

# **Indiana Arts Festival**

## **STANDING RULES AND PROCEDURES**

**Adopted – June 2, 2023**

**Revised – September 16, 2024**



**INDIANA  
ARTS FESTIVAL**

**The Bylaws of the Indiana Arts Festival (Article VII, Section 3E) authorize the Board of Directors to adopt such rules of procedure as are needed to direct the affairs of the IAF. The directives of the IAF Standing Rules and Procedures are prepared to supplement the Bylaws for the guidance of IAF workers and interested members.**

**Complete up-to-date copies of the IAF Standing Rules and Procedures are available on-line at [indianaartsfestival.org](http://indianaartsfestival.org).**

**These Standing Rules and Procedures may be amended at any time by a majority vote of the Board of Directors members present at any board meeting. As revision of the various pages occur, the date of revision will be printed in parentheses to aid in maintaining an up-to-date copy of this document. It shall be the duty of the Bylaws and Rules Chairman to prepare the necessary changes so that they are made available as outlined above. Members will be notified of changes to these Standing Rules by email or newsletter, in addition to posting on the IAF website.**

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## SECTION A. GENERAL ADMINISTRATION

### I. INDIANA ARTS FESTIVAL (IAF) ORGANIZATIONS AND AREA FESTIVALS A. ORGANIZATIONS

Local Organizations may be formed throughout the state of Indiana and will be known by their titles rather than geographical location.

**B. AREA FESTIVALS** are set by geographical location at the discretion of the IAF State Festival Chair and the Board of Directors.

Bloomington

Evansville East

Evansville Central

Evansville West

Jasper (Evansville North)

Hendricks County

Indianapolis North

Kokomo

Northwest Indiana

Muncie

### II. MEMBERSHIP

**A. All IAF MEMBERS** must be members of IAF in good standing (currently paid dues), as either members of an Organization, Festival Teacher Members or Friends of the Arts Members.

**B. All IAF OFFICERS AND CHAIRPERSONS** must be members of IAF in good standing as either members of an IAF Organization, Festival Teacher Members or Friends of the Arts Members.

**C. All TEACHERS ENTERING STUDENTS IN AN AREA FESTIVAL** must be Festival Teacher Members of IAF in good standing. Adults serving an Area Festival as Chair, Treasurer or in another capacity, who are not entering students, may be Friends of the Arts Members.

### III. BOARD OF DIRECTORS (BOD)

**A. COMPOSITION - Refer to Bylaws Article VII, Section 1.**

**B. APPOINTMENT OF TREASURER'S REVIEW COMMITTEE:** The Board of Directors shall appoint a committee of two to review the Treasurer's books at the end of each fiscal year, before August 1. This committee will report to the Board of Directors at the next meeting. (Bylaws Article V, Section 2.D.16)

**C. RESPONSIBILITIES:** Each member who accepts nomination for Board

- membership also accepts certain obligations and responsibilities. Board members, as representatives of their Local Organizations or Area Festivals, are obligated to report promptly to their membership action which affects their Local Organization or Area Festival. The only exception to this is in-house information, designated as such by the IAF President or Executive Committee, which shall be kept strictly confidential.
- D. GENERAL DUTIES:** A member of this Board must appropriately represent the interest of IAF and all its component organizations as well as his/her Local Organization/Area Festival. The Board Member serves as Liaison between the Indiana Arts Festival and Local Organization/Area Festival, delivering a stated interest of the Local Organization/Area Festival for the deliberation of the IAF Board and, in turn, helping to interpret the state plans and interest to the Local Organization/Area Festival. To do this the Board member must attend the meetings of the Board and benefit from the discussions which influence decisions.
- E. LIAISON:** Each member of the Board should become familiar with the IAF Bylaws and the Standing Rules and Procedures and should keep the President or Chair and the members of the Local Organization/Area Festival informed of State Board action and policies affecting them, so that appropriate action may be taken for implementation at the local level.
- F. ASSISTANCE:** An IAF Board member should assist the Officers and Chairs of the represented Local Organization/Area Festival in promoting and advancing IAF programs throughout the state. The Board member should comply promptly with any specific directives given by the IAF President.
- G. DUTIES OF LOCAL ORGANIZATION/AREA FESTIVAL REPRESENTATIVES:** Directors representing Local Organizations/Area Festivals (which may be the same person as the Area Festival Chair) should:
1. Give to the IAF President, Recording Secretary and State Festival Chair, the names, addresses and contact information of their Local Organization/Area Festival chairmen/officers, whether new or re-elected, whenever there is an election of officers. This information should include the date of assuming office.
- H. ATTENDANCE:** A member of the IAF Board of Directors should:
1. Attend each session of the Board,
  2. Attend all meetings, whether regularly scheduled or Special,
  3. Remain until the session is adjourned.
- I. ABSENCES:** Refer to Bylaws Article VII, Section 2.C
- J. QUORUM:** Refer to Bylaws Article VII, Section 2.D
- K. MOTIONS:** All motions must be made by the member in attendance originating them. Absent members cannot sponsor motions by letter or email. Such messages will not be placed on the agenda. However, this does not preclude members present from sponsoring such a motion as their own. The one exception to this rule is during Business by Mail, Bylaws Article VII, Section 4, in which all transactions, including motions, are done electronically.

#### **IV. EXECUTIVE COMMITTEE**

- A. PERSONNEL:** Refer to Bylaws Article VIII, Section 1
- B. RESPONSIBILITIES:** Refer to Bylaws Article VIII, Section 2

- C. FINANCIAL EMERGENCY** The Executive Committee shall be given the power/authority to address situations of financial emergency (wars, depression, etc.) by lowering/adjusting said payments in order to preserve the principal in each of the established awards as enumerated in Section C.VII of these standing rules. *(The power to make these adjustments is by cy pres., a legal term which means that such action was taken to protect the original intent of the donor.)*

## SECTION B. DUTIES OF OFFICERS AND DEPARTMENTAL CHAIRS

### I. PRESIDENT

- A.** Refer to Bylaws Article V, Section 2.A
- B. READING COMMITTEE:** At the beginning of the Annual Convention, the President shall appoint a reading committee of two or three, one of whom shall be the Vice President, to review the minutes of the annual meeting, as well as the following Fall and Winter Board of Directors meetings.
- C. LIABILITY INSURANCE:** The President shall personally, or select a delegate to solicit, collect and send to the State Treasurer, the liability insurance requests, from IAF Organizations and Area Festivals in accordance with the deadlines listed in IAF Standing Rules and Procedures Section C.VI.
- D. CONVENTION COMMITTEE:** In addition to appointing officers, departmental chairs and standing committee members subject to Executive Committee approval, at the Fall Board of Directors meeting, the President shall appoint the Annual Convention Committee members, to be chaired by the Vice President. The Annual Convention Committee, comprised of the President, Vice President and at least two other members, are charged to plan, arrange, and manage the Annual Convention and Honors Recital and Awards Program. These appointments are not subject to Executive Committee approval.
- E. FINANCIAL DUTIES** The President and Treasurer are the authorized signatories for any financial transaction of IAF and one of their signatures is required for deposit or withdrawal of amounts up to \$5,000. For amounts exceeding \$5,000, both of their signatures are required.
- 1.** No expenses that have exceeded the budget shall be paid without the approval of a committee of three, the President, Vice-President, and Treasurer.
- F. PRESIDENTIAL EXPENSES:** The President's reasonable expenses shall be reimbursed for attendance at conventions or board meetings including, but not limited to, registration fees, meals, lodging, travel according to the plan outlined in IAF Standing Rules and Procedures Section C.IV.A. Receipts or other documentation shall be provided for reimbursement. Reimbursement money returned to IAF may be designated to a particular scholarship by the donor.

- G. REIMBURSEMENT CHECKS** to the President may not be written/signed by the President. Any check issued from the account of an organization formed under the auspices of IAF must be written and signed by a signer other than the payee.
- H. PAST PRESIDENT APPRECIATION:** Upon honorable completion of a presidential term, an honorary award as designated by the IAF Board of Directors may be given. (6-2023)

## **II. VICE PRESIDENT**

- A.** Refer to Bylaws Article V, Section 2.B.
- B. STATE HONORS RECITAL AND AWARDS PROGRAM:** The Vice President shall chair the State Honors Recital and Awards Program at the Annual Convention and be responsible for arranging the venue, receiving the honors recital entries, preparing the program, procuring judges, sponsors, and advertising. The Vice President may delegate any of these tasks, with the understanding that the Vice President is ultimately responsible for the fulfillment of the recital and awards program. Refer to Standing Rules Section C.VII.F.7 and Section D.
- C. OVERSEE ACTIONS OF COMPETITION & AWARDS CHAIR:** The Vice President shall coordinate with the Competition & Awards Chair and be responsible for assuring pertinent information regarding scholarships and awards is available on the IAF website.
- D.** Serve on the **READING COMMITTEE**.
- E. SUBMIT A REPORT** electronically to the Recording Secretary prior to the annual convention.

