

DISTRICT IV
BAND DIRECTOR'S ASSOCIATION

HANDBOOK

and

CONSTITUTION

Revised January, 2008

CONSTITUTION

Article I

The name of this organization shall be the District IV Honor Band Directors Association.

Article II

Objectives

Section I: The purpose of this organization is to organize and conduct the District IV Honor Band and to provide the opportunity for all students to audition and participate.

Section II: This association seeks to provide enriched musical activities for children and youth; encourage student participation in music; stimulate the professional growth of it's members; improve the quality of instruction; and advance the cause of music as an integral part of general music education.

Article III

Membership

Section I: Directors: Membership shall be open to all Band Directors of the Louisiana Music Educator's Association District IV area. Membership shall include those Directors who have expressed a desire to become an active member and who participate in auditions, sight-reading session, meetings and the Honor Band Weekend.

Section II: Eligibility of participants: any student of a Band Director who is an active member of the association is eligible to participate as long as the student is in grades 6-8 for the Middle School and grades 9-12 for the High School.

Section III: Membership shall also be open to all state certified sponsors of home schooled students of the LMEA District IV area. Membership shall include sponsors who have expressed a desire to become an active member and who participate in auditions, reading session, meetings, and the Honor Band weekend.

Article IV

Officers

The officers of this organization shall consist of a President, Vice President, Secretary, and Treasurer, who shall be elected at the January meeting of the school year.

Article V

Meetings

Section I: Regular meetings shall be held on the first Tuesday of October and November at 6:00, with the final meeting held at Honor Band weekend at a site and time designated by the President.

Section II: Special meetings may be called by the President and attended by the Executive Committee (see Article VIII).

Article VI

Amendments

Amendments shall be by three-fourths of the active membership. Constitutional changes can only be made at the January meeting.

Article VII

Officers Terms in Office

Officers shall be elected at the January meeting. They shall be nominated from the floor, and a majority vote shall elect. The term of the office shall be for one (1) year.

Article VIII

Executive Committee

The Executive Committee shall consist of the following: President, Vice President, Secretary, Treasurer and Past President. This committee shall have the authority to make any and all emergency decisions.

Article IX

Parliamentary Authority

Roberts Rules of Order shall govern all meetings.

Article X

Quorum

A quorum shall consist of one fifth of the members. In the absence of a quorum, no meeting can be held.

Article XI

Duties of Officers

Section I: President: The President is responsible for calling and presiding over all meetings, appointing chairpersons of committees, and all necessary decision making for the Association. The President is responsible for securing hotel accommodations and plaques (awards) for both clinicians. The President acts as a Master of Ceremonies for the Honor Band Concert. The President is responsible for the overall operation of the association, for being familiar with the Constitution and Handbook, and for any other duties outlined in other sections of this document.

Section II: Vice President: The Vice President is responsible for assisting the President with the operation of the association, and presiding over meetings when the President is unable to attend. He is also responsible for organizing the auditions including hiring judges, assigning audition times, seeing that all sight-reading music is in place, overseeing registration of auditionees, setting up the site for auditions, assigning room monitors, and tabulating audition results. The Vice President shall keep the association briefcase (Bell Memorial) which will contain the four (4) year cycle of sight-reading and high school audition music, and the three (3) year cycle of sight-reading and middle school audition music, and other information regarding auditions.

Section III: Secretary: The Secretary shall take minutes of each meeting and distribute a copy of the same to the membership. The Secretary is responsible for all Association correspondence.

Section IV: Treasurer: The Treasurer will be responsible for the collection and disbursement of Association funds.

HANDBOOK

Handbook Changes

Handbook changes can only be made at the January meeting.

Committees

Committee Chairpersons shall be selected at the October meeting and minutes of that meeting shall be mailed (or emailed) to all members.

