

# **Constitution and Bylaws**

## **District 7**

### **Pennsylvania Music Educators Association**

**May, 2005**

#### **District 7 Mission Statement**

District 7 of the Pennsylvania Music Educators Association (PMEA) is an affiliate of the National Association for Music Education (MENC). PMEA is a service organization to music education in the Commonwealth. The membership includes those engaged in music instruction at all levels, from preschool through college and university, retired educators, as well as those in music industry.

In addition, students enrolled in music education may participate in collegiate chapters and secondary students may participate in Tri-M Honor society. District 7, PMEA provides leadership in professional growth and offers special opportunities for musical development to school students.

District 7, PMEA strives to attain the highest level of excellence in teaching and performance through a philosophy that embraces continuous improvement and integration of the National Standards for Music Education, as well as the PA State Standards for the Arts and Humanities.

We achieve this mission by:

- > constantly promoting the musical development of all residents of District 7.
- > actively advocating for quality music education for all residents of District 7.
- > fostering and reinforcing music education as a life time activity.
- > supporting the changing professional needs of our members.
- > creating and nurturing an environment that holds music to be a basic element of education for all student and a basic necessity of life for all humans.

# CONSTITUTION

## Article I **Name and Purpose**

Section 1. NAME. The name of this organization shall be “District 7 of the Pennsylvania Music Educators Association.”

Section 2. PURPOSE. The purpose of this organization shall mutual collaboration and the promotion of “BETTER SCHOOL MUSIC” utilizing all the best efforts of the various agencies of music education.

Section 3. AFFILIATION. The organization shall function as a district affiliate of the Pennsylvania Music Educators Association.

## Article II **Membership**

Section 1. MEMBERSHIP. The association shall consist of active, retired and honorary members.

Section 2. ACTIVE MEMBERS. Any person actively engaged in music education may become an active member of this organization upon payment of the prescribed dues. Only active members in good standing may vote and be elected to office.

Section 3. HONORARY MEMBERS. Honorary membership may be conferred in recognition of distinctive service in the field of music education, but shall be confirmed by unanimous vote of the membership present at regular business meeting.

Section 4. RETIRED MEMBERS. Any person who has retired from their position in music education may join this category upon payment of the prescribed dues to MENC for this class of membership. These persons may serve District 7 by appointment and by volunteering.

## Article III **Officers and Committees**

Section 1. LEGISLATIVE POWER. The Legislative power of this association shall be vested in the membership.

A. The members present at an official directors’ meeting during a District 7 Festival or Fest may approve properly supported motions that have a direct bearing on the operation of the festival or Fest that is being held at the time of the directors’ meeting.

- Section 2. OFFICERS. The officers of the association shall consist of a President, first Vice President, a second Vice President, who shall be the immediate Past President, and a Secretary – Treasurer.
- Section 3. COMMITTEES. Standing and special committees of the association shall be appointed by the President. The Executive Board shall be a permanent committee, consisting of all Elected Officers, all Curriculum Instruction Representatives, Band/Orchestra and Choral/Piano Audition Chairs, HS Choral Recording Chair, MS Choral Recording Chair, Band/Orchestra and Chorus Audition Hosts, PCMEA Representative, Website Chair, Advocacy Chair, Special Learners Chair, Retired Music Educators Chair, and one Representative from each County. All hosts shall be added ex-Officio. The Executive Board shall transact any business which may occur at such time that the Association cannot meet as a whole.
- Section 4. ELECTIONS. The officers of the Association, as described in Section 2 of this article shall be elected by mail ballot and shall assume their duties July 1. The first Vice President shall assume the office of President after 2 years as first Vice President. The two years after the term of President shall be spent as second Vice President.
- Section 5. SECRETARY – TREASURER. The Secretary – Treasurer shall be elected for a term of 4 years.
- Section 6. CURRICULUM/INSTRUCTION REPRESENTATIVES. These members shall be elected for terms of 4 years and must represent areas in which they are employed, Elementary School, Middle/Junior High School, High School, and Higher Education.
- Section 7. EXECUTIVE COMMITTEE. The President, First Vice President, Secretary – Treasurer, and the Curriculum/Instruction Chair shall form the Executive Committee.

#### Article IV **Duties of Officers**

- Section 1. PRESIDENT. The President shall preside at all meetings of the Association, have authority to call special meetings, and shall appoint and be an ex-officio member of all committees. The President shall be reimbursed for all expenses incurred while carrying out the duties of his office. The President shall be paid an honorarium as determined by the Executive Board.

