



**CANADIAN FEDERATION OF MUSIC TEACHERS' ASSOCIATIONS
FÉDÉRATION CANADIENNE DES PROFESSEURS DE MUSIQUE**

*Providing leadership in music education across Canada
Fournissant une direction forte en éducation musicale à travers le Canada*

**POLICIES AND PROCEDURES MANUAL
JULY 2012 - JULY 2013**

This Policies and Procedures Manual of the Canadian Federation of Music Teachers' Associations, constitutes the entire Policies and Procedures Manual of the Federation and replaces any existing Policies and Procedures. These Policies and Procedures shall be presented to the Executive Committee for ratification at the Annual Executive Committee Meeting each year.

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Proposed Membership Categories

Registered Music Teacher

- Uses RMT designation
- Votes at Provincial/Territorial Association meetings
- Includes Conservatory Associateships, Bachelor of Musical Arts, Bachelor of Music, Master of Music, Doctorate of Music, and those accepted as members by the Provincial/Territorial Association. These could include experienced teachers who are deemed equivalent by the Provincial/Territorial Bylaws because they have met ALL criteria required.

Affiliate Membership

- This category includes experienced teachers who are deemed equivalent by the Provincial/Territorial Bylaws. They have not met ALL criteria set out for full Provincial/Territorial RMT membership. Affiliate Members will be allowed to vote but not hold office nationally, will receive "The Canadian Music Teacher", but will NOT be entitled to use the RMT designation. Affiliate Members will be categorized in one of three Affiliate Members Levels:

Affiliate Member Level I

- Completed Grade 10 Conservatory with all theory completed OR
- Ecole de musique Vincent-d'Indy Neuvieme Annee-Laureat II
-

Affiliate Member Level II

- Completed Grade 9 Conservatory with all theory completed OR
- Ecole de musique Vincent-d'Indy Septieme Annee-Superieur II
-

Affiliate Member Level III

- Other as determined by each Province/Territory
-

Auxiliary Member

- An Auxiliary Member is not teaching, but supports the objects and goals of the Association. They are not entitled to use the RMT designations nor entitled to vote at Provincial/Territorial Association meetings.

Code of Ethics and Standard of Conduct

This Code of Ethics is a statement of the general principles governing the professional behaviour and conduct of members of the Federation in their relations with one another. It is to be applied in particular circumstances and cases as the conscience of the individual members shall dictate, having due regard for any current usage or practice of the particular province/territory or branch. Professional conduct that is not, in good faith, consistent with such principles or that willfully departs there from is unethical.

The CFMTA/FCAPM promotes:

1. high musical and academic qualifications among its member teachers
2. progressive ideas on the teaching of music
3. workshops and lectures for the continuing education of teachers
4. attendance at Provincial/Territorial and National Conventions
5. participation in cultural events throughout the community
6. awareness of Canadian contemporary music
7. formal tuition contracts between the teacher and the student

The Code of Ethics expresses our commitment to:

1. the profession
2. the student
3. the community

The teaching of music is primarily a cultural activity, yet all business matters should be handled in a professional manner.

Music shall be taught with the object of improving its prestige as an art form and enhancing the status of music in the community.

The art of music teaching shall be regarded as a continual process of self-education and improvement to develop professional excellence and improve standards.

Students shall be treated with consideration and patience.

Fair and honourable business practices shall at all times be observed in dealing with students, their parents and other members of the Federation.

Members of the Federation may fairly compete with one another, but misrepresentation of one's own or disparagement of another member's professional standing or personal qualities is unethical conduct.

A fair and reasonable period of continuous instruction shall warrant a member's claiming a student.

On undertaking to give instruction to a student who has formerly received instruction from another teacher, a member should be satisfied that the student has formally discontinued instruction with the former teacher.

Fiscal Policy

General

1. Honoraria may be presented to individuals each year as a token of appreciation.
2. CFMTA/FCAPM may employ individuals.

Membership Fees

1. Yearly Membership fees become due and payable on June 1, the first day of the fiscal year of the CFMTA/FCAPM.
2. If membership fees are not paid by November 1, the Provincial/Territorial Association can be suspended by the Executive Committee until such time as the membership fees', including a late fee of \$10.00 per member is paid.

Budget

1. A balanced budget shall be presented each year.
2. The budget shall include:
 - (a) the following funds with appropriate subcategories:
 - (i) Operating
 - (ii) Canada Music Week
 - (iii) Young Artist
 - (iv) Awards & Competitions
 - (b) a column showing Actual Revenue and Expenses from the preceding fiscal year
 - (c) a column showing the proposed budget figures
 - (d) any new initiatives or departures from prior years with appropriate explanations
 - (e) incorporation of any fee increase necessary to reach the CFMTA/FCAPM financial goals
3. The proposed budget shall be sent to the Officers and members of the Executive Committee in June at least 14 days in advance of the Annual Executive Committee Meeting in order that questions or concerns may be received prior to the Annual Executive Committee meeting.

Financial Statements

1. Monthly Financial Statements shall be circulated to the Officers and members of the Finance Committee.
2. Quarterly Financial Statements shall be circulated to the Officers and members of the Executive Committee.
3. An Audited Financial Statement shall be circulated to the Officers and members of the Executive Committee prior to the Annual Executive Committee meeting.
4. A Summary of the Audited Financial Report including a Balance Sheet shall be published in "The Canadian Music Teacher".

Officer, Executive Committee and Annual General Meetings

A letter from the President will be sent to all delegates by January informing them of the arrangements for the Annual meetings

1. Officers shall be reimbursed upon the presentation of receipts for:
 - (a) 100% of travel costs based on the most economical form of travel including travel insurance or \$.35 per kilometer to a maximum payment equivalent to a return airfare ticket. Also includes cost of travel to and from airport.
 - (b) 100% of accommodation costs for three nights
 - (c) 100% of meal costs for four days
2. Provincial/Territorial Delegates shall be reimbursed upon the presentation of receipts for:
 - (a) 100% of travel costs based on the most economical form of travel including travel insurance or \$.35 per kilometer to a maximum payment equivalent to a return airfare ticket. Also includes cost of travel to and from airport.
 - (b) 100% of accommodation costs for two nights
3. If required, Committee Chairpersons shall be reimbursed upon the presentation of receipts for:
 - (a) 100% of travel costs based on the most economical form of travel including travel insurance or \$.35 per kilometer to a maximum payment equivalent to a return airfare ticket. Also includes cost of travel to and from airport
 - (b) 100% of accommodation costs for two nights
 - (c) 100% of meal costs for three days

4. Alternate Delegates shall be reimbursed upon presentation of receipts for:
 - (a) 100% of travel costs based on the most economical form of travel including travel insurance or \$.35 per kilometer to a maximum payment equivalent to a return airfare ticket. Also includes cost of travel to and from airport.
 - (b) 100 % of accommodation costs for two nights
5. CFMTA/FCAPM shall be responsible for costs relating to the:
 - (a) Officer's meeting room
 - (b) Executive Committee meeting room
 - (c) Annual General meeting room
 - (d) Social event the evening prior to the Executive Committee Meeting
6. CFMTA/FCAPM shall invoice the provinces/territories for expenses relating to:
 - (a) lunch on the first meeting day
 - (b) breakfast on the second meeting day

Other President's Travel - Other

1. When the CFMTA/FCAPM President attend Provincial/Territorial Association functions, the CFMTA/FCAPM shall be responsible, upon the presentation of receipts for the President's travel costs. The Provincial/Territorial Association is responsible for the President's accommodation and meals.
2. When the CFMTA/FCAPM President is required to travel on other CFMTA/FCAPM business, approval for travel shall be requested from the CFMTA/FCAPM Officers & Finance Committee.

