

SOUTHEASTERN DISTRICT
BANDMASTERS ASSOCIATION
HANDBOOK OF BY-LAWS & PROCEDURES

I. Organization

Purpose

The name of this organization shall be the Southeastern District Bandmasters Association (SEDBA).

This organization is a division of the North Carolina Bandmasters Association which is a section of the North Carolina Music Educators Conference (NCMEA). The NCMEA is a department of the North Carolina Association of Educators.

The purpose of the SEDBA is to promote music education in its member schools by providing opportunities for directors and their students to participate in band-related activities sanctioned by the North Carolina Music Educators Association.

Active Members are dues paying members actively serving as band directors within the district boundaries and those who have transferred membership from another district through petition. They must be members in good standing of NCMEA and MENC all active members are considered voting members.

Affiliate Members are nonvoting members and are not required to pay dues. This membership section is designed to encourage support of the district by other persons involved with instrumental music and related functions.

Dues

Annual dues shall be set by the district board of directors annually and should be paid to the treasurer by October 31. The fee is doubled between November 1 and December 1.

Membership is not available after December 1 except by the action of the board of directors. A request should be presented to the board in writing prior to any action being taken. Dues are to be paid by check only (school, band boosters or director's personal check) and should be made payable to SEDBA.

II. Officers

a. Board of Directors

Elected Board Members: There shall be a total of 5 elected members of the board of directors, each serving a 2 year term. The terms shall be staggered. No member may serve more than 2 consecutive terms. All elected members of the board of directors must be active members of the association.

President: The president shall be a member and presiding officer of the board of directors elected by the general membership to a 2 year term in odd-numbered years. President-Elect-The president-elect serves the role of vice-president and shall serve as a 2 year term, before ascending to the presidency.

Members at large: The 3 members at large shall be members of the board of directors elected by the general membership. Each member at large shall be elected in odd numbered years; 2 members at large shall be elected in even numbered years.

Appointed Board Members: There shall be a total of 3 members of the board of directors appointed by the president with the approval of the board.

- a. Treasurer: The treasurer shall be appointed by the board of directors. The treasurer must be an active member of the association. The treasurer serves an indefinite term at the pleasure of the board of directors.
- b. Auditions Chairman: The auditions chairman shall be appointed by the district president and must be an active member of the association. The auditions chairman serves an indefinite term at the pleasure of the board of directors.
- c. Parliamentarian: The parliamentarian shall be appointed by the district president to a 2 year term. The parliamentarian may continue to serve 2 year terms under subsequent presidents with the approval of the board of directors. The parliamentarian must be an active member of the association. The parliamentarian shall be a non-voting member of the board of directors.

b. Duties of the Board of Directors

- i. Collective responsibilities: The board of directors sets district operation policies when matters arise between general meetings, subject to the approval of the general membership at the next regular business meeting.
- ii. Individual responsibilities
 - a. President: The president shall preside at meetings of the board of directors and of the general membership, carry out district policies, represent the district on the NCBA board of directors and send out a newsletter to the membership within 30 days of the opening of each new school year.
 - b. President-Elect: The president-elect shall preside at meetings in the absence of the president, serve as recording secretary at all meetings of the membership and the board and perform other duties as reasonably assigned by the president of the board.
 - c. Treasurer: The treasurer shall handle all district monies as directed by the membership and the board and perform other duties as reasonably assigned by the president of the board.
 - d. Auditions chairman: the auditions chairman shall be responsible for organizing the All District band auditions. This shall include providing facilities, selecting judges, providing necessary materials, collecting registration fees and making arrangements for the feeding of participants. The auditions chairman, acting with the district president, has the authority to make emergency decisions during and or concerning the auditions.
 - e. Parliamentarian: The parliamentarian shall be responsible for maintaining order and ensuring that proper parliamentary procedure as outlined in The New Robert's Rules of Order is followed in Board of Directors meetings and in General Membership meetings.

c. Elections:

- i. All elections for all offices shall take place in the business meeting of the general membership scheduled during the high school all district

band clinic. The President-elect shall be elected first, followed by other offices, as necessary.

- ii. Prior to the election, the board of directors shall meet and prepare a slate of candidates to recommend to the general membership.
- iii. After the board's slate is presented, nominations may be taken from the floor.
- iv. In the event a board member is unable to complete his term of office, the board shall select an active member to complete that term.
- v. In the event the person elected as president-elect is currently serving his first term on the board, his period of time previously served on the board shall be discounted and he will begin a new 2 year term. At the time of the election, he will be eligible for a second 2 year term on the board as well.
- vi. The limit of total consecutive elected service shall be 6 years. There shall be no limit to non-consecutive terms.

d. All State Middle School Band Chairman

The SEDBA shall have the responsibility of filling the position of clinic chair for the All State Middle School Band. The District President shall appoint an active member of the association to a 2 year term; however, the appointee may continue to serve indefinitely. The clinic chairman of the All State Middle School Band shall be responsible for initiating and maintaining contact with the clinician, securing music, preparing folders, collecting registration fees, processing paperwork and performing all other duties related to the all state Clinic.

