

### Level 9

Nocturne in c minor	Timothy Brown (In Recital for the Advancing Pianist, Bk 1)	FJH.1788
Fantasy in d minor K.397	Mozart (Celebration Repertoire - Book 9)	FH.C4R09U
Phrygian Toccata	Mary Verne	AP.0866

### Level 10

Prelude Op.38, no. 6	Kabalovsky (24 Preludes, Op.38)	IM.856
Juba	Nathaniel Dett	AP.00-0661
Lullaby for Willow	Mary Leaf	FJH.W9315

### Level 11

The Flight of the Bumblebee	N.Rimsky-Korsakoff	HL00009427
Samba Bamba	David Karp	FJH.2172
Rapsodie	Eugenie Rocherolle (Piano Recital Showcase: Romantic Inspirations)	HL00296813

### Level 12

Prelude in g minor. Op.23 no.5	Rachmaninov (The Gold Series)	HL14012896
Hunting Song, Op.19, no.3	Mendelssohn (Song without Words)	HL50252440
Waltz no.1	Aldridge (Three Waltz)	CFP.P68347

# Student Affiliate Piano Ensembles

**PURPOSE:** To stimulate interest in ensemble performance, to help students learn to follow a conductor and to maintain a steady beat. To provide an opportunity for students to rehearse with other students and work toward the common goal of a polished performance. To provide an opportunity for highly motivated students to represent CMTA at the annual TMTA convention.

**REPERTOIRE:** Pieces to be posted on CMTA Website when available. Students and teachers may choose a piece from the proper category. Students may participate in only one ensemble.

## PERFORMANCE

**DATES:** A dress rehearsal and concert for each group will be scheduled at the TMTA convention. Notification of specific dates and times will be sent later by TMTA officials.

## PERFORMANCE

**INFORMATION:** Performance is during the TMTA State Convention. Grand pianos are available for the use of the ensemble participants to perform their selection. The participants will wear costumes that carry out the theme of the selection being performed. **All participants will be responsible for their own hotel, meals, transportation, and costumes. Convention registration fees for participants have already been included in the ensemble application fee.**

**ELIGIBILITY:** Ensemble students must be studying with a TMTA teacher (from registration through performance). The teacher does not have to be a member of CMTA, but must have the CMTA Ensemble Chair's permission to register students in CMTA ensembles. All students must be registered Student Affiliate members, and must have passed the required theory test for this fiscal year with a minimum score of 70.

### Theory Requirements for Ensemble:

1. Students in grade 1 must pass the level one test.
2. Students in grades 2, 3, and 4 must pass the theory test at either their current school grade level or ONE grade level below.
3. 5th-12th grades must pass the test at a minimum of level 4. Such students must advance at least one level higher each successive year and may skip levels until they reach their current grade level. See TMTA-SA Handbook for detailed rules.
4. Post-12 students are exempt from the theory requirements.

## **Student Affiliate Piano Ensembles (Cont'd)**

All ensemble students are **STRONGLY** encouraged to take the fall theory test so that if they score less than 70 in the fall they will have another opportunity to pass the theory test in the spring. This is especially important for students in grades 8 through 12 because, in addition to making it possible for them to participate in the high school ensemble, their passing score may also make it possible for a younger or older student to participate in that ensemble (see **The TMTA 75% Rule** below).

**The TMTA 75% Rule – Special Eligibility Considerations for the High School Ensemble:** Younger or older students may perform in a high school ensemble, providing 75% of the students in the ensemble are in grades 8 through 12.

IF YOU HAVE STUDENTS YOUNGER THAN GRADE 8 OR OLDER THAN GRADE 12 WHO WANT TO PERFORM IN THE HIGH SCHOOL ENSEMBLE, PLEASE CONTACT THE ENSEMBLE CHAIR AS SOON AS YOU KNOW OF THEIR DESIRE TO PARTICIPATE. DO NOT WAIT UNTIL REGISTRATION IS DUE. The Chair will list their names in order of notification received from teachers and will allow them to audition in that order, taking one student from that list for every three 8<sup>th</sup> through 12<sup>th</sup> grade students who submit applications and audition successfully, so that the TMTA 75% requirement is satisfied.

**CRITERIA:** Students who have passed their required state theory test will be selected to participate in the ensemble program based on their ensemble audition.

**AUDITION DAY:** Students will perform in an audition for the director of the ensemble. Students will be required to perform, hands together, a pre-determined portion of the piece. **MEMORY IS NOT REQUIRED ON AUDITION DAY.** If selected to participate, the student and parent will sign a commitment agreement. The student will then be measured for a costume and **PAYMENT FOR THE COSTUME WILL BE DUE AT THAT TIME.** The parent and student will also receive a rehearsal schedule, contact information and other information concerning the upcoming TMTA convention.

Participating teachers are required to help on Audition Day. Teachers who cannot attend auditions may send in their place either another teacher or a parent from their studio. Teachers are also encouraged to attend at least one rehearsal of the group(s) that their students are participating in.

## Student Affiliate Piano Ensembles (Cont'd)

### **REVISION OF SCORE:**

IT IS PERMISSIBLE, WITH THE ENSEMBLE DIRECTOR'S APPROVAL TO REVISE THE SCORE for the benefit of a student who has physical limitations. The most common reason for revision is insufficient hand span to be able to play an octave. REVISIONS MAY BE ACCOMPLISHED BY MOVING NOTES IN THE SCORE TO THE OTHER HAND OR BY DROPPING NOTES FROM THE ORIGINAL SCORE. NO NOTES MAY BE ADDED TO THE ORIGINAL SCORE.

If you are considering altering the score in any way please consult with the ensemble director as soon as possible and WELL BEFORE audition day.