Office Supplies and Equipment

1. As the business of the CFMTA/FCAPM is managed by volunteers with the exclusion of the Secretary-Treasurer, administrative expenses such as telephone calls, paper, ink, envelopes and postage incurred by the Officers and Committee Chairpersons shall be reimbursed upon presentation of receipts.
2. The Office of the Secretary-Treasurer shall be considered the Head Office of the Federation and as such, administrative expenses relating to the operation of the CFMTA/FCAPM shall be included in the budget. The Secretary- Treasurer shall provide a telephone with voicemail, a personal computer with internet connection and a printer for conducting the business of the CFMTA/ FCAPM.

3. If the CFMTA purchases office equipment for a special project, CFMTA/FCAPM will retain ownership and equipment must be kept in the CFMTA/FCAPM office. Should the location of the office change, the equipment must move to the new location.

Young Artist Tour

1. The Young Artist shall be paid \$100.00 per concert with a minimum of \$300.00 and a maximum of \$1000.00 per tour.
2. The Collaborative Artist shall be paid \$50.00 per concert to a maximum of \$500.00 per tour. Other fees and expenses are the responsibility of the Collaborative Artist.
3. The CFMTA/FCAPM shall pay the lowest airfare costs for the Young Artist and the Collaborative Artist from the Artist's place of residence or place of study in Canada, whichever is more economical. Travel from Europe or the United States shall be reimbursed at an equivalent amount.
4. The costs of producing professional quality posters advertising the Young Artist Tour shall be paid by the CFMTA/FCAPM.

Memorial Pedagogy Award

The CFMTA/FCAPM shall be responsible for this award of \$500.00 to be presented in even-numbered years to the applicant receiving the highest mark in the Pedagogy Exam (Teacher's Written) from a national based teaching institution which examines in every province/territory.

National Piano Competition

1. The CFMTA/FCAPM shall provide the following Scholarships for the National Piano Competition:

First Place	\$5,000.00
Second Place	\$3,000.00
Third Place	\$2,000.00
2. The CFMTA/FCAPM Convention Chairperson will contact the CFMTA/FCAPM regarding the negotiation of Jury Fees for the National Piano Competition.
3. The CFMTA/FCAPM is encouraged to seek Corporate Sponsorship for Scholarship Funds.
4. Contracts must only be signed only after consultation and agreement with the CFMTA/FCAPM President, Secretary Treasurer and Awards & Competitions Chair.

President

The President shall be the official representative of the CFMTA/FCAPM and shall direct all phases of the CFMTA/FCAPM activities. The President participates in and supports the development of the Federation's objectives including but not limited to Federation policy, long range planning, budget, and various committee and liaison matters including government.

The President shall:

1. preside at all Officer, Executive Committee, Annual General, and Special meetings of the Federation
2. be an ex-officio member of all committees, advise chairpersons of their duties, and be aware of all phases of planning and operation
3. respond on behalf of the Federation to issues which may arise between meetings as may be deemed necessary or expedient for the proper functioning of the CFMTA/FCAPM
4. represent the CFMTA/FCAPM at provincial/territorial functions or other special occasions
5. direct the Secretary to make arrangements for the Annual Officer, Executive Committee, Annual General, and Special meetings
6. receive all material pertinent to the agenda, prepare the proposed agenda and submit it to the Secretary for circulation
7. proof-read minutes, "The Canadian Music Teacher" and any other correspondence before it is circulated
8. submit a presidential message for each issue of "The Canadian Music Teacher"
9. provide a presidential report for the Annual Executive Committee and the Annual General meetings
10. represent the CFMTA/FCAPM with respect to governmental matters with the Federal Government or designate a representative
11. countersign all cheques for the Federation
12. have the power to call a Special meeting of the Executive Committee with 30 days' notice
13. have the power to appoint Ad Hoc Committees as needed to carry out the business of the CFMTA/FCAPM

14. have one vote and in the case of a tie, the President does not have a second or casting vote and the resolution does not pass
15. hold office for one term of two years
16. act as an ambassador between CFMTA/FCAPM and the provincial/territorial associations to maintain and promote good relationships
17. represent CFMTA/FCAPM at music education conventions, competitions and events when invited, or appoint someone else to represent him or her

Past President

The Past President shall attend all Officer, Executive Committee, Annual General, and Special meetings to ensure a sense of continuity of the CFMTA/FCAPM, having in mind past history and encouraging its future professionalism and growth.

The Past President shall:

1. advise and assist the President when required
2. actively participate in discussion and decision-making, react to ideas and ask questions
3. serve as Nomination Chairperson and present the nominated slate of Officers or Committee Chairpersons with the agenda for the Annual Executive Committee meeting
4. serve as the National Young Artist Chairperson
5. hold office for one term of two years

Vice President

The Vice President shall attend all Officer, Executive Committee, Annual General, and Special meetings to become familiar with the business of the CFMTA/FCAPM.

The Vice President shall:

1. perform the duties and exercise the powers of the President in the absence or disability of the President
2. preside at all Officer, Executive Committee, Annual General and Special meetings at which the President is unable to preside
3. serve as Chairperson of the Finance Committee and as such, shall:
 - (a) prepare, in consultation with and the approval of the Finance Committee members, a proposed balanced budget for the next fiscal year to be presented at the Officer and Executive Committee meetings
 - (b) consult the monthly financial statements for the data on which to base the proposed budget
 - (c) consult all Committee Chairpersons for input regarding their financial requirements for the upcoming fiscal year
 - (d) consult the President regarding any New Initiatives for the upcoming fiscal year
4. in accepting the position, agree to a nomination for the Presidency once the President's term of office concludes or the President resigns or retires
5. ask questions, participate in discussion and decision-making, react to ideas, and exercise initiative
6. provide a financial report for the Annual Executive Committee meeting
7. have signing authority for the CFMTA/FCAPM and countersign cheques for the Treasurer when the President is unable to countersign
8. Analyze all proposals which may be submitted requiring financial support
9. may retain Delegate status from their Provincial/Territorial Association
10. hold office for one term of two years

Secretary

The Secretary shall be a non-voting Officer of the Canadian Federation of Music Teachers' Associations who is selected and directed by the Executive Committee. The Secretary shall receive a monthly salary which shall be determined by the Officers & Finance Committee and approved by the Executive Committee. The Secretary shall attend all Officers' meetings, Executive Committee meetings, the AGM of Members, and any Special meetings called by the President. The Secretary shall be reimbursed for costs incurred (travel, accommodation and meals) to attend the above mentioned meetings as well as for supplies necessary to maintain the CFMTA/ FCAPM office.

As an employee, dismissal must be conducted according to the labour laws of the province/territory in which the Secretary resides.