Section 2. **FIRST VICE PRESIDENT.** The First Vice President shall, in the case of disability of the President, assume the duties of that office. In addition to carrying out the wishes of the President, the First Vice President shall: 1.) chair all elections for office during his/her term of office. 2.) chair the Scholarship Committee. The First Vice President shall be reimbursed for all expenses incurred while carrying out the duties of his office.

Section 3. **SECOND VICE PRESIDENT.** The Second Vice President shall be the immediate past President, and shall act in an advisory capacity of the Executive Committee.

Section 4. **SECRETARY – TREASURER.** The Secretary – Treasurer shall maintain membership records, keep the minutes and records of the association, and shall be the responsible for the funds of the association. The Secretary – Treasurer will develop a yearly budget in cooperation with the District President. This budget shall be approved at the Spring District Executive Board meeting. All requests for funds shall be signed by the Secretary – Treasurer and forwarded to the PMEA Executive Director who is the custodian for all PMEA funds. At the expiration of his/her term in office, the funds, books, canceled check, receipts, documents and records in their complete form, together with all correspondence, shall be turned over to his/her successor, after an audit by a committee appointed by the President. The Secretary – Treasurer shall prepare a detailed annual financial statement to be presented at the first meeting of the executive committee and a composite report at each district meeting normally held on Thursday of the District Festival and the first full day of District Fests. The Secretary – Treasurer shall be financially reimbursed for expenses incurred by attendance at all district registrations and business meetings, and also for attending the annual State Conference. The Secretary – Treasurer shall be paid an honorarium as determined by the Executive Committee.

Section 5. **CURRICULUM/INSTRUCTION REPRESENTATIVES.** Attend scheduled meetings of District Curriculum/Instruction Committees and all District Executive Board meetings as a voting member. Work with the State C/I Chairperson as requested on projects such as:

- A. Resource Directory – aid in the compilation of a list of resource persons in the local community who are to be included in the regional resource directory.
- B. Workshops – assist in the planning and the implementation of workshops as requested by Regional Chairpersons.
- C. Oversee selection of Citation of Excellence.

C/I Representatives are concerned with instruction in the classroom and in performance organizations. They shall be concerned with giving more expertise to classroom teachers through coordination of workshops, programs, and activities that will enhance music education through current trends in music. The District President will appoint one C/I representative as District 7 C/I Chair. This person will coordinate the committee and be a voting member of the PMEA State Executive Board for a four year term with a possible two-year extension at the pleasure of the District Executive Committee. The C/I State Chair may not be appointed to consecutive terms. The District 7 C/I Representatives shall be paid an honorarium as determined by the Executive Board.

#### **Article V Meetings**

Section 1. MEETINGS. Regular meetings of the District Membership shall be held at each of the District 7 Festivals and Fests. The Executive Board will have biannual meetings in the fall and spring of the year as announced by the President. The President may call additional special meetings of the members at a central location if, in his/her opinion, a need of such meetings should arise. An annual general membership meeting may be held as announced by the President in consultation with the Executive Committee.

#### **Article VI Financial Statement and Remittance**

Section 1. Each District 7 Host shall prepare a budget to be approved at the fall Executive Board Meeting. Each District 7 Host shall make a financial statement and submit same to the President and Secretary – Treasurer within thirty (30) days after the festival.

Section 2. District 7 shall, in a justifiable deficit to a host for a festival, reimburse said host in the amount of the loss of the festival.

Section 3. The expenses of the President, Secretary, and Host attending a Regional Selection meeting shall be paid out of the gross receipts of the Region Festival Host.

#### **Article VII Government**

Section 1. The parliamentary principles as set forth in Roberts Rules of Order shall govern in all cases not covered by the Constitution and Bylaws.

**Article VIII Vacancies on the Executive Board**

Section 1. A vacancy in any elective office may be filled by one of the following methods deemed most appropriate by the Executive Board:

- A. A special election to be held as soon as practical.
- B. An Executive Board appointment of not more than one year.

Section 2. A vacancy in the office of District President may be filled by the First Vice President or the Second Vice President as determined by the Executive Board.

**Article IX Removal of Officers**

Section 1. The Executive Board may declare vacant the office of any elected officer of District 7 for any of the following causes:

- A. Incompetence/failure to uphold duties of office.
- B. Unprofessional actions.
- C. Refusal to accept office following election.

Section 2. The Executive Board shall fill such office by appointment until the next regularly scheduled election.

**Article X Amendments**

Section 1. This Constitution may be amended by a two-thirds majority vote of the membership present after two previous readings at a regular business meeting. The Secretary shall notify all members of the proposed change at least two weeks prior to the final ballot.

Section 2. The Constitution may also be amended as provided in Article III, Section 1.A.

