



**NOVA SCOTIA REGISTERED MUSIC TEACHERS' ASSOCIATION**

**POLICY AND PROCEDURES MANUAL**

**December 2022**

**This Policies and Procedures Manual of the NSRMTA, constitutes the entire Policies and Procedures Manual of the Association and replaces any existing Policies and Procedures. These Policies and Procedures shall be presented to the Council for ratification at any Council meeting each year.**

Nova Scotia Registered Music Teachers' Association  
POLICIES AND PROCEDURES MANUAL

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## MEMBERSHIP CATEGORIES

There are five categories of membership in the NSRMTA: **Active**, **Affiliate**, **Auxiliary**, **International**, and **Retired**.

**Active Membership** is open to anyone who:

1. is over eighteen years of age; and
2. has been teaching in a professional capacity for at least two years; and
3. passes recognition of certification (music degrees or diplomas equivalent to that of a teaching/performing associate or licentiate from any School of Music, Conservatory, or University); or
4. is a member in good standing of a Registered Music Teachers' Association of a Province, other than Nova Scotia, who presents a Transfer of Membership Form; or
5. is an Affiliate Level 1 or 2 with at least ten years in good standing with NSRMTA and can provide three letters of recommendation from parents/former students and colleagues demonstrating quality of teaching and/or performance.

Active Members shall be entitled to use the designation "Registered Music Teacher" or the abbreviation "R.M.T."

**Affiliate Membership** is open to anyone who:

1. is receiving training in music to fulfill the requirements for Active Membership and is teaching or intending to teach music;
2. if applying for **Affiliate Membership Level 1**, the applicant has achieved Grade X level, or its equivalent from any School of Music, Conservatory, or University; or
3. if applying for **Affiliate Membership Level 2**, the applicant achieved Grade IX level, or its equivalent, from any School of Music, Conservatory, or University; or
4. if applying for **Affiliate Membership Level 3**, the applicant has achieved Grade VIII level, or its equivalent from any School of Music, conservatory or university.

Affiliate Members shall not be entitled to use the designation "Registered Music Teacher" or the abbreviation "R.M.T." Affiliate Membership status shall not be transferable to other provinces. All Active and Affiliate members shall be able to vote and hold office at the age of 18.

### **Auxiliary Membership**

In addition to Active Members and Affiliate Members, the Association may elect Auxiliary Members who are persons who are not music teachers but are music publishers, owners or managers of music stores, music librarians, piano technicians, or representatives of music festivals.

Auxiliary Members shall not be entitled to use the designation “Registered Music Teacher” or the abbreviation “R.M.T.” Auxiliary Members shall pay dues and be registered with the CFMTA; but they shall not vote or be eligible to hold office, nor shall Auxiliary Member status be transferable to other provinces.

Honorary Auxiliary Members are persons who may be so elected at the Annual General Meeting upon recommendation of the Council in recognition of their service to the Association, or in recognition of their special service in, or their special interest in, any field of art. They shall pay no dues, nor shall they be registered with CFMTA.

### **International Membership**

International membership is open to Canadians living outside Canada and nationals of other countries.

International members will not have the right to vote, hold office, or enter students in NSRMTA competitions. They will be members of CFMTA.

### **Retired Teacher Membership**

This category is open to any retired music teacher who was previously a member in good standing with NSRMTA. These members are not required to carry liability insurance, but may vote and hold office. Membership is not transferable to another Province.

## **NSRMTA CODE OF ETHICS**

This Code of Ethics is a statement of the general principles governing the professional behavior and conduct of members of the Association in their relations with one another, with pupils, and with other teachers of music. It is to be applied in individual circumstances and cases as the conscience of the membership shall dictate, having due regard for any current usage or practice of the applicable local Chapter. Professional conduct or behavior that is not in good faith consistent with these principles or that willfully departs from these shall be considered unethical.

1. The teaching of music shall be regarded primarily as a cultural activity rather than as a commercial activity.
2. Music shall be taught so as to enhance the status of the profession in the community and with the object of improving its prestige as an art form.
3. The art of music teaching shall be regarded as a continual process of self education and self-improvement for the purpose of refining teaching ability and standards and of developing professional excellence.
4. Members shall treat pupils with consideration and patience.
5. Members shall encourage pupils to study seriously in order to develop their musical abilities to the greatest possible extent.
6. Members shall keep lessons and professional appointments faithfully so pupils may realize the necessity for promptness and regularity.
7. Members shall uphold a professional level of behavior in their personal relationships with pupils and colleagues.
8. It shall be considered unethical for members to solicit pupils who are under the instruction of another teacher.
9. Members may fairly compete with one another. Misrepresentation or disparagement of another member's professional standing or personal qualities shall be considered unethical conduct.
10. No member shall misrepresent his/her own professional standing or advertise in a misleading manner.

## FISCAL POLICY

### **GENERAL**

1. NSRMTA may employ individuals.
2. NSRMTA Fiscal Year is September 1st to August 31<sup>st</sup>.

### **MEMBERSHIP FEES**

1. The membership year is from September 1st to August 31<sup>st</sup>.
2. Membership fees not renewed by August 31<sup>st</sup> of any given year will be subject to a late fee of \$20.
3. If membership fees are not paid by October 1<sup>st</sup>, the member shall be suspended by the Council until such time as the membership fees', including a late fee of \$20 per member is paid.

### **BUDGET**

A balanced budget shall be presented each year. The budget shall include:

1. Administrative expenses (these should be itemized)
2. Convention
3. Delegates – CFMTA
4. Bursary
5. Donations
6. Insurance
7. Membership – CFMTA
8. Music Writing Competition
9. Scholarship Competition
10. National Piano Competition
11. YA tour
12. Council member travel expenses
13. Website costs (i.e. Domain registration, webmaster fees)
14. And any other costs the council deems necessary The budget shall also include the following:
  - a. A column showing Actual Revenue and Expenses from the preceding fiscal year
  - b. A column showing the proposed budget figures
  - c. Any new initiatives or departures from prior years with appropriate explanations
  - d. Incorporation of any fee increases necessary to reach the NSRMTA financial goals.

