

National Society of Arts and Letters
Saint Louis Chapter
Guidelines and Procedures
May 2025

The following document was created to supplement the Chapter Bylaws regarding the duties and responsibilities of the Board of Directors (BOD). It describes the duties and responsibilities of each member of the BOD, so that each one understands the expectations of the position. It will also assist the Chapter Nominating Committee in recruiting new Board members.

Table of Contents

- I. Executive Committee
 - A. President.....2
 - B. Vice Presidents
 - 1. First Vice President.....3
 - 2. Second Vice President.....4
 - 3. Third Vice President
 - C. Recording Secretary
 - D. Corresponding Secretary
 - E. Treasurer
 - F. Parliamentarian (Advisory).....5
- II. Standing Committees
 - A. Art Committee (“Art Chairs”)
 - 1. Art (Visual)
 - 2. Dance
 - 3. Drama
 - 4. Literature
 - 5. Music – Instrumental
 - 6. Musical Theater
 - B. Artist Support
 - C. Bylaws.....6
 - D. Career Historian.....7
 - E. Finance
 - F. Fundraising
 - G. Hospitality
 - H. Membership.....8
 - I. Newsletter
 - J. Tributes
 - K. Website Administrator
 - L. Yearbook.....9
- III. National Annual Award Competition
- IV. Winston Scholarships in Visual Art and.....11
 - Classical Voice (including National Competition in Classical Voice)
- Appendix A: Protocols for Judges.....12
- Appendix B: Budget Form for Annual Award Competition..13

I.A Duties of the President

[From the Chapter Bylaws]

The President shall:

1. Preside at all Executive, Board and Chapter membership meetings.
2. Appoint the chairs of standing committees.
3. Appoint a Parliamentarian.
4. Appoint special committees by direction of the Board or membership.
5. Call special meetings at any time.
6. Be an ex officio member of all committees except the Nominating Committee.
7. Co-sign checks with the Treasurer, First Vice President or Second Vice President. All checks shall have two signatures.
8. Co-sign all contracts with the Recording Secretary with the approval of the Executive Committee.
9. Prepare an annual report for the Chapter, National President and National Recording Secretary.
10. Be the official representative of the Chapter and serve as a delegate to the National Convention/Conference.

Meetings: The President assigns a Board member to consult with the General Manager of the Saint Louis Woman's Club to arrange dates of the meetings for the following year. As several members of the NSAL Chapter are also members of the Woman's Club, it is helpful to use a person who has dual membership. That person should consider all high holidays. The dates are then presented during a Board meeting.

The President meets with the General Manager of the Woman's Club to sign the contract for the Membership meetings. The contract copy must be kept for archival purposes. Issues that need to be addressed:

- Confirm the rooms to be reserved (usually the second-floor performance space)
- Accept menu from the Club Chef through the General Manager (no beef, pork, or shellfish)

The Chairs of the Arts committees submit ideas for guest presenters to the First Vice President. Presentations are expected for the two Fall General meetings, the early Spring General meeting, and the final June Annual meeting. These bookings should ideally be made in the early summer, before the deadline of the next Yearbook (late July).

One week before the meeting, the President should obtain a final count of attendees from the Hospitality Chair and send this by email to the General Manager. (This advance notice is required by the Chef. Failure to give accurate numbers will jeopardize the Chapter's ability to continue to use this building for its meetings.)

The President writes and sends out the agenda for both the BOD meetings and the Membership meetings. The minutes of the previous meeting should be included with the agenda. (Minutes should be obtained from the Recording Secretary.) Agendas and minutes should be sent by email to those members with emails, and by regular postal mail for those with no email address.

Each VP should give a copy of their report to the President and to the Recording Secretary at each General Meeting. During the General Meeting, each Chair should present only three highlights from their report; the President will then circulate the full report to the membership list after the meeting.

The President writes and sends a “Thank You” note to each guest speaker after their presentation. Note cards for this are included in the package of stationery provided to the President.