Section I: Auditions: the Vice President will receive all money and application forms and arrange for judges for the divisions and distribute audition times to all Honor Band Directors. The Vice President will hand out the results of the auditions to the Directors the day of auditions. Final selections will be made at a Tuesday night meeting following auditions if necessary. A conscious effort will be made to assign high school judges to middle school students and vice-versa.

Section II: Concert Music: There will be one chairperson for both bands who will be responsible for gathering the music to be used for the concert, placing it in folders and distributing those folders to Band Directors. The chairperson will also collect said music and see to it that it is returned to the owner. The chairperson will obtain one of each part of each selection and the score from the clinician. The chairperson shall obtain a setup chart and the biographical information about the clinician and this should be given to the appropriate chairperson. All members shall be present 45 minutes prior to the first rehearsal to setup equipment.

Section III: Audition Music: Prepared and sight-reading music will be selected by a committee appointed by the president.

A. **High School Material** will be selected from the Official *Louisiana Music Education Association Handbook* All-State Audition list for the following year (example: 1993-94 Honor Band will use 1994-95 All State set). A copy of the audition materials shall be made available to all directors. Once cuts have been made they will remain the same for future four (4) year cycles. High School students will play the following scales: chromatic (as described in the current *LMEA Handbook*); 6 major scales, ranges according to the *LMEA Handbook*; concert C,F,Bb, Gb, B, and E scales in even numbered years; concert A, D, G, Eb, Ab, and Db scales in odd numbered years.

B. **Middle School Material:** See Appendix A

C. Sight-reading: The district will keep a revolving four (4) year cycle of sight-reading music. Once this is complete this will be used every year.

- Section IV: Patches:** There will be one chairperson for all bands who will order patches for those bands not later than the month of October so that the patches will be on hand for distribution on the night of the concert.
- Section V: Program:** There will be one chairperson for all bands who will check the spelling of all names at the reading session and eliminate names of Band members that should not be on the program and will see to the distribution of the programs on the night of the concert.
- Section VI: Set-Ups:** There will be one chairperson for each band who will see to the equipment for set-ups for the Reading Session, all rehearsals, and the concert. This chairperson will see to it that all necessary equipment (including percussion items) are on hand. Needed percussion items shall be determined at the December meeting. In general, Directors are responsible for the percussion instruments played by their students. These chairpersons will also see that all music is collected after the concert and that all equipment is returned to its proper place. The President should remind all Directors to help with cleanup at the end of the program.
- Section VII: Host/Hostess:** There will be one person for each band who will see to the needs and comfort of the visiting Directors.
- Section VIII: Pictures:** The President will secure a photographer to take a photograph of both Bands and see to the distribution of the same. Pictures will be taken between the two concerts.
- Section IX: Recording:** The President will secure a sound technician to make a recording of the concert and see to the distribution of the same.
- Section X: Public Relations:** Public relations will be handled by the Secretary.
- Section XI: Site and Times:** The President will appoint a chairperson to secure the site for auditions, reading session, and the Honor Band weekend. The chairperson shall obtain access to the building and facilities at the times needed.
- Section XII: Judges/Judging:** All Band Directors who have students participating in District IV Honor Band auditions must judge the day of auditions or provide a qualified judge to perform in their place. This judge must be approved by the Vice President before auditions. Exceptions to this rule include the Vice President who will tally scores and the sight host/hostess.

DATES

Dates for the auditions, reading session and the Honor Band weekend will be decided at the October meeting. Generally the audition is on the first Saturday in December; the reading session is on the Saturday after the Christmas Holidays and the Honor Band weekend proceeds the Martin Luther King Holiday.

READING SESSION SCHEDULE

The High School reading session schedule will begin promptly at 8:30 a.m. and end at 1:00 p.m. The Middle School reading session will begin promptly at 8:30 a.m. and end at 12:00 p.m.

HONOR BAND WEEKEND SCHEDULE

Thursday Rehearsal:	6:30p.m. - 9:00 p.m.
Friday Rehearsals:	9:00 a.m. - 12:00 p.m.
	2:00 p.m. – 4:00 p.m.
	6:00 p.m. - 8:00 p.m.
Saturday Dress Rehearsal:	9:00 a.m. -10:00 a.m.
Concert:	11:00 a.m.