The proposed budget shall be sent to the Council members by October 1<sup>st</sup> prior to the March meeting in order that questions or concerns may be received. The final budget shall be sent to the Council members prior to the fall meeting for approval so that questions or concerns may be received prior to the Fall Council meeting.

## **FINANCIAL STATEMENTS**

1. Financial Statements shall be circulated to the Council at each meeting.
2. An audited financial statement shall be obtained if recommended by Council.

## **REIMBURSEMENT OF EXPENSES INCURRED BY CFMTA DELEGATES, OFFICERS, COUNCIL MEMBERS, ETC.**

NSRMTA Council members shall be reimbursed upon the presentation of receipts for:

1. 100% of gas costs

NSRMTA shall pay for the First and Second delegates'

1. 100% of CFMTA Convention registration fees
2. 100% of networking special events for both delegates
3. 1 night of hotel

CFMTA shall pay for NSRMTA First and Second delegates

1. 100% accommodation for two nights
2. 100% of air fare and/or 35 cents per km.

*Preference should be given to the President as First Delegate and Vice President as Second Delegate. (An alternate delegate should be named by Council.)*

CFMTA will invoice NSRMTA for expenses, including the GST relating to

1. first meeting day's lunch
2. the second meeting day's breakfast

## **OFFICE SUPPLIES AND EQUIPMENT**

1. As the business of the NSRMTA is managed by volunteers, administrative expenses such as photocopies, office supplies and postage incurred by the President, Registrar, Corresponding Secretary, and Treasurer, shall be reimbursed upon presentation of receipts.

## **YOUNG ARTIST TOURS**

1. CFMTA shall pay the Young Artist \$100 per concert to a minimum of \$300 and maximum of \$1000 per tour.
2. The CFMTA shall pay the Collaborative Artist \$50 per concert to a maximum of \$500 per tour. Other fees and expenses are the responsibility of the Collaborative Artist. (A Collaborative Artist is deemed one who accompanies the winner if he or she is a soloist such as a singer or violinist.)
3. The CFMTA 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 cost of producing professional quality posters advertising the Young Artist Tour shall be paid by the CFMTA.

### **SCHOLARSHIP COMPETITION PRIZE**

Five scholarships may be awarded annually:

1. One Advanced Scholarship of \$350 (plus donation of \$200) for students at ARCT level of study.
2. One Senior Scholarship of \$300 - Students at grades 9 & 10 levels of study.
3. One Intermediate Scholarship of \$150 - Students at grades 7 & 8 levels of study.
4. Two Junior Scholarship of \$75 - Students at grades 5 & 6 levels of study.
5. Two Preliminary Scholarship of \$50 - Students at grades 3 & 4 levels of study.

### **STUDENT COMPOSER COMPETITION PRIZES**

(Check with treasurer for updates in amount of awards as these change from time to time)

1. 11 YEARS AND UNDER - CATEGORY "A"
  - a. CLASS 1 - \$50.00 award
  - b. CLASS 2 - \$50.00 award
2. 15 YEARS AND UNDER - CATEGORY "B"
  - a. CLASS 1: \$75.00 award
  - b. CLASS 2: \$75 award
3. 19 YEARS AND UNDER - CATEGORY "C"
  - a. CLASS 1 - \$100 award
4. OPEN - CATEGORY "D"
  - a. CLASS 1 - \$200.00 award
5. ELECTROACOUSTIC MUSIC CATEGORY - CATEGORY "E" - NATIONAL ONLY

### **JANET LEFFEK FUND**

Copy of agreement is with the Treasurer.

### **TEACHER'S BURSARY**

These will only be given out if monies are available.

### **DONATIONS TO CANADIAN MUSIC COMPETITION AND NATIONAL MUSIC FESTIVAL ASSOCIATION**

These will only be paid out if monies are available.

### **PROXY VOTES**

The Council decided that since our bylaws state that the bylaws can only be changed by two-thirds vote of the members present, that we would not permit proxy votes for AGMs or special meetings. The reason for this is that members should be present to hear the debate, as it could affect the way they vote.

### **PRESIDENT**

The *President* shall:

1. preside at all meetings of the Council and of the Association;
2. arrange, with the assistance of the Secretary and a local committee, the Annual Convention of the Association;
3. appoint the Chairpersons of committees which may be struck from time to time;
4. appoint Patrons, Life Members, and Honorary Affiliates, once voted upon by the Council;
5. sign, with the Treasurer, all cheques;
6. have general supervision of all the affairs of the Association;
7. communicate with the First Delegate for Nova Scotia of the Canadian Federation of Music Teachers' Associations (CFMTA) if he or she is not the First Delegate, and with the Presidents of the other provincial Registered Music Teachers' Associations;
8. assist with correspondence;
9. coordinate and communicate with the members of the Association as needed;
10. oversee and initiate special projects of the Association;
11. respond on behalf of the Association to issues which may arise from time to time;
12. make arrangements and follow up re: provincial competitor for CFMTA competition; contact the winner's teacher, register student and include registration fee from Treasurer, and chaperone at CFMTA competition;
13. chair the Bylaws Committee;
14. chair the Policy & Procedures Manual Committee;
15. be the First Delegate to CFMTA if possible;
16. prepare the agenda and submit it to the Email co-ordinator for circulation;

17. proof-read minutes, and any other correspondence circulated;
18. provide a presidential report for the Annual AGM;
19. represent the NSRMTA with respect to governmental matters with the Federal or Provincial Governments, or designate a representative;
20. countersign all cheques for the Association;
21. have one vote in the case of a tie;
22. write reports or arrange for information to go into The Canadian Music Teacher, CFMTA magazine 3 issues per year, August 1, December 1, April;
23. when a new Lieutenant Governor is selected, send a letter of request to ask the new appointee to continue as NSRMTA Honorary Patron.