**REHEARSALS:** MUSIC MUST BE MEMORIZED BEFORE THE FIRST REHEARSAL IN MAY or whenever the ensemble director states. The rehearsal schedule will be included in the information packet distributed on Audition Day. Rehearsal times for all of the CMTA ensembles will be coordinated to make it possible for the largest possible number of families with siblings in several ensembles to have back-to-back rehearsals with no waiting time in between. Students MUST attend local rehearsals and the TMTA convention dress rehearsal in order to perform at the convention concert.

### **CONVENTION**

**PERFORMANCE:** A dress rehearsal and concert for each group will be scheduled during the last three days of the convention (Friday, Saturday and Sunday). Notification of specific dates and times will be sent later by TMTA officials. Students MUST attend the dress rehearsal in order to perform at the convention concert. A professional group photograph will be taken immediately after the dress rehearsal.

**REGISTRATION:** Use the CMTA online Database to enroll students before the designated deadline. Submit one check (to cover entry fees for all students) to the Ensemble Chairman.

If a student has participated in ensembles for nine years or more, a photo is required. Please see TMTA handbook for more information:  
<http://www.tmta.org/sites/tmta/uploads/documents/HandbookFull.pdf>

# Piano Duet/Trio/Concerto Festival

- PURPOSE:** The purpose of this festival is to encourage students to play with other students in piano duets/trios, or concerto with piano accompaniment.
- FORMAT:** Students will perform in group recitals. A judge will write a critique of the performance which will be given to the teacher. A ribbon and certificate will be awarded to each participating student. There are no “winners” or other awards.
- TEACHER ELIGIBILITY:** Teachers in good standing may enter students. Non-member teachers may enter students in this event, but must comply with all specifics itemized in Rule #6 of “Rules Governing Student Affiliate Activities” found in this handbook.
- STUDENT ELIGIBILITY:** To be eligible for this contest, a student must be registered as a Student Affiliate with the exception of adult students. Kindergarten students need only pay the local portion of the SA registration fee.
- REPERTOIRE:** Pianists may play a piano duet or trio (2 or 3 people on one piano), but each is to have their own part in the music and **not** be doubling another part. A two piano/four hands duet is also acceptable, but the second piano will not be a grand piano. A concerto performed by the student accompanied by another student or teacher on the orchestra’s part is also acceptable. A student/teacher duet does not meet the purpose of this festival and is **not** permissible.
- APPLICATION:** Application will be through the database.
- FEE:** An entry fee will be assessed for each member of the duet or trio. Teachers playing the orchestral accompaniment for the concerto will not pay a fee; however, the fee for a concerto will be slightly higher due to the length of the piece. (See Calendar or Events for Entry Fee.)



# Fall and Spring Festivals

## **PURPOSE:**

To enable piano, vocal, and instrumental students to perform for a judge who points out good qualities, as well as areas that need attention.

To develop interest and appreciation of ALL style periods – including jazz and pop idioms – and also encourage creativity.

To develop students' interest in the areas of holiday and church music, and assist in preparing students for possible participation in church musical activities.

## **REPERTOIRE:**

Students may perform 1, 2, or 3 selections.

Memorization of the selection(s) is optional. However, if the selection is not memorized, two ORIGINAL copies must be provided as Xerox copies are strictly forbidden according to copyright law.

Three movement Sonatas or Sonatinas are allowed but there will be a **10 minute time limit** for each student's total performance.

As stated above, **pieces from all periods and styles are encouraged and permissible at both Fall and Spring Festivals** (i.e. classical, jazz, popular, a student's own improvisation, or standard teaching pieces).

Duets are permitted but teacher must get prior approval from the festival chairman to guarantee any scheduling needs. If both students in the duet are to be judged, they must both list the duet on their entry form and both must pay the entry fee. Only one duet per student may be programmed.

No taped accompaniments will be allowed.

## **FORMAT:**

Students are scheduled in small groups to perform in a relaxed atmosphere for a judge.

Interested persons (teachers, parents, and family friends), will be allowed to attend **as space permits**. **NO CHILDREN UNDER THE AGE OF 5 WILL BE ALLOWED IN THE PERFORMANCE ROOM.**

## **Fall and Spring Festivals (Cont'd)**

- REQUIREMENTS:** Students of CMTA teachers must be TMTA-SA members (Exception: adult students and kindergarten students).  
Non-member teachers may enter students in this event, but must comply with all specifics itemized in Rule #6 of “Rules Governing Student Affiliate Activities” found in this handbook.  
TMTA state theory test is NOT required.
- APPLICATION:** Payment of entry fees and enrollment must be completed before the designated deadline. Use the CMTA online database to enroll students. Submit one check (to cover entry fees of all students) to festival chairman.

# Laurie Keyser Sonatina/Sonata Tournament

- PURPOSE:** To provide a challenging opportunity for conscientious students to prepare Sonatinas/Sonatas (any movement acceptable) for critiques. This event is meant to deepen knowledge of music theory and literature by encouraging understanding and performance of Sonatina/Sonata works.
- REPERTOIRE:** Each student will present one or more movements from any Sonatina/Sonata from any period of music. Only students performing repertoire that is an elementary level Sonatina/Sonata may enter multiple movements. Students performing more than one movement must choose movements from the SAME Sonatina/Sonata, and must NOT exceed the time limit for their grade category. Performance time of the entire program will not exceed five minutes in grades 1-4; seven minutes in grades 5-8; ten minutes in grades 9-12. Students will be stopped if they exceed the time limit (counting performance time only). All works will be performed from memory.
- FORMAT:** Each student will play privately before judge(s) and will be critiqued in a format similar to that of the TMTA Performance Contest. Twenty-five percent of each grade category will be declared “High Honors” and these students will receive medals and be invited to perform in an Honors Recital to be held later in the day or the following day. An additional half of 25% may receive the rating of “Honors” from the judge. These students will receive medals but not play on the Honors Recital. Students will be judged within the following grade level categories: 1-4, 5-7 and 8-12.
- REQUIREMENTS:** Students of CMTA teachers must be TMTA-SA members. Teachers who enter students in this event are expected to help with the event. Students will be accepted for entry only if they meet the repertoire rules. Non-member teachers may enter students in this event, but must comply with all specifics itemized in Rule # 6 of “Rules Governing Student Affiliate Activities” found in this yearbook.
- APPLICATION:** **Teachers will enter students via the CMTA Database.**