If BOD meetings are held in person, the President is responsible for finding and reserving a location for this. If Zoom meetings are preferred due to weather, travel conflicts, etc., the President should host the meeting, creating and sharing the Zoom link with the BOD.

The President saves all reports, agendas, and minutes for archival purposes.

Chapter Events and Competitions: The President attends all events supported by the NSAL Saint Louis Chapter whenever possible. The President attends all Annual Award Competitions and presents the checks (and certificates, if these may be prepared) to the winners at the second Spring meeting of the General Membership. This includes the winners of the Annual Award Competition (First, Second and Third place) and the winners or co-winners of Winston Two-Dimensional Art, Winston Classical Voice, and Dorothy Lincoln Smith Classical Voice. The meeting is normally held in April, after the chapter competitions but before the National Competition takes place in May.

Appointments to the Chapter Board of Directors: A Nominating Committee will be formed every other year, to present nominees for election to the Executive Committee. For other positions, or when vacancies occur during the two-year term, the President will need to fill those vacancies if possible.

Each new President needs to know whom to contact in filling positions on the Board, Executive committee positions, Chairs of committees, or any volunteer opportunities. Also, the President needs to know of particular issue confronting the member such as personal or family health concerns, in order to refrain from contacting that person.

Representing the Chapter at the National Level: Once a person has been asked to be President or told that their name has been submitted to the Nominating Chair, they should prepare to attend the National Meeting in May. This will give insight into how the National Competition works along with how the National BOD functions. The President may also request or may be asked to be on the National Executive Board, perhaps as a Chair of a committee. This service is optional, depending on the individual’s level of interest and time available.

General Recommendations: The President should consider having an Advisory Committee of Past Presidents. They are the walking history of the organization and can be a reservoir of information, guidance, and answers throughout the two-year time. The President should also review the St. Louis Chapter’s Bylaws and consult with the Parliamentarian to gain an understanding of how to conduct meetings in accordance with Robert’s Rules of Order.

I.B.1 Duties of the First Vice President

[From the Chapter Bylaws]

The First Vice President shall:

1. Preside in the absence of the President at Executive Committee, Board and membership meetings.
2. Fill vacancy of the office of President.
3. Supervise the Art Chairs, Artistic Support and oversee the programs for the Chapter membership meetings.

I.B.2 Duties of the Second Vice President

[From the Chapter Bylaws]

The Second Vice President shall:

1. Preside in the absence of the President and the First Vice President at Executive Committee, Board and Chapter membership meetings.
2. Supervise the chairs of Fundraising, Tributes, and Hospitality.

I.B.3 Duties of the Third Vice President

[From the Chapter Bylaws]

The Third Vice President shall:

1. Preside in the absence of the President, First Vice President and Second Vice President at the Executive Committee, Board and Chapter membership meetings.
2. Supervise the chairs of Membership, Careers/Historian, Newsletter, Publicity, Yearbook and Website Chapter Administrator.

I.C Duties of the Recording Secretary

[From the Chapter Bylaws]

The Recording Secretary shall:

1. Record the minutes of each meeting of the Executive Committee, Board and Chapter membership.
2. Send a copy of the minutes to the President within two (2) weeks following any meeting of the Executive Committee, Board and Chapter membership.
3. Be custodian of all recorded minutes of the Executive Committee, Board and Chapter membership meetings and store them in a centralized location arranged by the President.

Correspondence with the President may include cc'ing other Executive Officers or member of the Board. In addition, the President may ask for additional clarification on an item from the minutes of either the BOD meeting or the General meeting.

I.D Duties of the Corresponding Secretary

[From the Chapter Bylaws]

The Corresponding Secretary shall:

1. Conduct the regular correspondence of the Chapter.
2. Notify the members of Chapter membership meetings.
3. Forward to the National President and to the National Credential Chair, the names of the delegates two (2) weeks before the National Convention/Conference.