### **VICE - PRESIDENT**

The *Vice-President* shall:

1. have all the powers of the President when the President is absent or when requested by the President to assume the President's duties;
2. assume the role of the President upon the President's retiring or in case of resignation, death or removal from office;
3. be chairperson of workshops;
4. intend to stand for election as President;
5. assist the convenors of the Competitions of the Association including Young Artist and CFMTA Competitions;
6. have co-signing authority with the Treasurer when the President is unavailable;
7. retain 2<sup>nd</sup> delegate status to CFMTA if possible;
8. be on the Bylaws committee with the President.

## **SECRETARIES**

The ***Recording Secretary*** shall:

1. have the custody of the records of the Association and shall keep records and minutes of all meetings of the Association and of the Council; forwarding minutes to President for proofreading and then distributing minutes to Council Members;
2. update the Policy and Procedures manual from the minutes as needed after each Council meeting and send it on to the webmaster to place on the website; and ask for any updates that may be required once a year from the President and/or Vice President, and assist the President on the Policy & Procedures Manual Committee.

The ***Email Coordinator*** who will:

1. give email notice of Council Meetings in advance of the Meeting date 2. email agendas to Council Members prior to Council Meetings;
2. in cooperation with Registrar/Treasurer, ensure that proper changes are kept up to date with NSRMTA website, with August 31 being the date for membership changes occurring at the June 30 renewal date;
3. keep an updated list of Members as received from Registrar/Treasurer; 3. prepare group email for Membership;
4. forward timely information to Membership and/or to Council as directed by the President.
5. The NSRMTA electronic mailing list is to be used for Association business only.

## **TREASURER**

The ***Treasurer*** shall:

1. deposit all monies belonging to the Association in a Chartered Bank, Trust Company, or Credit Union;
2. pay by cheque those accounts passed by the Council, such cheques to be signed by the Treasurer and either the President or the Vice-President; or if needed by e-transfer.
3. present a statement of the finances (an Interim Report) of the Association at the Annual General Meeting in June and prepare a Year End Report for the Fall Council meeting;
4. mail out any necessary receipts which are not automatically generated on our website. More details are provided under “Fiscal Policy” in this Policy & Procedures Manual.

## **REGISTRAR**

The ***Registrar*** shall:

1. be a liaison between the association and the public;
2. keep such records as will constitute a history of the Association's processing of new and reinstated members;
3. disseminate information in relation to the Association to prospective and existing members;
4. receive membership applications and fees from both new, reinstated and prospective members, and as soon as possible transfer appropriate information and funds to the Treasurer for deposit;
5. ensure membership list is updated;
6. forward to the members Certificates of Registration; advise new members to be aware of the By-Laws that are on the NSRMTA website;
7. approve applications which meet the criteria of the Membership Level applied for;
8. ensure that the Treasurer and Webmaster have any changes in membership list, either in names, addresses, phone numbers or email addresses;
9. direct email co-ordinator to contact members with reminders to renew membership by June 30 and contact any members who do not renew with another reminder;
10. prepare a report for each Council Meeting and for AGM.

## COUNCIL

1. The **Council** shall consist of ten members who shall be elected to serve two years each. It is intended that the Vice-President shall assume the role of President upon the President's retirement. A retiring member (member at the end of their term) of the Council may be eligible for reelection provided that no member shall serve in excess of two consecutive terms unless his/her appointment to the Council has been made by the Council for the purpose of filling a vacancy thereon or unless he/she is to be re-elected to the position of President.
2. The management of the business of the Association between meetings thereof is vested in the Council which, in addition to all other powers and authorities conferred upon it by the Act of Incorporation or these by-laws, may exercise all such powers and do all such acts and things as may be exercised or done by the Association which are not by the Act of Incorporation of these by-laws expressly directed or required to be done by the Association in an Annual General Meeting.
3. Each elected member of the Council, except the President, shall have one vote. The President shall have a casting vote only in the event of a tie. Only elected members of the Council shall have a vote at the meetings of the Council.
4. If any vacancies occur in the Council through resignation, death, or other cause, the Council may fill such vacancies by a majority vote of the Council.
5. The First Delegate for Nova Scotia of the Canadian Federation of Music Teachers' Associations (CFMTA) shall be an ex-officio member of the Council in addition to the elected members.
6. The Second Delegate for Nova Scotia of the Canadian Federation of Music Teachers' Associations (CFMTA) shall also be an ex-officio member of the Council in addition to the elected members.
7. Members of the Council shall hold office until their successors have been elected.
8. The Council shall meet at least three times each year before the Annual General Meeting, usually in the months of October, March, and June.
9. An individual serving on Council should be prepared to devote a minimum of ten hours of time/work to Council meetings, related email, and special projects per calendar year. Some years the time commitment has been greater, depending on unusual circumstances (for example, the recent pandemic), or unique projects. Each position has a two-year term, which is renewable once, and outgoing Council members will mentor incoming ones. Every other year, five members will be outgoing/incoming. Incoming volunteers will be asked to read the most up-to-date version of the NSRMTA Policies and Procedures Manual to better understand what their responsibilities will be, and how the organization operates. When serving on Council, the sense of camaraderie is strong, and the appreciation from the teaching community is palpable. It is a rewarding experience on

a personal and professional level: getting to know your colleagues from across the province is a pleasure, and learning how the organization works brings equal satisfaction.

10. An individual serving on an NSRMTA committee will be expected to devote anywhere from three hours to upwards of ten hours of time/work depending on the committee. Committees may consist of Council members and general members of the Association. New committees will be struck annually, but members may serve on a committee for more than one year. All committees must report to the Council. Minutes will be kept for all committee meetings, and will be stored electronically on the website. Committee tasks generally allow members to interact more directly with the teachers and their students, and can allow for many heartwarming moments.

