



**Policies for Publications, Instrument, and other relevant Committees
Adopted by the ISA Board of Directors on February 10/11, 2026.**

Executive Summary:

- **International Edition Policy:**
 - The International Edition is the sole authorized version of the Suzuki Method™ worldwide. The International Edition serves as the exclusive basis for Teacher Training and educational use globally. No other editions or unauthorized adaptations may be used under the Suzuki Method™ name.
 - Alfred Music (outside of Japan) and Zen-On (Japan) are the publishers of the Suzuki Method
- **ISA Publications Committee**
 - The Publications Committee of the ISA sets annual publication priorities in collaboration with the ISA Executive Director and Alfred Music
 - Reviews and recommends policies, processes, and timelines for all Suzuki publications
 - Provides oversight, resolves conflicts, and ensures alignment between committees, publishers, and the ISA Board
- **Executive Director**
 - Ensures goals, priorities, and deadlines are set by the Publications Committee are met
 - Maintains communication with committee chairs, members, and Alfred staff
 - Collects and distributes biannual reports from the Instrument Committees, and shares relevant and important information to the Publications Committee, and the Instrument committees
 - Provides regular updates to regional leaders and maintains records of committee membership and terms
- **Instrument Committees**
 - Instrument Committees prepare and revise repertoire, edit music and text, and make recommendations for recordings for the Suzuki Method™ books.
 - Committee members elect a chairperson, who facilitates dialogue, documents committee perspectives, and reports annually to the ISA Executive Director, and/or the ISA Publications Committee as needed.



Description:

Recognizing that the Suzuki Method™ is used worldwide, the ISA Board established International Instrument Committees and relevant educational program committees covered by the Suzuki Method™ to ensure the core materials used under the name “Suzuki Method™” are of the highest musical and pedagogical quality and are uniform throughout the world. Under the copyright agreement, Zen-On is the publisher for the Suzuki Method materials in Japan, and Alfred Music is the publisher for the materials in the rest of the world. Core materials are defined by the ISA Board as printed music for the Suzuki Method™ books and recordings of these books. Core materials with the same or similar contents published by other technical means including but not limited to DVD, CD-ROM, Internet publishing or any other form of publishing electronic or non-electronic is also included in this definition.

ISA Instrument Committees are charged with the responsibility of preparing the material for the Suzuki Method books and recordings. This includes selection or revision of repertoire and editing of the music and text for the international edition of the Suzuki core materials. This shall be done in consultation with the newly formed ISA Publications Committee, which is responsible for determining clear priorities, goals, and relevant deadlines for all ISA Instrument Committees.

As publications are a critical area of work for the International Suzuki Association, it is essential that the ISA Board have clear processes and procedures for edits to current publications, future publications, and new instrumental areas. The following document outlines such procedures, including the creation of this committee.

The following principles apply for the work of all ISA Instrument Committees and committees in other educational areas where core materials are produced:

- This International Edition is to be the only edition published anywhere in the world.
- Alfred and Zen-On must publish the exact same edition to the exclusion of any other edition.
- The International Edition is used worldwide to the exclusion of any other edition.
- No region may use other materials under the name "Suzuki Method."
- The International Edition must be used as the basis for teacher training in all regions.

The committees have the right to final say regarding publications and choice of artists for recordings in dialogue with the publisher in question, and in consultation with the Executive Director and Publications Committee. The ISA board should in general accept the recommendations and decisions of these committees. The Board has the right to intervene and reverse decisions of these committees should these not be consistent with ISA policy or if the board assesses that decisions or recommendations carry a potential danger for unacceptable financial undertakings by the ISA.