Constitution Revised:      May 2002, Rodney Miller, President  
   August 2004, David Rohrer, President  
   June 2006, David Rohrer, President

# BYLAWS

## Article I Elections

Section 1. **NOMINATING COMMITTEE.** The District 7 Executive Board will serve as the nominating committee for officers. The Committee shall present the nominations to the 1<sup>st</sup> Vice President, who will serve as chairman of the committee. The President will entertain written nominations from the membership. Results of the elections shall be announced in the Spring News Letter.

Section 2. **BALLOTS.** The 1<sup>st</sup> Vice-President shall be responsible for the printing, handling and mailing of the ballots. Elections will be in the spring of each year with office commencing July 1 of that year.

## Article II Dues

Section 1. Honorary members are exempt from dues.

Section 2. The annual dues for Active membership shall be the amount set by MENC for Active Membership. Such dues include subscriptions to all publications by MENC and PMEA and conveys full participation in all activities of PMEA, MENC and the Eastern Division of MENC.

## Article III Selection of Participants for Festivals.

Section 1. **PERSONS RESPONSIBLE.** The selection of personnel for District Festivals shall be through audition by audition committees.

Section 2. **SCHOOLS ELIGIBLE.** Players and singers must come from schools whose directors are members of PMEA at the time of the district audition.

A. Participation by home schooled students. Home schooled students will be eligible to participate in PMEA festivals if they are sponsored by their local school district and the appropriate member-director. Home schooled students must also meet the eligibility requirements as stated under District Band and Orchestra By-Laws and Guidelines, Section III – STUDENT ELIGIBILITY. Private School students will continue to be accepted as per current policy.

Section 3. **AUDITIONS.** The personnel for District Festivals will be selected by auditions.

Section 4. **REPLACEMENTS.** When students have been selected for district events and later withdraw, the host must replace them according to the results of the district auditions. Students will be replaced up to 48 hours before the beginning of the festival. Any student who drops after this time may not be replaced.

Section 5. **HOST SCHOOL REPRESENTATION.** The host may place members of their host school group in a District Festival, as they see fit to do so. Such entries should not total more than 5% of the performing festival group. The students are not eligible to re-audition for Regional Festivals.

Section 6. **EQUAL REPRESENTATION.** Any school which does not place a student in the Band or Orchestra through the audition process may place one student in the Band and/or one student in the string section of the Orchestra under “representation” with the following guidelines. It is the school director’s responsibility to request that representation on the day of auditions. The District 7 Festival Host is highly encouraged to accept those students as recommended by the following panel: Audition Chair; District President; Festival Host Director; School Director. Audition rank should be strongly considered in reaching the decision. These students are eligible to re-audition for regional Festivals.

#### **Article IV Dates of District Events**

Section 1. Dates for the district events are determined by the State Executive Committee. Any request for changes must be submitted to the State Executive Committee through the District President or Regional Chair.

#### **Article V Host Award**

Section 1. An official PMEA award shall be presented to each host by the District President at one of the concerts and the Vice President at the other concert. This award shall be ordered by the District Secretary – Treasurer and purchased from District 7 funds. The name of the host, the event, the school, Guest Conductor, and the date shall be engraved on the award. An honorarium shall be paid to the host as determined by the District Executive Board after all financial obligations have been fulfilled and all required reports have been submitted to and approved by the Executive Board.



# District Band and Orchestra By-Laws and Guidelines

## I. General Information.

- A. The size of the band(s) shall be determined by the Festival Host in consultation with the Audition Chairperson and the District 7 Executive Board.
- B. District 7 shall operate two separate band festivals, an “Upper” Band Festival consisting of schools from Dauphin, Cumberland, Lebanon, Franklin, and Perry Counties, and a “Lower” Band Festival consisting of schools from Adams, Lancaster and York Counties. Festivals shall be held separately, but on the same dates whenever possible – in conjunction with the PMEA State Calendar. Auditions for both bands shall be held jointly at a more or less ‘central’ location. These auditions are held on the first or second Saturday in December as decided by the District 7 Executive Board.
- C. Students shall audition from a pre-selected set of scales (rudiments for snare drummers), and a selected composition from that instrument’s accepted solo repertoire. The title of the composition and the required scales for each instrument will be published in the District 7 Spring and Fall Newsletters. The list of selected solos will be updated by a committee appointed by the District President as he/she may deem necessary.
- D. An audition fee, established by the Executive Committee, will be required to defray the expense of auditions. Fee is \$5.00 per pupil as of May 4, 1997. In addition a school participation fee of \$25.00 per school district will be assessed (i.e., \$25.00 for choral auditions and \$25.00 for Band/Orchestra auditions). A fee of \$20.00 per student, up to a total of \$100.00, will be assessed for any *late* (after the established due date) student audition registrations. This is in addition to the \$5.00 per pupil fee and the \$25.00 per school district fee.
- E. Wind and percussion students who are **ineligible** for the District Band, but are eligible for District Orchestra, must go through the entire Band audition procedure *successfully* before proceeding to the District Orchestra audition. (Refer to IX.B.)
- F. All students must be allowed thirty minutes for lunch on audition day.
- G. No students will be allowed to leave the building for lunch or any other time during the day until completion of auditions at which time they will leave with their directors or appointed chaperones. (Exception covered under Letter H. this section.) All students will have a lunch available for purchase from the host school or students may bring a bagged lunch.
- H. Local students and students with special circumstances desiring to leave auditions early must complete the permission form provided in the fall newsletter. These forms must be submitted to the President at the 7:30 AM Directors’ Meeting by the home school director. After leaving, the student may not return.
- I. Absolutely NO cadenzas will be used for auditions!