The Secretary shall:

1. have custody of the Seal and all records of the Federation
2. keep, or cause to be kept, minutes of all meetings of the Federation, copies of which shall be sent to the Officers, First and Second Delegates, all Committee Chairs, Provincial/Territorial Presidents, and Provincial/Territorial Secretaries or Registrars within 30 days of the meetings
3. attend to all correspondence which includes but is not limited to:
 - a) giving Notice of Meetings
 - b) contacting all Provincial/Territorial Presidents requesting that any Resolutions to be presented at the Executive Committee meeting be submitted by April 1 or as otherwise specified
 - c) contacting all Officers, First Delegates, and all Committee Chairs requesting their Annual Reports be submitted by May 15th or as otherwise specified.
 - d) preparing the agenda for all meetings in conjunction with the President. The completed agenda shall be circulated to the Officers, First and Second Delegates, all Committee Chairs, Provincial/Territorial Presidents, and Provincial/Territorial Secretaries or Registrars by June 1 or as otherwise specified
 - e) circulating an updated list of the CFMTA/FCAPM Officers, First and Second Delegates, and all Committee Chairs with the minutes after the Executive Committee meeting and maintaining this list throughout the year.
 - f) Ask Provincial/Territorial Registrars to direct their new members to read the Bylaws on the CFMTA/FCAPM website.
 - g) to provide a copy of the CFMTA/FCAPM bylaws and Policies and Procedures Manual via email when requested
 - h) responding to or redirecting any enquiries including emails

- i) presenting important correspondence at CFMTA/FCAPM meetings
 - j) provide secretarial support to the CFMTA/FCAPM Conventions as directed by the President
 - k) affix a signature and the CFMTA/FCAPM Seal to the Canada Music Week winners and mail the certificates along with the cheques to the winners when the results are received from the Canada Music Week Chair
 - l) Ensure all annual reports are emailed to committee members by June 1
4. keep an accurate record of all CFMTA/FCAPM members' names and addresses for distribution of "The Canadian Music Teacher" magazine and receive all magazines which were not delivered. Each province/territory is to be contacted requesting their current database of members and new member fees to be submitted by April 1, August 1, and December 1
 5. be responsible for making all arrangements for all CFMTA/FCAPM meetings in consultation with the President
 6. store all Canada Music Week items and arrange for the mailing of promotional material
 7. purchase office supplies
 8. provide a telephone with voicemail, a personal computer with internet connection and printer for conducting the business of the CFMTA/FCAPM

Treasurer

The Treasurer shall be a non-voting Officer of the Canadian Federation of Music Teachers' Associations who is selected and directed by the Executive Committee. The Treasurer shall receive a monthly salary which shall be determined by the Officers & Finance Committee and approved by the Executive Committee. The Treasurer shall attend all Officers' meetings, Executive Committee meetings, the AGM of Members, and any Special meetings called by the President. The Treasurer shall be reimbursed for costs incurred (travel, accommodation and meals) to attend the above mentioned meetings as well as for supplies necessary to maintain the CFMTA/ FCAPM office.

As an employee, dismissal must be conducted according to the labour laws of the province/territory in which the Treasurer resides.

The Treasurer shall:

1. be the Trustee of the Federation funds and securities and deposit all moneys and other valuable effects in the name and to the credit of the Federation
2. pay all accounts for which receipts have been submitted with cheques drawn on the bank account of the Federation countersigned by the President or Vice President
3. keep a record of all financial transactions of the Federation which includes:
 - a) maintaining a complete set of accounting records using computer accounting software in accordance with accepted accounting principles
 - b) performing a monthly bank reconciliation
 - c) producing a monthly financial statement which includes the budget for the fiscal year, revenue and expenditures to date and a Statement of Fund Balances. All monthly financial statements shall be sent to the President, Past President, Vice Presidents and members of the Finance Committee. In addition, the monthly financial statements for August, November, February and May shall be sent to the First and Second Delegates and all Committee Chairs
 - d) Receiving payments directly from advertisers in "The Canadian Music Teacher" and all other payments from CFMTA/FCAP projects
 - e) presenting all records to an accounting firm which has been authorized by the Executive, submitting a summary of the Audited Financial Statement for publication in "The Canadian Music Teacher"

4. be responsible for submissions to the Canada Revenue Agency (CRA):
 - a. including payments to the Receiver General of the GST, the government filing fee, Federal and Provincial/Territorial Income Tax, CPP, EI and Holiday Pay for employees
 - b. including filing the Registered Charity Information, reports regarding Trust Funds, the Public Information return and Notice of Officers
5. be responsible for:
 - a) purchasing office supplies
 - b) purchasing Directors and Officers Insurance
 - c) purchasing GICs for each of the Funds researching to obtain the most favourable interest rates
 - d) providing the Finance Committee with information when requested
6. be responsible for the financial aspects of Canada Music Week including but not limited to:
 - a) issuing Tax Receipts to Donors donating over \$25.00 to the Canada Music Week program after receiving documentation of the appropriate expenditure.
 - b) payment of adjudicator's fees
 - c) receiving the CFMTA/ FCAPM Student Composer Competition entry fees
 - d) payment of prizes to winners
7. be responsible for the financial aspects of the Young Artist Program including but not limited to:
 - a) issuing Tax Receipts to Donors donating over \$25.00 to the Young Artist Program after receiving documentation of the appropriate expenditure
 - b) paying the Young Artist honoraria, travel and other expenses
 - c) payment of advertising posters
 - d) receiving the CFMTA/FCAPM portion of revenue from the Young Artists' Tours
 - e) receiving the Young Artist Financial Statement from each tour by January 15 of the following year

8. be responsible for the financial aspects of Awards and Competitions including but not limited to:
 - a) receiving the National Piano Competition entry fees
 - b) payment of prizes for the National Piano Competition and the Memorial Pedagogy Award
 - c) inform provinces/territories of their portion of travel expense for competitors
9. provide a telephone with voicemail, a personal computer with internet connection and a printer for conducting the business of the CFMTA/FCAPM
10. will be in contact with all Chairpersons with a proposed budget for their projects by April 15th

Provincial/Territorial Delegates

Each Delegate to the CFMTA/FCAPM from each Provincial/Territorial Registered Music Teachers' Association admitted to the Federation shall be member of the Executive Committee. Each delegate shall attend all Executive Committee, Annual General, and Special meetings of the CFMTA/FCAPM.

Each Delegate to the CFMTA/FCAPM shall:

1. serve as an ambassador for the CFMTA/FCAPM
2. prepare for the CFMTA/FCAPM meetings by
 - a) ensuring that the Secretary-Treasurer is notified of your CFMTA/FCAPM Delegate status including complete address, telephone and email address
 - b) making cost-effective travel arrangements
 - c) making timely travel arrangements so as to be present for all CFMTA/FCAPM meetings and social functions.
 - d) discussing with your Provincial/Territorial Association any resolutions to be presented at the CFMTA/FCAPM meetings garnering voting instructions from your province/territory.
 - e) familiarizing yourself with the CFMTA/FCAPM Bylaws, Policies and Procedures Manual, Minutes of the previous CFMTA/FCAPM meetings and all the CFMTA/FCAPM Reports for the current year.
 - f) acknowledging receipt of the CFMTA/FCAPM Reports and emails.
 - g) familiarizing yourself with the CFMTA/FCAPM quarterly Financial Statements and the CFMTA/FCAPM Audited Financial Statement.
 - h) bringing all pertinent material to the CFMTA/FCAPM meetings: CFMTA/FCAPM Bylaws, the CFMTA/FCAPM Policy and Procedures Manual, Reports, Resolutions, and the Agenda.
3. be prepared to serve on the CFMTA/FCAPM Ad Hoc Committees, as required
4. participate in discussion and decision-making, react to ideas and ask questions
5. foster an atmosphere of congeniality and cooperation among the Officers, Delegates, and Committee Chairpersons
6. present Provincial/Territorial archival material to the CFMTA/FCAPM Archivist

7. maintain confidentiality regarding business conducted at the CFMTA/FCAPM meetings until the receipt of the Minutes
8. report the CFMTA/FCAPM business to your Provincial/Territorial Association following receipt of the CFMTA/FCAPM Minutes

The 1st Delegate shall:

1. prepare an annual Provincial/Territorial Report which is to be submitted to the Editor of “The Canadian Music Teacher” and the CFMTA/FCAPM Secretary/Treasurer by April 1

Bylaw Chairperson

The Bylaws Chairperson shall be in charge of the CFMTA/FCAPM bylaws and Policies and Procedures and submit an Annual Report. The Bylaws Chairperson shall be a member of the CFMTA/FCAPM and attend the Annual Executive Committee Meeting when required