Following are guidelines for Instrument Committees and committees in other educational areas where core materials are produced:



1. The ISA should aim at having instrument committees for all instruments and committees for other educational areas with core materials covered by the Suzuki Method™. Core materials are defined by the ISA Board as printed music for the Suzuki Method™ books and recordings of these books. Core materials with the same or similar contents published by other technical means including but not limited to DVD, CD-ROM, Internet publishing or any other form of publishing electronic or non-electronic is also included in this definition.
2. At the point of adopting these guidelines the following instrument committees are recognized: violin committee, viola committee, cello committee, piano committee, flute committee, guitar committee, bass committee, recorder committee, harp committee, voice committee, organ committee, brass committee, and early childhood education committee.
3. The ISA board approves new instrument committees or educational area committees if these are established according to the "[Policies for New Instrument Areas in the Suzuki Method](#)" approved by the Board of the ISA in April 1999 and revised in October, 2007 and March, 2024. A proposal to appoint a new ISA instrument committee or other educational area committee can come from any of the regional Suzuki associations represented on the ISA board.
4. The regional associations have the right to nominate and appoint one representative each to any instrument or educational area committee provided that an active program of that discipline exists in their region. This appointment is subject to the qualification requirement stated in item 5 of this policy.
5. A representative of a region on a particular committee must reflect the opinions of the teacher trainers in that discipline in their region. Representatives of a particular region on an instrument or educational area committee must be resident in that region. A representative must be a teacher trainer in their region or have completed Suzuki teacher training through the highest level of Suzuki core material for that particular discipline. The same requirements apply to a representative's deputy or proxy should such a deputy be appointed by the representative to take part in any one meeting of the instrument committee. The ISA Board may allow exceptions to these requirements in special circumstances.
6. A region or a representative of a region that has either published or been instrumental in publishing Suzuki core material without the approval or input of the relevant ISA instrument committee, or has published or been instrumental in publishing Suzuki core material with editing (for example, fingering and bowings) or recordings that have not been approved by the relevant ISA instrument committee, may not participate or vote in further editing decisions about those books or recordings.
7. Members of a committee may not receive any royalties, fees, commissions or other compensation for materials prepared by the committee and published using the Suzuki name. If there is an exception to be made, this should be discussed with the committee member(s) in conflict, and approved by the Board of Directors.



8. Each representative committee member is appointed by his/her region for a term of up to three (3) years, and up to two (2) terms. Exceptions can be made at the discretion of the Board of Directors, if there is an active project being completed, and/or the size of an instrument group is new or smaller in particular regions. The ISA Board can refuse the appointment of a representative committee member or unilaterally terminate a representative committee member's term on a particular committee with or without cause and with or without prior notice.
9. Each instrument committee elects its own chairperson. The term of office for the chairperson is three (3) years, and up to two (2) terms. The chairperson is responsible for adhering to the policies written below, which include maintaining contact with the ISA Executive Director, as well as the Publishers on behalf of the committee, and facilitating dialogue amongst the committee.
10. If the Chair of a committee is absent from a meeting, a Chair Pro-Tem will be elected by the committee members in attendance. A deputy or proxy cannot serve as Chair of a committee.
11. It is the responsibility of the chairperson of an instrument committee to report annually to the ISA's Board of Directors through the ISA's Executive Director by September 1 each year or a minimum of six weeks prior to the ISA's scheduled annual board meeting.
12. The ISA Board, may, at its discretion, appoint an ISA Board Liaison to an instrument committee, as needed.
13. Decisions by instrument committees should, if at all possible, be made by consensus. Should this not be possible, a simple majority vote of committee members is also acceptable. Should, for some reason, the situation arise that an equal number of votes are in favour and against a particular proposal in a committee meeting, this is to be regarded as a veto for that particular proposal.
14. Committee members may vote by proxy.
15. The expenses incurred by ISA's instrument and educational area committees should be kept at a minimum. Cooperation with publishers and others should be sought in order to cover costs that arise from the work of these committees.