## **III. RECORDING SECRETARY**

- A.** Refer to Bylaws Article V, Section 2.C.
- B. FINANCIAL DUTIES** The President and Treasurer are the authorized signatories for any financial transaction of IAF and one of their signatures is required for deposit or withdrawal of amounts up to \$5,000. For amounts exceeding \$5,000, both of their signatures are required. The Recording Secretary shall certify to any party requiring such signatures that this action was taken by the Board of Directors.
- C. READING COMMITTEE:** The Recording Secretary shall send a draft of the complete minutes to each member of the Reading Committee (See IAF Standing Rules and Procedures Section B, I, B) for approval before the final draft is prepared for distribution to the Board of Directors and Executive Committee. Following receipt, members shall then have a two-day time frame in which to read and return them via e-mail with any recommended corrections.
- D. MINUTES:** As far as is practical, within three weeks of an Executive Committee or Board of Directors meeting, the Secretary shall furnish the approved minutes to the members of the respective committee or board. The Secretary shall:
  - 1.** Take minutes at all executive and general board meetings,

2. Receive an annually updated email list of Organization Presidents and individual Friends of the Arts members from the Treasurer and receive an annually updated email list of Area Festival Chairs from the State Festival Chair,
  3. Send approved board meeting minutes to Organization Presidents, Friends of the Arts Members and Area Festival Chairs,
  4. Send approved board meeting minutes to the Website/Social Media Chair Manager to be posted on the IAF website,
  5. Send out notices of meetings and other important news regarding competitions and deadlines,
  6. Keep all records, including treasurer reports, programs and minutes. Electronic copies should be saved.
- E. YEAR END REPORTS:** The Recording Secretary shall receive electronic year end reports from all Officers and Chairs, forwarding such to the President and providing hard copies for the Board of Directors meeting at the Annual Meeting/Convention.

#### **IV. TREASURER**

**A.** Refer to Bylaws, Article V, Section 2.D,

**B. FINANCIAL DUTIES:**

1. The President and Treasurer are the authorized signatories for any financial transaction of IAF and one of their signatures is required for deposit or withdrawal of amounts up to \$5,000. For amounts exceeding \$5,000, both of their signatures are required. The Board of Directors shall require proof that both the President and Treasurer have signed any check over \$5000.
  - a. No expenses that have exceeded the budget shall be paid without the approval of a committee of three, the President, Vice-President, and Treasurer,
2. **Keep account of IAF monies in both checking and investments**, presenting a report at each meeting of the Board of Directors, having emailed said report to the Recording Secretary prior to each meeting of the Board of Directors. In the absence of the Investment Chair, the Treasurer will also make the Investment report to the Board of Directors.

**C. ANNUAL DUES AND MEMBERSHIP LISTS:**

1. **ORGANIZATIONS:** via procedure listed below, the Treasurer shall provide to the IAF President a list of Organizations, indicating the President and Treasurer for each Organization. **By deadline of August 1st**, send the following to each Organization President and Treasurer via email attachments:
  - a. **Full instructions** for collecting and submitting dues to IAF:
    - 1) Dues are to be paid by check, one check from each Organization Treasurer,
    - 2) **Deadline of October 15th** for Organization dues to be returned,
    - 3) For dues amounts, see IAF Standing Rules and Procedures Section C,



- b. **IAF Organization Membership Application Form:** This form provides Organization name, officer contact information and total amount of dues to be submitted by the Organization Treasurer. The Organization Treasurer mails this hard copy to the IAF Treasurer along with a check for payment of dues.
  - c. **Keep a full account of all information and monies received,** sending by **deadline of November 1st,** an email with updated **IAF Membership Current Year** Excel spreadsheet (including officer's contact info) to IAF President and Recording Secretary, retaining a copy for recordkeeping.
2. **FESTIVAL TEACHER MEMBERS:** via procedure listed below, the IAF Treasurer shall provide to the IAF President and State Festival Chair a list of Festival Members (arranged by Area Festival) which includes name, address, phone, email and number of students for each member. This list should also indicate the Chair (or Co-Chairs) and Treasurer for each Area Festival. **By the deadline of August 1st,** send the following to each Area Festival Chair and Treasurer via email:
- a. **Full instructions** for collecting and submitting dues and membership lists to IAF:
    - 1) Dues are to be paid by check, one check from each Area Festival Treasurer,
    - 2) **Deadline of October 15th** for Festival Member dues to be returned (new members may join at any time),
    - 3) For dues amounts, see IAF Standing Rules and Procedures Section C,
  - b. Receive completed Festival Teacher Member dues applications by **deadline of October 15th,**
  - c. **Request a current year membership list** (Excel spreadsheet) with names and contact information of each officer, Festival Teacher and Friend of the Arts member currently belonging to the Area Festival,
  - d. Contact Festival Chairs whose treasurers have not submitted Festival Teacher Member dues reports,
  - e. **Keep a full account of all information and monies received,** sending by **deadline of November 1st,** an email with updated **Annual IAF Area Festival Directory** (copy all updated member lists, arranged by Area Festival, onto a new Excel spreadsheet) to IAF President and State Festival Chair. This list should also indicate the Chair (or Co-Chairs) and Treasurer for each Area Festival.
3. **FRIENDS OF THE ARTS** (Individual Members):
- a. Receive membership applications and dues from Friends of the Arts members,
  - b. **No deadline,** Friends of the Arts may join at any time,
  - c. Keep a full account of all information and monies received, sending by **deadline of November 1<sup>st</sup> (and prior to each meeting of the Board of**

**Directors if there are new members**), an email with updated Annual Friends of the Arts Directory (copy updated membership list onto an Excel spreadsheet) to IAF President and Recording Secretary.

**D. REPORTS:**

- 1. IAF Tax Returns - both Federal and Indiana** - must be filed with the IRS by **deadline of November 15th** every year,
- 2. Liability Insurance:**
  - a. Receive information/premium checks from Organizations and Area Festivals by:
    - 1) Deadline of August 1<sup>st</sup>** for events held between September 1 through December 31
    - 2) Deadline of November 15<sup>th</sup>** for events held between January 1 through August 31
  - b. See Section C.VI Liability Insurance
  - c. **Send premium check** to insurance company prior to payment deadline,
- 3. State of Indiana Business Entity Report** - to be filed with the State of Indiana by **deadline of February 1st** of each year. Can be filed online,
- 4. Indiana Chautauqua Scholarship** – contact Chautauqua Institution the first of each year to confirm where IAF/Peggy Hoover Bryan Opera Scholarship check is to be sent, deadline and request notification of recipient of scholarship once awarded.
- 5. Treasurer’s Report** – to be submitted electronically to the Recording Secretary prior to each board meeting of IAF, (9/2017)
- 6. Tax Preparation Fees:** The Treasurer shall be paid to prepare IAF Federal and Indiana tax returns at the rate of \$30 per hour. An itemized invoice showing dates and time spent in each tax return preparation shall be presented prior to payment,
- 7. Be reimbursed** for reasonable and related out-of-pocket expenses,
- 8. Reimbursement Checks** may not be written by the Treasurer to the Treasurer. Any check issued from the account of an organization formed under the auspices of IAF must be written and signed by a signer other than the payee,
- 9.** The Treasurer may not be an immediate family member with any other member of the Executive Committee.

**V. COMPETITION AND AWARDS CHAIR**

- A.** Refer to Bylaws Article V, Section 2.E,
- B. Actively advertise scholarships and awards** available to members through direct contact with Organizations and Festival chairmen, and through the newsletter and website,
- C. Establish an annual audition date**, venue and/or audition media and procure judges for IAF competitions and awards,

- D. **Be reimbursed** for expenses upon proper verification. Reimbursements may be returned as charitable donations,
- E. **Submit a report** electronically to the Recording Secretary prior to the annual convention.

## VI. STATE FESTIVAL CHAIR

- A. Refer to Bylaws Article V, Section 2.F,
- B. **Oversee all Area Festival operations** in the state,
- C. **Attend all IAF meetings**, serving on the Executive Committee and Board of Directors as an Area Festivals Representative,
- D. **The State Festival Chair** shall:
  - 1. Read and become familiar with Festivals Handbook and Procedures Manual, which outlines Festival events and guidelines, duties and directives,
  - 2. Keep all Indiana Area Festival Chairs apprised of changes which affect Area Festivals,
  - 3. Approve and coordinate newly established Indiana Area Festivals. Present newly approved Festivals to the Board of Directors for final approval,
  - 4. Manage disputes within an Indiana Area Festival. Disputes which cannot be handled by the State Festival Chair must be taken to the IAF Executive Committee,
  - 5. Receive and publish dates for each Area Festival,
  - 6. Festival Theory Tests:
    - a. By **deadline of October 1st**, send an email to Area Festival Chairs requesting information/orders for:
      - 1) Date and location of Area Festival, including festival entry deadline,
      - 2) Festival Theory Tests (tests will be emailed to Area Festival Chair according to IAF Area Festival procedures),
      - 3) Order deadline back to State Festival Chair of **November 1st**,
      - 4) Practice Theory Tests will be available for download on the Indianaartsfestival.com website.
  - 7. Annually, by **deadline of November 15th**, send an updated list of Area Festival Chairs, including email addresses, to the Secretary,
  - 8. Upon instruction by the IAF Board, request via email an Area Festival Budget from a festival where there are concerns or issues in the way monies are being used,
  - 9. Field questions from Area Festivals,
  - 10. Act as State Indiana Gold Cup Chair as needed,
  - 11. **IAF Festival Summary Reports and IAF Area Festival Accounting Forms:**
    - a. By **deadline of March 1st**, email attachment for **IAF Area Festival Accounting Form** to each Area Festival Chair and Treasurer, with **deadline for returned reports of May 20th** (Bloomington deadline is one week after Festival, due to their late Festival date),

- b. **By deadline of March 1st**, send an email to all Area Festival Chairs informing of their required attendance (or that of a suitable representative) to the **IAF Area Festival Chair meeting** during the State Convention,
  - c. **Receive and verify** IAF Area Festival Accounting Forms to see that all Festivals are accurate in accounting,
  - d. **Verify** that each festival is current on IAF Event Fees,
  - e. **By deadline of May 31st**, or the date of the Annual BOD meeting, whichever occurs earlier,
    - i. Submit compiled **IAF Area Festival Summary Reports** to the IAF Secretary, together with a State Festival Summary Report to be presented at the Annual Convention,
    - ii. Submit reviewed **IAF Area Festival Accounting Forms** to IAF Treasurer.
12. Report to the Executive Committee all findings, working with the Executive Committee when discrepancies are found,
- E. Chair the IAF Area Festival Chair Meeting** during the State Convention, including presenting a state-wide Area Festival Report.