### **QUORUM**

1. Fifteen members shall constitute a quorum of the Association.
2. Five members shall constitute a quorum of the Council.

### **PROVINCIAL DELEGATES**

Each Delegate to the CFMTA from each Provincial Registered Music Teachers' Association admitted to the Federation, shall be a member of the CFMTA Executive Committee. These are usually the Provincial President and Vice President. Each delegate shall attend all Executive Committee, Annual General, and Special meetings of the CFMTA.

#### **Each Delegate to the CFMTA shall:**

1. serve as an ambassador for the CFMTA;
2. prepare for the CFMTA meetings by:
  - a. ensuring that the Secretary-Treasurer is notified of your CFMTA Delegate status including complete address, telephone number and email address;
  - b. making cost-effective travel arrangements;
  - c. making timely travel arrangements so as to be present for all CFMTA meetings and social functions;
  - d. discussing with your Provincial Association any Resolutions to be presented at the CFMTA meetings garnering voting instructions from your province;
  - e. familiarizing yourself with the CFMTA Bylaws, the CFMTA Policies and Procedures Manual, Minutes of the previous CFMTA meetings, and all the

CFMTA Reports for the current year;

- f. acknowledging receipt of the CFMTA Reports;
  - g. familiarizing yourself with the CFMTA quarterly Financial Statements and the CFMTA Audited Financial Statement;
  - h. bringing all pertinent material to the CFMTA meetings: CFMTA Bylaws, the CFMTA Policy and Procedures Manual, Reports, Resolutions, and the Agenda.
3. be prepared to serve on the CFMTA 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 Chairperson;
  6. present Provincial archival material to the CFMTA Archivist. maintain confidentiality regarding business conducted at the CFMTA meetings until the receipt of the Minutes;
  7. report the CFMTA business to your Provincial Association following receipt of the CFMTA Minutes.

**The 1<sup>st</sup> Delegate shall:**

1. prepare an annual Provincial Report which is to be submitted to the Editor of "The Canadian Music Teacher" by the determined deadline;
2. carry the extra Provincial votes when necessary.



## CFMTA CONVENTIONS

1. A CFMTA Convention shall be hosted in early July by a Provincial Association or more than one Provincial Association.
2. The CFMTA President shall sit on the CFMTA Convention Committee and shall offer assistance of the CFMTA as required.
3. The maximum length for a CFMTA 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 Association(s) shall submit a proposed budget including the \$10,000.00 loan to the Finance Committee of the CFMTA for approval.
5. The CFMTA Convention Chair shall consult with the CFMTA Finance Chair regarding the Jury Fees to be paid for the National Piano Competition. 6. The CFMTA shall provide the Scholarships for the National Piano Competition.
6. Upon approval of the Convention budget, the CFMTA shall provide the Provincial Association(s) with an unsecured, interest-free loan of \$10,000.00 which shall be paid in full once all financial matters of the Convention have been concluded.
7. The CFMTA Convention Committee is encouraged to seek corporate funding for various aspects of the Convention.
8. The Provincial Association shall set up a separate bank account for the Convention and shall notify the CFMTA Treasurer once all financial matters concerning the Convention have been concluded. If, after the CFMTA loan has been paid, the Convention has made a profit the Provincial Association is entitled to retain sixty percent (60%) of the profits while returning forty percent (40%) of the profits to the CFMTA. If the Convention has suffered a loss, the Provincial Association is responsible for forty percent (40%) of the loss while the CFMTA will absorb sixty percent (60%) of the loss.
9. If the Convention Fund shows a balance of \$30,000 or more, the surplus monies may be directed to other CFMTA Projects upon approval of the Finance Committee and subsequently the Executive Committee.
10. Officers of the CFMTA shall attend all the CFMTA Conventions and therefore Officers shall be reimbursed 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.
11. The CFMTA fiscal policy for Conventions shall be outlined in the CFMTA Convention Handbook.

## **NSRMTA PROVINCIAL CONVENTION COMMITTEE**

### **Guidelines for Provincial Conventions**

Provincial Conventions are held annually or bi-annually, as best fitting the current circumstances.

It is the organizers' responsibility to:

1. determine a suitable date and clear that date with Council (Convention has been 1 day for quite a number of years);
2. arrange for speakers;
3. ensure that website is updated to include Convention information and Registration Form;
4. make all arrangements for the venue, speakers, lunch, etc;
5. invite Scholarship Competition winners to perform;
6. include the AGM in the day's agenda;
7. establish communication with Treasurer to track number of registrants;
8. inform Treasurer of cheques needed (to whom they are payable and amount) and make arrangements to obtain cheques from Treasurer;
9. make every effort to make Conventions self sustaining (i.e., spend no more than is collected)

### **TEACHER OF THE YEAR AWARD**

1. This award will be approved by Council each year to be presented at the AGM in June.
2. Nominations for Teacher of the Year Award should be sent to the President.

## **RESEARCH CONVENOR**

The *Research Convenor* shall:

1. represent the NSRMTA and/or the NSRMTA Research Group as required at conferences and conventions;
2. acquire useful articles from presenters at conferences;
3. make recommendations to Council regarding professional development initiatives;
4. give reports on the website and the Provincial AGM about the NSRMTA Research Group's activities.

## **ARCHIVIST**

The *Archivist* shall:

1. collect and preserve data of the NSRMTA in the form of:
  - a. annual reports;
  - b. programs from Young Artist Competitions (AYA and current NSYA) and Recitals and from the National Piano Competition;
  - c. materials from NSRMTA Conventions
2. search for information as requested by the Council;
3. provide a report for the AGM in June;
4. deposit items when necessary in the Provincial Archives.