III. District Functions

a. All District Band Auditions

- i. Director Eligibility: A director must be an Active member of SEDBA and MENC in order for his students to participate in All-District Auditions.
 - ii. Student Eligibility: A student must be regularly enrolled in a scheduled band class which receives one unit of credit.
 - iii. Please note: individual band directors may set additional eligibility requirements within their band programs. It is recommended that directors use some type of screening process with their students prior to the actual audition date so that students who are not adequately prepared will not hamper the audition process.
1. It is preferred that all students pre-register for the All-District Band auditions.
 2. All Band Directors with students attending the audition will be required to be at the audition and to judge as necessary.
 3. All students will be given a number and a student audition card upon arriving at the audition site. The auditions will be a blind audition, meaning the judges cannot see the student auditioning.

All Band Directors will use professional ethics. No band director should ask their students their audition numbers. Any band director who is found in infraction of these rules or in any way trying to discover the identity of the student in the blind audition will be penalized:

Judging/monitoring infractions

1- No judging for the next time they bring students

Warning letter, save documentation, copies in the district chair's file

Registered mail

2- Notify principal, letter to them and to principal

3- Year's suspension for that director's students from district events\

4. All audition sheets will only have the instrument and audition number listed on the audition sheet. The students audition card will be attached the audition sheets after the judges have finished with that students sheets.
5. The students will play all the required scales, by memory.
6. All audition sheets will be tallied and results placed in the computer in the tally room.
7. All audition results will be posted as soon as possible.

General Guidelines

1. All directors should make every effort to pre-register for the All-District auditions.
2. Each director should go over all rules and procedures with their students prior to tryouts. They should also caution their students of the possible consequence of not following the procedures or rules.
3. Each director should also caution their students about excessive noise in the halls and/or warm-up area.
4. Students should make sure their name is on the case. Instruments or cases should not be left anywhere except on the bus or in the warm-up area.
5. All directors assigned to serve on a tryout committee should do so. Only in an *emergency* should a director fail to show up for tryouts. When there is a conflict with another school activity or district event, and it becomes impossible for a director to serve on an assigned committee, they should contact the district or auditions chairman.
6. When not in a tryout room, *all directors* should try to remain visible and help supervise students.
7. It will be the responsibility of the District Chairman to notify the principal, supervisor, or superintendent of any SEBDA member school whose director does not fulfill their obligations to participate in assigned duties of the District. Every director is needed to operate a fair and efficient tryout event.

Audition Card Distribution

Each student will be issued a player card upon arrival at the audition site, this card will allow the student to audition . The student will put their name, school name, instrument, and audition number on it. (this card will be stapled to their score sheets after their audition)

When the students arrive they should go directly to the central location for their instrument and sign in to receive their card.

The audition cards are to be picked up by 9:00 AM and tryouts should begin promptly at 9:30 – 10:00 AM.(depending on the length of the director's meeting) Directors are not to see individual audition cards at any time before or during tryouts. Professional ethics should refrain individual directors from asking students their number or whether they have played if the student auditions in the room the director is judging in.

The audition cards will be stapled to the student's audition sheets following the student's audition.

Tryout Material

1. Tryout material copies of solo, scale list and sight-reading are to be supplied by the auditions chairperson.
2. Music for sight-reading shall be commissioned and kept sealed until the time of the audition.
2. Each student will be asked the same material and the same scales as all others on that particular instrument and is given an opportunity to play all of the exercise selected by the committee. Even if it is obvious that the student cannot play the exercise, the student should not be stopped before they complete the exercise or stop on their own.
3. No warm-up will be allowed in the tryout room. Prior to playing an exercise, scale or sight-reading, the student will be allowed to play only the first note of that exercise or scale in a long sustained tone. Failure to abide by this rule will result in the deduction of points on the score lien indicated for musicianship. The student will not be scored above the center (average) of the musicianship score.

Audition Rooms

1. All tryout rooms are to be set up with a screen of some type that will not allow the student entering, exiting, or trying out to be seen by the judges. The name of the student and/or school is not to be known by the judges. (Tri-fold display boards are the easiest to move and setup/take down.)
2. A master list shall be kept by the hall monitor for each tryout room, or the first room when two rooms are used for the same instrument. The monitor should check the player card number and name with the number and name on the master list then mark it off the list when the student enters the room to tryout.

3. Students are responsible for being at the tryout room five numbers ahead of their own audition number, ready to tryout when their number is called. Failure to abide by this rule will result in a deduction of five points per sheet. The judge should write "Late Tryout" at the top of each score sheet before it is handed to the monitor. The deduction shall be taken care of in the tally room.
4. The In-room monitors are to announce the player number and instrument to the judges as each student enters. After giving tryout instructions, the monitor should remain in the room positioned by the door, out of sight of the student.
5. Students may use their own music for tryouts on the prepared material.
6. Students are not allowed to talk to the judges while in the tryout room. Questions must be addressed to the room monitor and asked outside the room.
8. Students are allowed to take their copy of the solo only into the room. Scales are to be played from memory. The sight-reading music should be placed on the stand only during the sight-reading portion of the tryout and removed/covered before the next player enters.
8. Sight-reading study time will be the amount of time necessary to play through the music at the correct tempo plus an additional fifteen seconds.
9. When it is necessary for the judges to eat while in the tryout room, a ten minute break should be taken to eat, or the judges should eat quietly in order that the student will not be distracted during his/her audition.
10. When it is necessary for the judges to take a break, the room monitor should tell the hall monitor which number would be the last before the break. When two rooms are used, monitors should insure that no students are left trapped between rooms during a judge's break.
11. All tryout results should be posted in an area easily accessible to students, and in the director's lounge. Results for each instrument should be posted as soon as possible after the close of that tryout room. Directors should be allowed to view the results before the posting, if possible. (Once results have been posted, a student cannot be lowered from a band) ALL JUDGES HAVE A POST AUDITION MEETING WITH THE AUDITIONS CHAIR TO REVIEW THE INSTRUMENTATION OF THE ENSEMBLES.