**VII. PARLIAMENTARIAN**

- A. Refer to Bylaws Article V, Section 2.G,
- B. See that all meetings of IAF are conducted according to **Robert's Rules of Order**.

**VIII. HISTORIAN**

- A. Refer to Bylaws Article V, Section 2.H,
- B. **Submit a report** electronically to the Recording Secretary prior to the annual convention.

**IX. CHAPLAIN**

- A. Refer to Bylaws Article V, Section 2.I,
- B. **Send sympathy card and/or flowers** as requested by the IAF President in response to the death of an IAF member,
- C. **Submit a list of deceased members** to the IAF President to be read during the IAF Convention,
- D. **Submit a report** electronically to the Recording Secretary prior to the annual convention.

**X. WEBSITE/SOCIAL MEDIA CHAIR**

- A. Refer to Bylaws Article V, Section 2.J,
- B. The Website/Social Media Chair is responsible for keeping the IAF website and social media page(s) up-to-date,
- C. **The following information shall be available on the website:**

1. All current officers, departmental chairs and their contact information,
  2. All IAF meeting dates,
  3. Dues deadlines,
  4. A contact email for prospective members,
  5. Forms and deadlines for contests,
  6. Area Festival dates and Chair contact information,
  7. A list of Organizations with contact information,
  8. Newsletters,
  9. Updated IAF Bylaws and IAF Standing Rules and Procedures.
- D. The following information shall be available on the social media site:**
1. A link to the IAF website,
  2. Upcoming IAF meeting dates,
  3. **Monthly updates** shall include information of interest concerning member opportunities for arts teachers, competitions for student and collegiate ages, and Area Festivals.
- E. Submit a report** electronically to the Recording Secretary prior to the annual convention.

## **XI. NEWSLETTER/PUBLICITY EDITOR**

- A. Refer to Bylaws Article V, Section 2.K,
- B. Publish 2 Newsletters per year**, September/October and April/May,
- C. All news should relate to IAF,
- D. Request and receive information for each newsletter**, including:
  1. A letter from the IAF President,
  2. Updates from all IAF officers and departmental chairs,
  3. Information regarding awards, deadlines, and/or winners,
  4. Dates and information concerning upcoming meetings.
- E. Send newsletter via email to the recording secretary** for distribution to membership and post to the IAF website,
- F. Other issues or notices may be published as the need for information presents itself,
- G. Submit a report** electronically to the Recording Secretary prior to the annual convention.

## **XII. SWEENEY CAMPERSHIP CHAIR**

- A. Refer to Bylaws Article V, Section 2.L,
- B. By deadline of October 1st**, update application and post on IAF website,
- C. Receive applications** for Sweeney Camp Scholarships,
- D. Working with (or informing) Competitions and Awards Chair**, select up to 10 winners annually to receive music camp scholarships in the amounts listed in IAF

Standing Rules and Procedures Section C.VII.F.2. If more than 10 applications are received, a judge should be secured to select the winners,

- E. **Notify winners** and determine the camp each winner has selected (it is the winner's responsibility to apply to the camp of their choice),
- F. **Send list of winners** and their choice of camps to IAF Treasurer,
- G. **Send a write-up concerning winners and their camp choices** to the Website/Social Media Chair and Newsletter Editor when in compliance with permission on winner's application,
- H. **Submit a report** detailing the winning applicants and camps attended electronically to the Recording Secretary prior to the annual convention.

### **XIII. COMPOSITION CHAIR**

- A. Refer to Bylaws Article V, Section 2.M,
- B. **By deadline of October 1<sup>st</sup>**, update application instructions and post on IAF website,
- C. **Receive applications** along with compositions,
- D. **Working with (or informing) Competitions and Awards Chair**, secure a judge to determine composition winners for the categories and prize amounts listed in IAF Standing Rules and Procedures Section C.VII.F.4,
- E. **Notify winners** of their placement,
- F. **Send list of winners and their prize amount** to IAF Treasurer,
- G. **Send Composition Indiana Gold Cup Point results** to each entrant's Area Festival Chair by the requested date,
- H. **Send report** of all Composition Indiana Gold Cup points to State Festival Chair,
- I. **Send a write-up concerning winners** to the Website/Social Media Chair and Newsletter Editor when in compliance with permission on winner's application,
- J. **Submit a report electronically** to the Recording Secretary prior to the annual convention.

### **XIV. ESSAY CHAIR**

- A. Refer to Bylaws Article V, Section 2.N,
- B. **By deadline of October 1<sup>st</sup>**, update application/instructions and post on IAF website,
- C. **Working with (or informing) Competitions and Awards Chair**, secure a judge to determine IAF essay winners for the categories and prize amounts listed in IAF Standing Rules and Procedures Section C.VII.F.5,
- D. Set up a procurement for grades 1- 12 essays via Google Forms or the method of choice by the chair of this event. Submit essays to judge.
- E. **Notify winners** of their placement,
- F. **Send list of winners** and their prize amount to IAF Treasurer,
- G. **Send Essay Indiana Gold Cup Point results** to each entrant's Area Festival Chair by the requested date. This may be done electronically and come directly from the judge,

- H. **Send report** of all Essay Indiana Gold Cup points to State Festival Chair,
- I. **Send a write-up concerning winners** to the Website/Social Media Chair and Newsletter Editor when in compliance with permission on winner's application,
- J. **Submit a report** electronically to the Recording Secretary prior to the annual convention.

**XV. IAF POETRY CONTEST CHAIR (1/2018)**

- A. Refer to Bylaws Article V, Section 2.O,
- B. **By deadline of October 1<sup>st</sup>**, update application/instructions and post on IAF website,
- C. **Working with (or informing) Competitions and Awards Chair**, secure a judge to determine IAF Poetry Contest winners for the categories and prize amounts listed in IAF Standing Rules and Procedures Section C.VII.F.6,
- D. **Set up a procurement** for poems via Google Forms or the method of choice by the chair of this event. Submit poems to judge.
- E. **Notify winners** of their placement,
- F. **Send name of winners** and prize amount to IAF Treasurer,
- G. **Send IAF Poetry Contest Indiana Gold Cup Point results** to each entrant's Area Festival Chair by the requested date. This may be done electronically and come directly from the judge,
- H. **Send report** of all Poetry Indiana Gold Cup points to State Festival Chair,
- I. **Send a write-up concerning winners** to the Website/Social Media Chair and Newsletter Editor when in compliance with permission on winner's application,
- J. **Submit a report** electronically to the Recording Secretary prior to the annual convention.

**XVI. STANDING RULES AND BYLAWS CHAIR**

- A. Refer to Bylaws Article V, Section 2.P,
- B. **Attend all meetings** of the IAF Board of Directors (or if unable to attend, receive and study minutes of each meeting) ensuring current rules for amending IAF Bylaws and Standing Rules are followed,
- C. **Note vote changes and update copy**,
- D. **Submit changes** to the President, Vice President and the IAF website,
- E. **Submit a report** electronically to the Recording Secretary prior to the annual convention.

**XVII. READING COMMITTEE**

- A. Refer to Bylaws Article V, Section 2.Q.