Pictures will be taken between the Middle and High School concerts.

AUDITIONS

The audition fee is \$5.00 per audition. Late fee is \$8.00 payable at registration. Audition fees will accompany the audition entry form and will be submitted in a single check payable to this organization at the November meeting. Auditions will begin promptly at 9:00am.

AUDITION SITE

The membership will decide on the audition site at the January meeting.

CLINICIANS

Recommendation and vote of the membership at the January meeting will make selection of Honor Band Directors for the High School and Middle School Bands. A person will then be assigned by the President to contact and secure the clinicians.

AUDITION PROCEDURE

Questions should be directed to the room monitor. Students may audition on any number of instruments as long as separate fee is paid for each instrument. Students may audition only once per instrument. Memorization is not required for scales or prepared music. If split judges are used, one judge will hear sight- reading and scales, and the other judge

will hear the prepared music. Judges should hear all scales in the audition. Judges will be instructed if they are responsible for making the necessary cuts in prepared music and these should be posted.

INSTRUMENTATION

See Appendix B for complete instrumentation.

*A student auditioning for bass trombone in the high school group must have a higher score than the 7th chair tenor trombone student, or the 7th chair tenor trombone will win the position.

MINIMUM SCORE POLICY

In order to be accepted into the Honor Band(s), a student must score at least 50% of the highest score for their section. Students who do not meet this criterion will not be accepted into the bands.

HONORARIA

Clinicians will be paid according to the following scale: \$500.00 for a novice clinician, \$800.00 for an "expert" clinician. The association will vote to decide if a clinician is novice or expert during the January meeting. The association will pay all expenses including travel (\$.35/mile), lodging, and meals for clinicians. Judges hired for the auditions will be paid \$15.00/hour and will be provided a meal.

STUDENT DRESS

All students in each band will wear their representative school band uniform on the day of the concert. Appropriate dress will be worn where no uniform exists.

STUDENT BEHAVIOR

All students of the Honor Band are expected to abide by the Rules and Regulations listed below as well as following the instructions given by the working Band Directors and other persons of authority.

RULES AND REGULATIONS FOR PARTICIPATING INDIVIDUALS/GROUPS

Section I: Students: Teachers will present only students who are not discipline problems for auditions.

Section II: Liability: Students and parents are to be notified that Honor Band authority and responsibility extends until the student is released to return home.

- Section III: Rules/Regulations:** Students failing to adhere to rehearsal and performance regulations and schedules are subject to dismissal.
- Section IV: Vandalism:** Vandalism of any kind will bring immediate dismissal and the student and the school will be held responsible for any damages.
- Section V: Illegal Substances:** Possession of any legally controlled substance without proper written authority (Doctor's Prescription) or the consumption or possession of any psychologically active substance for non-medical use (including alcoholic beverages) will lead to immediate dismissal.
- Section VI: Notification of Disciplinary Action:** In case of disciplinary action taken by the Executive Committee, the Director, Parents, and the Principal involved will be notified immediately.
- Section VII: Dismissal:** The Executive Committee and the student's Director shall review any disciplinary problems before dismissal from the Honor Band.
- Section VIII: Eligibility:** Any student dismissed from Honor Band will be prohibited from participating in this Honor Band Organization the following year.
- Section IX: Chaperones:** There shall be one (1) chaperone for every ten students attending from your school. Example: 26 students require 3 chaperones. No students are allowed to participate without chaperones.
- Section X: Hotel Policies:** Schools residing at the Holiday Inn, Hammond for Honor Band weekend will honor the following policies: a curfew (in rooms) of 10:00pm for Middle School students, 11:00pm for High School Students; no boys in girls' rooms and vice versa except in the constant presence of a chaperone (penalty for violation of this rule is immediate removal from the Honor Band); District 4 will hire two security guards for Thursday and Friday night from 11:00pm-5:00am (the cost will be evenly divided between all schools residing at the Holiday Inn).
- Section XI: Sight-Reading Session:** Students will be excused from up to 49% of the sight-reading session, and only in the case of school related functions.