Score Sheets

1. Score sheets should only have the instrument name and student number on them. (the student's audition card will be stapled to the score sheets after they have completed their entire audition, before being sent to the tally room)

2. The score is recorded by the judge, initialed, and then given to the in-room monitor. If the score sheet goes to another room, the in-room monitor will transport the score sheet to the next room.
3. After a student has completed their tryout, the audition card is signed by the student, verifying they were announced as the correct number on their audition card and then the card is attached to the score sheets of the student.
4. Score sheets should not be held in the rooms for a long period of time. The monitor should attach the player card to the score sheet and give them to the runner to take to the tally room as soon the runner passes the room again.
5. Students are not allowed to see the score sheets between tryout rooms or before they are sent to the tally room.
6. All score sheets should remain in the tally room until all results are posted, then they will be placed in schools folder.
7. After tryouts, all directors should check their students score sheet and report any mistakes to the tryout host by 12:00 noon of the next school day following tryouts.
8. Any student who is found to have violated tryout rules may be disqualified and their score deleted from the results by a vote of the board of directors.

Monitor Instructions and Procedures

1. Students working as hall monitors are not to work the audition room where they themselves will audition.
2. The inside-room monitor should be a band director if possible. If enough band directors are not available, then a responsible substitute may be used.
3. The hall monitors should call player numbers five numbers ahead of the person in the tryout room.
4. The hall monitor should check each student's player card information with the name, school and number on the tryout room list and mark the number off when the student enters the room. The judges should not see this list at any time before the tryout room is closed.
5. Hall monitors should remind each student not to talk in the tryout room. They should also remind the students that no warm up is allowed except they may play only the first note of the scale or exercise in a long tone. These instructions can be done in the hall outside the tryout room.

6. In-room monitors should clearly explain the order of music to play, where to start and stop, and to begin as soon as they are ready. (A “script” for every room will be provided to the In-room monitors so that all rooms are run the same and by procedure.)
7. The inside-room monitor should keep the time, on timed activities, with a time device that is easy for the auditioning student to see, so that the full time may be used - if needed.
8. The inside-room monitor should quietly remain in the tryout room.
9. When more than one room is used, hall monitors should make certain that all students play in both rooms.
10. Hall monitors and inside room monitors should be pleasant and friendly, but also firm and consistent in all procedures.
11. When it is necessary for the judges to take a break, the room monitor should tell the hall monitor which number would be the last before the break. When two rooms are used, Monitors should insure that no students are left trapped between rooms during a judge’s break.
12. If and when it becomes necessary for monitors to change, the monitor should carefully explain the procedure and instructions to the new monitor. The judges should also be made aware of the change.
13. Students may use their own music at tryouts, but the monitor should leave the tryout room copy on the stand to show the start and stop points. Monitors should always make sure the student doesn’t take the tryout room music by mistake when they leave.
14. For the scale and sight-reading portion of the tryout, the inside-room monitor should remove all music and materials from the stand and place the sight-reading music on the stand only prior to the sight-reading portion of the tryout.
15. After each student has completed the tryout, the room monitor should remember to have the student sign their audition card. The score sheets are to be collected from the judges, looked over to be sure all appropriate lines have been marked and the judges initialed the sheets, then clipped together with the player card and given to the runner as soon as possible for delivery to the tally room.
16. After all tryouts are complete, the hall monitor’s check sheet and any “no-show” sheets should be turned in to the tally room.
17. Students are not to see their score sheet at anytime during the tryout process.

No-Shows and Late Registration of Students

- 1 The number that did not show up to tryout should be checked at the tally room against any additional reported no-shows. If there is a student who did not show up to tryout but was not turned in as a “no-show”, the director from that student’s school should be consulted.
3. Any student that did not pre-register for the district audition will be issued a number following the late registration process. The late registration fee should be given to the site host representative before an audition card can be assigned.
4. After all tryouts are complete, the hall monitor’s check sheet and any “no-show” sheets should be turned in to the tally room.

Misconduct

1. Any student who refuses to cooperate and does not follow procedures or is suspected of any violation of tryout rules, should be immediately reported to the judges and the auditions chairman or to the district chairman.
2. Any monitor, hall or inside, who suspects any irregular actions or misconduct of judges should report it to the auditions chairman or to the district chairman immediately.
3. Hall monitors should keep noise down in the halls outside of tryout rooms and notify judges and host director if they have any problems.

The following tryout rules are to be posted at the door or every tryout room.