## **Laurie Keyser Sonatina/Sonata Tournament (Cont'd)**

### **NOTIFICATION:**

Each teacher will furnish to the competition chairman a telephone number at which he/she - or a responsible party - may be called with the results on the competition day. If the teacher chooses to receive notification via voicemail, the teacher will be responsible for making sure their student receives the results. Critique sheets will be distributed to the teachers following the honors recital. Unclaimed critique sheets will be placed in the CMTA drawer at Music and Arts.

### **AWARDS:**

Every participant will receive a certificate and a critique sheet. Students selected for "High Honors" and "Honors" will receive a medal, and these will be awarded at the honors recital. Unclaimed medals and teacher folders containing certificates and critiques will be placed in the CMTA drawer at Music and Arts.

# Multi Era Piano Solo Competition

**PURPOSE:** The purpose of this contest is to encourage and recognize high achievement in piano performance, theory, and pianistic technical skills for students **in school grades 5-12.**

## **TEACHER**

**ELIGIBILITY:** **Non-member teachers may enter students in this event, but must comply with all specifics itemized in Rule #6 of “Rules Governing Student Affiliate Activities” found in this handbook.**

## **STUDENT**

**ELIGIBILITY:**

- 1) To be eligible for this contest, a student must be in school grades 5-12, pay an entry fee, and must either live within (or be taught within) the boundaries of the following public school districts: Conroe, Magnolia, Montgomery, Willis, Kingwood- Humble, Spring, Huntsville, Navasota, Klein or Tomball Independent School Districts.**
- 2) Students of CMTA teachers must be SA. (Theory Test required– see details below.)**
- 3) There are FOUR age groups: Grades 5 - 6 , Grades 7–8, Grades 9-10, and Grades 11-12.**
- 4) Students must enter only in their current school grade level.**

## **REPERTOIRE AND PARTICIPATION REQUIREMENTS:**

**1) Each applicant must pass the TMTA-SA Theory Test for his/her present school grade with a **minimum score of 90 for grades 5-8 and 85 for grades 9-12.****

**2) Repertoire is to consist of three piano solo compositions from three contrasting eras performed FROM MEMORY with the following maximum time limits per grade level (not counting warm-up): grades 5 - 6 ( 15 minutes), grades 7 - 8 ( 20 minutes), and grades 9 - 12 ( 25 minutes). A group of short pieces from a set of pieces by same composer may replace a longer composition for any period if desired, but maximum time limit per grade level cannot be exceeded.**

**3) A list of repertoire to be performed must be submitted with application.**

**4) A required warm-up must be performed —consisting solely of the scale and cadence for the key of each piece in the competition repertoire. **For pieces not utilizing traditional diatonic major or minor keys (OR if two of the pieces are in the same key), the student may program the scale and cadence for any other major or minor scale of his/her choice.** However, three different keys**

## **Multi Era Piano Solo Competition (Cont'd)**

must be represented in the warm-up. Scales are to be performed four octave hands together **for grades 9-12, but grades 5-8 will have the option to play scales two OR four octaves.** Minor scales may be performed in harmonic, natural or melodic form. Cadences are to be I-IV-I-V (and/or V7) -I and may be **in one OR three positions for grades 5-8, but MUST be three positions for grades 9-12.**

5) First Place thru Fourth Place Winners will be invited to perform one selection each at the competition's Winners Recital (date and time TBA).

**APPLICATION:** All teachers **MUST** use the new and expanded Excel Application Form available online at [www.conroemta.org](http://www.conroemta.org). All entries from same class must be itemized on **SAME** Excel Form. All Application Forms must be **COMPLETELY** filled out and forwarded via email to Chairman on or before the current calendar deadline date.

### **AWARDS:**

#### **Cash Award Breakdown by Grade Level:**

**Grades 11-12 - (\$125, \$100, \$75, and \$50) - (1<sup>st</sup> - 4<sup>th</sup> place)**

**Grades 9-10 - (\$100, \$75, \$50, and \$40) - (1<sup>st</sup> - 4<sup>th</sup> place)**

**Grades 7-8 - (\$75, \$50, \$40, and \$30) - (1<sup>st</sup> - 4<sup>th</sup> place)**

**Grades 5-6 - (\$50, \$40, \$30, and \$20) - (1<sup>st</sup> - 4<sup>th</sup> place)**

**The judge(s) will award 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> places for each grade category. Monetary awards will be given to all winning students at the competition's Winners Recital (date TBA). All students will receive an award certificate acknowledging their participation and a critique from each of the judges.**

**(In the event of a tie, the two awards (i.e. 1<sup>st</sup> and 2<sup>nd</sup> place awards) will be combined and divided equally between the two students who tied.)**

**All four winning places will be awarded for each age group, unless there should be insufficient qualifying participants in any individual age group to do so. When less than four contestants are entered in any individual age group, the judges will be permitted to use their own discretion in determining which individual performers qualify for winning status and what winning placement is appropriate in each individual case.**

# Original Composition Contest

<b>REQUIREMENTS:</b>	Division S 1-3	Grades 1-3
	Division S 4	Grade 4
	Division S 5	Grade 5
	Division S 6-7	Grades 6-7
	Division S 8-9	Grades 8-9
	Division S 10-12	Grades 10-12
	Division S P12	Post 12
	Division E 1-4	Grades 1-4
	Division E 5-8	Grades 5-8
	Division E 9-12	Grades 9-12
	Division E P12	Post 12
	Division L 1-12	Grades 1-12
	Division L P12	Post 12

All “S” divisions are for solo compositions. “E” divisions are for ensemble compositions involving more than one performer. “L” divisions are for ensemble compositions written for more than ten performers.