The Corresponding Secretary will use regular postal mail to send all notifications of upcoming meetings to members who do not use email. The Corresponding Secretary will also work with the President to identify the Chapter delegates to the National Annual Meeting of NSAL, prior to forwarding the names to the National President and Credential Chair.

I.E Duties of the Treasurer

[From the Chapter Bylaws]

The Treasurer shall:

1. Be responsible for the collection and disbursements of funds.
2. Be responsible for maintaining current financial records and their storage.
3. Be authorized to co-sign checks with the President, First Vice President or Second Vice President. All checks shall have two signatures.
4. File the annual tax forms.
5. Report financial status at each Executive Committee, Board and Chapter membership meeting.
6. Pay annual National membership dues as stated in the National bylaws.

I.F Duties of the Parliamentarian (Advisory)

- The Parliamentarian must have a general understanding of Robert’s Rules of Order. This includes knowing which actions do not require a motion or second (such as approval of the Minutes or actions proposed by a Committee) and which ones do require a motion (such as actions proposed from a member of the organization). The Parliamentarian should also understand who is authorized to speak and basic terminology such as tabling a discussion.
- The Parliamentarian will be available to advise the President or other Officers about rules of order. This may apply to both Board meetings and General meetings, although Board meetings are usually more informal.
- If a discussion gets off track or any other situation arises that may cause confusion (such as non-members participating in a discussion), the Parliamentarian will intervene to restore order.

II.A Duties of Art Committee Chairs

Art, Dance, Drama, Literature, Music: Instrumental, Musical Theater

The six Art Chairs are tasked with compiling a report for each membership meeting on events within their category that will be of interest in the period between the meeting at which they present their findings and the next scheduled meeting.

They choose no more than three of those events to verbally share with the assembled membership at each meeting. Copies of printouts may be provided at the meeting, if possible. The full report is then sent by the President to the entire membership, electronically and through regular postal mail for members without email.

The Art Chair of the category that corresponds with the focus of each Annual National Competition will normally also act as Chair of the Competition. This is not required, and another Chapter member may serve as the Competition Chair, with the Art Chair being a member of the Competition Committee.

II.B Duties of Artist Support Chair and Committee

The committee chair is appointed by the President of the chapter.

1. The committee consists of five members including the chair.
2. Members of the committee should have a background in one of the following artistic fields: art, music, dance, literature, drama, and musical theater.
3. Members should have basic knowledge of computer skills as all applications are sent to the committee online.
4. Members should have a willingness to discuss the application online or in person.

Duties of the Chair: Receiving Applications

1. Receive application and acknowledge within 10 days to the applicant.

2. Inform the chapter President of the application.
3. Send the committee members the complete application online including Facebook video and photos.
4. Check birth date of the applicant to confirm the person is eligible for the grant.
5. Meet with the committee in person or discuss the application online with them.
6. If in doubt about any part of the application, call the individuals who have sent letters of recommendations for verification of the level of excellence.
7. Call the venue of instruction and verify the dates and cost of the program.
8. If possible, within 3 weeks decide to approve or reject the request for the grant.
9. If the grant is rejected notify the applicant by email, letter, or phone, giving reasons for the rejection.
10. If possible, encourage applicant to rethink and improve application for a resubmission later.

Duties of the Chair: Submitting Proposals to the Board

1. Submit to the board a recommendation from the committee to approve the grant, and if the grant has been refused inform the board the reasons why it was rejected.
2. With board approval notify the treasurer of the amount of the grant.
3. Notify by phone, letter, or email the applicant of their grant, and request their Social Security number for the treasurer. All grants over \$250.00 require a Social Security number.
4. Have applicant sign the form stating that the funds will be used as requested and return to the chair. If the funds are not used, then they must be returned to the treasurer by a date chosen by the chair. A check will not be issued until the form is signed and returned.
5. Write a report for the General Meeting informing the members about the applicant and the amount of the grant.
6. Keep a file of all applications, notes pertaining to application and copies of the acceptance form.
7. And have fun! It is a special treat to read about these young artists and help them move forward in their careers.