- J. No music audition lists for District Band/Orchestra should be considered valid until approval at the Spring Executive Committee Meeting. This list will be published in the Spring and Fall Newsletters.
- K. District 7 will purchase one solo for each solo audition room (2 rooms) for the judges perusal.
- L. After all dates are finalized, they will be published in the District 7 Spring and Fall Newsletters.

## **II. Directors Responsibilities**

- A. Must be a current member in good standing with PMEA/MENC. Being derelict in this requirement will result in the Director's students being declared ineligible.
- B. Type and process all audition information to the Audition Chair by the deadline date. Failure to do so will result in the affected students being ineligible.
- C. Must attend the entire day of auditions. There will be a general meeting at 7:30 AM followed by auditions. A general meeting will also occur at the conclusion of all auditions for the purpose of reviewing procedures and distribution of materials. Directors are required to attend both meetings.
- D. Must serve as a judge, or assist where assigned by the Audition Chair.
- E. Receive, process and return to the District Host, all required information for his/her students. Host's deadlines must be followed.
- F. The Director, or his designee, MUST be in attendance for the chair placement/regional auditions held the first day of the District Festival, and all sanctioned meetings as scheduled by the Festival Host and District President. Failure to adhere to this guideline will result in pupils not moving on to the Region/State event.
- G. The directors of students advancing to Region/State Band or Orchestra Festivals MUST be in attendance the first day of said Festival for the purpose of registration and assisting with chair placements/auditions for ALL-State. They are again required to attend all sanctioned meetings scheduled by the Region/State Host and the Region/State Audition Chair (either the District 7 or 10 President for band and the President of District 7, 8, 9, or 10 for Orchestra).

- H. Under unique or emergency situations, a Director may be excused by the District President or designee upon the receipt of a request for exception, from the school Superintendent with the understanding that upon approval said school district will provide a qualified substitute who is a PMEA/MENC member and certified in Music.
- I. Directors have the responsibility to direct their students to either buy their lunch or pack a lunch and eat in the cafeteria of the audition school. The only students who will be allowed to leave the building are those who have completed Early Dismissal Forms. Students who have completed and submitted the Early Dismissal Form will exit the building by way of the main entrance and will check out with a monitor appointed jointly by the host school director and the Audition Chair.

### **III. Student Eligibility**

- A. Band(s) eligibility will consist of those students who are presently in grades 7-12. Orchestra eligibility will consist of those students presently in grades 9-12. Only students in grades 10-12 are eligible for Region/State Festivals!
- B. Students must be in 'good standing' in their High School Band/Orchestra. Exception may be granted only if the school does not have provisions for a Band or Orchestra.
- C. Students should not apply to participate in festivals if, for any reason (including religious activities), they plan to miss part of the festival. A student must participate in the complete festival program commencing with registration and concluding with the final concert, except in the case of illness that must be verified in writing by a physician within 5 days of the festival. Students must rehearse and perform all musical compositions selected for the concert.
- D. Students must earn membership in the Band/Orchestra through a "selective" audition.

### **IV. Audition Registration**

- A. The registration forms must be typed and submitted to the Audition Chair by the student's Band/Orchestra Director and must be accompanied by all registration fees.
- B. The registration information and fees must be received by the Audition Chair prior to the deadline as indicated in the District 7 Newsletter. Failure to have this material postmarked on or before the due date may result in the disqualification of students. Exact dates and registration forms will be published in the Spring and Fall Newsletters.
- C. Permission forms for Early Dismissal must be turned in to the President at the 7:30 AM Director's Meeting by the student's home school Director. At the conclusion of his/her audition, the student must be checked at the main entrance by a monitor who will have list of all students who submitted an Early Dismissal Form. After leaving, the student may not return.