## NSRMTA WEBMASTER (or Website Committee)

### **Jobs relating to Website:**

#### Webmaster Link

1. All information for the website goes to the webmaster who accumulates changes so that it can be updated.

#### Membership Master List Coordinator

1. The Registrar is responsible for keeping track of the Master List of members with any changes going to her first. She informs the Treasurer, Secretary, and the Webmaster of any changes. Major changes to Master List will be made by August 31 according to changes recorded in Renewal of Membership forms from June 30. Both “list of teachers” and “find a teacher by area” sections may need concurrent changes.
2. The Webmaster is responsible for noting changes needed on NSRMTA website that are not related to the membership list. The Webmaster shall work closely with the Registrar and President to make any necessary changes. These changes include:
  - a. updating executive after AGM (also any changes that occur during the year);
  - b. contacting the Scholarship Competition Committee to ensure that information is updated by February 1;
  - c. contacting the Student Composer Competition Committee to ensure that information is updated by February 1;
  - d. reading all information on the website to ensure accuracy.
3. The webmaster will cover any costs associated with the website and provide Council with receipts to be reimbursed by the Treasurer

## **BYLAWS COMMITTEE**

The Bylaws committee consists of the President, Vice President and an appropriate appointee.

They are responsible for:

1. creating, revising, and presenting any changes for approval in the Bylaws of the Association;
2. reviewing the Bylaws annually after the March Council Meeting, prior to each AGM;
3. citing the relevant bylaw or section;
4. citing the proposed change;
5. citing the rationale for the change.

## **POLICY AND PROCEDURES COMMITTEE**

The Policy and Procedure Manual shall be reviewed annually by the President and at least one appointee (usually the Recording Secretary).

They shall:

1. submit a copy of the current Job Descriptions to the members whose term of office is expiring in July, by January 1 for their input on changes to their portfolio;
2. make changes to the Job Descriptions based on the input received;
3. make available an updated copy of the Job Descriptions to the Nomination Chairperson for dispersal with the Nomination forms.

## **NOMINATING COMMITTEE**

1. A Nominating Committee, consisting of three members of the Association, This Committee shall bring before the Annual General Meeting the names of at least six members as nominees for the Council.
2. After receiving the report of the Nominating Committee and any further nominations from the floor of the Annual General Meeting, the election of the Council Members shall be held.
3. All elections of the Council members by the Association and the elections of President and Vice-President by the Council shall be by secret ballot.
4. After the offices of President and Vice-President have been filled, the Secretary and Treasurer shall be appointed.

## **FINANCE COMMITTEE**

The Finance Committee shall consist of the President and the Treasurer and may include the Vice President.

The Finance Committee shall:

1. prepare a balanced budget for the upcoming fiscal year and present it to Council at the Fall Council Meeting;
2. monitor the financial situation of the Association throughout the year;
3. oversee the management of the Associations' investments, and present an investment plan for the upcoming year to the Council for approval;
4. analyze all proposals which may be submitted requiring financial support.

## **AD HOC COMMITTEES**

An ad hoc committee may be formed at any time as requested 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 Council where the report will be reviewed and any modifications made.

## **STUDENT COMPOSER COMPETITION COMMITTEE/CONVENOR**

The responsibilities of the Committee/Convenor for the Music Writing Competition shall include but not be limited to:

1. selecting an adjudicator for the Provincial competition which includes:
  - a. discussion of the adjudicator's duties;
  - b. deadline for the adjudication;
  - c. the format for the written adjudication;
  - d. remuneration;
  - e. returning the compositions;
2. sending the competition entry fees to the Treasurer;
3. sending the provincial competition winners' entries to CFMTA with proper documentation/fee as noted in CFMTA Policies and Procedures Manual;
4. sending a letter of congratulations to any national First Place winners from NS. Inform them that they will receive a request for a bio and photo of themselves for inclusion in "The Canadian Music Teacher" magazine and the CFMTA Student Composer Competition Scrapbook;
5. sending completed winners' certificates and a list of winners' names and addresses to the NSRMTA Secretary and to the Archivist;
6. provide updates to the NSRMTA website in order to keep all information about Canada Music Week activities, and the CFMTA Student Composer Competition;
7. provide an opportunity for Provincial Winners to perform their compositions at a Canada Music Week Recital;
8. inform Treasurer of any expenses, to whom cheques are payable and the amounts
9. prepare Report to be presented at the AGM and kept on file (report to include name and contact information for adjudicator, number of entries at the various levels, name and teacher of winners of the various levels and any suggestions for improvement in the process)

## STUDENT COMPOSER COMPETITION 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 for publicity purposes after consultation with and agreement of the contestant.
6. **Only First Place winning manuscripts at the Provincial level** may be forwarded by the Provincial Canada Music Week Coordinator to the CFMTA 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 Registered Music Teachers' Association.
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 10<sup>th</sup> bar numbered. Manuscripts printed by computers are permitted. It is advisable to retain your original copy of 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 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:
  - a. **Category A: \$15.00**
  - b. **Category B: \$25.00**



c. **Category C, D & E: \$35.00 (CHECK WITH Treasurer for updates)**

14. Prizes will not be awarded if the adjudicator feels the standard has not been achieved.

**CATEGORIES FOR THE STUDENT COMPOSER COMPETITION**

**Check CFMTA website for updates**

**CATEGORY A: 11 YEARS AND UNDER**

Class 1: \$50.00 Award

To write an original composition for solo instrument or any combination of instruments

Class 2: \$50.00 Award

To write an original composition for Voice with or without accompaniment

**CATEGORY B: 15 YEARS AND UNDER**

Class 1: \$75.00 Award

To write an original composition for solo instrument or any combination of instruments

Class 2: \$75.00 Award

To write an original composition for Voice with or without accompaniment

**CATEGORY C: 19 YEARS AND UNDER**

Class 1: \$100.00 Award

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

**CATEGORY D: OPEN**

Class 1: \$200.00 Award

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

**CATEGORY E: ELECTROACOUSTIC MUSIC (NATIONAL ONLY)**

Class 1: ROLAND CANADA AWARD

This category includes any kind of electronic instrument which produces sound such as a computer, synthesizer, or sampler. The composition could be a combination of electronic sounds with acoustic instruments and/or voice. The composition may be generated using a sequencer or music notation program, or it may be created using sound editing/mixing software. In any case, the submission must be an original composition. Please check for the current method of submission. The submission should also include a written description and explanation of how the piece was created. Competitors are encouraged to submit a score if at all possible.

