

SCMEA CHORAL DIVISION STANDING RULES



1. Registration monies for each event are submitted to the treasurer within one week after the registration deadline. No checks will be written for an event until registration monies have been received. Chairpersons are responsible for ensuring correct amounts are received from all registrants for events. *(adopted 9/8/18)*
2. No blank checks will be distributed. *(adopted 9/8/18)*
3. A check request form and receipts must be submitted for all expenditures. Requests received without proper documentation (receipts/invoices) will not be issued. *(adopted 9/8/18)*
4. **MEALS:** The Choral Division will pay up to the following amounts:
Breakfast: \$7.00 Lunch: \$10.00 Dinner: \$18.00 Total of \$35.00 per day. *(adopted 9/8/18)*
5. **LODGING:** Receipts are required. *(adopted 9/8/18)*
6. **TRAVEL:** Mileage will be reimbursed at the current IRS mileage rate. *(adopted 9/8/18)*
7. **SUBSTITUTE PAY:** If necessary, substitute pay will be paid directly to the school district at their current rate. A "Request for Substitute Pay" form must be signed by the school principal and submitted to the treasurer. Benefits paid to substitute teachers by districts will not be reimbursed. Substitute pay will not be provided for days on which a teacher's students are involved. *(adopted 9/8/18)*
8. **HONORARIUMS:**
Conference Clinician: up to \$525 per session
Choral Arts Seminar Clinician: up to \$500 per session

Honorariums do not include mileage, hotel expenses, and meals. Separate check request forms should be submitted for these expenses. As of September 2009, any person that we have contracted with to be a clinician, judge, etc., must fill out a W-9 form along with the contract. If that person receives more than \$600 during the calendar year from the SCMEA Choral Division, we must file a Form 1099-MISC with the IRS. Some clinicians may work for less than our ceiling limit. You should first ask what their fee is for doing a session(s). Make sure you also tell them about completing the W-9 form along with a contract.
(adopted 9/8/18)
9. SCMEA members who do not clear bad checks in a timely manner will not be allowed to participate in SCMEA activities until the matter is resolved. *(adopted 9/8/18)*
10. Each Choral Division event must be financially self-supporting. *(adopted 9/8/18)*
11. Whereas federal copyright law strictly prohibits the recording and broadcasting of copyrighted material, and whereas federal student privacy law strictly prohibits the dissemination of student data to unauthorized persons, the SCMEA Choral Division prohibits the recording, broadcasting, and/or live-streaming of all official Choral Division events except in cases wherein the committee responsible for planning an event determines the services of professional recording contractors are necessary. In such cases, wherein a committee determines rehearsal tracks and/or the audio or video recording of performances are necessary, it is the understanding of the SCMEA Choral Division that the professional recording contractors will have acquired all appropriate copyright permissions, mechanical licenses, and any and all other releases necessary for the recording and/or sale of copyrighted material and student data. *(adopted 2/9/19)*