## **V. Audition Chair's Responsibilities**

- A. Secure an Audition location in accordance with the Audition dates.
- B. Collect and process all registration information and fees.
- C. Assign a Chair from each judging committee according to the Director's area of specialization whenever possible. "Upper" Band Directors will judge "Lower" students and "Lower" Band Directors will judge "Upper" students whenever possible. In order to accommodate variances between the number of students auditioning and the number of available judges, judging committees may also be made up of "Upper" and "Lower" Band Directors Judging "Upper" and "Lower" students.
- D. Oversee all audition proceedings to insure smooth and equitable auditions for all students.
- E. Check committee chair's results and publish a listing of each Festival's personnel.
- F. Procure from the President and provide, to the monitor and host director for use at the main entrance of the building, a list of students that have completed the early dismissal permission form.
- G. Send judging assignments and audition information to each participating director at least two weeks prior to the audition date.
- H. Send the individual instrument audition chair's duties and procedures page along with the notification of assignments.

## **VI. Audition Computer Chair – Band and Orchestra Responsibilities**

- A. Using registration information received from the Audition Chair, compile a database of students registered for auditions including students' name, instrument, and school information.
- B. Assign student audition numbers.
- C. Print audition score cards which include blanks for judges' scores and student audition numbers.

- D. Print student audition cards with name, audition number, school and instrument information.
- E. Distribute student cards to band and orchestra directors on the morning of auditions.
- F. Distribute score cards to audition committee chairpersons on the morning of auditions.
- G. Ensure that computers are available for tabulation at school hosting auditions.
- H. Supervise tabulation of “computer room” committee on audition day.
- I. From audition results, print results with student rankings for festival hosts and district officers.
- J. Maintain file of audition results until festival date.
- K. Assist with festival re-auditions if requested.

#### **VII. Audition Procedures (initial December Audition)**

- A. Students must gain entrance to the District event via an audition situation.
- B. Each grouping of instruments is assigned three rooms. Due to special needs or size of the group, particular instruments may be assigned one or two rooms.
- C. Where possible, two judges will be assigned to each room.
- D. Room #1 will listen to scales, (1 flat, 1 sharp, and the chromatic scale) [the ‘C’ scale may be substituted for either the flat or the sharp scale] or rudiments. All scales **MUST BE MEMORIZED**. All rudiments **MUST BE MEMORIZED**. The students will enter the audition room with instrument only, no additional materials. Room #2 will listen to the first section of the solo. Room #3 will listen to the second but different section of the solo. The score sheets will be divided into three sections: 30 points for all scales, 35 points for the first part of the solo, and 35 points for the second part of the solo.
- E. Students will pass from room #1 to room #2, and to room #3 fulfilling the required material in each of the three rooms.
- F. Each judge in each room will score each student. **TOTAL** scores are used for each student from all the judges.
- G. During the audition process judges may not face the students. Failure to comply will result in that director’s students being ineligible for the district event.
- H. The score sheets (with student I.D. #) will then be matched with the student numbers found on the Audition Chair’s original list, so that accurate records are maintained.

- I. Any ties that occur will automatically be broken in the computer room based on student's scale scores.
- J. Students will receive a copy of their score sheets to verify that the calculations are correct or to correct mistakes made by judges or computer room
- K. All audition materials (including individual worksheets) must be returned to the Tryout Chair
- L. A final ranking will be provided by the computer room after all scores have been checked by students.
- M. The Audition Chair will forward to the Host Director a copy of the final ranking needed to fulfill the required instrumentation.
- N. The District Festival Host will then assign individual parts in accordance with the audition rankings. Example: If 14 flutes are needed to satisfy instrumentation, students who rank from 1-7 will be placed on the 1<sup>st</sup> flute part, and the students who rank 8-14 will be placed on the 2<sup>nd</sup> flute part. The following exception will be used when placing students on cornet and trumpet parts.

1<sup>st</sup> cornet – 1, 2, 4, 6  
 2<sup>nd</sup> cornet – 8, 10, 11, 12  
 3<sup>rd</sup> cornet – 13,14, 15, 16  
 1<sup>st</sup> trumpet – 3, 5  
 2<sup>nd</sup> trumpet – 7, 9

- O. Smaller quantity wind instruments will be re-auditioned in the afternoon to determine placement in Region V Band. Those chosen to go on will be re-auditioned at the District event for ranking and director recommendation to the Region V Festival. The top ranked student from the District Festival audition from Upper and Lower band will then be compared to the December ranking. The student (of these 2) with the highest placement in the December audition will go to Region V State Band. These instruments are: Eb Soprano Clarinet; Alto Clarinet; Bass Clarinet; Contra Bass Clarinet; Tenor Saxophone; Baritone Saxophone.

