

*Frederick County  
Music Teachers Association*



*2021-2022  
Handbook*

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*The FCMTA website can be located by visiting [www.fcmta.info](http://www.fcmta.info) or [www.msmta.org](http://www.msmta.org) and clicking on the link for Local Associations. All information and forms for entering events will be available from these websites.*

## 2021-2022 FCMTA Membership Directory

**Yevgeniya (Jenny) Anderson,  
NCTM (piano)**  
Frederick Studio:  
1317 Orchard Way LL  
Frederick MD 21703  
301-693-9220  
[ms\\_yanderson@hotmail.com](mailto:ms_yanderson@hotmail.com)

**Nancy O'Neill Breth (piano)**  
3041 Sedgwick St.  
NW, #301  
Washington, DC 20008  
202-237-1525  
[nancy@brethstudio.net](mailto:nancy@brethstudio.net)

**Laurel Carroll (piano)**  
2738 Flintridge Drive  
Myersville, MD 21773  
571-336-5936  
[laurelnotes@gmail.com](mailto:laurelnotes@gmail.com)

**James DeWire (piano)**  
6821 Larkspur Square  
Frederick, MD 21703  
717-448-5691  
[jaydewire@gmail.com](mailto:jaydewire@gmail.com)

**Peggy Flickinger (piano, voice  
coach)**  
9190 Trammels Alley  
Libertytown, MD 21762  
301-676-1590  
[pflickinger6716@gmail.com](mailto:pflickinger6716@gmail.com)

**Patricia J. Franz (piano)**  
2605 Mill Race Road  
Frederick, MD 21701  
301-663-6197  
[patriciajfranz@gmail.com](mailto:patriciajfranz@gmail.com)

**Justin Furnia (piano)**  
232 E 2<sup>nd</sup> St. Apt 3  
Frederick, MD  
301-676-8801  
[jtfurnia@gmail.com](mailto:jtfurnia@gmail.com)

**Michael Galdo (piano, organ,  
choral)**  
11775 Armistead Filler Ln  
Lovettsville, VA 20180  
540-822-4184  
[galdomichael@gmail.com](mailto:galdomichael@gmail.com)

**Julianna Hayward (piano, ac-  
companying, group piano,  
chamber music)**  
2612 Island Grove Blvd  
Frederick, MD 21701  
864-704-7358  
[hayward.julianna@gmail.com](mailto:hayward.julianna@gmail.com)

**Nick IntVeldt (piano)**  
20612 Beaver Creek Rd.  
Hagerstown MD 21740  
301-302-7520  
[n.intveldt@myactv.net](mailto:n.intveldt@myactv.net)

**Alberta K. Issaq (piano)**  
8103 Clearfield Road  
Frederick, MD 21702  
301-694-8779  
[middlec@comcast.net](mailto:middlec@comcast.net)

**Sheila Jones (piano)**  
5639 Denfield Pl  
Adamstown, MD 21710  
301-874-6384  
[sheila\\_rose@msn.com](mailto:sheila_rose@msn.com)

**Emily Koons**  
47 Clover Dr.  
Littlestown, PA 17340  
301-788-0337  
[emilykkoons@gmail.com](mailto:emilykkoons@gmail.com)

**Amie LaPorte (piano)**  
628 Lee Pl  
Frederick, MD 21702  
[missamiepiano@gmail.com](mailto:missamiepiano@gmail.com)

**Jennifer Lipetzky  
(piano, early childhood music)**  
4118 Lomar Terr.  
Mt. Airy, MD 21771  
240-394-0517  
[jennysmusikstudio@gmail.com](mailto:jennysmusikstudio@gmail.com)

**David Loy (piano, voice, or-  
gan)**  
600 Knights Bridge Dr  
Hagerstown, MD 21740  
(301) 791-7730 (home)  
(301) 991-3354 (cell)  
[wloy313221@aol.com](mailto:wloy313221@aol.com)

**Melissa Mackley (piano)**  
16614 Buford Dr.  
Williamsport MD 21795  
301-223-9684  
[melmack92@gmail.com](mailto:melmack92@gmail.com)

**Christel Meyerle (piano, voice)**  
9339 Bishopgate Dr.  
Frederick, MD 21704  
301-874-2851  
[christel\\_meyerle@yahoo.com](mailto:christel_meyerle@yahoo.com)

**Gary L. Mullenax NCTM**  
18 Shady Lane  
Martinsburg, WV 25401-5277  
304-676-8344  
[garymullenax@aol.com](mailto:garymullenax@aol.com)

**Christine Pappas (piano)**  
10 Holder Court  
Boonsboro MD 21713  
301-639-7439  
[pianolady322@hotmail.com](mailto:pianolady322@hotmail.com)