All manuscripts MUST be on 8 1/2 x 11 inch paper and page numbers and the title MUST appear at the top of EVERY page.

**PLEASE refer to your TMTA Handbook for eligibility requirements:**

<http://www.tmta.org/sites/tmta/uploads/documents/HandbookFull.pdf>

**APPLICATION:** Complete one Application Form for each participating student. (The form is available for downloading on the CMTA website.) The completed form, plus the compositions must be in the hands of Chairman by deadline. Once turned in, the compositions will be judged by a competent and well-qualified local judge.

**TMTA CONTEST:** Each local entry receiving an excellent or superior rating will be eligible for the state TMTA contest. The required state fees for judging compositions on that level will be paid by CMTA, without any costs to local winners.

**Note:** Students eligible for state contest should make corrections suggested by the local level judge before turning in their compositions to local chairman for submission to state level. (Teachers should refer to TMTA-SA Handbook for additional student instructions on preparing compositions for submission to TMTA.)

# Performance Contest

This is a multi-tiered contest where students compete at the local association level, and if chosen, progress on to state, or regional followed by state. Contestants are categorized by instrument, school grade and solo/concerto. The performance contest details are listed in the TMTA-SA Handbook, see link below. Please read the handbook carefully and thoroughly before enrolling a student.  
<http://www.tmta.org/sites/tmta/uploads/documents/HandbookFull.pdf>

The following is a list of the contest categories:

Orchestral instruments, including classical guitar (local, and state)  
Grades 7-8, 9-10, 11-12, Young Artist

Vocal Solo (local, and state)  
Grades 9-10, 11-12, Young Artist

Piano Solo (local, regional and state)  
Grades 7, 8, 9, 10, 11, 12,

Piano Solo (local and state)  
Young Artist

Piano Concerto (local and state)  
Grades 9-10, 11-12

**REQUIREMENTS:** Please refer to the TMTA-SA handbook for eligibility requirements. Students should not enter local contest unless it is their intent to compete at State.

**REPERTOIRE:** Please refer to the TMTA-SA handbook.

**APPLICATION:** Registration for the Performance contest should be completed on-line at:  
<http://www.tmta.org/student-activities/student-affiliate-activities/performance-contest/>

**WINNERS:** Up to three highest scoring local Piano Solo contestants in each of the 7<sup>th</sup> through 12<sup>th</sup> grade categories will compete at the Regional Contest in March. Up to three highest scoring contestants in Instrumental, Vocal, Young Artist categories will proceed directly to Semi-Final Contest at the TMTA State Convention in June. Top seven contestants from each grade in each Solo Piano category will progress from Regional Contest to Semi-Finals.



## Publication Contest

- PURPOSE:** To promote excellence in music research and publication. To enable each student an opportunity to have his/her essay published.
- REQUIREMENTS:** It is important that teachers enroll students in Student Affiliate BEFORE enrolling them in the Publication Contest. Theory test is NOT required. Please refer to the current TMTA Handbook for all eligibility requirements.  
<http://www.tmta.org/sites/tmta/uploads/documents/HandbookFull.pdf>
- FORMAT:** Students write an article on a required music-related topic based on his/her school grade. Creativity outside the "essay" box is encouraged. Successful forms have been an interview, a newspaper article, and a short story. These are just examples. Perhaps other writing forms can be utilized to become winning entries. Judges are looking for a fresh, original perspective.
- The topics are purposefully broad to allow the student journalist freedom of perspective.
- Please refer to the current TMTA Handbook for writing guidelines (see link above). Past winning essays, contest tips and current contest topics may be found on the TMTA website.  
<http://www.tmta.org/student-activities/student-affiliate-activities/publication-contest/>
- APPLICATION:** Use Publication Contest Entry Form on the CMTA website.
- AWARDS:** Each article is judged at the local level and then the selected articles are judged at the state level. State judges award "Winner" and "Outstanding" articles which are published in the TMTA SA Publication Contest Book. Winners receive certificates and cash awards. All awards will be presented at the annual TMTA State Convention.

## Video Essay Contest

- PURPOSE:** The purpose of the contest is to promote the art of music through the medium of video.  
This contest is under the direction of the TMTA Publication Contest Coordinator.
- REQUIREMENTS:** It is important that teachers enroll students in Student Affiliate BEFORE enrolling them in the Video Essay Contest. Theory test is NOT required.  
Please refer to the current TMTA Handbook for all eligibility requirements.  
<http://www.tmta.org/sites/tmta/uploads/documents/HandbookFull.pdf>
- FORMAT:** For format, guidelines and current topic, please refer to the TMTA handbook and the TMTA website.  
<http://www.tmta.org/student-activities/student-affiliate-activities/publication-contest/video-essay-contest/>
- APPLICATION:** Use Video Essay Contest Entry Form on the CMTA website and submit with video to the CMTA Publication Contest Chair.
- AWARDS:** Videos will be judged on several criteria including relevancy to the topic, audience appeal, originality, creativity, and quality of production. Each video shall receive a rating of Outstanding, Excellent, or Good.  
A winning video for each category may be chosen.  
Each student will receive an Outstanding, Excellent, or Participation certificate.  
Winning entries will be posted at [www.tmta.org](http://www.tmta.org) and may be used in promotional material by TMTA.  
Cash awards are awarded and supervised by the TMTEF Trustees.