## VIII. Audition Procedure (Festival Audition)

- A. Students will be ranked and rated at the District Festival in order to be eligible for ensuing Region-State Festivals or the All-State Festival.
- B. The Host Director is charged with the responsibility of organizing the auditions as far as time of the day, the assigning of Directors (specialization considered), to various instrumental “sections,” and suggesting audition “spots” for each section after consultation with the Guest Conductor.
- C. Judges will not face the students during auditions. Students shall enter the room in random order or be asked to ‘draw a number from a hat’ and proceed in this fashion.
- D. A chairperson will be assigned for each instrumental section. This person is charged with the responsibility of compiling all the results and delivering them to both the Host Director and the District President.
- E. “Like” music should be chosen for those sections having more than one group, i.e., Clarinet I, II, and III. All pupils will be eligible for the Region-State Festival but may not move out of their assigned section for the Festival and will simply be put in correct re-audition order within their original section.
- F. Percussion Re-Audition at the Festival. For all percussionists, except keyboard and timpani, two “like” selections will be included in all festival folders (should contain snare music) for the purpose of achieving a more fair assessment of percussionists’ proficiency.
- G. All percussionists participating in the District 7 Band or Orchestra Festivals will receive in their music folder one common piece, a short exercise or excerpt, not from the festival music. This piece will be used in re-auditions along with selections from the festival program.
- H. Common supplementary material will be placed in all wind players folders to be used in addition to the repertoire, to re-audition students at the District Band Festivals. (1-10-02)
- I. District level students will only find out their possible participation in Region-State Festival AFTER the District 7 President and Secretary meet with the District 10 Officers and the Region Host on the Saturday morning of the District Festivals. The respective District Presidents will then meet with the respective District Hosts later that day for the purpose of disseminating information relative to participation in the Region-State Festival. Individual Directors involved with the Auditions at the District Festivals are encouraged NOT to speculate with their students as to possible Region-State membership!

## IX. Special Procedures for Orchestra

- A. String teachers and students will follow the same basic process as outlined in Section VII and VIII.
- B. Wind and percussion players will be selected in a supplemental audition that will follow the initial band audition. The wind and percussion committees from both the Upper and Lower area will send the number of students required to fulfill the necessary instrumentation for the District Orchestra. Example: If 4 trumpets are needed for Orchestra, both the Upper and Lower judges will send 4 trumpeters to Orchestra auditions. The judges for this audition will be the Chairpersons from both Upper and Lower who will then select the top 4 players from this group of 8. It is suggested that the Chairpersons meet BEFORE the initial Band Audition in order to “save” a section of the music for the Orchestra Audition.
- C. Students must be current (all year) participants in their own High School Orchestra to be eligible to participate in District Orchestra. NO EXCEPTIONS. Students are also eligible if orchestra is not offered in their High School.
- D. Wind and percussion students who are not eligible for the District Band but are eligible and wish to audition for District Orchestra must first go through the band audition process and qualify to go on to the Orchestra audition.
- E. String Tryout point allocations will be as follows: Scales=30 pts, Solo 1=25 pts, Solo 2= 25 pts, Sight Reading=20pts.
- F. Sight Reading will be newly composed music commissioned by the District President. Local composers will be used when possible.
- G. Violinists will be assigned to Violin I and Violin II according to the following rankings.

Rankings 1-6            violin I

Rankings 7-12        violin II

Rankings 13-18      violin I

Rankings 19-24      violin II

Rankings 25-30      violin I

Rankings 31-36      violin II

Rankings 37 and beyond will be divided evenly between violin I and violin II (the total number of violins may vary slightly from year to year depending on the size of the orchestra.)



## District Chorus Festival Bylaws and Guidelines

### I. General Information

- A. District 7 will sponsor a Chorus Festival in accordance with the guidelines and policies of PMEA
- B. All dates, specific information, and registration forms will be published in the Spring and Fall Newsletters preceding the auditions for the festival.
- C. Audition Forms and Cards must be postmarked according to the published dates. (Audition Registration Cards can be obtained from the Audition Chair).
- D. The Chorus shall be comprised of 200 voices. (25 per voice part – i.e. 25 Soprano I, 25 Soprano II, etc.)
- E. A school participation fee of \$25.00 per school district plus a \$5.00 per student Audition Registration Fee will be charged for auditions. A fee of \$20.00 per student, up to a total of \$100.00, will be assessed for any *late* (after the established due date) student audition registrations. This is in addition to the \$5.00 per pupil fee and the \$25.00 per school district fee.
- F. The chorus will be accompanied by two student piano accompanists selected during separate piano accompanist auditions. ( These auditions are generally held the Saturday after the choral auditions.) Specific requirements for accompanist auditions will be published in the District 7 Newsletter.
- G. Accompanists will be auditioned on the accompaniment part of specific selections and will be required to play four voice parts in combination from these selections.
- H. Any school which does not place a student in the chorus through the audition system may place one student in the chorus under Equal Representation. It is the director's responsibility to notify the Audition Chair within one week of the audition date to be eligible. The highest ranking student from Finals should be selected. These students will audition for Regional Chorus.
- I. The director hosting the District Chorus Festival may add his/her own students up to 5% of the total number in the chorus, under Host Privilege.
- J. All students must audition for Regional Chorus except those students added to the chorus under Host Privilege.