**Kim Perseghin  
(piano, guitar, flute)**  
6621 Edgewood Rd  
New Market, MD 21774  
301-676-6809  
[kim@kimperseghin.com](mailto:kim@kimperseghin.com)

**Erin Ruth Petrella**  
8231-B Rocky Ridge Road  
Thurmont, MD 2188-1355  
610-984-5075  
[erinpetrella@gmail.com](mailto:erinpetrella@gmail.com)

**Tatjana Podjaski-Desler (piano)**  
6960 Snead Court  
Middletown, MD 21769  
301-682-4992  
[Tpd28@comcast.net](mailto:Tpd28@comcast.net)

**Bobbie Rastall, NCTM (piano)**  
6777 Sunnybrook Drive  
Frederick, MD 21702  
301-378-2278  
[bobbie@rastallmusic.com](mailto:bobbie@rastallmusic.com)  
Web: [rastallmusic.com](http://rastallmusic.com)

**Kim Roberts (piano)**  
8204 Greenvale Drive  
Frederick, MD 21702  
301-662-0376  
[rcker@yahoo.com](mailto:rcker@yahoo.com)

**Jennifer Rundlett (flute, flute choir)**  
5324 Ivywood Dr.  
N. Frederick, MD 21703  
(c) 240-675-0866  
(h) 301-663-8213  
[jrundlett@comcast.net](mailto:jrundlett@comcast.net)

**Toni Serini (piano, chamber music)**  
712-1/2 N. Market St Frederick,  
MD 21701  
410-553-5392  
[toniserini@gmail.com](mailto:toniserini@gmail.com)

**Karen Skelly (piano)**  
1341 Wheatley Drive  
Emmitsburg, MD 21727  
301-606-2264  
[tali2lacey@comcast.net](mailto:tali2lacey@comcast.net)

**Ida Mary Smith (piano, choral)**  
8408 Williams Drive  
Frederick, MD 21704  
301-693-8976  
[idasmakinmusic@gmail.com](mailto:idasmakinmusic@gmail.com)

**Opal J. Snyder (piano, organ)**  
11010 Green Valley Road  
Union Bridge, MD 21791  
410-775-2769  
[orangejuice1953@hotmail.com](mailto:orangejuice1953@hotmail.com)

**Cindy Taylor (piano)**  
904 Twin Oak Court  
Frederick, MD 21701  
[musicwithcindy@gmail.com](mailto:musicwithcindy@gmail.com)

**Susan A. Ward (piano, woodwinds)**  
5916 Broad Run Road  
Jefferson, MD 21755  
301-964-0900  
[jsclward@comcast.net](mailto:jsclward@comcast.net)

**Patricia Wnek (violin/viola)**  
9158 Landon House Lane  
Frederick, MD 21704  
[patriciawnek2@gmail.com](mailto:patriciawnek2@gmail.com)

**Miyako Zeng (piano)**  
7370 Hilltop Dr  
Frederick MD 21702  
301-846-4738  
[miyakoz@hotmail.com](mailto:miyakoz@hotmail.com)

## 2021-2022 Officers and Committees

### Elected Officers:

<i>President:</i>	<i>Peggy Flickinger</i>
<i>Vice President:</i>	<i>Christine Pappas</i>
<i>Secretary:</i>	<i>Karen Skelly</i>
<i>Treasurer:</i>	<i>Cindy Taylor</i>

### Committee Chairpersons:

<i>Halloween Recital:</i>	<i>Christine Pappas</i>
<i>Ensemble Festival:</i>	<i>Laurel Carroll</i>
<i>MSMTA Keyboard Musicianship Testing:</i>	<i>Laurel Carroll; Kim Roberts</i>
<i>Sonatina/Sonata Festival:</i>	<i>Jenny Lipetzky</i>
<i>MSMTA Music Theory Testing:</i>	<i>Karen Skelly</i>
<i>Nominating Committee:</i>	<i>TBD/January 2022</i>
<i>Librarian:</i>	<i>Nick IntVeldt</i>
<i>Clavier Companion Subscription:</i>	<i>Cindy Taylor</i>
<i>Historian:</i>	<i>Sheila Jones</i>
<i>MSMTA Newsletter:</i>	<i>Peggy Flickinger</i>
<i>FCMTA Handbook:</i>	<i>Peggy Flickinger</i>
<i>Online Media Committee:</i>	
	<i>Sheila Jones, Bobbie Raststall, Karen Skelly</i>
	<i>Webmaster: Nick IntVeldt</i>
	<i>Facebook Group: Jennifer Rundlett</i>
<i>Performance Trophy:</i>	<i>Nick IntVeldt</i>
<i>Advertisement/Membership:</i>	<i>Tatjana Podjaski Desler</i>
<i>Frederick Festival of the Arts:</i>	<i>Tatjana Podjaski Desler</i>