Artist Support Funds:

1. The amount of funds available for the grants is voted upon annually by the board and the membership.
2. An applicant may receive up to \$1,000 for the year and is eligible to reapply for a second grant up to \$1,000 in the following years. No applicant may receive more than a total of \$2,000.
3. The application is on the chapter's website including all needed information for submission.

II.C Duties of Bylaws Chair

[From the Chapter Bylaws]

1. Monitor Chapter bylaws and propose amendments or revisions as necessary.
2. Monitor Chapter standing rules and policies, and recommend changes as necessary.

The duties of the Bylaws Chair include the following:

- Keeping up-to-date files of the National and Chapter Bylaws
- Monitoring the Chapter Bylaws to ensure that they are in compliance with National Bylaws
- Receiving requests for changes to Bylaws
- Presenting proposals for change to the Board and leading the discussion
- If the Board approves a change, presenting it to the next General Meeting and leading the discussion. The Meeting Chair (Chapter President) will call for a vote (no motion to approve is

necessary, since the committee presentation constitutes a motion). If approved, the change will be incorporated into the Chapter Bylaws.

II.D Duties of Career Historian

[From the Chapter Bylaws]

1. This committee shall keep in contact with former winners of competitions held by the Saint Louis Chapter and maintain a record of their achievements.
2. Report on competition winners at the annual membership meeting.
3. Send an annual report to the appropriate person in the National organization on activities of former competition winners and books or other published material by Chapter members.
4. Serve as custodian of memorabilia.

II.E Duties of Finance Chair

[From the Chapter Bylaws]

1. This committee [Finance Committee] shall be composed of the Finance Chair, Treasurer and one member appointed by the Finance Chair.
 2. Manage the Chapter's investments with Board approval.
 3. Select, in consultation with the Treasurer and approval by the Executive Committee, a non-member to review the books and accounts annually.
 4. Shall prepare the Chapter annual budget. The annual budget shall be presented to the Board for approval at the Board meeting preceding the annual membership meeting, and to the membership for approval at the annual membership meeting.
 5. Shall report to the President.
- The Finance Chair maintains the finance records that includes statements and miscellaneous financial items.
 - The Finance Chair reports at every meeting on investment balances, based on the most recently available Wells Fargo reports. The Chair submits a report to the President prior to each BOD meeting, presents the full report at the BOD meeting, and an abbreviated version at the General meeting.
 - These reports are retained by the Recording Secretary and the President for the Chapter's archives.
 - The Finance Chair confers with the NSAL Treasurer, as needed.

II.F Duties of Fundraising Chair

[From the Chapter Bylaws]

1. Plan and supervise fundraising activities.
- The Fundraising Chair should form a committee to plan and organize one or more fundraising or "friendraising" events. These events help maintain friendships among Chapter members as well as support for the Chapter's scholarships and competitions.
 - In recent years, successful events have included a musical performance with refreshments at a Chapter member's home and a holiday gathering including lunch held at the Saint Louis Art Museum.

II.G Duties of Hospitality Chair

[From the Chapter Bylaws]

1. Receive reservations for Chapter membership meetings.
2. Choose menu and provide table decorations for Chapter membership meetings.

The Hospitality Chair may choose to work with a Co-Chair or a Committee.