The Bylaw Chairperson shall:

- 1) be responsible for creating, amending, and presenting for approval the Bylaws of the Federation
- 2) review the Bylaws of the CFMTA/FCAPM by December 1 of each year and notify the President if any changes should be submitted to the members of the Executive Committee and Provincial/Territorial Secretaries, by January 15 of the following year
- 3) present the proposed Bylaw amendments to the Executive Committee for approval as circulated
- 4) submit the proposed Bylaw amendments to Corporations Canada, Industry Canada, 9th Floor, Jean Edmonds Towers South, 365 Laurier Avenue West, Ottawa, Ontario K1A 0C8 Phone 1-866-333-5556
- 5) be responsible for creating, revising and presenting the material in the CFMTA/FCAPM Policies and Procedures Manual for approval
- 6) contact, by January 15, each of the members whose term of office is expiring in July for their input on changes to their portfolio and make changes to the Job Descriptions based on the input received
- 7) make available the updated copy of the Job Descriptions to the Nomination Chairperson by February 28 for dispersal with the Nomination Forms
- 8) review the Policies and Procedures Manual by March 1 of each year for any other necessary revision and submit the new Manual to the Secretary for by June 1
- 9) present any proposed revisions to the Policies and Procedures Manual to the Executive Committee for approval
- 10) hold office for one term of two years, with re-election possible for further two year terms

Nominations Chairperson

The Past President or a person appointed by the Executive Committee shall serve as Nominations Chairperson for elections to be held at the Annual Executive Committee meeting. The Nominations Chairperson may not let his/her name stand for any office.

The Nominations Chairperson shall:

1. circulate by March 15 of each year, a Notice of Election to the Provincial/Territorial Presidents, Provincial/Territorial Secretaries, and the Officers and Delegates of the CFMTA/FCAPM Executive Committee which includes a list of the positions for which nominations shall be accepted.

In even numbered years, the positions include:

- a) Canada Music Week Chairperson
- b) Bylaws Chairperson
- c) Archivist
- d) Competitions and Awards Chairperson
- e) Professional Development Chairperson
- f) Public Relations and Marketing Chairperson

In odd numbered years, the positions include:

- a) President
 - b) Vice President
2. The Nomination Chairperson shall circulate nomination forms and shall receive all completed nomination forms, which have been signed by both the Nominee and the Nominator, by the Closing Date of May 1 or as otherwise specified, set forth in the Notice of Election.
 3. ascertain the eligibility of the nominees for President and Vice President to ensure that the nominees for these positions comply with the provisions made in the current bylaws
 4. circulate the names of the nominees with the agenda for the Annual Executive Committee meeting
 5. conduct the elections of officers and chairpersons at the Annual Executive Committee meeting. Nominations may be received from the floor. However, the person nominated must be present and indicate his/her willingness to stand for election. The Nominations Chairperson shall ask three times for any further nominations. Ensure each province receives 2 votes only

6. provide 2 ballots per province for the vote unless the positions are filled by acclamation
7. appoint scrutinizers to count the ballots and ensure that the ballots are then destroyed by motion
8. inform the successful nominees that their term of office begins at the end of the Annual Executive Committee meeting
9. As the Secretary/Treasurer of the CFMTA/FCAPM and "The Canadian Music Teacher" Editor may be employees of the CFMTA/FCAPM, the Nominations Chairperson shall send out a request for resumes in application for these positions when necessary.

Public Relations and Marketing Chairperson

The Chairperson of Public Relations and Marketing shall be elected by the Executive Committee from the CFMTA/FCAPM membership to direct all phases of Public Relations and Marketing for the CFMTA/FCAPM.

The Public Relations and Marketing Chairperson shall:

1. be responsible for establishing an ongoing relationship with musical organizations such as the Royal Conservatory of Music, Conservatory Canada, the National Conservatory of Music and any nationally recognized school of music
2. shall meet with the Royal Conservatory of Music and Conservatory Canada on a yearly basis to discuss common issues
3. represent the CFMTA/FCAPM in other partnerships such as the Music Teachers National Association in the United States
4. be responsible for establishing a protocol for attracting new members
5. act as the liaison between the CFMTA/FCAPM and the universities and colleges offering music programs
6. be responsible for submitting advertising of the CFMTA/FCAPM in other musical organizations newsletter such as the National Festival Association and CMEA
7. act as the liaison between the CFMTA/FCAPM and the provincial/territorial associations to create a unified image
8. submit an Annual Report at the Annual Executive Committee meeting and submit reports when necessary, to be printed in "The Canadian Music Teacher"
9. submit receipts for expenses within budget
10. attend the CFMTA/FCAPM Executive Committee and Annual General Meetings as required
11. hold office for one term of two years, with re-election possible for further two year terms

Professional Development and Research Chairperson

The Professional Development and Research Chair shall be elected by the Executive committee from the CFMTA/FCAPM membership to act as a communicator of professional development available to the CFMTA/FCAPM membership

Responsibilities

The Professional Development and Research Chairperson shall:

1. form a committee to assist in the dissemination of professional development opportunities of interest to the membership
2. submit articles and reports on current activities pertaining to professional development and research to the CMT and the website
3. promote professional development and research among the members
4. be responsible for organizing professional development and research components on the website in consultation with the webmaster
5. be responsible for establishing communication regarding professional development and research with other music education organizations such as CMEA, MTNA and ISME.
6. submit an Annual Report to the Annual Executive Committee meeting
7. hold office for one term of two years with re-election possible for a further two year term

Canada Music Week Chairperson

The Chairperson of Canada Music Week shall convene all activities on behalf of the CFMTA/FCAPM with respect to Canada Music Week and the Student Composers Competition. The Chairperson shall assume a role of leadership on any committee regarding Canada Music Week. The cost for travel to Executive and Annual General Meetings will be budgeted and paid for by CFMTA/FCAPM.

Responsibilities

The Canada Music Week Chairperson shall:

1. Be responsible for Canada Music Week (CMW) including but not limited to:
 - a) Contacting the provinces/territories for the name of the current CMW Coordinator
 - b) Requesting a report of CMW activities from the Provincial/Territorial CMW Coordinators
 - c) Providing “The Canadian Music Teacher” Editor with the following information for the Canada Music Week edition by August 15:
 - i. aims of Canada Music Week
 - ii. a list of the Provincial/Territorial CMW Coordinators and picture of the National Chairperson.
 - iii. the CMW art work for promotional material and the magazine cover
 - iv. the order form for CMW supplies
 - v. the CMW poster
2. Be responsible for the CFMTA/FCAMP Student Composer Competition including but not limited to:
 - a) providing “The Canadian Music Teacher” Editor with the following information for the Canada Music Week edition by August 15:
 - i. competition regulations, categories and entry form
 - ii. a list of Provincial/Territorial competition winners and their teachers
 - iii. bios and pictures of the National competition winners and parts of their winning composition