AUDITION ROOM RULES

1. STUDENTS SHOULD BE AT THEIR RESPECTIVE TRYOUT ROOM NO LATER THAN FIVE NUMBERS BEFORE THEIR TRYOUT NUMBER.
2. STUDENTS SHOULD NOT TALK ENTERING, EXITING, OR IN THE TRYOUT ROOM.
3. NO WARM-UP OF ANY KIND WILL BE ALLOWED IN THE TRYOUT ROOM OTHER THAN THE FIRST NOTE OF THE FIRST EXERCISE OR SCALE PLAYED AS A SINGLE LONG TONE.

4. SCALES ARE TO BE PLAYED FROM MEMORY. NO SCALE SHEETS, KEY SIGNATURE CHARTS OR MUSIC OF ANY KIND MAY BE USED.
5. STUDENTS MUST SIGN THE BACK OF THEIR PLAYER CARD UPON COMPLETION OF THEIR TRYOUT.
6. STUDENTS MAY TRYOUT ONE TIME ONLY AND AT THE ASSIGNED NUMBER.
7. STUDENTS WHO HAVE COMPLETED THEIR TRYOUT ARE TO LEAVE THE TRYOUT AREA TO AVOID CONGESTION AROUND THE TRYOUT ROOMS.
8. FAILURE TO AUDITION ON TIME WILL RESULT IN A DEDUCTION OF 5 POINTS PER SHEET.

“SCRIPT – FOR ONE ROOM AUDITIONS”

Monitor (at the entrance door) : ARE YOU INSTRUMENT ###? And NAME***(ex: Are you flute #2, Joe Smith?)

(student responds outside the room)

(Monitor escorts student into the room)

Monitor: YOU MAY SIT OR STAND

Monitor: PLEASE PLAY YOUR SCALES, PLAY THEM IN THE ORDER THEY ARE LISTED ON THE SCALE SHEET, YOU WILL HAVE __ MINUTES TO COMPLETE ALL THE SCALES.

(student plays all scales, Monitor watches the time—calls time if time expires before the student finishes all of the scales)

Monitor: THANK YOU, NOW PLAY YOUR CHROMATIC SCALE

(student plays chromatic scale)

Monitor: THANK YOU, NOW WE WILL LISTEN TO YOUR PREPARED SOLO. YOU WILL PLAY FROM HERE (show student) TO HERE (show student). (PAUSE) YOU MAY BEGIN.

(student plays solo cut)

Monitor: THANK YOU, WE WILL NOW DO THE SIGHTREADING PORTION OF YOUR AUDITION.

PLEASE TURN THE SIGHTREADING PAGE OVER, (pause) YOU WILL BE PLAYING THE PORTION BETWEEN THE MARKED AREAS, START AND STOP. YOU MAY TAKE ____ SECONDS TO LOOK IT OVER.

(student looks over the sightreading, while monitor watches the time)

Monitor: TIME – YOU MAY BEGIN.
(student plays sightreading)

Monitor: THANK YOU—YOUR AUDITION IS COMPLETE
(monitor escorts student to the exit door)

(monitor takes the audition card, and judges sheets and staples the audition card to the sheets. Places the sheets in the envelope to be picked up by the tally room runners when they come by)

*The monitor should have a time keeping device that the auditioning student can easily see, so that all the time available may be used on the timed parts of the audition.

“SCRIPT – FOR TWO ROOM AUDITIONS”

ROOM #1—SCALES ROOM

Monitor (at the entrance door) : ARE YOU INSTRUMENT ###? And NAME*** *(ex: Are you flute #2, Joe Smith?)*
(student responds outside the room)
(Monitor escorts student into the room)

Monitor: YOU MAY SIT OR STAND

Monitor: PLEASE PLAY YOUR SCALES, PLAY THEM IN THE ORDER THEY ARE LISTED ON THE SCALE SHEET, YOU WILL HAVE ___ MINUTES TO COMPLETE ALL THE SCALES.
(student plays all scales, Monitor watches the time—calls time if time expires before the student finishes all of the scales)

Monitor: THANK YOU, NOW PLAY YOUR CHROMATIC SCALE *(student plays chromatic scale)*

Monitor: THANK YOU—THIS PORTION OF YOUR AUDITION IS COMPLETE, NOW YOU WILL GO TO THE SOLO AND SIGHTREADING ROOM
(Student carries audition card, monitor carries judges sheets. Places the sheets in the envelope to be given to monitor for room #2.)

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ROOM #2—SOLO AND SIGHTREADING ROOM

Monitor (at the entrance door) : ARE YOU INSTRUMENT ###? And NAME****(ex: Are you flute #2, Joe Smith?)*

(student responds outside the room, Monitor also checks to see if the correct score sheets are in hand)
(Monitor escorts student into the room)

Monitor: YOU MAY SIT OR STAND

Monitor: WE WILL LISTEN TO YOUR PREPARED SOLO FIRST. YOU WILL PLAY FROM HERE (show student) TO HERE (show student). (PAUSE) YOU MAY BEGIN. *(student plays solo cut)*

Monitor: THANK YOU, WE WILL NOW DO THE SIGHTREADING PORTION OF YOUR AUDITION.
PLEASE TURN THE SIGHTREADING PAGE OVER, (pause) YOU WILL BE PLAYING THE PORTION BETWEEN THE MARKED AREAS, START AND STOP. YOU MAY TAKE ____ SECONDS TO LOOK IT OVER.
(student looks over the sightreading, while monitor watches the time)

Monitor: TIME – YOU MAY BEGIN. *(student plays sightreading)*

Monitor: THANK YOU, PLEASE FOLLOW ME. *(monitor escorts student to the exit door)*

Monitor: THANK YOU! YOUR AUDITION IS COMPLETE. *(monitor takes the audition card, and judges sheets and staples the audition card to the sheets. Places the sheets in the envelope to be picked up by the tally room runners when they comes by)*

*The monitor should have a time keeping device that the auditioning student can easily see, so that all the time available may be used on the timed parts of the audition.