## ***FCMTA Monthly Meeting Schedule 2021-2022***

***Unless otherwise noted all meetings will be Hy-brid In-person/ZOOM platform***

- September 21 :        ***Business meeting***                      *Hy-brid In-person/ZOOM platform*  
Meet & Greet: 9:30-10:00    Meeting: 10:00-11:00  
Venue: \*7108 Fern Circle, Middletown, MD 21769
- October 12:            **Master Class: Digging Deeper**  
By Jay DeWire  
at Tatjana's: 6960 Snead Court, Middletown, MD 21769  
Meet & Greet: 9:30-10:00    Class: 10:00-11:30
- November 9:           **The Joy of Teaching Scales**  
Sharing get-together at Bobbie Rastall's  
bring your teaching idea's; handouts encouraged; demonstrations optional  
6777 Sunnybrook Dr., Frederick, MD 21702  
Meet & Greet 9:30-10:00    Class: 10:00-11:30
- November 14:        **MSMTA Conference**  
12:00 PM – 7:00 PM                      *ONLINE VIA ZOOM and FREE*
- December 14:        ***HAPPY HOLIDAYS!!***  
*Holiday Get-Together*                      *Venue: TBA*
- January 11:           ***Business Meeting***                      *Venue: \*Middletown U.M. Church*  
Meet & Greet: 9:30-10:00    Meeting: 10:00-11:00
- February 8:           **"Improv. 102 Lecture and Lab"**  
By Nick Int Velt  
Meet & Greet 9:30-10:00    Class: 10:00-11:30  
at Nick's 20612 Beaver Creek Rd., Hagerstown, MD 21740
- March 8:              **"Mapping: Shortcuts to Musical Understanding"**  
By Nancy Breth  
at Tatjana's: 6960 Snead Court, Middletown, MD 21769  
Meet & Greet 9:30-10:00    Class: 10:00-11:30
- April 12:              **"Time Management" 30 Minute Lessons"**  
Sharing get-together  
Meet & Greet 9:30-10:00    Class: 10:00 -11:30    Venue: TBA
- May 10:                ***Business Meeting***                      *Venue: \*Middletown U.M. Church*  
Meet & Greet: 9:30-10:00    Meeting: 10:00-11:00
- June 7 or 14:        ***End-of-year Potluck Party***                      *Venue: TBA*

## ***Student Events 2021-2022***

***The hosting of student events will be in accordance with the Frederick County Health Department recommended guidelines, in accordance with the recommended Center for Disease Control (CDC) considerations, and venue requirements. These will be continually evaluated throughout the year and decisions will be made with the health and safety of students, families, and teachers as the priority.***

***October 30, 2021***

***FCMTA Halloween Recitals***

*Recitals for students to perform Halloween-themed music*

***FCMTA Ensemble Festival***

***Cancelled***

***February 12, 2022***

***MSMTA Keyboard Musicianship Testing***

*State keyboard musicianship testing program*

*Local Associations will determine how to administer the test.*

***March 12 - 15, 2022***

***MSMTA Music Theory Testing***

*State theory testing program administered remotely.*

***TBA***

***FCMTA Sonatina/Sonata Festival***

*Festival for students to perform two pieces, one of which is a sonatina or sonata, in a formal recital setting and received written comments and evaluation*

***First Weekend in June***

***Frederick Festival of the Arts***

*FCMTA will have a booth to promote our organization. Music games and handouts for the public. We may have some time on the community stage for our students to perform.*

***Location: Carroll Creek Linear Park (Downtown Frederick)***

# ***FCMTA Halloween Recital***

**Chairperson:** Christine Pappas; Ida Smith

**Date:** October 30, 2021

**Location:** Christ Reformed United Church of Christ  
12 South Church Street, Middletown, MD 21769

**Time:** 1pm - 4pm

**Fee:** \$15.00 per student. Teachers please write **one check** from your studio (**payable to FCMTA**) for the total fees, and send to Cindy Taylor, 904 Twin Oak Court, Frederick MD 21701 by October 15, 2021. Or send money by PayPal to fcmtatreasurer@gmail.com.

**Registration:** Registration forms from parents is due to their child's teacher October 8, 2021. Registration forms can be found online at [www.fcmta.info](http://www.fcmta.info). Completed forms should be emailed to Christine at [pianolady322@hotmail.com](mailto:pianolady322@hotmail.com), or mailed to 10 Holder Court, Boonsboro, MD 21713, no later than October 15, 2021.

**Repertoire:** Halloween music, or music with a "spooky" sound.

**Time Limit:** Total performance time should not exceed 4 minutes.

The Halloween recital provides a relaxed, non-competitive performance opportunity for our students. Both solos and ensembles are welcome. Each student who participates will be given a certificate.