- b) selecting an adjudicator for the National competition which includes:
 - i. discussion of the adjudicator's duties
 - ii. deadline for the adjudication
 - iii. the format for the written adjudication
 - iv. remuneration
 - v. discussion of the criteria for the Helen Dahlstrom Award
 - c) receiving the provincial/territorial competition winners' entries and forwarding them to the adjudicator
 - d) sending the competition entry fees to the CFMTA/FCAPM Treasurer
 - e) sending a letter of congratulations and their adjudication to the First Place winners with a request for a bio and photo of themselves for inclusion in "The Canadian Teacher" magazine and the CMW Scrapbook
 - f) sending a letter of congratulations and their adjudication to the Second Place winners indicating that their names will be included as winners in "The Canadian Music Teacher" magazine
 - g) send a list of winners' names and addresses to the CFMTA/FCAPM Secretary The Secretary will affix their signature and the CFMTA/FCAPM seal to the certificates and mail them along with the cheques to the winners during Canada Music Week
 - h) notifying Provincial/Territorial CMW Coordinators of the results of the National competition
 - i) sending a copy of "The Canadian Music Teacher" magazine to the National competition winners
 - j) keep the CMW Scrapbook up to date
3. Be responsible for administering Call for Compositions, the Helen Dahlstrom Award and the annual promotion, administration and awarding of the Bill Andrews Award and other related projects.
 4. Will discuss with Treasurer the proposed budget for the upcoming fiscal year and submit the budget to the Finance Chairperson by May 1
 5. Provide updates to the CFMTA/FCAPM A website in order to keep all information about Canada Music Week activities, the CFMTA/FCAPM Student Composer Competition and the Helen Dahlstrom Award current
 6. Submit receipts for expenses when submitted

7. Submit an Annual Report for the Annual Executive Committee meeting
8. Attend the CFMTA/FCAPM Executive Committee and Annual General Meetings
9. Receive and be a catalyst for new ideas for Canada Music Week

National Young Artist Tour Chairperson

The Past President or a person appointed by the Executive Committee shall serve as the National Young Artist Chairperson. The National Chairperson shall coordinate with the Regional Young Artist Chairpersons to facilitate the tours which take place ~~in even numbered years~~.

The National Young Artist Chairperson shall:

1. contact the provinces/territories for the names of the Regional Young Artist Tour Chairpersons
2. request the following information from the Regional Young Artist Tour Chairpersons
 - a) the names of each selected Young Artist and the details of their proposed tours
 - b) a financial statement which includes revenue and expenses from each tour concert be sent to the Secretary Treasurer
 - c) a complete report including comments or concerns regarding the whole tour
3. Inform the Regional Young Artist Tour Chairperson to search for the lowest travel costs, including contacting the CFMTA/FCAPM travel agent
4. Confirm with the Secretary Treasurer that all bills and revenue have been submitted by the determined deadline – May 15
5. Will discuss with Treasurer the proposed budget for the upcoming fiscal year and submit budget to the Finance Chairperson by May 1st
6. Prepare an Annual Report
7. Notify the Regional Young Artist Tour Chairpersons of any changes in policy for the tours
8. Provide updates to the website in order to keep all information about the Young Artist Tours current

Regional Young Artist Tour Chairperson

The Young Artist Tours is a CFMTA/FCAPM program which is held across the country in the Atlantic Region, Ontario, Western Region, British Columbia, Alberta and Nova Scotia. Each Tour is managed by the Regional Young Artist Chairperson.

Responsibilities

The Regional Young Artist Chairperson shall:

1. Arrange for the printing of concert posters
2. Provide each Branch hosting a Young Artist Concert with concert posters
3. Provide each Branch hosting a Young Artist Concert with the Young Artist bio and performance program
4. Search for the lowest travel costs for the Young Artist and Collaborative Artist, including contacting the CFMTA/FCAPM travel agent
5. Send a financial report including all revenues and expenses to the CFMTA/FCAPM Secretary Treasurer by May 15th
6. Send a Young Artist Tour report to the National Young Artist Tour Chairperson including any comments or concerns regarding the Tour

Host Branches for the Young Artist Tour

The Host Branch shall:

1. Be responsible for accommodation for one night for the Young Artist and Collaborative Artist
2. Be responsible for meals for the Young Artist and Collaborative Artist during their stay
3. Arrange for the rental of a concert facility, tuning of the piano and any other physical arrangements necessary
4. Arrange for the distribution of posters and for TV, radio, and newspaper advertising
5. Arrange for the printing and distribution of the concert program
6. Submit a Financial Report for the concert to the Regional Young Artist Chairperson along with a cheque for \$75 or 50% of the net proceeds whichever is higher by May 15th

Awards and Competitions Chairperson

The Competition and Awards Chairperson shall direct all phases of the CFMTA/FCAPM Competition and Awards including but not limited to the National Piano Competition and the Memorial Pedagogy Award.

The Competition and Awards Chairperson shall:

1. Be responsible for the organization of and execution of the National Piano Competition which includes but is not limited to the following:
 - a) create, revise and present the competition rules to the Executive Committee for approval
 - b) contact “The Canadian Music Teacher” Editor and the Website Manager to see that the approved competition rules are printed
 - c) provide each province/territory with an outline of their responsibilities regarding their National Piano Competition competitor which includes but is not limited to the following:
 - i. send a completed registration form, list of repertoire, a photo and a cheque for the registration fee by the deadline to the CFMTA/FCAPM Competition and Awards Chair. Late entries will not be accepted
 - ii. submit a list of competitors’ information to the Secretary/Treasurer
 - d) liaison with the CFMTA/FCAPM Convention committee and the Chairman of the Finance Committee
 - e) receive the competitor’s completed registration form which includes all personal details as a timed list of repertoire, their resume and a photo
 - f) check each competitor’s registration form and repertoire list for eligibility to compete.
 - g) Contact all competitors with:
 - a) Details of the competition
 - b) Rules and expectations while at the competition
 - c) Instructions for contacting CFMTA/FCAPM travel agent.
 - d) Information regarding accommodation options
 - e) Information as required and as it comes available regarding their dates and time for practices, semifinals and final rounds. Order of competition will be chosen by open draw at beginning of the convention.

- h) notify the province/territory if the representative is ineligible to compete
 - i) contact the Webmaster to list the competitor's repertoire on the website
 - j) provide the Convention committee with the list of repertoire, resumes and photos of the competitors for printing
 - k) arrange for the printing of participation certificates for the competitors including a list of the competitors
 - l) arrange to meet competitors at the beginning of the Convention
 - m) practice and performance times shall be determined by an open draw
 - n) supervise or arrange for supervision of the competitor's practice time which has a time limit
 - o) send a letter to the judges outlining the rules of the competition, the list of repertoire for each competitor, and the procedure for judging the competition
 - p) submit winners names to Secretary/Treasurer so cheques can be prepared to forwarded to winners
 - q) act as Master of Ceremonies for the competition or appoint an alternate
 - r) award prizes to the successful competitors, including arranging for donors to present their prizes
2. provide a list of responsibilities for the National Piano Competition to the Provincial/Territorial Convention committee which includes but is not limited to the following:
- a) a venue for preliminary rounds and the final round for the competition
 - b) secure three judges
 - c) recently tuned pianos for both rounds of the competition as well as for practice
 - d) a sound system and podium
 - e) printing and sale of tickets
 - f) printing of the programs
 - g) arrange for a display of photos and resumes of the competition competitors
 - h) Provide a token of appreciation to be presented to competitors on Awards/Finals evening

- i) advertising the final round of the competition to the public
 - j) provide practice pianos for competitors, in addition to practice time on the competition piano
 - k) provide volunteers for each of the following positions which have been outlined in the Convention Handbook:
 - i. Green Room Host
 - ii. Back Stage Runner
 - iii. Music Librarian
 - iv. Judge Liaison
 - v. Timer
 - vi. Front of the House
 - vii. Competitor Liaison
 - viii. Practice Room Supervisor
 - ix. Tabulators
3. be responsible for the administration of the Memorial Pedagogy Award including but not limited to the following:
 - a) advertise the Award in “The Canadian Music Teacher” and on the CFMTA/FCAPM Website, including the application form
 - b) contact Provincial/Territorial Presidents about the Award and include an application form
 - c) accept applications
 - d) determine the winner
 - e) send a letter of congratulations to the winner
 - f) contact the Secretary Treasurer to send a cheque to the recipient
 - g) announce the winner in “The Canadian Music Teacher” and on the CFMTA/FCAPM website
 4. provide updates to the CFMTA/FCAPM webmaster at least every six months
 5. shall apprise the President and Finance Chair of financial arrangements between the Convention Committee and the Competition and Awards Chairperson regarding jurors travel costs before contracts are signed
 6. contracts should only be signed after consultation and agreement with the CFMTA/FCAPM President, Secretary/Treasurer and Competition and Awards Chair. Copies of the contracts should be forwarded to the Secretary/Treasurer for filing.
 7. Contact donors by mail in the Spring to have their donations sent to the Secretary/Treasurer Be sure to enclose a self-addressed stamped envelope for the

convenience of the donor Following the competition, inform donors of the names of the recipients of their awards and send to donor.