## Student Affiliate Theory Tests

- AGE:** Grades 1 through 12.
- REQUIREMENTS:** Current student of a CMTA teacher at time of event. A teacher entering a student(s) is required to work on the day of the test. Student Affiliate membership is required. (See TMTA website for information on fees and eligibility for non-SA students or students of nonmember teachers.) For TMTA event eligibility: Students in grades 5 - 12 may take the test in ANY grade 4 - 12, and then must advance to higher grades (at least one each year) in successive years. Grades 2-3 may test on grade level or one level lower. Grade 1 **MUST** test at grade level.
- MAKE-UP TESTS:** Make-up exams are limited to students who have a school event conflict, SAT or ACT testing conflict, illness, or emergencies only. There will be a make-up test for the Fall Theory Exam **ONLY** for Levels 7-12. Make-up tests for the Spring Exam will be given on the following Sunday afternoon for all grade levels. If a student needs to take the make-up exam, the student's teacher **MUST** let the theory chairman know by the Wednesday prior to the Saturday testing day. If a teacher schedules a student for the make-up exam, that student's teacher is required to work both the regular test and the make-up exam test. At least two CMTA teachers **MUST** be present at the make-up examination site, with more required depending on the number of students.
- APPLICATION:** Registration for theory exams will be only through the CMTA database. Teachers without computer access must contact the local theory chair for instructions.
- LOCAL TESTING:** This option is available for those students whose tests **WILL NOT** be sent to the state level to be graded. Kindergarten students may **ONLY** take a local test. A student can take any level lower than his/her school grade but his/her score will not be recorded at the state level and that student's teacher **MUST** be willing to grade that student's test. The fee is \$5 per test. These students **WILL NOT** be eligible for state medals or fulfill the TMTA/CMTA participation requirements.
- MEDALS:** **Only students who take the TMTA-graded test ON the same level as their school grade are eligible to receive a medal.** Those students scoring 90 or above will be awarded a state medal as follows:
- |        |                    |
|--------|--------------------|
| Gold   | scores of 98 - 101 |
| Silver | scores of 94 - 97  |
| Bronze | scores of 90 - 93  |

## **Student Affiliate Theory Tests (Cont'd)**

**CMTA WILL PURCHASE THEORY MEDALS OUT OF THE STUDENT AFFILIATE MEMBERSHIP FUND. ONLY the CMTA Theory Chair is to order medals.**

**REMINDER:** Students must take the state theory test in order to participate in other TMTA state events offered by this association (Performance contest, State convention ensemble, and Original Composition contest) or CMTA events requiring a passing theory score at the prescribed level.

# Theory Test Monitor Guidelines

1. A monitor should stay in their assigned testing area at all times to watch students and see that they do not look on another student's test paper. Any student caught cheating *should* be disqualified. A monitor should also see that the students do not talk among themselves.
2. There are to be NO cell phones in sight during the test. Monitors should ONLY use their cell phones if requesting assistance from the Theory Chair.
3. A monitor may help a student to understand what a question is asking by re-wording the question to make it more understandable. A monitor may NOT define terms, such as key signature, time signature, major, minor, scale, etc.
4. A monitor is required to read the questions aloud to grades 1 and 2, since these children may not all have adequate reading skills. The Monitor may also read the questions aloud to grade 3 if requested to do so, or if it is felt worthwhile at the time. Any student with difficulty in reading in any grade may have the questions read to them.
5. A monitor may not tell a student that his/her answer is correct or incorrect. A monitor may not give answers to students at any time.
- 6. A monitor should check over each test paper as it is turned in and point out questions that were left unanswered, especially questions with several sections (A, B, C, etc.).**
7. A monitor should check to see that the student has written his/her name at the top of page 3.
8. A monitor is to administer the test equitably and NOT TEACH. All teaching should be done prior to the test day.
9. A monitor should answer the student's questions aloud so that other students taking the same grade level test may receive equal benefit of the answer as the student asking the question.
10. A monitor giving answers or teaching during the exam should not be allowed to enter students during the next theory testing period.
11. The TMTA website, [www.tmta.org](http://www.tmta.org), contains more specific instructions under "Forms" "Theory Forms for Teachers" "Testing Guidelines for Teachers" which should be reviewed by each teacher prior to testing.

These Monitor Guidelines will enable members of CMTA to earn the respect of the students and parents. To aid a student unethically causes discouragement, resentment, and lack of respect by parents and students towards all CMTA members.