Further guidelines for roles and responsibilities of the Publications Committee, Executive Director, and the Instrument Committee:

Role and responsibilities of the Publications Committee:

On an annual basis, and in collaboration with the Executive Director, and Alfred staff, the Publications Committee is responsible for:

- Reviewing and recommending publication priorities based on the feedback received from each of the instrumental committees. Publications priorities should cover one to two years of publication goals and deadlines, and should align with Alfred's internal publishing schedules, and in consideration of budgetary constraints of both the ISA and Alfred.
- Recommending policies for processes involving any publications, in consultation with the Executive Director, and Alfred staff
- Relaying recommendations for policies and procedures to the Board of Directors for approval & vote
- Communicating publication priorities to the Executive Director and to Alfred staff
- Meeting at least once annually with Alfred staff regarding progress of publication priorities, and communicate progress to committee chairs
- Communicating with the Board about any ongoing issues, potential areas of conflict, and/or disagreement
- Collecting ongoing progress summaries from Alfred on a quarterly basis, and communicating them to the Board of Directors, and staff who will distribute updates to committees as needed.
- The Chair of the committee is responsible for keeping meeting agendas, minutes, and ensuring the policies and procedures are followed by the Board, staff, and Alfred
- The Chair of the committee is appointed by the Chairperson of the Board, or by vote of the committee
- The Chair of the committee may be of support to the Executive Director, should a difficult situation arise, and should a committee member need to be removed or changed
- The Chair of the committee should inform Alfred if or when a new ISA instrument committee or study group is officially recognized.
- The Chair of the Committee, in consultation with the Board Chair, Publications Committee and Executive Director should give written permission for Alfred to proceed with any new projects, or significant changes to current or active projects
 - Communication about timelines and annual publication priorities will be led by the Publications Committee, Board of Directors, and Executive Director.
 - Communication about changes to books, edits to books, and other comments related to specific instruments will be led by the Instrument Committee Chair, and Executive Director.
 - Alfred should contact the appropriate party as needed, and reach out to the Board Chair, Executive Director, and Publications Committee Chair should any conflicts arise.



Role and responsibilities of the Executive Director:

- Ensure the priorities, goals and deadlines designated by the Publications Committee and Board of Directors are met and accomplished
- Ensure all Instrument Committee Chairs are following all policies and procedures; keep track of all chair terms, and ensure new committee members are well-informed as they begin working with the committee
- Ensure active communication with all committee members; including current goals, priorities, and deadlines set forth by the Publications Committee
- Collect reports from each of the instrumental committees bi-annually, and share all reports with the Publications Committee
- Ensure committee members are active, present, and involved in meeting the goals set forth by the Committee Chair, and/or the Publications Committee. If a committee member fails to meet the goals, is not present, or unable to attend, the Executive Director is responsible for communicating with the members of the committee, discuss the possibility of removing members with regional representatives (if no other alternative is available), and may call upon the Publications Committee Chair for support
- Communicate regularly with Alfred staff, and approve any ongoing decisions in collaboration with Instrument Committee Chairs
- Communicate regularly with leaders in all regions about any publications updates, updates from Alfred, etc., as needed
- The Executive Director should collect and maintain lists of all relevant committee chairs, members, and terms for the Board of Directors and Alfred

Role and responsibilities of the Instrument Committee Chair:

- Instrument Committee Chairs are elected by members of the instrument committee, and it is suggested they serve for 3 years, and up to two terms.
- Communicate with Alfred and the ISA Executive Director about consistency corrections, as needed
- Serve as a facilitator for the instrumental area, connecting with ALL members of the committee, and documenting all voices and perspectives
- Ensure all deadlines and goals are met for any upcoming publications
- In consultation with the instrument committee, document any errors, necessary changes, and specific needs for relevant Suzuki publications
- By consensus, or by vote if necessary, make recommendations to the Executive Director for any changes requested for relevant books.
- In collaboration with committee members, make recommendations for changes to current books, and/or future books
- Record minutes of any meetings of the committee, including attendance, discussed topics, and any points of agreement and contention