- i. Auditions site: The audition site shall be the school at which the auditions chairman teachers or arranges.
- ii. Audition Fee: An audition fee of \$5 per student will be charged. Late registration is \$10 per student. Registration: Each director must present his MENC membership card to the registrar. He must have cash or a school check payable to SEDBA for the total number of students he has auditioning. After the director has completed the registration , his students may sign up individually for their auditions. Registration begins at 8:30am and will remain open for approximately one hour.
- iii. Requirements
 - a. Auditor requirements will be the same as those for the NCBA All State band with the following exception, that is only a portion of the required solo will be used(the district president will publish a list of the solo excerpts in the fall) all students will play all major scales on the list

and the chromatic scale from memory. Percussion students may audition on more than one instrument. All other students shall audition on only ONE instrument.

- b. Students must audition within grade level specifications (i.e. a 10th grader may not audition for the senior high band)
- c. A student may leave the audition site with a parent anytime after completing his audition. However, once a student has left the site, he cannot return.

Please note: any student caught in violation of requirements b, c, or d will be disqualified.

Instrumentation of All District Bands will match the NC All State Honors band instrumentation

North Carolina All-State Honors Band Instrumentation for all Bands
Middle, High School (9/10) and Senior High (11/12) Bands

10 Flutes	2 Oboes	2 Bassoons	20 Clarinets
1 Eb Clarinet	2 Alto Clarinets	4 Bass Clarinets	1 Contra Bass Clarinet
4 Alto Saxophones	2 Tenor Saxophones	1 Baritone Saxophone	12 Trumpets
8 French Horns	9 Trombones	4 Euphoniums	6 Tubas
1 String Bass	4 Snare/General Percussion	2 Mallet Percussion	
1 Timpani			

Please note: Modifications to the instrumentation may be made at the clinician's request or the judges' recommendation.

- d. Alternates: Alternates shall be selected for each section of each band. In the case of the middle school level where there are two bands, sections in both bands shall be filled, then alternates shall be listed. In all cases, the alternate will move in at the bottom of the section, then all others will move up.
- e. Ties: Ties in scores shall be broken by 1) the sight-reading score, 2) the solo score and 3) the chromatic scale score. In the event of an unbreakable tie, all students involved shall be placed in the band. Ties in alternates' scores shall be handled in the same manner.
- f. Results: Results of the all district auditions will be posted as they become available. Each band director or his assistant/associate must pick up his students' folder before leaving the Audition site.

All State Band Audition eligibility

The students sitting at the top of their respective sections in the senior high school band, the high school band and the middle school symphonic band are eligible to audition for the All State Band.

The following number on each instrument will be allowed to audition:

4 Flutes
2 Oboes
2 Bassoons
1 Eb Clarinet
6 Bb Clarinets
2 Alto Clarinets
2 Bass Clarinets
1 Contrabass Clarinet
2 Alto Saxophones
1 Tenor Saxophone
1 Baritone Saxophone
5 Trumpets
3 French Horns
3 Trombones
2 Baritone Horns
2 Tubas
1 String Bass
1 Timpanist
1 Mallet Player
2 General Percussionists

Band directors should notify the All-State Band Auditions Chairman if an eligible student is unable or unwilling to audition for All-State Band. The next eligible student will be contacted by the Auditions Chairman so that each district will be evenly represented at the auditions.

PLEASE NOTE: a student must have participated in his all district clinic in its entirety to be eligible to audition for All State Honors band.

ALL DISTRICT BAND CLINICS

- I. Organization: There shall be two all district band clinics, which will conform to the format adopted by the NCBA governing all-state bands. Clinics are generally held on a Friday and Saturday with the concert being held at 3pm on Saturday.

The high school band shall have two auditioned bands: the senior high school band will be made up of students in grades 11 and 12. The high school band will be made up of students in grades 9 and 10. The high school clinic concert will take place on the 6th Saturday of the year..

The middle school clinic shall have two auditioned bands. The symphonic band shall consist of the highest scoring students using the instrumentation chart. The concert band

shall consist of the next group of students according to score totals. The middle school band clinic traditionally will take place the fourth weekend of February.

II. Eligibility:

Director Eligibility A director must be an active member of SEDBA and MENC in order for his students to participate in the all district band clinic(s).

Student Eligibility: to be eligible to participate in the all district band clinic, the student must present the SEDBA medical release form and the SEDBA clinic attendance agreement with all the required information and signatures. The student must comply with normal school regulations as well as those deemed necessary by the personnel of the host school. Any student who fails to comply with clinic regulations will lose his eligibility.

Please note: Students are expected to attend all rehearsal sessions in their entirety. Students who fail to do so will not be allowed to participate in the concert.