8. attend the CFMTA/FCAPM Executive Committee and Annual General Meetings if required
9. hold office for one term of two years, with re-election possible for further two year terms

Archivist - To be moved to Secretary/Treasurer/Administrator description

The role of the Archivist is to preserve the history of the CFMTA/FCAPM through the collection of data and regular submissions to the Music Department of the National Library in Ottawa. The Archivist shall be a member of the CFMTA/FCAPM and attend Executive Committee Meetings when required.

The Archivist shall:

1. keep in contact with the National Library regarding the types of submissions they will accept, the dates for submissions and new regulations
2. make regular submissions to the National Library according to their directives, whether annually or at other set periods
3. collect and preserve data of the CFMTA/FCAPM in the form required by the National Library including but not limited to:
 - a) annual reports
 - b) programs from Young Artist Competitions and Recitals and from the National Piano programs from Young Artist Competitions and Recitals and from the National Piano
 - c) editions of "The Canadian Music Teacher"
 - d) materials from CFMTA/FCAPM Conventions
 - e) search for information as requested by the Executive Committee
4. provide a report for the Annual Executive Committee meeting
5. hold office for one term of two years, with re-election possible for further two year terms

Webmaster - To be moved to Secretary/Treasurer/Administrator description.

The Webmaster shall be appointed by the Executive Committee from within the CFMTA/FCAPM membership or from outside the membership to oversee the CFMTA/FCAPM website. The Webmaster shall attend the Annual Executive Committee meeting when required.

The Webmaster shall:

1. keep up-to-date information with regards to the following:
 - a) about us
 - b) membership
 - c) Provincial/Territorial Associations
 - d) Executive Committee Meetings
 - e) Annual General Meetings
 - f) CFMTA/FCAPM Conventions
 - g) CFMTA/FCAPM Awards and Competitions
 - h) professional development
 - i) appropriate links
2. respond to inquiries or forward to the appropriate person
3. submit site listing to search engines
4. receive an honorarium which is determined by the Officers and Finance Committee and approved by the Executive Committee
5. provide a report for the Annual Executive Committee meeting
6. hold office for one term of two years, with re-election possible for further two year terms

“The Canadian Music Teacher” Editor

“The Canadian Music Teacher” Editor shall be contracted for two years by the Executive Committee of the Canadian Federation of Music Teachers’ Associations. “The Canadian Music Teacher” Editor shall receive a salary and advertising commission which shall be determined by the Officers and Finance Committee and approved by the Executive Committee. “The Canadian Music Teacher” Editor shall promote a good relationship between the CFMTA/FCAPM and the provinces/territories as well as between the CFMTA/FCAPM and the advertiser by initiating regular communication with them and being responsive to contacts by them.

Salary Table

The Editor of “The Canadian Music Teacher” would receive annually:

1. For magazine articles, submissions and advertising gathering only - \$3600.00

OR

2. For magazine articles, submissions, and formatting - \$6600.00
15% on all advertising contracts, whether new, referred, or renewed

“The Canadian Music Teacher” Editor shall:

1. publish three magazines annually:

a) Canada Music Week	Deadline: August 15	Publication Date: October 1
b) Winter Edition	Deadline: December 1	Publication Date: January 15
c) Spring Edition	Deadline: April 1	Publication Date: May 15
2. make the decision on the content for each issue which includes but is not limited to:
 - a) articles and features, making contact with contributors and seeking permission copyrighted. Articles promoting a product or service must be supported by a paid ad
 - b) the relevant information about the Federation and its workings including promotion of and reporting on annual meetings and conventions, information on upcoming competitions, awards applications, donation forms, and any provincial/territorial information of interest
 - c) the current information regarding Canada Music Week and the CFMTA/FCAPM Student Composer Competition which is supplied by the Canada Music Week Chairperson for the Canada Music Week edition
 - d) book reviews by teachers across the country of materials provided by publishers.
 - e) act as a communication’s liaison to the provinces/territories with regard to trends events in Canadian music

3. determine the companies necessary to produce the CFMTA/FCAPM Magazine taking into consideration the following:
 - a) the price quoted to do the job
 - b) the quality of the work as evidenced by examples
 - c) a perceived favorable working relationship
 - d) promptness in reply
 - e) attention to completion deadlines
4. enter the material as it arrives into a text file that can be sent to the design company or prepare the layout themselves
5. be responsible for procuring advertising from Universities, Music Schools, and companies related to providing goods and services to music educators across Canada providing advertisers with a Rate Card which outlines the following:
 - a) pricing policy including the three-edition package
 - b) prepayment requirements
 - c) cheques are to be made out to the CFMTA/FCAPM and remitted to the CFMTA/FCAPM Secretary/Treasurer
 - d) deadlines for the submission of their advertising
6. arrange to have the magazine proofread by the President prior to publication
7. order a reasonable number of extra copies of the magazine for new members
8. be reimbursed for office supplies, long distance telephone calls, and postage upon submission contact the CFMTA/FCAPM Secretary before each magazine publication date to receive the current CFMTA/FCAPM membership list. Each province/territory is to submit an accurate, updated Membership list to the CFMTA/FCAPM Secretary by the deadline dates of the CFMTA/FCAPM magazine
9. discuss with Treasurer the proposed budget for the upcoming fiscal year and submit the budget to the Finance Chairperson by May 1
10. attend the CFMTA/FCAPM Executive Committee and the Annual General meetings
11. provide a telephone with voicemail, a personal computer with internet connection and a printer, and a fax machine for conducting the business of "The Canadian Music Teacher" Magazine
12. be reimbursed for office supplies, long distance telephone calls, and postage upon submission

13. Contracts must only be signed after consultation and agreement with CFMTA/FCAPM President, Secretary/Treasurer and the Editor Copies of the contracts should be forwarded to the Secretary/Treasurer for filing
14. Forward all files regarding the magazine to the Secretary/Treasurer after completion of each issue.

Finance Committee

The Finance Committee shall consist of three members: the Vice President of the CFMTA/FCAPM who shall serve as Chairperson and two committee members from the Executive Committee who shall be appointed by the President for a two-year term with a possible appointment for other two-year terms.

The Finance Committee shall:

1. prepare a balanced budget in consultation with the Treasurer for the upcoming fiscal year and present it for approval at the Annual Executive Committee meeting
 - a) the Young Artist Program, and Awards & Competitions must be submitted by May 1 to the Finance Committee for the upcoming fiscal year
 - b) the budget must include the following funds: Operating, Young Artists, Canada Music Week, Awards & Competitions
 - c) the budget should make provisions for any new initiatives that may be approved by the Executive for the upcoming fiscal year
 - d) the province/territory hosting a CFMTA/FCAPM Convention must submit an operating budget to the Finance Committee for approval at least 18 months prior to the Convention. This approval will be given within one month of the proposed budget being submitted with an email from the Financial Chair of the CFMTA/FCAPM stating that approval has been given.
2. Monitor the financial situation of the Association through monthly computer-generated accounting financial statements which include a balance sheet
3. Oversee the management of the Associations' investments, in consultation with the Secretary/Treasurer, and present an investment plan for the upcoming year to the Executive Committee for approval
4. Review the audited financial statement and present the audited financial statement to the Executive Committee for approval.
5. Request approval from the CFMTA/FCAPM Executive Committee, any single expenditure exceeding \$500 which is not included in the budget.