**Note:** Students are encouraged to wear costumes!

- Memorization for the Student Recitals is encouraged but not required.
- Teachers who enter students **MUST** be available to help on the day of the recital.
- Participants **MUST** remain for the entire recital section.
- No "flash" photography is allowed during student performances. Family members are welcome to videotape their student's performance, as long as it is done quietly and discretely.



# ***FCMTA Ensemble Festival***

**Date:** *Canceled*

**Location:**

**Registration Deadline:**

**Chair:** *Laurel Carroll*

1. *Ensembles of any kind are welcome, if at least one performer is a student of a current FCMTA teacher. Parents, teachers, and friends are welcome to join the ensemble.*
2. *Each ensemble may perform up to two pieces if the performance does not exceed the following time limits:*
  - Elementary Level: 3 minutes*
  - Intermediate Level: 4 minutes*
  - Advanced Level: 5 minutes*
3. *No memorization is necessary. Arrangements or transcriptions are acceptable.*
4. *Students must bring the original printed music to use during the performance. **No photocopies are allowed.** Music printed from purchased CD files or electronically purchased is acceptable and will be treated as original music.*
5. *A **\$15.00 fee** will be charged for each ensemble performance. A student performing different instruments in different ensembles must pay fees for each entry. All fees are nonrefundable.*
6. *Ensembles will be grouped in open recitals. Performers are required to stay for the entire recital. Family members and teachers are welcome and encouraged to attend these recitals.*
7. *Students of FCMTA members will be invited to join a "Group Ensemble Class" directly before or after the recital to which he or she is assigned. The Ensemble Class will include fun activities and improvised performances in an ensemble setting!*
8. *All students should arrive 10- 15 minutes before their scheduled recital time.*
9. *Teachers must **email their Master List** (on the fcmta.info website) to the chair, Laurel Carroll (laurelnotes@gmail.com) by the deadline listed above.*
10. ***Make payment via PayPal** to fcmtatreasurer@gmail.com.  
If you cannot use PayPal: **mail one check**, payable to **FCMTA**, for the **total amount due from all your students**, to: Cindy Taylor, 904 Twin Oak Court, Frederick MD 21701, no later than October \_\_\_.*
11. *All teachers entering students in the Festival must be willing and able to assist with the event.*

**MSMTA Conference  
Sunday, November 14, 2021**

**12:00 – 7:00 - ZOOM  
ONLINE CONFERENCE**

**Conference will be free this year**

**Deborah White-Bondhus & Junko Takahashi- co-chairs**

**Dear teachers,**

**Please see below information on the conference schedule.**

**Please RSVP to Junko Takahashi so that we have an idea of participant numbers.**

**Jutaka@verizon.net**

**A zoom link will be sent to you the week of the conference by MailChimp**

**Deborah White-Bondhus**

- 12:00      Registration and meet and greet**
- 12:15      Athletes and Musicians, Commonalities - Yoon Huh**
- 1:30        Break**
- 1:45        Presentation on African Diaspora music (intermediate level) and music  
show case - Dr. William Chapman Nyaho**
- 3:15        Break**
- 3:30        General Meeting    Dr. Junko Takahashi - MSMTA President**
- 4:15        Collaborative piano - Working with World class vocalists vs. Intermediate/  
advanced students - Joy Schreier**
- 5:30        Real Kids - Real Solutions Teaching to the Unique Differences of Each  
Student - Diane Hidy**
- 6:45 - 7:00    End**

# ***MSMTA Keyboard Musicianship Testing***

**Chairperson:** *Laurel Carroll; Kim Roberts*

**Date:** *February 12, 2022*

**Location:** *TBA*

**Time:** *Individual times assigned. TBA (assigned 3 weeks in advance)*

**Fee:** *\$15.00 per student per level*

**Deadlines:** *Online registration and fee due by January 8, 2022.  
(Follow instructions at [msmta.org](http://msmta.org). Click on “Activities Calendar” and then  
“Calendar.” Scroll down to Keyboard Musicianship Exam for online registration.)  
Permission slips to Kim Roberts by January 8, 2022*

**Rules:** *See Keyboard Musicianship Syllabus at [www.msmta.org](http://www.msmta.org) “Members Only” section. Ask Kim or Laurel any questions you have about this testing program.*

**Description:** *The Keyboard Musicianship Program is a comprehensive program designed to develop many musical skills. The categories (called modules) are:*

- 1) Scales – Chords - Arpeggios*
- 2) Transposition*
- 3) Sight Reading*
- 4a) Harmonization*
- 4b) Lead Sheet Realization*
- 5) Improvisation*

*Each module has 12 levels which are clearly described in the syllabus. Accuracy, good fingering and even finger work are stressed in the technical module of Scales and Arpeggios. Transposing is one of the easiest modules, as all levels are prepared in advance. Sight Reading stresses rhythmic accuracy and continuity. Harmonizing requires correct chord placement and chord choices, in addition to reading skill. Lead Sheet Realization gives students the opportunity to read a lead sheet and improvise with the required style for each level. Creativity is important in Improvisation, which has a wide variety of choices.*