Clinic Chairman: The clinic chairman shall have the responsibility for organizing the clinic. Responsibilities shall include arranging housing, rehearsal and performance facilities, meals, entertainment, etc. for student participants, band directors and clinicians. The clinic chairman shall also be responsible for making up folders for the senior high band and the middle school symphonic band in consultation with the clinicians and delivering them to the auditions chairman for distribution at the conclusion of auditions. Financial obligations shall include opening a checking account, collecting and depositing audition and clinic fees, ordering medals and paying all clinic bills at the conclusion of the clinic.

Clinic site: Clinic sites are determined by site availability. School wishing to host a clinic should present their proposal to the board of directors prior to the general meeting one year in advance of the clinic they wish to host.

Conductors:

The conductors for the Senior High School Band and the Middle School Symphonic band shall be selected by the clinic chairman for that clinic from a prioritized list of at least three candidates voted on by the membership one year in advance of the clinic. The rate of compensation shall be \$450 per day plus expenses unless otherwise voted on by the membership.

The conductors for the high school band and the middle school concert band shall be selected from the membership one year in advance of the clinic. Compensation shall be limited to room and board expenses. Those conductors will also receive an honorarium of \$200 per day. The conductors of both of these bands are responsible for making up folders for the bands and delivering them to the auditions chairman for distribution at the conclusion of auditions.

Clinic fee: the monies necessary to operate the clinics come from student fees. These fees are set by the clinic chairman in an amount necessary to cover all clinic expenses including meals, conductors fees, medals, etc.

Clinic registration: Students attending the district clinic must be registered by their directors. The registration fee (paid with a school or band booster check made payable to SEDBA), the properly executed medical release form, and the signed clinic attendance agreement for each student shall be mailed to the clinic chairman immediately after the auditions.

Responsibilities of Directors: If a director has students participating in a clinic, that director is expected to attend the ENTIRE CLINIC and provide SUPERVISION for his students. In the event of an emergency, a director may ask another director to supervise his students. In this event, the clinic chairman must be notified in writing by the director wishing to be excused. This notice must include: 1) the name of the covering director, 2) the name(s) of the student(s) involved and 3) the name(s) and phone number(s) of the parent(s) of the student(s).

Emergencies: The clinic chairman and the district president, acting together, shall have the authority to make emergency decisions during the clinic.

Concert Attire:

High School Clinic: students participating in the high school clinic bands shall wear their school band uniforms for the concert. In the event that a student's school does not have a band uniform, the student should wear dress clothes appropriate to the occasion(see below)

Middle School clinic: students participating in the middle school clinic bands shall wear the following:

Ladies: dress or skirt and blouse/sweater, dress pants and blouse/sweater or pantsuit

Gentlemen: suit or dress pants and dress shirt

(Tee shirts, casual shirts, polo golf, sneakers and denim garments are considered unacceptable for concert wear)

Concert Band Festival

Each year, the district sponsors a concert band festival according to the guidelines of the NCBA. Depending upon site availability, the festival may be split into separate middle school and high school events held in different weeks or it may be one large event held in one week. Rules and regulations governing the concert band festival are taken from the state of North Carolina Bandmasters handbook and are as follows:

**North Carolina Bandmasters Concert Band
Festival Rules**

PURPOSE: To provide students and teachers a means of receiving constructive comment by competent judges. To stimulate and recognize growth. To provide students and teachers a

means of hearing the work done by other school groups.

1. **ELIGIBILITY:**

- * A. All band directors must be current members of the North Carolina Music Educators Association.
- * B. Band members must be regularly enrolled in a band class according to the school administrative unit. Lower grade students may be used to round out the instrumentation, but not the reverse.
- * C. The band director that appears on the class roster at a school as the teacher must be a member of NCMEA and register all students to participate in all state sanctioned events.

2. **ADMINISTRATIVE STRUCTURE:**

- * A. Each district will have a Concert Festival Chairperson elected by the band directors of that district. Each district must notify the State Concert Festival Chairperson who the District Concert Festival Chairperson is by the end of the Fall In-Service Conference.
- * B. Those persons who are presently serving as a concert festival chairperson in a district will continue to serve at the pleasure of the district.
- * C. The concert festival in each district must be held before April 15 each year. In the event of extreme weather conditions which require a cancellation of a festival, the festival district chair may apply to the State Festival Chairperson for an extension of this date.
- * D. The District Concert Festival Chairperson will contact the Executive Director of NCMEA to obtain concert festival financial and administrative materials.
- * E. The State Concert Festival Chairperson will be the President-Elect of the North Carolina Bandmasters Association. His responsibility shall be to direct and assist the District Concert Festival Chairperson and will have the authority to govern all concert festival activity in the state.

3. **REGULATIONS:**

- * A. No student may enter both junior high school and senior high school levels in the same year. Ninth Grade Bands should go to the festival where the Ninth Grade Band is housed. (If the Ninth Grade is housed at a middle school then the band should go to the middle school festival of their district.)
- * B. No group may enter for comments only. Each group will be assigned a rating of either Superior, Excellent, Average, Below Average and Poor.
- * C. Where a school has more than one band, duplication of personnel will be permitted so long as the literature and instrument is not the same.
- * D. No band may enter more than one district concert festival.
- * E. Any band which performs music not on the North Carolina Bandmasters Association approved list for the year will not receive comments or a rating from the judges.
- * F. Bands are required to refrain from preparing any composition for concert festival more than once within a three year period.
- * G. Any school district finding it necessary to combine bands for concert festival must receive permission from the Board of Directors of the North Carolina Bandmasters Association at the

Fall In-Service Conference.