Editorial Committee

1. The Committee would consist of the Editor and 4 members from various areas of Canada. Each of the 5 members would have 1 vote
2. A distinction should be made between
 - a) Articles submitted by the author
 - b) Articles reprinted with permission from the author/or publication
 - c) Reports of events

Articles submitted by the author would be subject to the rules below. Reprinted articles would be voted on by the Committee and either accepted or rejected in their entirety (no editing would be done) The Editor would be responsible for obtaining appropriate permission to publish.

Reports of Events would always be accepted, but subject to editing for brevity. The Editor reserves the right to decide on what photographs will appear in reports of events

3. The same procedure could be followed for all submitted articles. The Editor would act as chairperson, and
 - a) receive and distribute articles to the other Committee members for their review
 - b) tally the votes and let each Committee member know the decision (in the case of a tie the editor casts the deciding vote)
4. If the Committee votes to reject an article, the author will be advised immediately, but encouraged to submit other articles in the future. Where appropriate, the reason for non-acceptance could be mentioned (e.g. not appropriate subject matter)
5. If the Committee votes to accept an article, the author will be advised by the Editor that his/her article will appear in a future edition. (it will be up to the Editor to decide which edition)
6. Each accepted article could be “assigned” to a Committee member for editing, or Committee members could volunteer to edit articles that suit their particular interest or area of expertise. This Committee member would be asked to consult with the author regarding editing suggestions.
7. After the editing is completed, each Committee member would have an opportunity to proof-read the article again before publication.
8. In an “Invitation to Submit Articles” the Editor should be encouraged to state that accepted articles will be edited for ‘brevity and grammar’ (so that authors will be expecting f this process)

Ad Hoc Committees

An ad hoc committee may be formed at any time as requested by the President. The committee shall consist of at least three members from the general membership. The Chairperson, who is a member of the Executive Committee, shall be appointed by the President.

The ad hoc committee shall:

1. be given clear and specific terms of reference by the President.
2. be given a date by which time the report is to be submitted to the Officers where the report will be reviewed and any modifications made before the report is presented to the Executive Committee.

Canada Music Week Competitions

Student Composer Competition

Creative music writing competitions take place annually at both the provincial and national level. These competitions are meant to foster and encourage composition among Canadian music students.

The CFMTA Student Composer Competition is a national competition for First Place Winners of Provincial composition competitions. Scholarships are awarded to winners in each category, and the Helen Dahlstrom Award in the amount of \$250 is given annually to the best national composition as selected by the jury. Helen Dahlstrom was the founder of Canada Music Week®.

Entries are submitted by Provincial Canada Music Week® Coordinators for Canada-wide judging before June 1. Students interested in this competition are encouraged to contact their provincial representatives for information and deadlines for entering their provincial competitions. Contestants must be a student of a current member of the Registered Music Teachers' Association.

Student Composer Competition Rules and Regulations

1. A student may enter more than one composition and more than one class but only one prize will be awarded to any individual.
2. The contestant must be eligible in his chosen age group as of June 1 of the Competition Year.
3. Each entry is assumed to be the original work of the individual whose name appears on the entry form attached to the manuscript. Any infraction of this regulation could result in the nullification of the offending entry.
4. First Place winning compositions will not be returned to the contestant after judging.
5. All rights to his/her original work will be retained by the contestant, but winning compositions may be displayed or employed by the CFMTA/FCAPM A for publicity purposes after consultation with.
6. **Only One First Place winning manuscripts at the Provincial/Territorial level** may be forwarded by the Provincial/Territorial Canada Music Week Coordinator to the CFMTA/FCAPM office before June 1 of the Competition Year, in order to be included in the Canada-wide judging.
7. The contestant must be a student of a current member of the CFMTA/FCAPM
8. All manuscripts should be neat and legibly written in black ink, in regulation manuscript size: including all necessary details of dynamics, editing and tempo, with every 10th bar

numbered Manuscripts printed by computers are permitted. It is advisable to retain your original copy your submitted work.

9. **Only entries with name and address clearly printed in block letters will be accepted.**
10. The judge's decision is final and no correspondence will be entered into after final judging.
11. Any entrant who moves after June 1 of the Competition Year must advise the CFMTA/FCAPM Secretary/Treasurer of their change of address, including postal code.
12. The winner's cheque must be cashed within thirty days of receipt.
13. Any entry fee must accompany each composition submitted for Canada-wide judging.
Category A: \$15.00 Category B: \$25.00 Category C, D & E: \$35.00
14. Prizes will not be awarded if the adjudicator feels the standard has not been achieved.

Student Composer Competition Awards

COMPOSERS MAY SUBMIT ENTRIES UNDER THE FOLLOWING CATEGORIES:

8 YEARS AND UNDER – PREPARATORY

CLASS 1 To write an original composition for solo instrument or any combination of instruments **\$50 AWARD**

CLASS 2 To write an original composition for voice, with or without accompaniment **\$50 AWARD**

11 YEARS AND UNDER – CATEGORY A

CLASS 1 Same as 8 YEARS AND UNDER **\$100 AWARD**

CLASS 2 Same as 8 YEARS AND UNDER **\$100 AWARD**

15 YEARS AND UNDER – CATEGORY B

CLASS 1 To write an original composition for solo instrument or any combination of instruments **\$200 AWARD**

CLASS 2 To write an original composition for voice, with or without accompaniment **\$200 AWARD**

19 YEARS AND UNDER – CATEGORY C

CLASS 1 To write an original composition for any instrument or any combination of instruments, or voice(s) or combination of voice(s) and instruments with accompaniment when accompaniment is necessary for the performance. **\$300 AWARD**

OPEN – CATEGORY D

CLASS 1 Same as 19 YEARS AND UNDER **\$400 AWARD**

THE HELEN DAHLSTROM AWARD – named for Helen Dahlstrom, the founder of Canada Music Week and Honorary President of CFMTA/FCAPM, 1999 -

The Helen Dahlstrom Award is awarded annually to the best national composition as selected by the jury. **\$250**

The Bill Andrews Award

The Bill Andrews Award was presented for the first time for Canada Music Week in November of 2008. The purpose of the Bill Andrews Award is to encourage promotion and participation in Canada Music Week at the local branch level through Canada and help make it a truly national project.

Branches may apply for this award by submitting a report and budget for their upcoming Canada Music Week Celebration to the CMW Chairperson. The winning submissions will be chosen by a panel of judges and two branches will be chosen to receive the award each year. The winning branch(s) will submit an article about their event for publication in the "The Canadian Music Teacher".

\$250 PER WINNING BRANCH

We acknowledge the generous annual donation of Mr. Bill Andrews, a long-time teacher, musician and a supporter of CFMTA/FCAPM.

This award is dependent on Bill Andrews sending a donation in every year. Should something happen and Bill Andrews is unable to make a donation. CFMTA/FCAPM will reassess the program.

Call for Compositions

The competition is open to any Canadian resident.

Submissions must be new, unpublished pieces. The composer's name should not appear on the score.

A Canadian topic or theme is suggested.

The composition will be chosen by a selection committee from across Canada.

The copyright for the composition will be retained by the composer.

The chosen composition will be published, recorded and available to be downloaded for public use, from the CFMTA/FCAPM website until November 30, or employed by the CFMTA/FCAPM for publicity purposes after consultation with and agreement of the composer.