*The testing is done on an individual basis with clear guidelines set up for the judges. The Scales – Chords - Arpeggio Module is required and must progress to a higher level for each subsequent test. Students choose at least two other modules to take.*

*The syllabus provides teachers with a graded system of teaching the above topics. Taking the test provides students and teachers with a goal to work towards as well as the satisfaction of a goal well met.*

# ***MSMTA Music Theory Testing Program***

**Chairperson:** Karen Skelly

**Date:** March 12 - 15, 2022

**Fee:** \$15.00 per student per level

**Deadline:** Online registration and fees to MSMTA by **January 30, 2022**, at ([msmta.org](http://msmta.org))  
Print-out applications and payment must be postmarked by Monday, January 31, 2022.

**Rules:** See the MSMTA Student Activities Handbook and the RCM Theory Syllabus.  
([msmta.org](http://msmta.org))

**Description:** This popular program, began nearly 35 years ago, now offers testing in music theory and ear training at 12 levels. Students may begin at any level and may take up to two levels in one year. There are no age or grade restrictions for any level of the test, and adults frequently participate as well. Starting in 2019, tests will follow the Royal Conservatory of Music Syllabus.

Three different Theory Awards can be earned by students for excellent scores. See [msmta.org](http://msmta.org).

Points are also awarded towards the Jr. and Sr. DMA awards.

This event is sponsored by MSMTA.

Details about the theory test in 2022:

1. The deadline and date will be the same for all centers. **January 30, 2022** is the deadline for online registration. The check and the print-out of the application must be mailed to Elena Eliseeva and postmarked by **Monday, January 31, 2022**.
2. The teachers will still register their students through the local centers but enroll ALL their students in one center only.
3. March 12 - 15, 2022, Saturday - Tuesday is the exam. The exam will be distributed to all the students no later than 8 am on Saturday, March 12, 2022 and must be completed by midnight Tuesday, March 15, 2022.
4. We ask teachers to communicate to parents their need to proctor the test for their children in order to see that there is no cheating, and that the time restriction is observed. They will be also asked to make sure that they have working printers with enough ink in the cartridges.
5. On the test day all parents will receive a PDF theory test and a link to download the Ear Training audio files. Then the students will need to complete the test by midnight, Tuesday, March 15, 2022.
6. The teachers will get the Teacher editions for the level(s) of their students from the webmaster on the day of the exam.
7. If the teacher wants to monitor their students via Zoom, Skype, etc, of course they can do it, but we can't require that of all teachers.
8. After students complete the test, the students will bring their complete tests to their teachers or send it either electronically (scan and email) or mail to their teacher. The teacher will decide in which format they wish to receive it.
9. Teachers will then have 2 weeks to grade their tests and send the grades to the local chairs by March 28, 2022.
10. Local chairs will submit the grades to Elena Eliseeva.

# ***FCMTA Sonatina/Sonata Festival***

**Chairpersons:** Jennifer Lipetzky

**Date:** TBA

**Location:** TBA

**Time:** All day; individual times to be announced two weeks before the Festival.

**Fee:** \$20 per student. Teachers must be a member of FCMTA. Teachers please write **one check** from your studio (**payable to FCMTA**) for the total fees, and send to Cindy Taylor, 904 Twin Oak Court, Frederick MD 21701 by TBD. Or send money by PayPal.com once Cindy has this set up.

**Deadlines:** Registration forms must be submitted electronically to [jennysmusikstudio@gmail.com](mailto:jennysmusikstudio@gmail.com) by TBD.

**Description:** FCMTA will host its 15th Annual "Sonatina/Sonata Festival" this year. This is an opportunity for piano students to perform a selection from the vast repertoire of Sonatinas and Sonatas, as well as a contrasting piece. Students will be placed into groups of about 12 students, and will perform in a recital-like format, while a piano adjudicator evaluates their memorized performance. All students will receive a written evaluation by the adjudicator and a certificate.

Students must play **one sonatina or sonata movement** and **one contrasting piece** of the teacher's choice. The contrasting piece must be in a **contrasting style and time period** (exception: at the Elementary and Late Elementary the second piece may be from the same period, but it should contrast in style). The contrasting piece should be the same level of difficulty as the sonatina or sonata. (The teacher may choose to use any edition of the music, but the music must remain intact: no simplified or shortened versions will be acceptable.)

**The student's repertoire must not exceed 10 minutes, total, for levels up to the Advanced Level. Advanced Level time limit is 15 minutes. All music must be memorized.** Each student is to have his/her copy of the original music ready to present to the judge. Students with photocopied music will be **DISQUALIFIED** from the competition. Music produced from CD files, procured from public domain sources such as the Petrucci Music Library ([imslp.org](http://imslp.org)), or electronically purchased music is acceptable.