## Student Affiliate World of Music Tests

- PURPOSE:** To stimulate interest and appreciation for music composers, their works, and the history of their times.
- REQUIREMENTS:** Students must be currently taking lessons with a CMTA teacher at time of event.  
Non-member teachers may enter students in this event, but must comply with all specifics itemized in Rule #6 of “Rules Governing Student Affiliate Activities” found in this handbook.  
Student Affiliate membership is required.  
School grades 1-12 may take the test (no pre-school students).  
Theory test is NOT required.
- APPLICATION:** Payment of entry fees and enrollment must be completed before the designated deadline.  
Use the CMTA online database to enroll students.  
Submit one check (to cover entry fees of all students) to the World of Music chair.
- STUDY MATERIAL:** Workbooks/Syllabi are available from TMTA office for \$6 for grades 1-12. Study tests and a complete set of answer sheets for the study tests are also available from TMTA for \$6 for a full set of grades 1-12. The answer key for all World of Music student book review pages is also available for \$6 from TMTA. Use the “Student Affiliate Order Form” located in the back of your *TMT* magazine or on the TMTA website ([www.tmta.org](http://www.tmta.org)) to order all WOM materials. See your TMTA-SA Handbook for the content of each book and for further information (also available on the TMTA website).
- AWARDS:** Gold medals are awarded to students earning a grade of 90 or above.
- BONUS:** Any graduating senior earning gold medals on the World of Music test for grades 4-12 will receive a \$200 cash award and an engraved plaque (Janet McGaughey award) at the TMTA state Convention in June. Also, any graduating senior earning gold medals on the World of Music test for grades 1-12, will receive an additional \$100 cash award and another engraved plaque (Carolyn Jones Campbell award). A 12-year participation award is also available for those students who scored passing grades (70 or higher) in grades 1-12.



# **Convention Activities**



## Convention Activities

**OVERVIEW:** These student activities take place during the annual TMTA convention. Student Affiliate membership is not required. Students receive one point each year per activity in which they participate. These points accumulate towards the TMTA Student Affiliate State Participation Award. For more information, refer to the TMTA handbook.  
<http://www.tmta.org/sites/tmta/uploads/documents/HandbookFull.pdf>

**CHAMBER  
MUSIC  
CLINIC:**

See complete details on Chamber Music Clinic page in this handbook.

**JUNE LEONDAR  
CHAMBER MUSIC/  
ENSEMBLE  
CONTEST:**

The June Leondar Contest serves as a preparatory level for those desiring MTNA competition, and provides opportunities for talented piano students not competing in Student Affiliate contests. There are three categories for this Contest: piano duets/duos (classical), duo and mixed chamber groups (classical), and jazz/pop ensembles. For more information, go to the TMTA handbook and TMTA website.  
<http://www.tmta.org/student-activities/convention-activities/june-leondar-chamber-music-ensemble-contest/>

**ALL-STAR  
FESTIVAL:**

The TMTA All-Star Festival provides a state level of performance opportunity for piano, voice, and instrumental students in a fun and noncompetitive setting. Any student who receives a “Superior” or “I” rating in a local association festival, NFMC festival, or UIL is eligible to participate in this event. Students will receive a critique from a TMTA Collegiate Student Chapter member and a gold medal for a Superior rating or a silver medal for an Excellent rating. For more information, go to the TMTA handbook and TMTA website.  
<http://www.tmta.org/student-activities/convention-activities/all-star-festival/>

## Convention Activities (Cont'd)

### **CONVENTION PROJECTS:**

Students at any grade level may submit Convention Project entries on any music-related theme. They may work on the project individually or as a group of two to six students. Participants receive a certificate of participation and a medal. For more information, go to the TMTA handbook and TMTA website.

<http://www.tmta.org/student-activities/convention-activities/convention-projects/>

### **KEYBOARD ORCHESTRA:**

The Digital Keyboard Orchestra Reading Session is a noncompetitive instruction and participation activity that features group ensemble sight-reading of music written for Keyboard Orchestra. All students will be awarded a certificate of participation. For more information, go to the TMTA handbook and the TMTA website.

<http://www.tmta.org/student-activities/convention-activities/keyboard-orchestra-reading-session/>

# Chamber Music Clinic

**PURPOSE:** The Chamber Music Clinic is a non-competitive workshop, designed to encourage students in grades 7-12 to participate in small group chamber ensembles and to improve sight-reading, listening, performance and collaborative abilities. Participants have the opportunity to work with a qualified chamber music clinician at the annual TMTA convention. Additional performing opportunities may be available.

**REPERTOIRE:** Repertoire is left to the discretion of the local chair in collaboration with the participant. Students being placed in groups will receive their music in May or earlier, as soon as it receives approval from the State Coordinator. Selections may be combinations of music for brass, piano, guitar, strings, wind instruments, voices or percussion instruments, and may include any number of pieces or movements. There is a 10-minute time limit per group and music is performed from original scores – no memorization is required. Repeats are left to the discretion of the ensemble. Cuts in the music are not permitted.

**FORMAT:** One or more performance opportunities will be available for chamber music participants at the annual TMTA Convention. All chamber participants will play before an audience at a master class with a renowned clinician. In addition, ensembles may have the opportunity to provide background music for various events throughout the Convention. These venues may include receptions, brunches, as well as pre-event entertainment at the general sessions. A student may participate in one or more chamber ensembles. Piano-only ensembles are not allowed. All students will receive a certificate of participation.

**REQUIREMENTS:** Complete chamber groups or individual students may register. There are no TMTA-SA dues or theory requirements for this event. Students do not have to be studying with a TMTA/CMTA teacher. If the student is in a group being coached by a CMTA teacher, that teacher may sponsor the student for the clinic. The student would appear on the entry form as the student of the chamber music coach for the purposes of chamber music. When a group is coached by a non-member teacher, the non-member rule is followed. Piano teachers may sponsor their students who also play band/orchestra instruments for this event. Piano Ensemble students are eligible for participation on their band/orchestra instruments.

**APPLICATION:** The Chamber Music Registration Form may be printed from the TMTA website at [www.tmta.org](http://www.tmta.org). For more information, please refer to the TMTA handbook: <http://www.tmta.org/sites/tmta/uploads/documents/HandbookFull.pdf>

# **Student Recognition and Scholarships**

# **Judy Collins and Phyllis Kypke Summer Camp Scholarships**

**PURPOSE:** These scholarships were established in memory of Judy Collins, NCTM – a charter member of CMTA who passed away in 1997, AND Phyllis Kypke – a very devoted CMTA member who passed away in 2008.