- * H. If a director submits a letter and uses copied scores then the director has a binding contact with the music dealer. A letter stating such will be sent to the principal and director.

4. REGISTRATION

- * A. Senior High and Junior High Bands will register in their designated districts.
- * B. Exception to Rule 4-A: Bands may cross district lines upon receiving written release from their district concert festival chairperson and written permission from the district concert festival chairperson where they wish to enter. If problems occur, the director should contact the state concert festival chairperson, who shall intervene and make a final decision.
- * C. Registration blanks must be completed and mailed with fees enclosed, to the district concert festival chairperson. The envelope must have a postmark showing that the materials were mailed on or before the stated deadline of thirty days (30) days prior to the first day of concert festival.
- * D. The band director whose name appears on the class list, as the teacher must be in attendance or their students will not be allowed to participate.

5. FEES

- * A. All concert festival registration fees will be determined by each district upon the approval of the Board of Directors of the North Carolina Bandmasters Association.
- * B. Notification of withdrawal must be postmarked no later than thirty (30) days before the contest date if a refund of fees is expected.

6. PERFORMANCE:

- * A. All bands are required to furnish three conductor's scores of each composition prepared for concert festival and present them to the concert festival chairperson upon arrival. Only published scores will be permitted unless permission is obtained from the publisher. All scores presented to the chairperson must be numbered by measure.
- * B. Timing (includes staging and performance) Groups I, II - twenty-five (25) minutes; Groups III, IV - thirty (30) minutes; Group V - thirty-five minutes; Group VI - forty (40) minutes. Groups requiring more than the specified time for their group level must apply in writing to the State Festival Chairperson sixty (60) days prior to their respective festival requesting permission for an extended time. Warm up times will be: (includes staging and performance) Groups I, II - twenty-five (25) minutes; Groups III, IV - thirty (30) minutes; Group V - thirty-five minutes; Group VI - forty (40) minutes. Bands may be required to perform at an adjusted time but the entire warm-up time must be given to each band.
- * C. Each band must prepare a march of the director's choice and two (2) compositions from the Official North Carolina Bandmasters Association Music List. One composition must be from the classification as registered, the other composition may be from the same classification or from the next higher classification.
- * D. Each band director must submit to the proper concert festival chairperson the following: four copies of the list of the march and the two (2) concert selections which the band is prepared to play; three copies of a list of the band's instrumentation; a repertoire sheet listing

all selections prepared for the concert festival during the past three (3) years. These lists must be submitted at least one hour before the band is scheduled to play. It is strongly urged that the band director leave a copy of the repertoire sheet on file at his/her own school.

7. SIGHT READING:

- * A. Sight reading will be required of all bands in Grades II - VI and will be two levels below the grade entered. The sight reading score will be included equally in the overall rating for all participating bands. No groups may sight read for comments only. Bands will read one (1) concert selection. One sight reading judge will be used; the judge will make taped comments and use the MENC sight reading form.
- * B. Bands and directors will have time to look at the music. The times are: Grades II, III and IV - five minutes; Grade V - six minutes; Grade VI - seven minutes. During that time they may clap rhythms, sing parts, count out loud and finger instruments, but they may not play their instruments. Each band may play a brief warm-up scale at the conclusion of the preparation period.
- * C. During the actual performance directors may call out rehearsal letters or numbers but may not sing parts or rhythms while the band is playing. Only one director may work with the band in the sight reading room. The time limit in the sight reading room will correspond with the given amount for the concert performance.
- * D. The President and President-Elect will contract an active band director (contractor) from another state to select the sight reading material. The contractor must currently participate in his/her state concert festival and must have both middle and high school experience.
- * E. It is the responsibility of the state chairperson to make sure the contractor chosen to select the sight reading literature be provided with the following information: instrumentation, festival dates, festival site address, and how many sets of music need to be compiled. The contractor will provide the folders, seal each set and ship them to the district festival chairs so that they arrive at least one week prior to the festival date. The boxes will be opened only by the sight reading adjudicators. The expense of the music, postage and contractor stipend will be paid from festival receipts. The Board of Directors will determine the stipend given to the contractor.

8. HOUSING

- * A. Each organization is responsible for making its own housing and meal arrangements.

9. DISQUALIFICATION

- * A. Violation of any of the above rules constitutes an automatic disqualification.

RATING CHART FOR CONCERT FESTIVALS GRADES II - VI

The following chart will be used as a guide in arriving at a final rating when using four judges (Three judges from the concert portion and one judge from the sight reading portion). All

possible combinations are included. The Roman numerals at the top refer to the final ratings; the numbers below refer to ratings given by each judge.