Repeats are generally not to be taken in the sonata or sonatina movement, except for short repeats (8 - 16 measures), or for balance of the form. At the discretion of the teacher, repeats may be used in the contrasting piece if it serves to enhance the music. Both D.C. and D.S. should be taken as indicated. Keep time limits in mind when deciding about repeats.

## *Frederick Festival of the Arts*

**Chairperson:** *Tatjana Podjaski- Desler*

**Date:** *TBD usually the First Weekend in June*

**Location:** *Carroll Creek Linear Park in Downtown Frederick*

**Time:** *Booth is open during Festival on both days.  
Community stage- TBD*

**Fee:** *None*

**Deadline:** *Application form to Tatjana Podjaski-Desler by May \_\_.  
Forms are available at [fcmta.info](http://fcmta.info). First come first served to be considered. Spots are limited.*

**Repertoire:** *Every genre of music is welcome to entertain the community.*

**Time Limit:** *Total performance time should not exceed 4 minutes(1or2pieces).*

- *Memorization is encouraged but not required.*
- *The goals of this event are to provide a performance opportunity for students and to teach the public about our organization.*

## **FCMTA PERFORMANCE TROPHY AWARD**

*This award is for students of FCMTA teachers, to encourage students to participate in FCMTA events as well as other performance opportunities, and also to encourage concert attendance.*

*Students earn points toward the “FCMTA Performance Trophy Award” as follows:*

- **10 points for performing in any FCMTA or FCMTA-sponsored event**  
*(Examples: Halloween Recital, Fall Festival, Sonatina Festival, or the MSMTA Musicianship Testing or the MSMTA Theory Test given in Frederick County.)*  
***An additional 5 points are awarded to students who earn a “Superior” rating at an FCMTA-sponsored event.***
- **10 points for performing in any event sponsored by an FCMTA teacher**  
*(Example: Studio recitals by FCMTA teachers.)*
- **5 points for performing in a non-FCMTA event**  
*(Examples: MSMTA Composer’s Circle, WVMTA event, church performance, retirement home performance, etc.) No more than 10 points per month for this category.*
- **5 points for ensemble performance**  
*(Examples: Performing in a school band concert or singing in a church choir on Sunday. Performance does not have to be with primary instrument.) No more than 10 points per month for this category.*
- **5 points for attending a concert (instrumental or vocal recital)**  
*A Concert Attendance form must be filled out and submitted to the teacher to sign. The student’s teacher is to approve that the concert is of sufficient value to warrant awarding points for attendance.*

*To earn the FCMTA Performance Trophy, students must acquire the following number of points in the following categories:*

*Performance Participation Points Required: 100  
(Minimum of 70 points from FCMTA-sponsored events)*

*Concert Attendance Points Required: 50*

*Total Number of Points Required: 150*

*Program forms and information are available at [www.fcmta.info](http://www.fcmta.info). Teachers are responsible to gather all documentation and keep track of points. After all requirements have been met, the teacher sends the completed application and documentation of each event (including scores for judged events) to the Performance Trophy chair:*

*Nick IntVeldt, 20612 Beaver Creek Road, Hagerstown, MD 21740*

*Trophies will be available to the student’s teacher about one month after the application is received.*

# ASSOCIATION WAIVER AND RELEASE OF LIABILITY FOR EXPOSURE TO COVID-19

The Music Teacher Association listed below (“Association”) is scheduling an event for members and other attendees on the date listed below (the “Event”). The undersigned individual (“Attendee”) wishes to attend the Event and participate in the planned activities. As a condition of being able to attend the Event, the Attendee acknowledges the warnings below, agrees to comply with the requirements set forth below, and provides a release of liability as set forth below.

1. **Adherence to Social Distancing Practices.** As a condition of attending the Event, the Attendee agrees to comply with applicable social distancing requirements that will be made available to attendees of the Event. Attendee further agrees to follow the instructions of Association leadership and staff regarding interaction with others and safe distancing practices.
2. **Prohibitions on Attendance.** Attendee acknowledges and agrees that no person may enter or attend the Event if that person has or has had in the past fourteen (14) days a cough, fever, shortness of breath, difficulty breathing, flu-like symptoms, gastrointestinal upset, or experienced a loss of taste or smell. Attendee certifies that the Attendee does not have or have had in the past fourteen (14) days any of the above listed symptoms.
3. **Advisory.** All attendees to the Event are advised that if they are age 65 or over or have any health risks such as asthma, heart problems, chronic lung or kidney disease, diabetes, comprised immune system, liver disease, or severe obesity, they are at a greater risk of serious illness or death if they contract COVID-19. Any individual with any of these ailments or conditions are advised not to attend the Event.
4. **Assumption of Risk.** Regardless of adherence to health department requirements and recommendations as well as social distancing practices, there is a risk of COVID-19 exposure whenever an individual enters into a public space or building with other people. By attending the Event, the Attendee acknowledges and agrees that the Attendee is assuming the risk of COVID-19 exposures.
5. **Release of Liability.** The Attendee hereby agrees to release and hold harmless the Association, its officers, directors, employees, and agents from any and all illnesses, injuries, sickness, death, or other losses arising in any way from Attendee’s attendance at and participation in the Event, including, but not limited to, exposure to COVID-19.