APPENDIX A

Middle School Audition Requirements

Scales

The following scales will be required every year for all Middle School students auditioning for the Honor Band: C Concert, F Concert, Bb Concert, Eb Concert, Ab Concert and Chromatic.

Wind Instruments

FLUTE

SET 1

Fast - *Melodious & Progressive Studies* - Cavally, Book 1
pg. 19, measures 26 to the end.

Slow- *Twenty-Two Etudes for Flute* - Guenther
pg. 4, beginning to measure 18

SET 2

Fast - *Melodious & Progressive Studies* - Cavally, Book 1
pg. 23, beginning to measure 39

Slow – *Twenty-Two Etudes for Flute* - Guenther
pg. 3, beginning to measure 23

SET 3

Fast - *Melodious 8 Progressive Studies* - Cavally -Book 1
pg. 1, beginning to measure 24

Slow – *Twenty-Two Etudes for Flute* - Guenther
pg. 3, measure 45 to the end

OBOE/SAX

SET 1

Fast - *Studies & Melodious Etudes for Alto Sax* - Coggins/Ployhar
pg. 13 #10, measure 17 to the end

Slow - *Studies & Melodious Etudes for Alto Sax* - Coggins/Ployhar
pg. 6 #3, ALL

SET 2

Fast - *Second Book of Practical Studies for Alto Sax* - Hovey
pg. 26, #97, ALL

Slow - *Second Book of Practical Studies for Alto Sax* - Hovey
pg. 23, #94, ALL

SET 3

Fast - *Studies & Melodious Etudes for Alto Sax* – Coggins/Ployhar
pg. 15, #12, ALL

Slow - *Studies & Melodious Etudes for Alto Sax* - Coggins/Ployhar
pg. 11, #8, measure 17 to the end

CLARINET SET 1

Fast - *Melodious & Progressive Studies*, Book 1 - Hite
pg.14, #3, beginning to measure 20

Slow - *Melodious & Progressive Studies*, Book 1 - Hite
pg. 1, #2, ALL

SET 2

Fast - *Melodious & Progressive Studies*, Book 1 - Hite
pg. 11, #18, measures 16 - 34

Slow - *Studies & Melodious Etudes for Clarinet*, Book 2- Lowry/Ployhar
pg. 23, #21, ALL

SET 3

Fast - *Studies & Melodious Etudes for Clarinet*, Book 2-Lowry/Ployhar
pg. 13, #11, ALL

Slow - *Melodious & Progressive Studies*, Book 1 - Hite
pg. 11, #18, beginning to measure 16

BASS CLAR SET 1

Fast - *Introducing the Alto or Bass Clarinet* - Voxman
pg. 17, #5, beginning to measure 16

Slow - Same book as fast
pg. 13, #5, ALL

SET 2

Fast - Same book as Set 1
pg. 24, #3, ALL

Slow - Same book as Set 1
pg. 16, #4, ALL

SET 3

Fast - *Studies & Melodious Etudes for Bass Clarinet* - Porter/Lowry
pg. 20, #18, ALL

Slow - Same book as Fast
pg. 17, #15, measure 13 to the end

TRUMPET SET 1

Fast - *First Book of Practical Studies for Trumpet* - Getehell/Hovey
pg. 24, #57, ALL

Slow- Same book as fast
pg. 18, #40, ALL

SET 2

Fast - *Studies for Melodious Etudes for Cornet* - Vincent/Ployhar
pg. 14, #12 (skip middle line)

Slow - Same book as fast, set 2
pg. 10, #8, ALL

SET 3

Fast - Same book as Set 2
pg. 17, #15, ALL

Slow - *First Book of Practical Studies for Trumpet* - Getehell/Hovey
pg. 11, #19, ALL