II.H Duties of Membership Chair

[From the Chapter Bylaws]

1. Send to the Chapter Treasurer the completed membership form, initiation fee and dues. A copy of the membership form shall be sent to the President and Yearbook Chair.
 2. Keep a file of members including all pertinent data.
- The Membership Chair will obtain from the Hospitality Chair the list of guests at the upcoming meeting. The Chair will then prepare a “packet” of information for each guest that includes:
 1. Copy of latest newsletter
 2. Membership Form
 3. Tri-Fold Brochure talking about NSAL and our Chapter
 4. Letter of welcome to them as a guest, inviting them to join
 - The Membership Chair should try to arrive a half-hour before meeting start times, to greet guests.
 - When a new member joins, the Treasurer first receives the application and check in the NSAL-STL post office box in Clayton P.O. The Treasurer should send a copy of the Membership Form to the Membership Chair and to the Yearbook Editor, preferably as a scanned pdf by email. Alternatively, the form may be sent as a photocopy by mail.

II.I Duties of Newsletter Editor

[From the Chapter Bylaws]

1. Edit and produce the Chapter newsletter.

II.J Duties of Tributes Chair

[From the Chapter Bylaws]

1. Accept and acknowledge memorials and tributes.

II.K Duties of Website Administrator

[From the Chapter Bylaws]

1. Oversee the design and content of the Chapter’s Internet Website.

The NSAL Chapter Website exists as a means of providing information about the organization’s competitions and scholarships to prospective applicants. This adds to the professionalism of the organization and relieves the competition organizers of the need to share the information with applicants using their own private email.

- The Website Administrator will maintain the account for **nsalstl.org** with GoDaddy, paying for renewal every year or every other year as needed. This includes registration of the domain name and website editor function. (Note: registering a change of administrator is very cumbersome and cannot be done frequently. The Chapter Website Administrator should be willing to assume this duty for longer than a regular two-year committee membership.)

- At the request of Chapter Officers, periodically updating the information that is posted regarding Chapter Competitions and Scholarships and Artist Support. This includes listing current dates of upcoming competitions and the most current application forms available.
- After the competitions occur, updating the information about Chapter Winners, usually posted on the Home page. This information must be provided by the Competition and Scholarship Chairs.
- Note: the Chapter website does not announce Chapter Meetings, which are not open to the public and are made known to the Chapter Membership through separate announcements. The website also does not have the ability to receive applications, which are sent directly to Competition Chairs, or payments, which are handled only through the Chapter Treasurer.

II.L Duties of Yearbook Editor

[From the Chapter Bylaws]

1. Prepare and distribute annual yearbook.
 2. Update the National Member Directory.
 3. Update Chapter competition information on the National website.
- Throughout the year, the Yearbook Editor will maintain a current record of Chapter Members and their contact information. Any changes of information received by other officers should be forwarded to the Yearbook Editor.
 - Throughout the year, the Editor will maintain a current file of Mailing Labels as a Word document. This should be made available to Chapter Officers who need it, either by sending the Word document by email or preparing physical labels and mailing them to the Officer. This is not available to regular Chapter members.
 - Once a year, after the Membership Dues have been renewed, the Editor should receive copies of all of the renewal forms from the Chapter Treasurer. These may be received as physical copies or as email scans. Using this updated information, the Editor will update the Yearbook Membership List. The updates will include not only verifying each Member's telephone, email, and mailing address, but also their level of support (regular, supporting, sustaining) and length of membership. Levels of support and length of membership (10-year and 20-year) are recognized in the Yearbook.
 - Once a year, in late summer, the Editor will produce a new version of the Yearbook that includes a schedule of upcoming Meetings (dates and speakers with topics, if available), an updated roster of past Chapter Presidents, an updated roster of current National and Chapter Officers, an updated list of Chapter Competition and Scholarship Recipients, and the updated Membership Roster.
 - The Editor will arrange for printing of the requisite number of copies (usually the current number of members plus 10 for giving to people who join as new members for the year; the order should be rounded up to the nearest 10). The printer used successfully for many years is Murray Print Shop, 2216 S. Vandeventer Ave., St. Louis, MO 63110.
 - The Editor is responsible for purchasing envelopes (6x9 white catalog envelopes, Office Depot) and stamps (check current postage cost, first class). When the Yearbooks are printed, the Editor will stuff the envelopes, affix mailing labels and stamps, and mail them.
 - The Editor will submit a request to the Chapter Treasurer for reimbursement for the printing and mailing costs (stamps every year, envelopes every other year, mailing labels as needed).