## SECTION C. DUES, AWARDS AND FINANCE

### I. DUES AND DEADLINES

- A. REFER to Bylaws Article III and Article X,
- B. **DUES** will be increased as necessary to cover any IAF designated increase,
- C. **LATE FEES – Returning** Festival Teacher Members paying dues **after the deadline** will incur late charges. These must be paid in order for a member to be considered in good standing,
  - 1. **Late Fees** are \$10 which will stay with the Area Festival,
- D. **INSUFFICIENT FUND CHECK FEES** will be charged back to the member who wrote the check. Applications will not be accepted from that member until all fees, late charges and dues are paid. All applications are to have a disclaimer on them indicating this rule (1993),
- E. **ANNUAL DUES shall be paid to IAF by the following:**
  - 1. **ORGANIZATIONS:**
    - a. Shall be paid to the State Treasurer,
    - b. **By deadline of October 15th,**
    - c. Dues amount (established August 2022):
      - 1) \$80 flat fee, regardless of number of members
  - 2. **FESTIVAL TEACHER MEMBERS (these dues allow the Festival Member to enter an unlimited number of students in their Area Festival):**
    - a. Shall be paid to the Area Festival Treasurer who will send one combined check to the State Treasurer,
    - b. **By deadline of October 15<sup>th</sup>** for renewing teachers, new members may join at any time,
    - c. Dues amount (established August 2022):
      - 1) \$45
    - d. **Combined Festival Teacher Members:** To help reduce dues costs for teachers entering only a few students in Area Festivals, local festivals may combine memberships. Below are the requirements for creating combined memberships:
      - 1) Up to three (3) teachers entering three (3) or less students in an Area Festival may join together to form a “Combined Festival Membership”. These teachers will split the \$45.00 Festival Membership fee,
      - 2) If a teacher is entering four (4) or more students in an Area Festival, they must form their own Festival Membership and pay \$45.00. A teacher with three (3) or less students **cannot** combine memberships with a teacher with four (4) or more students,
      - 3) The Area Festival will assign a club name for the combined membership,
      - 4) If there are more than three (3) teachers with three (3) or less students, create two (2) different combined memberships and split the fees accordingly,



- 5) If a teacher is registered in a combined membership and enters more than 3 students in festival events, they are no longer eligible for a combined membership and must pay the additional membership fee,
3. **FRIEND OF THE ARTS (Individuals and teachers who are interested in supporting the arts in Indiana, student applicants to a collegiate award or student applicants to the Sweeney-Bradley Camp Scholarship not covered under a teacher's membership):**
  - a. Shall be paid to the IAF Treasurer,
  - b. Dues amount (established August 2022)
    - 1) \$20

## II. INVESTMENT COMMITTEE and INVESTMENT FUND

### A. INVESTMENT COMMITTEE

1. Refer to Bylaws Article XII, Section 2.A,
2. **Shall meet 3 times per year**, prior to each scheduled IAF Executive Committee Meeting,
3. **Shall work closely with the Investment Chair** to ensure the best return for IAF investments.

### B. INVESTMENT CHAIR

1. Refer to Bylaws Article XI, Section 2.B,
2. **Shall work closely with the chosen financial professional** to ensure the best return for IAF investments,
3. **Shall review** investment reports monthly,
4. **Shall present strategies** for investing, as well as the Investment Committee's recommendations, to the Executive Committee prior to each IAF general meeting,
5. **Submit a report** electronically to the Recording Secretary prior to each board meeting of IAF. (9/2017)

### C. RULES OF FINANCE for INVESTMENT FUND (1-2021)

1. **The annual IAF spending policy from invested assets** will be equal to 5% of the three-year average of the investment account value.
2. The investment portfolio will be **invested with a moderate risk tolerance** in order to generate enough return over inflation to cover the 5% annual draw without losing buying power to inflation.
3. This spending policy is **intended to be a guideline**. Should the organization desire to deviate from this policy, such deviation will come before the board for approval on a case-by-case basis as needed.

## III. REIMBURSEMENT CHECKS may not be written by any IAF member to themselves.

Any check issued from the account of an organization formed under the auspices of IAF must be written and signed by a signer other than the payee.

#### **IV. REIMBURSEMENTS FOR MEETING ATTENDANCE**

- A. PRESIDENTIAL EXPENSES: President's reasonable expenses shall be** reimbursed for attendance at conventions or board meetings, including, but not limited to, registration fees, meals, lodging, travel. Reimbursement for meal expenses may not exceed \$25 per day; the \$25 per diem allotment may be combined for the number of travel days to allow reimbursement for total meal expenses over the course of the travel days (example: if the convention/travel days total five, then the total meal reimbursement allotment would be \$125. Reimbursement for meals could not exceed that amount. Travel expenses are reimbursed at cost for economy/coach class airfare; mileage for travel by car is reimbursed at the IRS non-profit rate. Receipts or other documentation shall be provided for reimbursement. Reimbursement money returned to IAF may be designated to a particular scholarship by the donor.
- B. LOCAL FESTIVALS** may choose to reimburse their Area Festival Chair (or official representative) for **expenses incurred attending IAF meetings and the State Convention.**
- C. HONORARIUMS shall be paid to each Area Festival sending a representative to the IAF Annual Area Festival Chair Meeting** in the following amounts: Festivals reporting up to 500 entries shall receive \$50; Festivals reporting 501 up to 1000 entries shall receive \$100. Festivals not sending a representative to the IAF Convention forfeit said honorarium. An Area Festival representative may be someone serving IAF in another capacity who is also willing to represent their festival at the IAF Annual Festival Chair Meeting.
- D. Reimbursement money returned** to IAF may be designated to a particular scholarship by the donor.

- V. PAST PRESIDENT APPRECIATION:** Upon honorable completion of a presidential term, the IAF BOD will name an award honoring the outgoing IAF President as designated by the IAF Board of Directors. (2-2023)

#### **VI. LIABILITY INSURANCE (2/2023)**

Events held under the auspices of the Indiana Arts Festival should be insured to protect the Organization at a specific location in the event of a lawsuit. The one-million-dollar insurance policy obtained through IAF protects all Organization meetings, Area Festivals, Programs, Contests, Festival Member meetings, at the specified location for bodily injury or property damage caused during a IAF sponsored event to a 3rd party. Property damage to or theft of musical instruments is not covered.

**The Indiana Arts Festival will provide coverage for two events as outlined in Section VI (Liability Insurance) for each Area Festival or Organization.** In order to secure

coverage, Area Festivals and Organizations must provide dates and locations for their events using the following protocol:

- A. For events held September 1 through December 31, notification **deadline to IAF is August 1st**
- B. For events held January 1 through August 31, notification **deadline to IAF is November 15th**
- C. Events that are held on two consecutive days, at one site, are considered one event
- D. A single day event, other than the two covered by IAF, costs \$20.00 per event
- E. An event on a single day but at multiple sites costs \$20 per site
- F. Any Festival or Organization may pay the premium for insurance coverage for additional events as outlined in Section C, D and E
- G. A certificate verifying insurance coverage will be issued by the insurance company when requested. This request must be made at the same time the event dates are submitted, see Section A and B, allowing time for the certificate to be processed.

**VII. CONTESTS AND AWARDS** The IAF Board will **determine new awards**, set the **amount** of an award to be given and the **number of awards** available.

- A. The **date of establishment and source of funding** for each scholarship or award shall be added to the standing rules.
- B. **IAF AWARDS** are given only to performers who are members of an existing IAF organization or Area Festival unless otherwise specified.
- C. **Information and application forms for IAF contests and awards** are available on the IAF website.
- D. IAF policy is to give additional money to any IAF Scholarship winner who needs it to fulfill the purpose of the scholarship upon proper application and approval of the Board.
- E. **Permission** shall be obtained from an appropriate parent or guardian before a student's name or likeness is used in the IAF newsletter, website or other public environment.
- F. **IAF AWARDS: The following awards may be given annually:**
  - 1. The **IAF/Peggy Hoover Bryan Opera Scholarship** is an award funded by IAF and Peg Bryan. This annual award of \$400 is given to a male or female vocal student attending the Chautauqua Summer Camp. Application and deadline available from Chautauqua. The award is paid directly to Chautauqua.
  - 2. **Sweeney-Bradley Camp Scholarships** are awarded to enable students to attend the Summer Music Camp of their choice. It is the responsibility of each individual winner to complete an application with their selected Music Camp. IAF Treasurer will mail a scholarship check to each Summer Music Camp after notification of winners by the Sweeney-Bradley Camp Chair.
    - a. Application and requirements are available on the IAF website,

- b. Applicant must either be a student of an IAF Festival Teacher or an IAF Organization Member teacher, or the student may be a member of an IAF youth organization,
  - c. Open to students in grades 1-12 (1/2018)
  - d. Application deadline is April 15th,**
  - e. Application fee is \$10,
  - f. The amount of each award is \$300, with a maximum of 10 scholarships awarded annually.
3. **Mary Alice Cox Award** is given to a junior in college majoring in music education at a college or university offering that degree. The award is available at the beginning of the senior year of college and is payable to the institution.
- a. Application and requirements are available on the IAF website,
  - b. Applicant must be a Friend of the Arts member,
  - c. Application deadline is April 1<sup>st</sup> of the junior year,**
  - d. Application fee is \$10,
  - e. The amount of the award is \$500 (6/2021)
4. **Kathleen Guillaume Memorial Award** is given to a high school senior flutist going to college. The student is not required to major in music. The student applicant must submit a CD or digital recording with two selections from two periods of music history.
- a. Application information and requirements are available on the IAF website,
  - b. Applicant must either be a student of an IAF Festival Teacher or an IAF Organization Member teacher, or the student may be a member of an IAF youth organization or become a Friend of the Arts Member,
  - c. Application deadline is May 1st,**
  - d. Application fee is \$20,
  - e. The amount of the award is \$500.00 (Established 1/2015).
5. **Ronda Rosenbaum/IAF Continuing Education Scholarship** is an adult scholarship that may be used for any continuing education program or experience. The applicant must provide a brief explanation for the reason they are applying for this scholarship and provide the name of the institution/experience, date and location of the event.
- a. Application and requirements are available on the IAF website,
  - b. Applicant must be an IAF member in good standing,
  - c. One scholarship per year will be awarded and an individual may receive this scholarship once every three years,
  - d. Application date** is January 1 to May 1 of each year,
  - e. The amount of the award is \$100 with a possible match of \$100 from a private donor (5/2024).