Submissions should be submitted as a PDF file. Please include a short composer biography, mailing address and telephone number.

Composers of the chosen compositions will be interviewed in the CFMTA/FCAPM newsletter, *The Canadian Music Teacher*, as well as receive recognition in all Provincial Registered Music Teachers newsletters.

National Piano Competition Rules and Regulations

1. The National Piano Competition is limited to Competitors studying at the undergraduate level or lower as of the date of application.
2. Competitors in the CFMTA/FCAPM National Semi-final competition must present a program consisting of the following:
 - a) One Canadian Solo Composition
 - b) One **complete** solos composition from the Classical or Baroque Period
 - c) A variety of shorter works to form a well-balance program

PRIZES

First Prize:	\$5,000.00
Second Prize:	\$3,000.00
Third Prize:	\$2,000.00

Dorothy Buckley Prize: for the best performance of a Canadian composition - \$500.00

Marek Jablonski Prize: for the best performance of a Chopin composition - \$1000.00

Willard Schultz Prize: to the performer who shows the most promise overall as a performing artist, in the opinion of the jury - \$1,000.00

Willard Schultz Prize: to the performer whose reading of Baroque music best communicates the intentions of the composer in the opinion of the jury - \$1,000.00.

******To be eligible for the Marek Jablonski prize, the program must include a work by Chopin. The Chopin and the Canadian winners will be decided at the semi-final round. No program changes are allowed to the repertoire list after the stated date

3. Three finalists will be selected from the semi-final competition to proceed to the Final Competition. Each finalist may repeat only **ONE** selection from the semi-final program. Time Limit: minimum 30 minutes to a maximum 45 minutes.
4. Competitors must be students of a Registered Music Teacher at the time of the application.
5. Each Provincial/Territorial Association will be responsible for the financial expenses incurred during the selection of its competitor. Each Provincial/Territorial Association may choose, by audition or otherwise **ONE** competitor who will represent their Province/Territory.

6. Each Provincial/Territorial Association will be responsible for the expense of its competitors' travel as prorated by the CFMTA/FCAPM, to and from the competition city. Travel for the Competitors is coordinated by the Competition and Awards Chairperson. Provincial/Territorial Associations are strongly encouraged to solicit Corporate Sponsorship.
7. Applications Forms accompanied by the Application Fee must be received by the Competition and Awards Chair at the address shown on the Application Form by the deadline date. Late applications will **NOT** be accepted under any circumstances. There will be no changes in repertoire permitted once submitted with application.
8. The competitors must submit with their Application Form, a separate typewritten list of their National Semi-final repertoire in order of performance with the exact time of each selection and a list of their National Final repertoire in order of performance including the exact time of each selection. Competitors must also submit a typewritten resume of approximately 100-150 words, eight and a half by eleven glossy professional photograph and a smaller photograph for "The Canadian Music Teacher" magazine.

Biennial Conventions

1. The CFMTA/FCAPM Convention shall be hosted in early July by a Provincial/Territorial Association or more than one Provincial/Territorial Association.
2. The CFMTA/FCAPM President shall sit on the CFMTA/FCAPM Convention Committee and shall offer assistance of the CFMTA/FCAPM as required.
3. The maximum length for a CFMTA/FCAPM Convention shall be five days with a four day Convention, Wednesday to Saturday recommended.
4. Once the location of the Convention has been determined, the Provincial/Territorial Association(s) shall submit a proposed budget including the \$10,000.00 loan to the Finance Committee of the CFMTA/FCAPM for approval. This approval will be given within one month of the proposed budget being submitted with an email from the Financial Chair of the CFMTA/FCAPM stating that approval has been given.
5. The CFMTA/FCAPM Convention Chair shall consult with the CFMTA/FCAPM Finance Chair regarding the Jury Fees to be paid for the National Piano Competition.
6. The CFMTA/FCAPM shall provide the Scholarships for the National Piano Competition.
7. Upon approval of the Convention budget, the CFMTA/FCAPM shall provide the Provincial/Territorial Association(s) with an unsecured, interest-free loan of \$10,000.00 which shall be repaid in full once all financial matters of the Convention have been concluded.
8. The CFMTA/FCAPM Convention Committee is encouraged to seek corporate funding for various aspects of the Convention.
9. The Provincial/Territorial Association shall set up a separate bank account for the Convention and shall notify the CFMTA/FCAPM Treasurer once all financial matters concerning the Convention have been concluded. If, after the CFMTA/FCAPM loan has been paid, the Convention has made a profit the Provincial/Territorial Association is entitled to retain sixty percent (60%) of the profits while returning forty percent (40%) of the profits to the CFMTA/FCAPM. If the Convention has suffered a loss, the Provincial/Territorial Association is responsible for forty percent (40%) of the loss while the CFMTA/FCAPM will absorb sixty percent (60%) of the loss.
10. If the Convention Fund shows a balance of \$20,000 or more, the surplus monies may be directed to other CFMTA/FCAPM Projects upon approval of the Finance Committee and subsequently the Executive Committee.

11. Officers of the CFMTA/FCAPM shall attend all the CFMTA/FCAPM Conventions and therefore Officers shall be reimbursed by the CFMTA/FCAPM upon the presentation of receipts for:
 - a) 100% of the accommodation costs for the nights of the Convention
 - b) 100% of the meal costs for the days of the Convention
12. The Convention fees for the Officers of the CFMTA/FCAPM and for the Convention Chairperson shall be waived.
13. The CFMTA/FCAPM fiscal policy for Conventions shall be outlined in the CFMTA/FCAPM Convention Handbook.
14. Apprise the President and Finance Chair of financial arrangements between the Convention Committee and the Competition and Awards Chairperson regarding clinician and jurors travel costs, before contracts are signed.
15. Contracts must only be signed after consultation and agreement with CFMTA/FCAPM President, Secretary/Treasurer and the Convention Committee. Copies of the contracts will be forwarded to the Secretary/Treasurer for filing.
16. All files regarding the convention must be forwarded to the Secretary/Treasurer after completion of each convention.

Young Artists

Young Artists must be studying with a Registered Music Teacher in order to be eligible for the tour. Auditions are held in the spring in each region and an artist is chosen from those auditioning. Frequently, if the winner of the audition is a vocalist or string player, then one of the pianists auditioning will be chosen to act as accompanist and will, probably, have a segment on the program for solo piano pieces. Professionals have also been used as accompanists. The majority of artists have been pianists but violinists, cellists and vocalists have also been selected for the tour. On one occasion a piano duo team was the Young Artists.

The tour has its national, regional and local conveners. Young Artists are billeted in private homes or stay in a local hotel. Travel expenses - plane, bus, private vehicle - and some advertising expenses are met by the CFMTA Young Artist Fund. The local sponsoring group looks after accommodation and all the requirements for a successful recital - recital location, advertising, tuning, reception, etc. Young Artists are also to be available to perform in schools and, if the local sponsoring group wishes, a qualified local artist can assist at the recital, though this hasn't occurred for some years. Recital dates usually have at least one day between concerts but due to recent developments in students study locations, it is sometimes only possible to hold concerts on weekends. Up to a few years ago, a Young Artist received a \$200.00 honorarium following completion of the tour. At present the performer receives \$100.00 per concert with a minimum of \$300.00 and a maximum of \$1000.00 per tour. Depending on the year, the Atlantic and Ontario tours have between 5 and 10 centers sponsoring the tour whereas the West has had up to 16.

The CFMTA Young Artist Fund is sustained by a levy of \$1.00 per CFMTA member, interest from a bequest by Lyell Gustin, and a \$75.00 return from each branch sponsoring a recital.