RATING I	RATING II	RATING III	RATING IV	RATING V
1111	1114	1145	1455	4555
1112	1115	1155	1555	5555
1113	1123	1235	2355	
1122	1124	1244	2445	
	1125	1245	2455	
	1133	1255	3345	
	1134	1334	3355	
	1135	1335	3444	
	1144	1344	3445	
	1222	1345	3555	
	1223	1355	4444	
	1224	1444	4445	
	1225	1445	4455	
	1233	2225		
	1234	2234		
	1333	2235		
	2222	2244		
	2223	2245		
	2224	2255		
	2233	2333		
		2334		
		2335		
		2344		
		2345		
		2444		
		3333		
		3334		
		3335		
		3344		

- Rating I: Any combination of 4 ratings that total 4, 5, 6
- Rating II: Any combination of 4 ratings that total 7, 8, 9, 10
- Rating III: Any combination of 4 ratings that total 11, 12, 13, 14
- Rating IV: Any combination of 4 ratings that total 15, 16, 17, 18
- Rating V: Any combination of 4 ratings that total 19, 20

RATE CHART FOR CONCERT FESTIVALS

GRADES II - VI

The following chart will be used as a guide in arriving at a final rating when using three judges from the concert portion. All possible combinations are included. The roman numerals at the top refer to the final ratings; the numbers below refer to ratings given by each judge.

RATING I	RATING II	RATING III	RATING IV	RATING V
111	122	133	114	115
112	123	234	345	255
113	222	333	444	355
114	223	332	442	455
115	224	334	443	555
	225	335	445	

Although for purposes of reckoning the I, II, III, IV, V system is a convenience, please be sure that the numbers are not inscribed on the certificates of award or given to the media. According to our rules, the correct designations are given in the right-hand column below:

I	Superior
II	Excellent
III	Average
IV	Below Average
V	Poor

Solo & Ensemble Festival

Each year, the district sponsors a concert band festival according to guidelines of the NCBA. Rules and regulations are taken from the NCBA handbook and are as follows:

1. ELIGIBILITY

- * A. Band directors having participants in the Solo and Ensemble Festival must be current members of NCMEA and their own district.
- * B. Students must be regularly enrolled in a scheduled concert band class which receives one unit of credit and attend school within the district boundaries of which the director is a member. If a school does not have a separate junior high school, a student or ensemble entering under junior high school classification must come from grades 7, 8 or 9.
- * C. Participating ensembles must be from a single administrative unit.
- * D. The band director that appears on the class roster at a school as the teacher must be a member of NCMEA and register all students to participate in all state sanctioned events.

2. REGISTRATION

- * A. Registration blanks must be completed and mailed to the Solo & Ensemble

Chairperson, with the appropriate fees, by stated deadline - i.e. 30 days prior to event.

- * B. No soloist or ensemble may perform at more than one solo & ensemble festival in a given year.

3. REGULATIONS

It is the responsibility of the teacher to see that the following regulations are enforced:

- * A. Schools are not limited in number of participants entering a particular event.
- * B. No student may enter in both junior and senior high levels.
- * C. No group or individual may enter for criticism only. Each participant or group will be assigned a rating of Superior, Excellent, Average, Below Average, or Poor.

4. PERFORMANCE

Soloists and ensembles may select any composition and perform on recognized band instruments, including percussion. They must provide their own accompanist, if needed. Recorded or computer generated accompaniments may be used but each entrant must provide his/her own playback equipment. Use of music is permitted, there is no required list of repertoire, each entrant must furnish a score for the judge and all cuts must be indicated and the measures numbered. Accompaniments are strongly encouraged but not required.

5. TIME:

Each performance is to be limited to six (6) minutes.

6. FEES:

- * A. Registrations fees are:

- 1. Solo \$3.00
- 2. Duet \$4.00
- 3. Ensemble \$5.00

- B. There will be no refund of fees paid.

Award of Excellence

In conjunction with NCBA, the district presents an award of excellence to one director each year. The presentation is made during the NCMEA in service conference at the business meeting of the NCBA.

Nomination and voting procedures: at the fall business meeting, a slate of 3 active members shall be determined through nominations made from the floor. Nominations may be made by active members only. IN the event that more than 3 nominations are made, the slate shall be narrowed to 3 names through an immediate vote. The final vote for the award of excellence recipient will be by ballot. This vote will take place at both the high school and middle school business meetings. Each member will have one vote. No modifications of the approved slate are permitted. Results will be announced at the conclusion of the middle school business meeting, with the recipient being recognized at the middle school concert.

IV. MEETINGS

a. General meetings

General meetings of the membership shall take place 3 times during the year. The new Robert's Rules of Order shall govern the conduct of meetings. A quorum shall consist of those active members present. All matters except handbook revisions shall be decided by a simple majority. The district president shall have the authority to schedule additional meetings during the clinics if necessary.

- i. Fall: The fall business meeting shall be scheduled at a time and site of the district president's choosing, usually on a Sunday afternoon in late September in the Fayetteville area.
- ii. Winter: The winter business meeting shall take place on Saturday morning during the high school all district clinic.
- iii. Spring: The spring business meeting shall take place on Saturday morning during the middle school all district band clinic.

V. Board of Directors Meetings

The board of directors shall meet one hour prior to the general meetings at both all district clinics. The district president shall have the authority to schedule additional meetings of the board during the year, if necessary.

VI. Revisions to the By Laws:

Revisions to the by laws (handbook) must be presented to the membership in writing 30 days prior to the business meeting at which they shall be considered. Changes shall require a 2/3 majority vote.