## CANADA MUSIC WEEK

Canada Music Week shall be celebrated each year in November close to St. Cecilia's birthday, by each of the Branches holding a concert or series of concerts emphasizing music composed by Canadians. Winners of the Music Writing Competition may be asked to perform their pieces at these concerts. Each Chapter is invited to compete for the Bill Andrews award, which is given for a winning project which focuses on Canadian music and composers.

### SCHOLARSHIP COMPETITION COMMITTEE/CONVENOR ALSO SEE ATTACHED SCHOLARSHIP COMPETITION HAND BOOK

The responsibility of the Scholarship Competition will be taken on by a special committee struck annually. The Council approved the formation of a Scholarship Competition Judges Selection Committee. This committee shall consist of four RMTs. These will be teachers of piano. Teachers of voice, strings, and woodwinds may be included if there are any voice, strings, or woodwind competitors. The president will chair this committee and this committee shall pick judges for the Scholarship Competition in consultation with the organizing chapter. The organizing chapter will pick an appropriate application deadline so that appropriate judges can be selected. Judges will be chosen who specialize in the instruments played by the competitors.

A complete report of the scholarship competition will be made available to the new chair each year. The treasurer will give a three year overview to establish the budget, and admission fees should be set at \$5; students performing do not pay.

**It is the Council's responsibility** to make any changes in the age divisions, fee, number of adjudicators. **For organizers responsibility see attached updated hand book.**

## SCHOLARSHIP COMPETITION RULES

1. The scholarship competition is open to any student or child of a member of NSRMTA and the general public.
2. A scholarship may not be awarded to the same student, two years in succession; a winner must wait a year before re-applying, or may enter another category, **except in the Advanced Category**. The Advanced Category Winner **may** compete again in the Scholarship Competition in the following year.
3. Winners may be invited to perform at the NSRMTA Convention **Five scholarships may be awarded annually: Check with Treasurer for updates in amounts.**

### Instructions for Application

1. Applications are to be sent to the Scholarship Convenor. Current Convenor and entrance fees will be posted on the NSRMTA website.
2. Scheduling requests cannot be accommodated.
3. Students must submit:
  - a. Completed application form
  - b. Competition entrance fee:
    - i. Advanced \$50
    - ii. Senior \$40
    - iii. Intermediate \$35
    - iv. Junior \$30
    - v. Preliminary \$25
4. Once an application has been received there will be no refunds.
5. LATE ENTRIES WILL BE REFUSED

### Competition Program/Repertoire and Time Limits

See attached Scholarship Competition handbook

## AYA/NS YOUNG ARTIST TOURS

### Young Artist Tour Guidelines

1. As of the June 2011 Council meeting and AGM, the decision was made that the NSRMTA would rejoin the AYA competition and tour.
2. As of the 2012 NSRMTA Scholarship Competition, if the winner is a pianist in the Advanced Category, he or she will be the Nova Scotia Young Artist.

If this student does not also win the AYA Competition and Tour, a recital tour within NS will be arranged for this student during the fall of that year. The Nova Scotia Young Artist will also compete in the CFMTA Piano Competition that is part of the National Convention.

3. If the winner of the Scholarship Competition is not a pianist, then the Scholarship Competition adjudicators will choose a piano winner who will join the winning instrumentalist or vocalist and accompany him or her if possible.

The piano winner of the Advanced Class will then compete in the CFMTA National Piano Competition. A piano winner of the NSRMTA Scholarship Competition may compete in the same category two consecutive years, if during the second year the YA and Nova Scotia competitor to the CFMTA National Piano Competition is being chosen.

If the student chosen by the Scholarship Adjudicators to be our piano competitor at the CFMTA National Piano Competition does not win the NSRMTA Scholarship Competition and/or the Atlantic Young Artist Competition, the NSRMTA chapters will still arrange a tour for that person within Nova Scotia.

## **AYA/NOVA SCOTIA YOUNG ARTIST TOUR CHAIRPERSON**

See CFMTA WEBSITE FOR ANY NEW UPDATES

The Young Artist Tours is a CFMTA program which is held across the country. Each Tour is managed by the Regional Young Artist Chairperson. As of 2011, this person will also coordinate the NSYA tour if necessary.

The AYA/NS Young Artist Chairperson shall:

1. be in contact with the Winner and/or Piano Winner of the Scholarship Competition on even years because this winner may also become the NS Young Artist for whom a tour is arranged during the fall of the same year and the Piano Winner will then be the Nova Scotia competitor for the CFMTA National Piano Competition in the summer of the following odd year.
2. arrange the NS part of the AYA concert tour. If necessary, arrange the NS tour for the NSRMTA scholarship competition piano winner with each of the three Chapters in NS and possibly in other areas of the province.
3. arrange for the printing of concert posters;
4. provide each Branch hosting Young Artist Concert(s) with concert posters;
5. provide each Branch hosting Young Artist Concert(s) with the Young Artist bio and their performance program;
6. arrange in conjunction with host branches for the lowest travel costs and billeting or other costs for the Young Artist(s);
7. provide updates to the website in order to keep all information about the Young Artist Tour current;
8. send the AYA financial report including all revenues and expenses to the AYA coordinator;
9. send a AYA Tour report to the AYA Coordinator including any comments or concerns regarding the Tour.

### **HOSTS FOR THE NS YOUNG ARTIST TOUR (IF NEEDED)**

The ***Host*** shall:

1. be responsible for accommodation for one night for the Young Artist and Collaborative Artist (if needed);
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 advertising via social media;
5. arrange for the printing and distribution of the concert program;
6. cover all costs associated with hosting the NS Young Artist Concert.