## I. Membership

- A. Each director sending a student or students to auditions must:
  - 1. be a member in good standing of MENC/PMEA.
  - 2. submit audition registration fees and materials. These must be typed and postmarked by the deadlines established in the Newsletters.
  - 3. be in attendance for the entire day of auditions-from the 7:30 a.m. Business Meeting until the completion of adjudication duties.
  - 4. should their student be accepted for participation in the festival, be in attendance for the first day of the Festival to attend the Business Meeting and assist in Regional adjudication's.
  
- B. In order to be eligible for selection to District Chorus a student must:
  - 1. be in grades 10-12
  - 2. be registered as a current member in good standing of his/her school chorus.
  - 3. be able to attend the entire Festival from registration through the final concert. (Exception may be made for illness providing the student missed no more than four (4) hours of rehearsal time.) Exceptions will be handled according to PMEA guidelines.
  
- C. Females will be permitted to audition on the tenor voice part, as recommended by the PMEA State Board (1/05), providing the parents/guardians of said students sign waivers provided by PMEA/District 7, which state that the member directors do not recommend this practice because of the possibility of damage to the student's voices. This waiver releases PMEA and its member directors from any liability.
  
- D. FAILURE TO COMPLY WITH THE ABOVE STATED GUIDELINES MAY RESULT IN DISQUALIFICATION OF STUDENT APPLICANTS.

## III. Audition Procedures

- A. Students must gain entrance to the District Chorus through an audition.
- B. Auditions will be held at the Festival Host School or a centrally located site.
- C. Auditions will generally be held on the last Saturday of October. (Exact location, date, and times will be published in the District Newsletters.)

- D. Audition music will be selected and a list published in the Spring and Fall Newsletters preceding auditions. This official list is first published in the Spring Newsletter.
- E. Students will audition to a recording of the selection's accompaniment. Copies of the accompaniment medium will be available for purchase by members of District 7 through the Spring Newsletter.
- F. Each participating school may send three persons per voice part (i.e. 3 soprano I, 3 Soprano II, etc.) up to a total of 16 students. However, due to the short supply of tenors, a school may send additional tenors.

G. Audition Process

1. General Items.

- a. Each of the eight voice parts will be auditioned separately.
- b. Students will go through preliminary audition and having earned a predetermined base score then pass on to a final audition. (2-7-02)
- c. Students will audition to a recording on passages pre-selected by the Music Selection Committee.
- d. All directors will judge both Preliminary and Final Auditions.
- e. There will be no early auditions. The Preliminary Auditions will be over in approximately two hours. Those students who need to leave early should move into the finals room quickly. It will be the responsibility of the student to do this.
- f. No more than two rehearsals of the audition spots shall occur in the finals room before auditions begin.
- g. All directors are strongly encouraged to make comments on judging sheets.
- h. All directors must sign their judging forms.
- i. All auditions will be blind auditions i.e. Judges will sit facing away from the student, or the student may audition behind a screen. (2/7/02)

- j. Students will be assigned an identification number to insure anonymity. The assigned number will be relayed to the judges by the chairman in finals and by the door monitor in prelims. The home school director should not know their students' numbers. (2/7/02)
- k. Students will not speak in the audition room unless requesting a restart. (2/7/02)
- l. A scoring guide will be adopted for use beginning in the 2002-03 school year. (2/7/02)

2. The Preliminary Audition

- a. There will be three judges per room (one of them will be the chairman and will judge).
- b. The number of audition rooms will be based on the total number of available judges (directors).
- c. The preliminary judging form will contain two categories plus a space for comments. The two categories will be Preparation and Musicianship. Each category will be worth 25 points.
- d. The student must earn 120 or more points from the three judges in order to go on to the final audition.
- e. All cards will be given to advancing students at the conclusion of preliminary auditions for each of the eight voice parts in their respective preliminary audition room.