**FORMAT:** CMTA will award three \$300 scholarships to pay the tuition for an out-of-town summer music camp. The scholarship committee will choose the students. Two senior high students (just completed grades 9-12) and one junior high student (just completed grades 7 or 8) will be selected. If there are no senior high entries all three scholarships will be given to junior high students, and if there are no junior high entries, all three scholarships will be given to senior high students. A total of three \$300 scholarships will be awarded. Once the scholarship recipient and his or her teacher have determined the summer camp location, CMTA will submit the \$300 check to the registrar's office of that particular camp. If the \$300 is more than the actual tuition, the remainder of the money will go towards room and board. If the \$300 is less than the actual tuition, the student will pay the balance of the tuition amount.

## **REQUIREMENTS:**

- Student must be currently taking lessons from a CMTA teacher at time of application.
- Student Affiliate membership with CMTA is required.
- Student must be at least 12 years of age at time of application.
- Student must submit an essay of 200 words or less on the subject: "Why I want to Go to Summer Music Camp"
- Student must submit a CD or DVD of a performance of two pieces of contrasting music periods.
- Student must register as an active participant of the camp, not as an observer.

**APPLICATION:** Fill out application found on CMTA website and send to chairman by deadline posted. No late applications will be accepted.

**AWARDS:** The chairman/committee will determine winners and contact them. Additional scholarships may be awarded if funds are available and criteria is met.

# CMTA Senior Awards

**PURPOSE:** To award Three Hundred Dollars (\$300) to each graduating senior who has continued his/her music study through the past four years.

**REQUIREMENTS:** Student must be a graduating high school senior.  
Student Affiliate membership with CMTA required.

**APPLICATION:** Available on the CMTA website at [www.conroemta.org](http://www.conroemta.org).

**FORMAT:** Students must fulfill all requirements listed below.

\*\*\*\*\*

To be eligible for this award, the following requirements **MUST** be met:

1. Student must be currently enrolled with a CMTA teacher at the time of application.
2. Student must have studied continually with a qualified teacher for the past four years.
3. Student **MUST** pass the 12th grade state Theory test with a grade of no less than 70.
4. Student must participate in at least **three** student events during his/her senior year offered by CMTA. One of these events could possibly be the National Piano Guild Auditions or PCS Piano Proficiency Examination.
5. Verification of activities (such as a copy of his/her Theory test, certificates, evaluation forms, etc.) **must** accompany the application.
6. Student must have participated in at least two **MTNA/TMTA/CMTA** sponsored events each year for the past four years (this includes their senior year which requires **three** activities).

# **Diane Delk Continuing Studies in Music Scholarship**

**PURPOSE:** To provide a \$500 scholarship to a graduating high school senior for further study in a music field. The membership may vote to increase the scholarship amount or number of scholarships awarded if the budget allows.

**FORMAT:** Students will fulfill all requirements listed. There will be a committee chair to receive all applications and keep each application anonymous. A musically degreed judge from another MTA, or a university music faculty member will score each applicant and select the scholarship recipient according to the following criteria:

Participation – 45%

Audition tape – 25%

Essay – 20%

Letters of Recommendation – 10%

**AGE:** Required to be a graduating high school senior

**APPLICATION:** Available on CMTA website for downloading

**PERFORMANCE:** Winner may be invited to perform at a CMTA function as the budget allows and at the discretion of the board.

**AWARD:** Scholarship may be presented at individual High School Senior Awards Assembly or presented at a CMTA event. Multiple scholarships may be awarded if funds are available and criteria is met.

## **REQUIREMENTS AND APPLICATION:**

1. Student must be accepted by an accredited college, university, or conservatory for undergraduate study in a music-related field, and must submit a copy of the acceptance letter from the Music Department with their application form.
2. Student must submit a taped audition to include three selections from three different styles/periods. Tapes may not be returned.

## **Diane Delk Continuing Studies in Music Scholarship (Cont'd)**

3. Student must submit a 250-275 word essay containing the following information:
  - a. Significance of music in his/her life
  - b. How CMTA has assisted in his/her music education
  - c. Professional plans
4. Student must submit the application found on the CMTA website. The application will include a detailed list of all MTNA/TMTA/CMTA Student Affiliate activities and other music-related activities they have participated in throughout high school. List must reflect the following minimums:
  - a. Minimum of four MTNA//TMTA/CMTA Student Affiliate events per year for the last two years of high school (10 piece minimum program for National Guild may count as one of the events)
  - b. Participation and a passing score on TMTA theory tests for grades 11 and 12
  - c. **Verification** of activities must accompany application.
5. Student must submit **three** letters of recommendation:
  - a. School teacher or counselor
  - b. Adult other than relative who knows student well (minister, employer, etc.)
  - c. Private music teacher
6. Student must be a CMTA Student Affiliate and have been enrolled for the last two years of high school prior to graduation in private music lessons with a teacher who is a member in good standing of CMTA, and has met the minimal attendance/participation requirements for the current year.

*(In the event there is no eligible senior, no scholarship will be awarded for that year, students planning on being music majors will have preference over students planning on being music minors.)*





# **Teacher Recognition and Professional Development**

# Independent Music Teachers Forum

**HISTORY OF IMTF:** The Independent Music Teachers Forum was granted status and support by MTNA in 1972. Since the inception of IMTF, the state and national chairmen have worked to improve the status of the independent music teacher whose individual income is derived primarily from music teaching outside of an institution or other agency that guarantees a certain income.

Information about IMTF comes to you from the National Chairman in a monthly column in the AMERICAN MUSIC TEACHER magazine. Direct communication comes to you through your local IMTF chairman.