**CFMTA-FCAPM NATIONAL PIANO COMPETITION**  
**RULES AND REGULATIONS**

SEE CFMTA WEBSITE FOR ANY NEW UPDATES

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 National Semi-final competition must present a program consisting of the following:
  - a. One Canadian Solo Composition
  - b. One **complete** solo composition from the Classical or Baroque Period
  - c. A variety of shorter works to form a well-balanced program.

*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 semifinal program. Time Limit: minimum 30 minutes, maximum 45 minutes
4. Competitors must be no more than 24 years of age as of January 1<sup>st</sup>, the year of the competition. They must be Canadian citizens or landed immigrants. Students under 16 years of age must be accompanied by a chaperon, at the students' expense.
5. Competitors must be students of a Registered Music Teacher at the time of the application.
6. Each Provincial Association will be responsible for the financial expenses incurred during the selection of its competitor. Each Provincial Association may choose, by audition or otherwise ONE competitor who will represent their Province.
7. Each Provincial Association will be responsible for the expense of its competitors' travel, as prorated by the CFMTA, to and from the competition city. Travel for the Competitors is coordinated by the Special Projects Chairperson. Provincial Associations are strongly encouraged to solicit Corporate Sponsorship.
8. Application Forms accompanied by the Application Fee must be received by the Special Projects Chair at the address shown on the Application Form by the deadline date. Late applications will NOT be accepted under any circumstances.
9. 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, an eight and a half by eleven glossy professional photograph, and a smaller photograph for “The Canadian Music Teacher” magazine.

**PRIZES**

1. First Prize: \$5,000.00
2. Second Prize: \$3,000.00
3. Third Prize: \$2,000.00
4. Dorothy Buckley Prize: for the best performance of a Canadian composition \$500.00
5. Marek Jablonski Prize: for the best performance of a Chopin composition \$500.00
6. 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
7. 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.



**SCHOLARSHIP COMPETITION HANDBOOK**  
**Scholarship Competition Committee / Convenor**  
**Received from Jennifer King May 26th, 2017.**

The model of the Scholarship Competition was changed in 2015 with its first trial in 2016 and then 2017.

The Competition for these two years was held at Maritime Conservatory of Performing Arts. Jennifer King, Vice President and Registrar, took on the responsibility of the Scholarship Competition for these years.

The original model had the competition being rotated among Halifax, Dartmouth, and Valley Chapters, as follows: Dartmouth (2012), Valley (2013), Halifax (2014), Valley (2015), Halifax (2016), Halifax (2017).

Now that the new model has run for two years successfully it is the wish that the rotation aspect is reinstated.

The Council approved the formation of a Scholarship Committee, which is to consist of four RMT's of a variety of disciplines - piano, voice, strings, and woodwinds, brass, etc.,. The Scholarship Convenor will chair this committee and the committee will pick adjudicators from the teachers who submit students, but also from within NSRMTA and the music community. The judges will be picked in consultation with the organizing chapter. The organizing chapter will pick an appropriate application deadline so the adjudicators can then be contacted. Adjudicators will be chosen who specialize in the instruments or voice of the entrants.

A complete report of the scholarship competition will be made available to the new Convenor and given out at the AGM each year. A financial report of the budget should also be presented for an overview when costs are clear. Admission fees for the audience are set at \$5 per person; students and children are free.

**It is the Convenor and Scholarship Committee's responsibility to:**

1. Decide on a date and venue that can accommodate two performance rooms at the same time. If this is not possible then the event becomes a two day commitment. Currently the competition runs from 2pm – 8:30 pm on a Friday in May.
2. The venue booking has been costing \$500 for two good piano performance rooms, plus a room for a collegial meal, which is provided by NSRMTA for the adjudicators and volunteers. The caterer was contacted five days minimum before the event and has typically been for 18 people @ \$20-25 a person. The meal aspect could be relocated to a restaurant. It is important that the event “pays for itself”.
3. Assure that the pianos are tuned for the event and submit this receipt to the

Treasurer.

4. Update the information for the website application form including the deadline for application, date, venue of competition and information for online entry or by mail; notify the membership using the Correspondence Secretary and Website Manager of this information by February 1<sup>st</sup> by email, the website and Facebook page. It is important to remind people that the admission is \$5 at the door.
5. Send application money to the Treasurer when applications are received. Online payment happened automatically but mailed applications included cheques.
6. Adjudicators in 2016-17 have been chosen first from teachers that enter students in the competition or sit on council. Teachers are not permitted to judge their own students.

The Scholarship Convenor and/or Committee then will contact other RMT's to ask to offer their time and expertise to adjudicate one class. Most adjudicators only judge one class, as this is now a voluntary job that promotes collegial teaching and camaraderie amongst our members. It is important to find local adjudicators, but it should be considered that if travel is needed this would be covered by NSRMTA. In 2017 we had 14 adjudicators who were voice, violin, cello and piano teachers. In 2016, there were 11 adjudicators. The adjudicators are not asked until the application deadline has passed.

7. The application form deadline has been one month before the date of the competition. This could be moved to allow for 6 weeks. Once the forms are in and divisions are sorted for the programme, the Scholarship Competition Committee should check the repertoire as soon as possible after the deadline, to be sure the pieces chosen by the teachers comply with the proper and appropriate graded divisions. The guidelines and competition categories are sent out in the February 1<sup>st</sup> announcement. If a piece is not acceptable to the Committee in a graded division, the student and teacher can be immediately informed, and they can choose an alternate piece.
8. The program needs to be compiled immediately after the applications are received so the information and times, rooms, and repertoire check can happen. Copies of the program are to be made for the event. Roughly double the programs for the amount of competitors.
9. Notify all teachers, through the Correspondence Secretary as a Scholarship Announcement, who have entered students as to the time and room their students perform. Teachers are to contact their own students with this information.
10. Prepare Certificates for Winner (s), Honorable Mention (s) and Participants for each class.
11. Arrange to collect cheques for the class Winners from the Treasurer, prepare

thank you notes for the adjudicators and expenses (if applicable) for the venue or travel expenses for the adjudicators (if applicable).