## 6. Donna Thiele Composition Competition

- a. The Donna Thiele Composition Competition is an IAF Festival event, however, in addition to earning Indiana Gold Cup points, at the discretion of the Composition Judge, participants in the Composition Event may also be selected as winners and receive state monetary awards as follows: (1/2023)

Grades 1-3:	one winner at \$50
Grades 4-6:	one winner at \$75
Grades 7-9:	one winner at \$100
Grades 10-12:	one winner at \$125

- b. Applicant must be a student of an IAF Festival member,
- c. Composition scores are given by the judge secured for the IAF competition,
- d. All IAF contestants will submit their composition to the Composition Chair according to the entry instructions available on IAF website,
- e. Application information and requirements are available on the IAF website,
- f. Donna Thiele Composition Competition **deadline is January 31<sup>st</sup>**.

## 7. IAF Essay Contest: The annual theme is selected by the IAF.

- a. The IAF Essay Contest is an IAF Festival event, however, in addition to earning Indiana Gold Cup points, at the discretion of the Essay Judge, participants in the Essay Contest may also be selected as IAF winners and receive state monetary awards as follows: (6/2023)

Grades Pre-K-K	- students may participate but no monetary award given
Grades 1-3	- one winner at \$50
Grades 4-6	- one winner at \$50
Grades 7-9	- one winner at \$50
Grades 10-12	- one winner at \$50

- b. Applicant must be a student of an IAF Festival member,
- c. Essay scores are given by the judge secured for the competition,
- d. All IAF contestants will submit their essay to the Essay Chair according to the entry instructions available on IAF website,
- e. Application information and requirements are available on the IAF website,
- f. IAF Essay Contest has a **deadline of January 31<sup>st</sup>**.

## 8. IAF Poetry Contest: (1/2018)

- a. The IAF Poetry Contest is an IAF Festival event, however, in addition to earning Indiana Gold Cup points, at the discretion of the Poetry Judge, participants in the Poetry Contest may also be selected as winners and receive state monetary awards as follows: (6/2023)

Grades Pre-K-K	- students may participate but no monetary award given
Grades 1-3	- one winner at \$50
Grades 4-6	- one winner at \$50
Grades 7-9	- one winner at \$50
Grades 10-12	- one winner at \$50

- b. Applicant must be a student of an IAF Festival member,
- c. Poetry Contest scores are given by the judge secured for the IAF competition,

- d. All IAF contestants will submit their poem to the Poetry Chair according to the entry instructions available on IAF website,
  - e. Application and requirements are available on the IAF website,
  - f. IAF Poetry Contest has a deadline of **February 7<sup>th</sup>**.
9. **IAF STATE HONORS RECITAL AWARDS may be given as follows: (1/2023)**

**a. PIANO CLASSICAL:**

	<u>1<sup>st</sup> Place</u>	<u>2<sup>nd</sup> Place</u>
Grades 5-6	\$50.00	\$25.00
Grades 7-8	\$75.00	\$50.00
Grades 9-10	\$100.00	\$75.00
Grades 11-12	\$125.00	\$100.00

**b. PIANO CONTEMPORARY:**

	<u>1<sup>st</sup> Place</u>	<u>2<sup>nd</sup> Place</u>
Grades 5-6	\$50.00	\$25.00
Grades 7-8	\$75.00 (Anne Adams Award)	\$50.00
Grades 9-10	\$100.00 (Irene Harvey Award)	\$75.00 (Joanne Kern Award)
Grades 11-12	\$125.00 (Marybelle Moore Award)	\$100.00 (Josie Lukey Award)

**c. PIANO DUET:**

	<u>1<sup>st</sup> Place</u>	<u>2<sup>nd</sup> Place</u>
Grades 5-6	TBD	
Grades 7-8		
Grades 9-10		
Grades 11-12		

**d. VOCAL CLASSICAL:**

	<u>1<sup>st</sup> Place</u>	<u>2<sup>nd</sup> Place</u>
Grades 5-6	\$50.00	\$25.00
Grades 7-8	\$75.00	\$50.00
Grades 9-10	\$100.00	\$75.00
Grades 11-12	\$125.00	\$100.00

**e. VOICE CONTEMPORARY:**

	<u>1<sup>st</sup> Place</u>	<u>2<sup>nd</sup> Place</u>
Grades 5-6	\$50.00	\$25.00
Grades 7-8	\$75.00	\$50.00
Grades 9-10	\$100.00 (Virginia Kleeberg Award)	\$75.00
Grades 11-12	\$125.00 (Maxine Knorr Gruoner Award)	\$100.00

**f. INSTRUMENTAL CLASSICAL:**

	<u>1<sup>st</sup> Place</u>	<u>2<sup>nd</sup> Place</u>
Grades 5-6	\$50.00	\$25.00
Grades 7-8	\$75.00	\$50.00
Grades 9-10	\$100.00 (Lisa Cremer Award)	\$75.00
Grades 11-12	\$125.00	\$100.00

**g. INSTRUMENTAL CONTEMPORARY:**

	<u>1<sup>st</sup> Place</u>	<u>2<sup>nd</sup> Place</u>
Grades 5-6	\$50.00	\$25.00
Grades 7-8	\$75.00	\$50.00
Grades 9-10	\$100.00	\$75.00
Grades 11-12	\$125.00 (Carolyn Cassidy Award)	\$100.00

**10. JUDGES: HONORARIUMS for IAF event Judges** shall be set by the IAF Board and vary according to event:

<b>Composition Judge</b>	<b>\$150</b>
<b>Essay Judge</b>	<b>\$150</b>
<b>IAF Poetry Contest Judge</b>	<b>\$150</b>
<b>Honors Recital Full or Half Day Judge</b>	<b>\$150</b>

This excludes Local Festival judges who are paid according to each Festival's resources. (2/2006)

## SECTION D. HANDLING OF CONTESTS

- I. HONORARIUMS** for IAF event Judges shall be set by the IAF Board and vary according to event as listed under FINANCE.
- II. CD/Video/Audio RECORDINGS** may be submitted or used for any IAF contest **if rules for that contest allow**. Scores and recordings shall be sent to the chair of the event as directed.
- III. IAF JUDGES will receive directives** about the contest, play-offs and other competitions beforehand, **only from the chair of the event**. No changes in the directives may be given, written or orally, except by the event chair.
- IV. JUDGES alone will decide** from the directives given by the chair, how many awards are merited and what the rankings will be regardless of the contestant's age, difficulty, or instrument.
- V. ALL JUDGE DECISIONS are final**. Decisions may be made without justification. Only the judge can alter his/her decision. Judges will not discuss their decisions with performers or their parents.
- VI.** Judges may choose their preference of filling out the rubric or judging only with comments. Judging sheets may or may not be returned to entrants at the discretion of the chair of the event. (9/2018)

- VII.** Before, during and after all contests, there will be **no conversation or communication with the judge pertaining to any aspect of the contest, the performance, adjudication, program order or any other thing related to the operation of the judging room except by the chair of the event.** Such conversation with the judge(s) by parents/legal guardians, students, teachers, or other officials is prohibited. (5/2024)
- A.** If an IAF teacher or parent/legal guardian has a complaint and wishes to submit a suggestion to be considered for future contests, a written (hard copy) letter must be submitted to the Executive Board via an IAF Officer. Emails, texts or phone calls will not constitute a written letter. (9/2018)
  - B.** If an IAF Teacher speaks with the judge or presiding IAF member to discuss the operation of the judging room or the judge's decision, that teacher's students will be prohibited from participating in that competition for the following year. (5/2024)
  - C.** If a parent/legal guardian or student speaks with the judge or presiding IAF member to discuss the operation of the judging room or the judge's decision, that parent/legal guardian's student(s) will be prohibited from participating in that competition for the following year. (5/2024)
- VIII. OPEN CONTESTS:** During Open Contests, an audience is permitted, however all efforts must be made to protect the judge from hearing conversation and comments.
- IX. CLOSED CONTESTS:** During Closed Contests, no one will be allowed in the judging room except the judges, student, accompanist and the chair of the event. The room will be cleared between contestants.
- X. PERMITTED SCORES:** (9/2018)
- A. All repertoire for all events must be commercially published,**
  - B. Only original music will be accepted** for any IAF competition or contest,
  - C. E-print music with a legible authentication** page is not considered copied music. If submitted music is e-print, the tracer/authentication page must be printed, legible and accompany the score at the time of the audition.
  - D. Public Domain music may be used as long as:**
    - 1.** It is not available from any copyrighted source,
    - 2. The teacher and his/her student (or guardian) sign a “copyright representation and indemnification agreement”** (see Appendix 1) certifying that, to the best of their knowledge, a copyrighted source does not exist. The form must be attached to the printed score that is presented as being in the public domain.
    - 3. The copyright representation and indemnification agreement accompanies the score and is handed to the judge** at the time of performance.
    - 4. Proof of copyright representation and indemnification** is the responsibility of the teacher and/or entrant.