F HORN**SET 1**

Fast - *Second Book of Practical Studies for F Horn*-Getehell
pg. 9, #81, ALL

Slow - *First Book of Practical Studies for F Horn* - Getehell
pg. 12, #23, ALL

SET 2

Fast - *Second Book of Practical Studies for F Horn*-Getehell
pg. 6, #77, ALL

Slow - *First Book of Practical Studies for F Horn*-Getehell
pg. 17, #34, beginning to measure 14

SET 3

Fast - *First Book of Practical Studies for F Horn* - Getehell
pg. 20, #44, beginning to measure 17

Slow - Same book as fast
pg. 21, #46, ALL

TROMBONE/BARITONE B.C./BASSOON/BARITONE T.C.**SET 1**

Fast - *Victor Method* - By John Victor
pg. 30, Exercise #1

Slow - *3D Band Book* - Ployhar/Zepp
pg. 32, #2, measure 9 to the end

SET 2

Fast - *Victor Method* - By John Victor
pg. 34, Study #3

Slow - *Master Method for Band*, Book 2 – Peters/Yoder
pg. 39, #174 (Melody Line)

SET 3

Fast - *3D Band Book* - Ployhar/Zepp
pg. 30, #2, ALL

Slow - *Master Method for Band* – Peters/Yoder
pg. 54, #206

TUBA**SET 1**

Fast - *First Book of Practical Studies for Tuba* - Getehell/Hovey

pg. 11, beginning to measure 16

Slow - Same Book as fast
pg. 8, #16, measure 9 to the end.

SET 2

Fast - Same Book as Set 1
pg. 16, #36, ALL

Slow - Same Book as fast
pg. 6, #11, ALL

SET 3

Fast - Same Book as Set 1
pg. 11, #22, measure 17 to the end

Slow - Same Book as Set 1
pg. 6, #11, ALL

Percussion Auditions

Snare Drum Rudiments	The following snare drum rudiments will be required every year for Middle School percussionists (all should be played in a slow-fast-slow format): double stroke roll; single stroke roll; five (5) stroke roll; nine (9) stroke roll; flams; paradiddles.
Keyboard Scales	See above requirements for wind instruments.
Timpani	All percussionists auditioning for Honor Band will be required to demonstrate a long roll played in a pp-ff-pp format on the timpani.
Required Equipment	All percussion instruments will be supplied for those auditioning for Honor Band Percussion. However, each student is required to bring his/her own sticks or mallets. Students are allowed to supply their own bell kit and/or snare drum but must use the supplied timpani. <u>A timpani tuner will NOT be supplied.</u>

Prepared Music for Middle School Percussion

SNARE DRUM

SET 1

Audition Etudes for Snare Drum, Timpani and Keyboard by Whaley

pg. 8, #8

SET 2

Same Book, pg. 8, #7

SET3

Same Book, pg. 7, #6

TIMPANI SET 1

Same book as Snare Drum, pg. 13, #3

SET 2

Same book as Snare Drum, pg. 12, #4

SET 3

Same book as Snare Drum, pg. 14, #5, measure 14 to the end

KEYBOARD SET 1

Same book as Snare Drum, pg. 19, #1, beginning to m. 24

SET 2

Same book as Snare Drum, pg. 21, #6, beginning to m. 15

SET 3

Same book as Snare Drum, pg. 19, #2, beginning to m. 16

APPENDIX B

INSTRUMENT	MIDDLE SCHOOL	HIGH SCHOOL
Flute	8	7
Oboe	2	2
Bassoon	2	2
Clarinet	20	14
Bass Clarinet	4	3
Contra Clarinet	1	1
Alto Sax	4	4
Tenor Sax	2	1
Baritone Sax	1	1
Trumpet	9	8
Horn	8	8
Trombone	7	6
Bass Trombone	0	1*see "Instrumentation"
Baritone	4	3
Tuba	6	5
Percussion	6	7