12. Prepare adjudication sheets for each performer in the event. Some classes have had up to three adjudicators so plenty of sheets are needed should the adjudicators wish to write comments.

**Day of Competition:**

1. At least 3-5 volunteers are needed on the day of the competition. One person for the door(s) to collect music and admission fee, one person for each room to act as master of ceremony, one person to liaise with adjudicators for each room. Their duties would include handling music as it comes in, placing it in order and seeing that the music is returned.
2. A warm-up room will only be provided if the venue can accommodate the entrants at no extra fee and if possible.
3. Make provisions for the collegial meal – paper plates, cutlery, cups, napkins, etc., and water for adjudicators.
4. Provide pencils, pen, pencil sharpener, cheque for Winner, certificates and the marking guidelines for the Adjudicator (s).
5. Make sure a copy of the rules is given to the adjudicators.
6. It is the competitors' responsibility to provide original copies of their music for the adjudicators.
7. Under no circumstances are any of the adjudicators allowed to talk to a competitor before the competition regarding the choice of their pieces and order in which they are to be performed.

**After the Competition:**

1. See that monies collected at the door go to the Treasurer.
2. Provide the list of Winners and Honorable Mentions and their teachers to the NSRMTA Webmaster and the correspondence secretary.
3. Prepare a report for Council for the AGM, with any recommendations for future competitions.

Please see below the template for the Announcement sent by the end of January.

## NSRMTA Scholarship Competition Announcement

The competition is open to ALL instrument and voice students of all NSRMTA members or music teachers within the province of Nova Scotia.

### **Date:**

**Due Date:** for Competition Form and Fees \_\_\_\_\_

**There will be no extension of the deadline.**

**Registration:** Coming soon!! Please keep checking [www.nsrmta.ca](http://www.nsrmta.ca) for the form and registration.

**Location:** \_\_\_\_\_

**Time:** expected 2- 9pm with two competition/performance rooms running simultaneously

**Categories, Time Limits and Fees:** Competitors are divided into categories based on the RCM grading system. ALL fees go towards the prize money and running of the competition. Separate divisions, based on instrument, may be offered if there are a large number of competitors in a particular category. There is a \$5 admission fee at the door, to hear all performances for the day. **There is a limit of 2-3 pieces ONLY up to the time limits given below.**

**Preliminary** - up to and at Grade 4 - up to 5 mins - Entry Fee \$25

**Junior** - up to and at Grade 6 - 5-10 mins - Entry Fee \$30

**Intermediate** - up to and at Grade 8 - 10-15 mins - Entry Fee \$35

**Senior** - up to and at Grade 10 - 15-20 minutes of music - Entry Fee \$40

**Advanced** - at ARCT level or Undergraduate level - 20-30 minutes of music Entry Fee \$50

**Prize Money has increased in the last two years.**

**2017 Winners received: Advanced \$550, Senior \$300, Intermediate \$150, Junior 2 x \$75, and Preliminary 2 x \$50**

### **Competition Programme:**

All students can perform up to the allotted time limit. Students are to perform a varied and stylistically contrasting mini recital (set of 2-3 pieces) within the time limit. Students who perform one piece or more at a level **more than** one grade higher may be asked to play in a higher category. It is the teacher's responsibility to ensure that their student is entered in the correct category for their level. If there is doubt, it is the teacher's responsibility to contact the Scholarship Convenor/Committee to ensure the guidelines are met for each category. Students, who perform over the time limit, will be asked to stop.

These pieces may be from a currently recognized syllabus, but this is not a requirement. Please ensure that if you require piano accompaniment that you arrange this yourself and provide the name and details on your registration form.

It is the teacher's responsibility to ensure the music is of an appropriate level and length for the category. Please no concerti for piano and no unnecessary repeats. The choice of appropriate repertoire will be taken into consideration in choosing the winner for each category.

**Performance opportunities for the winners of each category will be offered at the AGM.**

**Judges:** A panel of NSRMTA teachers - with two to three adjudicators per category. Competitors will receive comments either verbal or written from the adjudicators of their category.

**Collegial Dinner:** A catered dinner will be offered at the event for teachers and adjudicators. Serving time will be approximately \_\_\_\_\_ and will depend on the scheduled performances. A cost of \$25 applies to those teachers who wish to enjoy the meal. Please note that your meal must be ordered in advance by emailing \_\_\_\_\_ along with any dietary needs that apply. The deadline to purchase a meal is \_\_\_\_\_.

**Instructions for the Adjudicators:**

There is a marking scheme, which can be followed, but entrants are not given a grade. Adjudicators may want to grade privately so they can confer after hearing all competitors.

1. FIVE annual Scholarships may be awarded at the discretion of the adjudicators. Its classes are split in divisions due to numbers, a full prize may be awarded to each division. The adjudicator(s) reserves the right not to award a scholarship if, in his/her opinion, an acceptable standard is not reached.
2. Adjudicators are to avoid ties for Winner placing.
3. Adjudicators are allowed to give more than one Honorable Mention per class. There will be a special certificate given to those candidates.
4. The adjudicator's word is final.

**Advanced Category Winner – Nova Scotia Young Artist**

The winner of the Advanced Category in the “even years” (e.g. 2010, 2012, 2014) will be the Nova Scotia Young Artist. A recital tour within Nova Scotia will be arranged for this student during the fall following the competition if necessary. If the winner is a pianist, he or she will compete in the next CFMTA Piano Competition that is part of a National Competition. If the winner of the Scholarship Competition is not a pianist, then the Scholarship Adjudicators will choose a piano winner who could join the winning instrumentalist or vocalist on the tour. The Advanced Category winner may compete again in the Scholarship Competition the following year.