3. The Final Audition

- a. Staffing – 1 chairman (does not judge), 1 computer operator (does not judge) remainder of directors (judges) will be divided equally among the eight audition rooms. All directors will judge both preliminary and final auditions. The director will not necessarily judge the same section for Preliminary and Final Auditions.
- b. The judging form presently in place (1992) will be used. Each of the five categories (musicianship; intonation; tone quality; melodic accuracy; and rhythmic accuracy) will each be worth ten (10) points. This will make a total score of 50 points. (2/7/02)

- c. The results will be complete and official the day of auditions. No results will be mailed to the directors since all directors will be in attendance the entire day.

#### H. Region Chorus Audition Process

1. All students shall audition at District Festivals for Region V State Chorus and Region V State Accompanist except host privilege students.
2. Students will audition on music selected by the Music Selection Committee (which normally would not include music used for district selection tryouts).
3. Pianists will audition on music selected by the Piano Audition Committee.
4. A student who qualifies through audition for both District Chorus and District Chorus Accompanist may serve in one capacity only. At the District Festival, the student will be allowed to re-audition on both voice and piano. (1/25/01)

#### IV. Audition Chair's Responsibilities

- A. Be sure audition registration form and information is in the Spring and Fall Newsletters preceding auditions.
- B. Receive and organize audition registration material. Assign each student an identification number. (2/7/02)
- C. Stay in touch with audition host school to ensure adequate rooms and facilities for audition process.
- D. Assign directors to audition committees and publish a list of assignments before auditions. (Committee chairpersons are to provide a CD Player.)
- E. Oversee the operation of auditions to ensure an equitable and efficient audition for each student.
- F. Double check finals chair's results and the listing of all students who went through the finals auditions. The cutoff point will be indicated to show which students will participate in the festival.
- G. The Audition Chair will also organize and oversee the Piano Auditions.

## **V. Music Selection**

- A. A committee of three shall select music audition pieces and audition spots. These people shall be appointed by the Choral Audition Chair.
- B. The committee person serving his/her third year will serve as chairperson of the committee.
- C. The committee will have the music list for the following year ready at the District Festival (i.e. 1992-93 Chorus list should be ready for the directors' meeting at the 1991-92 Chorus Festival.)
- D. The committee shall make every effort to ensure that the selections are in print and available.
- E. The committee shall select a program of choral literature that is challenging but within the students' grasp; diverse in style and appeal; and should consult previous programs to avoid undue repetition.
- F. The committee shall determine which selections are to be used for Vocal Auditions and for Piano Auditions and identify them as such. They shall also select the particular spots for each voice part and forward this information to the Audition Tape/CD Chair.
- G. The program should consist of 10-15 works (depending on the length of individual compositions) with effort made to include works from major style periods.
- H. Each program shall include at least one selection for women's voices and one for men's voices.
- I. The Chair of the committee shall be sure that the Secretary has a copy of the music selections and audition selections list for publication in the newsletters.

## **VI. Region V Chorus Music Selection Process**

- A. The program content shall consist of one-fourth from the District 10 program, one-fourth from the District 7 program, and one-half newly selected music. The portions should be determined by an appropriate equal length of time per grouping.
- B. The program will be selected by a committee consisting of the Regional Chorus Host, the District 7 Music Selection Chairperson, a representative from District 10, and the Regional Guest Conductor. The Committee will be chaired by the Regional Chorus Host. **IT IS THE RESPONSIBILITY OF THE COMMITTEE TO ENSURE THE AVAILABILITY OF ALL SELECTIONS ON THE REGIONAL PROGRAM.**

- C. The Regional Chorus program will be finalized by November 1 of the festival school year.
- D. In the event that a Regional Host is not in place by September 1 of the Festival school year, the host district's standing committee member (i.e. the District 10 District Chorus Host, or District 7's Music Selection Chairperson) shall become de facto chairperson and initiate the selection process.
- E. Regional Chorus music packets for students and directors will be available for distribution at the District Chorus Festivals.
- F. All-State tryouts spots MUST be taken from the newly selected portion of the program.
- G. The accompanist's music assignments shall be made by the Regional Host and sent to the accompanist within one week of the close of the District Chorus Festival.

#### **VII. Audition and Rehearsal Recording Chair**

- A. The ARR Chair shall arrange for the preparation of accompaniment recordings and their duplication, for sale to members through the District Newsletter.
- B. Oversee and ensure the preparation of the Audition Recordings for use at auditions.
- C. The ARR Chair shall send out district audition recordings before the opening of school for that year.

These By-laws and Guidelines updated and revised: May 2002, Rodney Miller, President  
August 2004, David Rohrer, President  
May 2005, David Rohrer, President.