5. Any score presented for performance **without such copyright representation and indemnification agreement** renders the participant **ineligible** for that competition.
- E. For events not requiring memory:**
1. Photocopies may be used by the student(s) or judge, **as long as there in one original of the music in the audition room.** The photocopy must be left with the judge at the conclusion of the judging. IAF will be responsible for shredding such copies.
- F. Instrumental Scores:** For an instrumentalist in an IAF contest, the score submitted to the judge must be the solo part. (9/2018)

## SECTION E. ORGANIZATIONS

The purpose of IAF Organizations is to promote the study or performance of the arts, including arts clubs or organizations, arts teacher organizations, and arts appreciation organizations.

- I. FORMATION**
  - A. Each Organization must meet requirements as set forth by IAF bylaws in order to organize.
  - B. Each Organization must have both a President and a Treasurer,** who must be different persons, to run the Organization according to IAF Bylaws and Standing Rules, and may have other officers according to the needs of the Club.
  - C. Each Organization must have their own set of Bylaws and Standing Rules** to help achieve the purpose of their club and which are in accordance with IAF Bylaws and Standing Rules.
- II. OBJECT:** Organizations are created to promote study of the arts, and encourage participants to value high standards of artistic achievement.
- III. MEMBERSHIP**
  - A. Refer to Bylaws Article III. Section 1.A.
  - B. Organizations may attain membership in IAF by paying dues as an Organization.**
  - C. An Organization's membership in IAF may be terminated by discontinuing annual dues payments and disassociating with IAF.**
- IV. DUES**
  - A. Each member of an Organization must belong and pay dues to the Organization, refer to Bylaws Article X, Section 3, 4 and 5.k.

- B. Membership dues must be paid to the Indiana Arts Festival annually by the deadline provided in IAF Standing Rules and Procedures Section C.1.

**V. DUTIES OF ORGANIZATION PRESIDENTS**

- A. **ALL ORGANIZATION PRESIDENTS must attend IAF board meetings and the IAF convention.** The Organization President **acts as liaison between the local Organization and IAF, and so should attend all IAF meetings or send a suitable representative.**
- B. Organization President shall:
  - 1) **Chair an organization meeting annually** to plan the business of the Organization,
  - 2) **Chair each meeting** of the Organization,
  - 3) See that the Organization Treasurer pays dues according to IAF Standing Rules and Procedures by the deadline stated,
  - 4) **Be the point of contact between IAF and the Organization,** receiving and dispersing information from IAF to the Organization membership and from the Organization back to IAF,
  - 5) **Be a signer** on the Organization bank account,
  - 6) **May not write a reimbursement check to themselves.** Checks must be written and signed by someone other than the payee.

**VI. DUTIES OF ORGANIZATION TREASURERS:**

- A. **Keep annual financial records** for fiscal year July 1 to June 30th,
- B. **Collect and deposit dues** annually according to IAF Standing Rules and Procedures Section C.1,
- C. **Receive and complete an IAF Dues Summary,** including officer names and contact information, and submit electronically to the IAF Treasurer **by October 15th,**
- D. **Send one check covering all dues,** made payable to IAF, to the IAF Treasurer **by October 15th,**
- E. **Pay all bills** and reimbursable Organization expenses to vendors, speakers/performers, and Organization members, keeping records of all expenses accrued,
- F. **May not write a reimbursement check to themselves.** Checks must be written and signed by someone other than the payee,
- G. **Submit a Treasurers Report** to the Organization (at least annually) according to the requirements of each Organization,
- H. Retain Organization financial records for 10 years.

## SECTION F. AREA FESTIVALS, AREA FESTIVAL OFFICERS, AREA FESTIVAL PLAY-OFFS AND STATE HONORS RECITAL

The purpose of IAF Area Festivals is to provide young artists (through high school senior year) and adults (age 19 and above) opportunities and encouragement for continued artistic growth. Many solo and ensemble events are available to participants. Entrants do not compete against each other but are rated on their individual merits. Area Festivals are intended for average students as well as the very talented. Rules and regulations are printed in the IAF Festivals Handbook and Procedures Manual and are approved by the IAF Board of Directors. Also refer to IAF Bylaws Article XII. In choosing to participate in an Area Festival, teachers and students are thereby agreeing to comply with all rules and procedures as outlined in the IAF Festivals Manual and below.

**I. ALL AREA FESTIVAL ENTRANTS** must be entered through an IAF Teacher member in good standing, in the discipline(s) in which they are entering. Teachers may not submit entrants in events which they do not personally teach. When submitting Festival Teacher Dues applications, teachers must list the instruments/mediums in which they teach. Students entered under that teacher may only enter events in which that teacher is registered.

**II. ALL FESTIVAL PARTICIPANTS** may only enter an Area Festival in the area where their teacher is a member or has been assigned. At the discretion of the Area Festival Chair, overflow rooms or make-up dates may be provided when conflicts arise.

**III. ALLOWED EVENTS: Only events listed in the IAF Festivals Handbook and Procedures Manual** will be accepted events in any Area festival.

**IV. PERMITTED SCORES (1/2023)**

**A. Students must purchase an original copy of their music.** It is unacceptable for a teacher to purchase one copy and have multiple students borrow it to perform in an Area Festival.

**B. All repertoire for all events must be commercially published.**

**C. For events not requiring memory:**

**1.** Photocopies may be used by the student(s) or judge, **as long as there is one original of the music in the audition room.** The photocopy must be left with the judge at the conclusion of the judging. Festivals will be responsible for shredding such copies.

**2. For ease of page turns,** students may copy a page to avoid a page turn as long as it accompanies the original score.

**D.** E-print music **with a legible authentication page** is not considered copied music. If submitted music is e-print, the tracer/authentication page must be printed, legible and accompany the score at the time of the audition.

- E. Public Domain music may be used as long as:
1. It is not available from any copyrighted source,
  2. **The teacher and his/her student (or guardian) signs a “copyright representation and indemnification agreement” (see Appendix 1) certifying that, to the best of their knowledge, a copyrighted source does not exist.** The form must be attached to the printed score that is presented as being in the public domain.
  3. **The copyright representation and indemnification agreement accompanies the score and is handed to the judge** at the time of performance.
  4. **Proof of copyright representation and indemnification** is the responsibility of the teacher and/or entrant.
  5. Any score presented for performance **without such copyright representation and indemnification agreement** renders the participant **ineligible for Indiana Gold Cup points in that event.**
- F. **Instrumental Scores:** For an instrumentalist in an IAF festival, the score submitted to the judge **must be the solo part.**

**V. ACCOMPANIMENT (7/2023)** Live accompaniment is preferred, but recorded piano accompaniments may be used at the Area Festival. For Playoffs, the Area Festival may decide whether to allow recorded accompaniment. **All accompaniments at the State Honors Recital performances must be live.**

**VI. ACCOMMODATIONS FOR SPECIAL NEEDS PERFORMERS (1/2023)**

Each local festival area may create a statement of accommodations to be made and delivered to the judge on a case-by-case basis. Performance by video recording is allowed as an accommodation.

**VII. EACH AREA FESTIVAL** will set its own Event Fee charge according to the financial needs of the Area Festival.

- A. Individual teachers may not charge event fees larger than the fee amount set by their Area Festival. (They may charge a "studio" fee but may not represent such as a larger Area Festival event fee.)

**VIII. EACH AREA FESTIVAL** will be financially self-sustaining, creating and operating within an annual budget.

**IX. AREA FESTIVAL PROBATION:** All Area Festivals are required to comply with Festival procedure as stated in the IAF Festival Handbook and Procedures Manual and with IAF Bylaws and Standing Rules. Any Indiana Festival found by the Executive Committee to be non-compliant (e.g., failure to adhere to multiple deadlines, financial issues/deficits, documentation of non-compliance issues not brought into compliance despite numerous warnings) will be placed on probation and under Executive Committee supervision until such time as the Area

Festival officers have resolved the non-compliance issues or otherwise demonstrated full compliance with IAF Festival rules and procedures.

**X. FESTIVAL RATINGS**, averaged point score from all judges, will be as follows:

- A. Superior (23-25 points)**
- B. Excellent (18-22 points)**
- C. Satisfactory (13-17 points)**
- D. Fair (8-12 points)**
- E. Needs Improvement (0-7 points)**
- F. Memorization:** For any solo event in which memory is required and the piece is not memorized, an automatic zero will be recorded in the Preparation Accuracy category on the rating sheet.

**XI. THEORY**

- A. THEORY GRADING sheets will be used as directed by IAF.**
- B. THEORY SCORES will be as follows:**
  - 1. Superior                      90-100**
  - 2. Excellent                     80-89.5**
  - 3. Satisfactory                 70-79.5**
  - 4. Fair                            60-69.5**
  - 5. Needs Improvement       <60**

**XII. INDIANA ARTS FESTIVAL GOLD CUP PLAN automatically** includes all Festival Participants. Points are earned according to each Festival event rating achieved. IAF Gold Cups are earned according to cumulative points. There are ten IAF Gold Cup sizes and two Plaques. Awards are based on cumulative points for all events entered. A participant's points accumulate from year to year.