Association Name: \_\_\_\_\_

Place of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

**THE UNDERSIGNED HAS READ THE ABOVE WAIVER AND RELEASE, UNDERSTANDS THE RISKS POSED BY COVID-19, AND SIGNS THE WAIVER AND RELEASE VOLUNTARILY.**

Attendee's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# BYLAWS

of the  
**FREDERICK COUNTY MUSIC TEACHERS ASSOCIATION, INC.**  
Affiliated With  
**MARYLAND STATE MUSIC TEACHERS ASSOCIATION, INC.**  
and  
**MUSIC TEACHERS NATIONAL ASSOCIATION**

## **Article I - NAME**

The name of this organization shall be FREDERICK COUNTY MUSIC TEACHERS ASSOCIATION, INC., referred to as FCMTA, affiliated with the Maryland State Music Teachers Association, Inc., and the Music Teachers National Association (MTNA).

## **Article II -PURPOSE**

1. The Association is an educational, non-profit organization, non-stock membership corporation, and the purpose for which it is formed and the business or projects to be carried on and promoted by it are as follows:

(a) To elevate and to maintain a standard of music study and thereby increase appreciation for the art of music and skill in its performance.

(b) To assure parents and students that they may feel confident that they are under professionally competent instruction when studying with one of its members.

(c) To inform its members concerning advances and practices in the profession, and to organize and conduct clinics, workshops, and meetings.

(d) To cooperate and participate with professional music organizations of mutual interest, and to maintain a close affiliation with the Maryland State Music Teachers Association and the Music Teachers National Association.

(e) To raise funds in order to: 1) conduct the Association, and 2) provide and promote educational opportunities in music for students, with particular emphasis on Frederick County.

2. Said organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

3. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to, any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

4. In the event of the dissolution of this organization, any funds remaining in the treasury after the payment of any outstanding debts shall be contributed to Music Teachers National Association or another 501(c)(3) organization.

### **Article III - MEMBERSHIP**

1. Qualifications. Qualifications for each member are as outlined in the Bylaws of the Maryland State Music Teachers Association.
2. Membership. Membership in MTNA and MSMTA is required in conjunction with local Association membership. The member shall have the right to vote and to hold office.
3. Dues. Membership dues shall be approved by the FCMTA Board of Directors.
4. Renewal. Each member shall renew membership by paying MTNA, MSMTA and FCMTA dues. These combined dues are paid to MTNA at the beginning of each fiscal year.
5. Termination. Membership in the Association may be terminated by the member or revoked by the Association as prescribed in the Maryland State Music Teacher Bylaws.

### **Article IV - MEETINGS**

1. Meetings. There shall be a minimum of six monthly membership meetings from September through June. The time, place, and content of the meetings shall be decided upon by the Board of Directors of the Association and published on the FCMTA website (fcmta.info).
2. Special Meetings. Special membership meetings may be called by the president or the Board of Directors.
3. Quorum. The presence of twenty-five percent (25%) of the Active members of the Association shall constitute a quorum for the transaction of business at any membership meeting.
4. Voting. At any regular or special meeting of the members of the Association, each member in good standing shall be entitled to one (1) vote on any question or issue voted on by the membership. Except as otherwise provided by these Bylaws, all matters shall be decided by vote of a majority of members present, provided a quorum is also present, except that in any election of officers, the office(s) to be filled shall be filled by the candidate(s) who receives the highest number of votes cast.
5. Voting By Officers/Directors. Officers/Directors shall be elected by the membership at the April meeting as further provided in Article V. There shall be no cumulative voting rights by any officer/director or member.