III. National Annual Award Competition (Dance, Drama, Music – Instrumental, Musical Theater in rotation)

A Competition Chair is responsible for the organization and implementation of the local competition. The first step is to form a committee to carry out the various duties listed below.

Plan a Budget:

- A budget shall include fees for the competition site, copying, mailing and other marketing expenses. It shall also include transportation, honoraria (\$250), and housing expenses of the judges. In addition, it shall project the transportation cost, hotel and other expenses of sending the local first place contestant to the National Competition. **(See Appendix B – Budget Form.)**
- As of 2023, we do not use judges from out of town and therefore do not need a housing or transportation line item.
- The proposed budget shall be approved by the Executive Committee.

Preliminary Steps:

- Ask the National Competition chair for the dates and location of the National Competition.
- Secure a competition site within the St. Louis area.
- Create information for the National Competition for the NSAL website and for distribution to local teachers within the Chapter's area, including high schools and universities.
- Determine if the competition is to be open or closed, i.e., with or without an audience. An open competition will require a program, written instructions regarding protocol for judges, audience, and competitors.
- Receive, accept, and process applications for the competition.

Plan the Competition Event:

- Prepare letters to the judges confirming their participation, requirements, arrival time, schedule of events.
- Ask for a response from each judge regarding any dietary restrictions, if refreshments are provided.
- Prepare an email to the competitors regarding their participation, requirements, arrival time, schedule of events.
- Ask for a response from each competitor regarding any dietary restrictions, if refreshments are provided.
- Finalize arrival, events, and departure from the competition site. The site should include a performance area as with a stage, a warm-up area, a green room for holding the competitors prior to auditioning. Each area of competition may require particular requirements as with Dance having a studio with the correct flooring and barres.
- Prepare evaluation forms for the judges and copies of the application information. Each judge should have a packet of information.
- Schedule volunteers for the entire event, when each arrives and how long they stay, their responsibility while at the event.

Day of Event (*Volunteers are needed to carry out all of the items below*):

- Arrive early. Prepare a greeting table with a sign-in sheet, perhaps tea, coffee, water for guests.
- Post instructions for the audience for the expected behavior while in the performing space.
- Post signs of directions to each space, to and from the entrance way, to and from the Green Room, to and from the warm-up room, to and from the performance space, and how to exit back to the entrance.
- Greet each judge. They should be asked to wait in the Green Room. Competitors will be moved to the warm-up room until their name is called. Judges are instructed that they will have a specific time limit to write their evaluations.
- Greet the competitors, escort them to and from the warm-up room, and to the lobby.
- (Two people) Serve as timers for the judges

- (One person) Serve as audition observer
- Any other efforts as the audition site requires.

Post-Competition Procedures:

- Judges meet separately to make their decision.
- Everyone (judges, competitors, volunteers, and any remaining audience members) is invited into the theater for the announcements of the winners.
- The judges will meet afterward with each competitor in the lobby or other separate space away from volunteers and audience members. This provides an opportunity for each competitor to receive professional feedback on their performance.
- At the conclusion of the personal meetings, the judges are given their honorarium. The first, second, and third place winners are asked to attend the second Spring NSAL Chapter meeting to perform and receive their checks.
- The Chair will communicate with the first-place winner separately to discuss their attendance at the National Competition. (All competitors agreed to attend the National Competition.)
- The Chair will turn in any receipts for expenses to the Treasurer.

IV. Winston Scholarships in Visual Art and Classical Voice

[From the Chapter Bylaws]

1. Review requests for the Shirley Rabb Winston Scholarship in voice and the Naomi Winston Scholarship in art.
2. Submit selected candidates for scholarships to the National Winston Scholarship Committee.