- A. Ribbons for each Festival event are also awarded based upon the rating received.**  
Ribbons are issued according to the rating points indicated below.
- B. Indiana Arts Festival Gold Cup Points are acquired in the following way:**
  - 1. Superior                      5 points                      Blue ribbon**
  - 2. Excellent                     4 points                      Red ribbon**
  - 3. Satisfactory                 3 points                      White ribbon**
  - 4. Fair                            2 points                      No ribbon**
  - 5. Needs Improvement       1 point                       No ribbon**
  - 6. \*DNA                           0 points**

\*DNA refers to "did not appear" - the student did not appear for the event; no adjudication was made and no rating given.

**CUMULATIVE POINT INDIANA GOLD CUP AWARDS** are given as follows:

#1 - 15 points  
#2 - 35 points  
#3 - 60 points  
#4 - 90 points  
#5 - 125 points  
#6 - 165 points

#7 - 210 points  
#8 - 260 points  
#9 - 315 points  
#10 - 375 points  
#11 - 440 points  
#12 - 510 points

**XIII. FESTIVAL PLAY-OFF** is a competition at the Area Festival level in order to determine winners to represent each Area Festival at the **State Honors Recital during the IAF Convention** (See IAF Standing Rules and Procedures Section C. VII.8 and Section D)

- A. Each IAF Area Festival may send** one performer in each competition category and at each grade level, for a maximum number of 24 entrants from each festival (1/2023):
1. There will be **two categories** for each solo performing medium of **Instrumental, Voice and Piano**:
    - a. **Classical** – repertoire from all historical eras; this category also includes opera arias and art songs in English and foreign languages
    - b. **Contemporary** – repertoire will consist of any style other than Classical such as Blues, Jazz and Musical Theater (voice). It does *not* include Video Games and Showtunes (piano) or pop (piano and voice). (5/2024)
  2. **Competition grade levels shall be:**
    - a. Grades 5-6
    - b. Grades 7-8
    - c. Grades 9-10
    - d. Grades 11-12
- B. Accompaniments** – each Area Festival may decide whether to require live accompaniment or to allow recorded accompaniments. **Accompaniments must be performed live at the IAF Honors Recital. (7/2023)**
- C. Instructions** to run a **Festival Play-Off** are as follows:
1. Area Festival Chairs may delegate some or most of these duties to a local Playoff Chair, but ultimate responsibility for completion rests with the Area Festival Chair.
  2. **Select a time/date/location** for Area Festival Play-off, to occur after Festival results have been distributed.
  3. **Receive the annual IAF Honors Recital information email** from the IAF Vice President in late April/early May.
  4. Instruct Festival Teachers to select playoff participants from the .com website list generated after the conclusion of the Area Festival. The Festival Chair cannot select these – the teacher must do so – in accordance with each Area Festival’s parameters (such as each teacher may select only one student per category, per level, etc.).
  5. **Order your festival's choice of awards** – certificates, ribbons or medals. *\*Some Festivals also elect to give a monetary award.*
  6. **Procure Judge/s** for the play-off, providing judging sheets and competition rules to the judge/s.
  7. **Receive (optional) application fees** from participating students who meet the requirements set out in Standing Rules and Procedures for State Honors Recital.

8. **Turn in application fees** (if applicable) to your Area Festival Treasurer.
9. **Use of Playoff Judging sheets** are optional, but if desired, are available through the IAF website.
10. **On the day of the play-off:**
  - a. Prepare a judges table with judging sheets (if using) and pencils,
  - b. Set-up the room for piano, vocal, instrumental, etc., auditions, according to the applications received,
  - c. Prepare awards; obtain check/s from Area Festival Treasurer if you have elected to give out monetary awards,
  - d. Greet participating students and inform them of the order of events,
  - e. Emcee the play-off,
  - f. Conduct each event with judge(s) selecting one winner in each category/grade level (if the judge determines that no student in a particular category is qualified to win, there is an option of not having winners in that particular category),
  - g. When judge(s) have made final decisions for each event, announce results and hand out awards to winners,
  - h. Disperse Honor's Recital information from IAF to winners and their teachers; disburse judging sheets to all participating students (if Area Festival so chooses),
  - i. Submit names of winners via IAF website by proposed date.

**XIV. STATE HONORS RECITAL** is a competition for Area Festival Playoff Winners sponsored by IAF. The Honors Recital shall be held on Saturday during the State Convention in May or June. Scholarships will be awarded at the end of all recitals and **winners must be present at the awards ceremony in order to receive a scholarship.** Each IAF Area Festival may send up to one performer for each of the Honors Recital competition categories listed above in Section C.VI.8.

- A. QUALIFICATION:** To qualify for the Honors Recital, Festivals and students must meet the following requirements:
1. All Festivals must register qualified students by the proposed deadline. Festival dues must be paid to the IAF Treasurer prior to the Honor's Recital. Participants from said Festival will not be eligible to participate if these requirements are not met.
  2. Have earned a Superior rating at their Area festival in categories listed above in Section C.VII.8,
  3. Have been selected to represent their Area Festival through a Play-Off,
  4. Honors Recital participants must be submitted by the Festival through the IAF.com website (no alternates will be accepted),
  5. Winners may return annually to compete in the IAF State Honors Recital as long they meet the IAF qualifications each year (1/2024),
- B. HONORS RECITAL AWARDS MAY** be given according to the categories and in the monetary amounts listed in IAF Standing Rules and Procedures Section C.VI.H.
- C. HONORS RECITAL JUDGES:**

1. **Will receive directives about the competition beforehand, only from the Chair of the event** (IAF Vice President). No changes in the directives may be given, written or orally, except by the event chair,
2. Judges will decide from the directives given by the chair, how many awards are merited and what the rankings will be regardless of the contestant's age, difficulty, or instrument,
3. **All judge decisions are final.** Decisions may be made without justification. Only the judge can alter his/her decision (any time between providing results to IAF Vice President and before award checks are drawn),
4. Before, during and after all contests there will be **no conversations with the judge except by the chair of the event** regarding decisions, performances, program order, or any other thing related to the operation of the judging room.
5. Judges will be paid according to IAF Standing Rules and Procedures Section C.VII.9.

#### **D. HONORS RECITAL BEHAVIOR:**

1. Before, during and after all contests there will be no opportunity for parents/legal guardians, students, accompanists, teachers, or officials other than the event chair, to speak with the judge(s) concerning decisions, performances, program order, or any other thing related to the operation of the judging room. Any such conversation is prohibited, **(5/2024)**
2. If an IAF teacher or parent/legal guardian or student has concerns, a written (hard copy) letter must be submitted to the Executive Board via an IAF Officer. Emails, texts or phone calls do not constitute a written letter. **(9/2018)** **Public complaints that are brought up on the day of the event are not acceptable.** **(9/2024)** Should this occur, the following actions may be implemented:
  - a. If an IAF Teacher speaks with the judge or an IAF Officer to discuss the operation of the judging room or the judge's decision, that teacher's students will be prohibited from participating in the Honors Recital the following year. **(5/2024)**
  - b. If a parent/legal guardian or student speaks with the judge or an IAF Officer to discuss the operation of the judging room or the judge's decision, that parent/legal guardian's student(s) will be prohibited from participating in the Honors Recital the following year. **(5/2024)**
3. Performers must be present for the entire duration of the program, including the opening ceremony and awards.

#### **E. HONORS RECITAL VOLUNTEERS: (9/2018)**

1. All IAF members present at the Honors Recital Program will assist during the competition at the direction of the Vice President.
2. Members will be asked to work at the registration table, as room monitors and as judge's assistants.

#### **F. HONORS RECITAL SCORES: (9/2018)**



1. **Only commercially published music will be accepted.**
2. **Only original music will be accepted.**
3. E-print music **with a legible authentication page** is not considered copied music. If submitted music is e-print, the tracer/authentication page must be printed, legible and accompany the score at the time of the audition.
4. **Public Domain music may be used as long as:**
  - a. It is not available from any copyrighted source.
  - b. **The teacher and his/her student (or guardian) signs a “copyright representation and indemnification agreement” (see Appendix 1) certifying that, to the best of their knowledge, a copyrighted source does not exist.** The form must be attached to the printed score that is presented as being in the public domain.
  - c. **The copyright representation and indemnification agreement accompanies the score and is handed to the judge** at the time of performance.
  - d. **Proof of copyright representation and indemnification** is the responsibility of the teacher and/or entrant.
  - e. Any score presented for performance **without such copyright representation and indemnification agreement** renders the participant **ineligible** for that competition.
5. **Instrumentalists** must provide the judge with the solo score.
6. **All accompaniments must be performed live** for the State Honors Recital.

**XV. AREA FESTIVAL CHAIR** - This position may be held by one person or shared by two **Co-Chairs**. The Area Festival Chair is responsible for organizing an Area to hold an accredited IAF Area Festival.