### **Article V - OFFICERS AND ELECTION**

1. Officers. The officers of this Association shall be a president, a vice president, a secretary, and a treasurer who shall be elected by ballot or voice vote at the April membership meeting. These officers and the immediate past president shall constitute a Board of Directors.
2. Election. At the regular January membership meeting, the president shall appoint a nominating committee of at least two (2) members. At the March meeting, this Committee shall present the names of candidates for each office. At the April meeting, nominations for any office may be made from the floor by any member. At the close of nominations, all officers shall be elected by ballot or voice vote by a majority of members present. Officers shall assume their duties at the beginning of the fiscal year, July 1. Each officer shall transfer records of that office to the successor. Each officer shall serve for one year or until his/her successor is duly elected and qualified, or until removed by the membership by quorum vote. A vacancy in any office may be filled by the Board of Directors for the unexpired term of office.
3. President. The duties of the President of the Association shall be to:
  - (a) serve as chief officer; direct and conduct the business of the Association;
  - (b) preside at all meetings of the Association and the Board of Directors;
  - (c) appoint a chair of all committees, including the Nominating Committee and the Audit Committee and have supervision of the same;

- (d) act as an ex-officio member of all Committees;
- (e) fulfill any duties which the Maryland State Music Teachers Association, Inc., shall require including attending meetings of the MSMTA Executive Board, the Annual Business Meeting or the Biennial Convention activities at each MSMTA Annual Business Meeting or Biennial Convention;
- (f) perform all other duties as the office may require. See "Robert's Rules of Order, Newly Revised."

4. Vice President. The duties of the Vice President of the Association shall be to:
  - (a) perform the duties of the president in his/her absence, and assist the president in executing that office;
  - (b) assume the duties of the president, including the voting privilege on the MSMTA Executive Board, in such case as the president may be absent, incapacitated or unable to complete a full term of office;
  - (c) organize the programs for the monthly meetings;
  - (d) perform other duties as the office may require.

5. Secretary. The duties of the Secretary of the Association shall be to:
  - (a) keep minutes and records of all membership and Board of Directors meetings;
  - (b) receive all written reports of other officers and retain them for the future use of the Association and its respective officers;
  - (c) conduct all correspondence of the Association;
  - (d) publish notice of regular and special membership meetings when appropriate.

6. Treasurer. The duties of the Treasurer of the Association shall be to:
  - (a) pay the debts of the Association approved by the membership;
  - (b) submit monthly reports at the membership meetings;
  - (c) receive dues and other monies on behalf of the Association.

**Article VI - BOARD OF DIRECTORS**

1. Directors. The affairs of the Association shall be managed by its Board of Directors, which consists of the duly elected officers of the Association, including the immediate past president.
2. Chair. The president of the Association shall serve as Chair of the Board of Directors.
3. Term of Office. The term of office of each director shall be one (1) year and until his/her successor is elected and qualified.
4. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the president or a quorum of the Board of Directors. Oral or written notice of any special meetings shall be given to each director personally by the secretary within ten (10) day prior thereto, and shall include the time and place of the meeting, and may describe the business to be transacted.
5. Quorum. Three directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but a majority of the directors present at any meeting may adjourn the meeting until a later time without further notice.
6. Expenses. Directors as such shall not receive any salaries for their services, but by resolution of the Board of Directors, a sum fixed for expenses of attendance, if any, may be allowed for attendance at any regular or special meetings of MSMTA. Nothing herein contained shall be construed to preclude any director from serving the Association in any other capacity and receiving compensation therefore.

**Article VII - COMMITTEES**

1. Nominating Committee. A nominating committee shall be appointed by the president at the January meeting. The committee shall consist of two (2) to five (5) members, the number being determined by the president. At the March meeting the committee shall present the names of candidates for each office. At the April meeting, nominations for any office may be made from the floor by any member. At the close of nominations all officers shall be elected by ballot or voice vote of a majority of members present.

2. Audit Committee. An audit committee of two (2) members shall be appointed by the president at the April meeting. The committee will audit the treasurer's books and submit a report to the President before July 1. The report shall be read at the September meeting.

3. Other Committees. The president shall appoint other committees and committee chairs as deemed necessary by the membership. The duties and functions of any other committee shall be determined by the membership. Any appointed committee shall be dissolved upon completion of its duties.

#### **Article VIII - CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Association, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or may be confined to specific instances.

2. Payment. All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by such officer or officers, agent or agents of the Association, and in such manner as shall, from time to time, be determined by resolution of the membership.

3. Funds. All funds of the Association shall be deposited, from time to time, to the credit of the Association in such federally insured banks or other depositories as the Board of Directors may select.

4. Contributions. The Board of Directors may accept on behalf of the Association any contribution, gift, bequest, or device for any purpose of the Association.

#### **Article IX - FISCAL YEAR**

The fiscal year of the Association shall commence on July 1 and shall end June 30 of the following year.

#### **Article X - WAIVER OF NOTICE**

Whenever any notice is required to be given under the provisions of Maryland law or under the provisions of the Articles of Incorporation or by the Bylaws of the Association, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

#### **Article XI - AMENDMENT**

These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the members present at any legally constituted meeting of the membership, provided that the amendment does not conflict with the Bylaws of the MSMTA and that notice of the proposed amendment has been given to each member at least two weeks in advance.