## **GOALS OF IMTF:**

To investigate the role of the independent professional music teacher in American society today.

To study the problems, advantages, and practices of this group regarding their socio-economic conditions.

To increase public awareness of the dedication, education, and experience necessary to become a qualified music teacher.

To establish independent music teaching as a profession.

The IMTF is consistently striving to create better working conditions and a better livelihood for the independent music teacher. It is a channel of communication that provides dialogue from the individual or smallest association to state, division, and national levels of MTNA.

**AREAS OF CONCERN:** Studio policies; financial security; communication between teachers, students, and parents; curriculum planning; certification; public school credit/released time; tax laws and business deductions; lesson fees; continuing education and increased professionalism; public relations; communication with college and public school teachers; involvement of more independent music teachers in MTNA; providing music education for a wider range of the public; and licensing and zoning requirements.

**CURRENT IMTF PROGRAMS:** Quarterly newsletters which include items of current interest (many listed above) are forwarded to each state and division of MTNA. State and local associations are encouraged to write articles based on the needs of their members for their state newsletters and plan relevant programs for their state and local associations. Surveys, coordinated through the state and IMTF chairmen, are conducted to ascertain the needs and concerns of the membership.

## **Independent Music Teachers Forum (Cont'd)**

IMTF sessions at MTNA national conventions and articles in the TEXAS MUSIC TEACHER MAGAZINE and the AMERICAN MUSIC TEACHER MAGAZINE relate new ideas in teaching and self-improvement.

A resource panel, consisting of the IMTF Division Chairmen, was formed to provide answers and suggestions addressed to them by concerned teachers.

**LOCAL APPLICATION:** We of Conroe Music Teachers' Association want to subscribe to the principals set out by IMTF to help upgrade the teaching profession in our local area. Our local chairman is prepared to assist us in the betterment of ourselves, as teachers, and in the betterment of Conroe Music Teachers' Association.

# MTNA National Certification

**PURPOSE:** To recognize professional and pedagogical competence within the membership of Music Teachers National Association.

To promote the highest standards of music teaching through continuing education and professional involvement.

To identify for the public qualified instructors who are committed to excellence in the profession.

**OBJECTIVES:** To administer a practical plan which will assure a high professional status to music teachers (all mediums).

To motivate the teacher to obtain and maintain professional growth through guidelines for study, performance, leadership, and professional activities.

To support and give added stature to the state and national certification plan.

**REQUIREMENTS:** Contact the CMTA Certification Chairman for information.

**GENERAL INFORMATION:** The renewal plan helps give teachers an added incentive to keep abreast of new ideas, methods, repertoire, and the heritage of today's students.

Being MTNA certified attests to the fact that you are a highly qualified, professional music teacher who has met a nationally accepted standard. Teachers should display their certificate proudly in their studios. Fellow teachers and patrons will appreciate the evidence of a certified teacher's diligence in constantly improving his/her skills. CMTA congratulates all MTNA Certified teachers who have obtained this status and urge all other teachers in the association to start to work toward this worthy and important goal.

Lists of Nationally Certified teachers are published in leading musical journals and magazines, which are becoming more and more available in public libraries throughout the nation.

**FEES:** To obtain a MTNA certification handbook which lists fees and all requirements, visit the MTNA website at [www.MTNA.org](http://www.MTNA.org)

After becoming certified, the membership fee is \$15 per year. You submit a report of your professional activities. Points are given and this must be turned in each year with a minimum of five points. These include anything that you do for CMTA or TMTA.

Yearly certificates are awarded to all certified members.

# **CMTA Member of the Year Award**

**PURPOSE:** To honor those CMTA members who have made great contributions to CMTA and the local community through music.

**DEADLINE:** See Calendar of Events and/or newsletters

**PROCEDURE:** Nominations will be made by secret ballot at the March general meeting (either by telephone, e-mail, or written notification in the mail to Chair). The chair will then interview the top three nominees and write a resume' about each nominee which will be published and distributed to members. Voting will take place prior to the May meeting via email. The winner will be announced at the May meeting. Flowers and a plaque will be given to the recipient of the CMTA Member of the Year award at that time.

**NOTE:** The only CMTA member ineligible to receive this award is the recipient of the CMTA "Member of the Year" award for the preceding year.

**SUGGESTED CRITERIA:** The following criteria should be based on the current year's activities.

1. Office held in CMTA.
2. Committees served in CMTA and local events worked at for CMTA.
3. Any other special services rendered to CMTA (yearbook editor, present a meeting program, sending out weekly messages to members, responsible for adding new teachers to CMTA, serve on a TMTA Student Affiliate state level committee, etc.)
4. Judging CMTA (ensemble auditions) or other musical events (National Guild, PCS Piano Proficiency Examination, CCMTA, BVMTA or HMTA festivals, etc.)
5. Public performance (Woodlands Symphony, Houston Symphony, Conroe Symphony, Crighton Theater, etc.).
6. Public service in a music field (church pianist/organist or music director/minister, school choir accompanist, UIL contest solo accompanist, playing an instrument at weddings, funerals, parties, or receptions, etc.)
7. Presentation of seminars or workshops for area teachers and/or associations.

# Conroe Music Teachers Association Thanks this year's Sponsors

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The advertisement banner features a central photograph of a Metro Mini Storage building. To the left of the photo is the Metro Mini Storage logo with the tagline 'The right SIZE. The right PRICE. ALWAYS!'. Below the logo, it says 'We Rent Penske Trucks!'. To the right of the photo, the text reads 'It's all about *your* stuff!' and 'That's why choosing Metro Mini Storage is *right* for you!'.