**A. Each Area Festival Chair shall:**

1. **Be required to attend IAF board meetings and the Festival Chair meeting at the IAF convention.** The Area Festival Chair **acts as liaison** between the area festival and IAF Board of Directors (IAF Standing Rules and Procedures Section A.III), and so **must attend all IAF meetings or send a suitable representative.** Failure to do so will cause the Area Festival and the Area Festival Chair to be in poor standing with IAF.
2. **Be the point of contact between IAF and the Area Festival**, receiving and dispersing information/emails from IAF to the Festival Teacher membership and from the Festival Teacher membership back to IAF.
3. **Read and become familiar with** Indiana Arts Festival Handbook and Procedure Manual and IAF Standing Rules and Procedures which outlines Festival duties/directives.
4. **Inform Area Festival teachers of, and require compliance with,** IAF Festival Handbook and Procedures Manual and IAF Standing Rules and Procedures concerning Festival operations.

5. **Upon request from the IAF Executive Board**, email Area Festival Budget to the State Festival Chair.
- B. Each Chair should perform or delegate the following, prior to the IAF dues deadline (IAF Standing Rules and Procedures Section C.I. E.2):**
1. **Send out dues notices** to participating teachers,
  2. **Plan a fall organizational meeting & agenda**,
  3. **Set a deadline for festival entries**,
  4. **Secure date and time** for festival,
  5. **Secure a location** for the festival,
  6. **Relay festival date/location** to State Festival Chair by **September 1st**,
  7. **Order Theory tests** from State Festival Chair by **November 1<sup>st</sup>**,
  8. **Secure liability insurance** through IAF State President or president's delegate (as outlined in IAF Standing Rules and Procedures Section C.VI)
  9. **Rent pianos**, if necessary,
  10. **Organize any teacher volunteer duties** within the Area Festival,
  11. **Be a co-signer** for Area Festival bank account,
  12. May not write a reimbursement check to themselves. Checks must be written and signed by someone other than the payee.
- C. Each Festival Chair should perform or delegate the following, immediately after the entry deadline:**
1. **Verify** against list from Area Festival Treasurer that each teacher submitting entrants has paid dues for the current year,
  2. **Set the festival day event schedule** by assigning rooms, judges and events accordingly,
  3. **Prepare judging sheets** for each event entry,
  4. **Order trophies** (according to IAF Gold Cup plan), each Area Festival may order from their choice of trophy company,
  5. **Order ribbons** online from Tri-State Trophies by **February 15th** (Ribbons are paid for by IAF, however each festival must place their own ribbon order. Go to [tristatetrophies.com](http://tristatetrophies.com) and click on the IAF link at the bottom of the page or call Tri-State at 800-354-7585. Ribbons will be mailed to the area festival chair, which may incur shipping charges if not shipped with the gold cups if ordered from Tri-State),
- D. Each Chair should perform or delegate the following, prior to Festival:**
1. **Hire** additional judges, if needed,
  2. Announce and prepare a **Festival Day Judge's meeting/agenda**,
  3. **Send out judges schedule/duties and student schedule** to all participating teachers,
  4. Arrange for Festival Day parent/student **volunteers** to cover Tab room, Welcome Desk and hired judge room monitor duties.
- E. Each Chair should perform or delegate the following, during/after the festival:**

1. **Tabulate** festival judging results data,
2. **Return judges forms** to individual teachers along with ribbons and trophies,
3. **Within two weeks** of Festival, print off **IAF Festival Summary Report** from the IAF Festival website,
4. **In cooperation with Area Festival Treasurer, within two weeks of Festival, send payment** of State Festival fees, including DNA's, along with a hard copy of IAF Festival Summary Report to IAF Treasurer,
5. See that Area Festival Treasurer prepares an **IAF Festival Accounting Form** (income and expense balance), sending an electronic report to State Festival Chair **by deadline of May 20th** (Bloomington deadline is one week after festival). Make two hard copies, one to be retained by Area Festival Chair, and the second to be retained by Area Festival Treasurer,
6. **Keep records** at the local level for 10 years,
7. **Hold a Play-off** to select contestants for the State Honors Recital (held on Saturday during the IAF Convention, the last weekend of May or first weekend of June), see IAF Standing Rules and Procedures Section F.XIII,
8. **Attend the IAF Convention Festival Chair meeting** (or send a suitable representative), **receiving an Honorarium for their area festival**, amount as recorded in IAF Standing Rules and Procedures Section C.IV.c.. Honorariums will be forfeited if a Festival fails to send a representative to the IAF Convention Festival Chair meeting.

## **XVI. AREA FESTIVAL TREASURER**

### **A. The Area Festival Treasurer is responsible to:**

1. **Keep annual Area Festival financial records** for fiscal year July 1st to June 30<sup>th</sup>,
2. **Upon request from the IAF Executive Board**, email Area Festival Budget to the State Festival Chair,
3. **Prepare a Treasurer's report** for the fall organizational meeting and in the spring (IAF Festival Accounting Form report, see #12 below, may constitute the spring report),
4. **Collect and deposit annual dues** according to IAF Standing Rules and Procedures Section C.I.E.2,
5. Assess a \$10 late fee for dues not received by deadline,
6. **Email a list of paid Festival Members to Area Festival Chair** to ensure that each teacher submitting entrants to Festival has paid dues,
7. **Complete an IAF Dues Summary Sheet** and one check covering all dues, made payable to IAF, to the IAF State Treasurer **by deadline of October 15<sup>th</sup>**,
8. After the Festival entry deadline, **collect all event fees**, record in Festival spreadsheet and deposit at bank,

9. **Pay all festival bills** and reimbursable Festival expenses to vendors and Area Festival members, keeping records of all expenses accrued,
10. **May not write a reimbursement check to themselves.** Checks must be written and signed by someone other than the payee,
11. Receive completed **IAF Festival Summary Report** from Area Festival Chair and **write check payable to IAF** for Event fee amount listed (including DNA's), making 3 hard copies, sending **within two weeks of Festival**,
  - a. One hard copy and the Event Fee check to the **State Treasurer**,
  - b. One copy to Area Festival Chair,
  - c. Keeping one hard copy in Treasurer's files,
12. Complete **IAF Festival Accounting Form** which includes:
  - a. Listing all Area Festival income and expenses for the fiscal year, making sure it balances with the Festival checkbook register,
  - b. Send completed Report to State Festival Chair and Area Festival Chair via email,
  - c. Send one hard copy to Area Festival Chair,
  - d. Retain one hard copy for Area Festival Treasurer files,
  - e. IAF Accounting Form **deadline is May 20th** (Bloomington deadline is one week after festival),
13. **File and retain the following records for 10 years, in case called on to verify Area Festival accounting:** IAF Festival Summary Report, IAF Festival Accounting Form, Area Treasurer's reports, monthly bank statements, check registers and reimbursement receipts.

**XVII. AREA FESTIVAL IAF GOLD CUP CHAIR** - working under the leadership of the Area Festival Chair, the Area Gold Cup Chair should:

- A. At time of Festival entry deadline, receive a list of anticipated Gold Cup trophies, including each student's name and their expected point accrual,
- B. Make a total count for each size trophy needed for the Area Festival taking into account any available trophies not awarded the prior year,
- C. Working with selected trophy/awards business, submit trophy order in a timely manner to be received prior to the Area Festival date,
- D. Receive trophies and, after verifying receipt of correct order and good quality, promptly send trophy bill to Area Festival Treasurer for payment,
- E. Divide trophies according to each Festival teacher's order, wrapping carefully to insure protected transport,
- F. Provide for distribution of trophies prior to or on Festival Day,
- G. Handle any post Festival trophy issues with the exception of questions regarding whether a trophy was earned, which should be addressed by the Area Festival Chair.

## SECTION G. IAF NEWSLETTER AND HISTORICAL MATERIAL

### I. IAF Newsletter

- A. A newsletter may be published in the Fall and in the Spring. All news should relate to IAF.
- B. All IAF chairs should submit articles regarding committees, awards, deadlines and winners. Articles and photos should be emailed to the chairperson in a timely manner when requested.
- C. All newsletters will be sent via email and posted to the IAF website.
- D. Other issues or notices may be published as the need for information presents itself.

### II. HISTORICAL MATERIAL

- A. All meaningful materials should be given to the IAF Historian. The Historian will make every attempt to store it in the Indiana Historical Society Building in Indianapolis, where it would be available for all members for research. In case the Indiana Historical Society is unable to receive IAF materials, every attempt will be made to preserve it in another facility approved by the IAF Board.
- B. Any materials preserved and given to the Indiana Historical Society will allow that organization the legal title for that material.

# Appendix 1

## COPYRIGHT REPRESENTATION AND INDEMNIFICATION AGREEMENT

The undersigned teacher and student (guardian if student is under age 18) represent and warrant that the attached printed score is in the public domain and that he/she searched for a copyrighted score and was unable to obtain one.

The undersigned further agree to indemnify and hold harmless the Indiana Arts Festival and its associated festivals and organizations from and against any and all claims, liabilities, obligations, injuries, damages, or other related costs or expenses (including reasonable attorney fees and disbursements and costs of investigation, litigation, settlement, judgment, appeal, interest, fines and penalties) arising from a breach of this agreement.

Teacher signature

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(printed name) \_\_\_\_\_

Address/phone/email:

---

Student (guardian if student under 18) signature:

---

(printed name) \_\_\_\_\_

Address/phone/email:

---

Title and composer of piece:

---

Download printed from (site URL)/date of access:

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