There are normally separate chairs and committees for Art and Voice. The Voice Chair and Committee may also manage a National Voice Competition if one exists. As of 2025, there is a Martorella Competition in Classical Voice.

- The National Office develops the brochures including the conditions of contest and application forms. These brochures are available on the NSAL Website.
- A database of art or music teachers and other arts administrators in local schools, public and private, is updated annually. The Chair of each competition solicits and receives all applications. After screening the application to be sure the candidate meets the basic qualifications of deadline, age, residence, citizenship (if required) and program, the required JPEG files of the artwork or YouTube link of the performance are sent to the judges electronically.
- Volunteer judges (3 individuals) with expertise in judging art or voice are engaged. The Chair provides them with the Evaluation Sheet to be used in judging. The judges complete their evaluations and forward their Evaluation Sheets to the Chair who tallies the results and contacts the competitors about their outcomes. Two local winners in each competition have their applications forwarded to the National Chair to be entered in the National Level competition. A \$15 fee per entrant, paid by the NSAL Chapter, is required to accompany the applications for the Shirley Rabb Winston.
- Chapter winners are invited to the second Spring meeting, including the provided luncheon, to receive their awards and to perform for the group. A Chapter winner who is also a winner of a National award is expected to attend and perform at the National Annual Meeting. The Chapter is responsible for their conference registration, travel expenses, and hotel. Minors should be accompanied by a Chapter member attending the Meeting (normally the President).

Appendix A: Protocol for Judges

Annual Award Competition in Dance, Drama, Music, Musical Theater Chapter Competition

Judges should be individuals who hold professional credentials and expertise in their fields and who may be relied upon to make objective and appropriate professional decisions.

The Panel:

- The panel shall consist of three judges and one alternate judge.
- Judges, including alternate judge(s), are not authorized to alter, reinterpret, or make exceptions to the Chapter's rules for adjudication.
- An alternate judge shall be present, fully prepared, and involved in all aspects of the competition judging. The alternate judge shall vote only in the event one of the judges is absent or disqualified, or if a judge recuses themselves from an audition because they know the competitor.

Integrity of Adjudication:

- Every effort will be made to assure fairness throughout the competition process.
- The Competition Chair will serve as liaison, advisor and arbiter for competitors and judges.

Conflict of Interest:

- Any judge's personal interest in or connection to any competitor or competitor's work, which might be construed or reasonably be interpreted as impinging upon that judge's neutrality shall be deemed a conflict of interest and will require the judge's recusal for that competitor's audition and evaluation.
- If a judge feels a need to remove themselves from the competition altogether, a clear statement of such unwillingness to serve shall be accepted from any judge at any time.
- An ambiguous statement of a judge's familiarity with a competitor or competitor's work must be discussed with the Competition Chair. The decision of whether or not the judge should participate will rest with the Competition Chair.
- In case of a disqualification at the time of the competition event, a disqualified judge will be replaced by an alternate judge.

Appendix B: Budget Form for Annual Award Competition

Anticipated Date and Title of Competition _____

Chair _____

ITEMIZED EXPENSES (State Amounts)

Correspondence/Solicitation

Paper	_____	Copies	_____
Mailing	_____	Printing	_____
Photography	_____		
Other (List)	_____		

Sub-total _____

Competition Site Fee _____

Judges Honorarium _____

Sub-total _____

Prizes First _____

Second _____

Third _____

Sub-total _____

Competition Day

Site Costs _____

Program Costs _____

Accompanist(s) _____

Lunch _____

Misc. (List) _____

Sub-total _____

Presentation at NSAL meeting

Lunch for Judges _____

Lunch for Competitors _____

Sub-total _____

National Competition

Registration Fee for Competitor _____

Competitor Entry Fee _____

Hotel Expenses _____

Stipend _____

Explanation of Stipend _____

Sub-total _____

TOTAL _____

Submitted by _____

Date _____