

DISTRICT IV
BAND DIRECTOR'S ASSOCIATION

HANDBOOK

and

CONSTITUTION

Revised October 1, 2015

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 its 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 Music Teachers of the Louisiana Music Educators Association District IV area who are members of the Louisiana Music Educators Association. 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 Music Teacher who meets the criteria set forth in Article III, Section I, provided the student is in grades 6-8 for the Middle School and grades 9-12 for the High School, are chaperoned during all honor band activities, and are a member of their school band, provided that the school has a band.
- Section III:** Membership shall also be open to all state certified sponsors of home schooled students of the LMEA District IV area, provided they are students of an LMEA member. 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: A regular meeting shall be held on the second Tuesday of November at 6:30 p.m., 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 all clinicians. The President acts as a Master of Ceremonies for the Honor Band Concerts. 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 November meeting and minutes of that meeting shall be distributed to all members. Honor Band chairpersons shall be selected at the January meeting and shall refer to the Chairmen Responsibilities guidelines.

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 each band 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 set up 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 school years beginning in even numbered years; concert A, D, G, Eb, Ab, and Db scales in school years beginning 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 morning 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 morning 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) is on hand. Needed percussion items shall be determined at the November 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: Recording: The President will secure a sound technician to make a recording of the concert and see to the distribution of the same.

Section IX: Public Relations: Public relations will be handled by the Secretary.

Section X: 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.

DATES

Dates for the auditions, reading session and the Honor Band weekend will be decided at the January meeting. Generally the audition is on the second Saturday in December; the reading session is on the Tuesday evening before the Honor Band weekend and the Honor Band weekend precedes the Martin Luther King Holiday.

READING SESSION SCHEDULE

There is no High School reading session. The Middle School reading session will begin promptly at 6:30 p.m. and end at 8:30 p.m.

HONOR BAND WEEKEND SCHEDULE

Thursday Rehearsal: 6:30 PM - 9:00 PM

Friday Rehearsals: 9:00 AM - 12:00 PM
2:00 PM - 4:00 PM
6:00 PM - 8:00 PM

Saturday Dress Rehearsal: 9:00 AM - 10:00 AM

Concert: Middle School 10:30 AM
High School 12:00 PM

AUDITIONS

The audition fee is \$10.00 per audition. Late fee is \$15.00 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 9:00 AM.

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

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

Auditions will be held at 6-minute intervals. In the event split rooms are used, both rooms will hold auditions at 4-minute intervals.

One judge will be used per room, with the exception of rooms with an excess of forty students registered to audition, where two judges will be used.

At the completion of auditions, students will be ranked according to final scores. Any ties will be broken with the sightreading score. If the score remains tied, the combined scale score shall be used to break the tie. If the tie remains, the combined prepared material score shall be used. If the tie still remains, it shall be broken with the toss of a coin.

AUDITION REGISTRATION PROCEDURE

1. All students will check in at registration table upon arrival at audition site.
2. Every student will receive a registration slip stating whether they are pre-registered or a late registered student.
3. Students will present slip at audition room in order to be heard.
4. Late registration will be held from 8:00 AM to 10:00 PM.

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 next chair tenor trombone student, or the next 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. For High School, this rule only applies to the members of the 2nd ensemble, in which case students must score at least 50% of the 1st chair in the 2nd ensemble.

HONORARIA

Clinicians will be paid according to the following scale: \$750.00 for a novice clinician, \$1,000.00 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 (\$.40/mile), lodging, and meals for clinicians.

All judges will be paid \$15/hour and will be provided a meal. Judging positions will first be filled by willing participants from the active membership, with all remaining positions filled from outside the membership by the Vice President or his designee.

The association shall also hire one member of the association to serve as the registration chair. This member will staff the registration desk on audition day, and will be paid according to the schedule used for judges.

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. A responsible adult shall be in attendance at all times for each school participating in the Honor Band Weekend.

Section X: Honor Band Weekend: Students must be present for and participate in 100% of all rehearsals and performances in order to participate in the honor band weekend.

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. For each school, there must be a responsible adult in attendance for the entire sight-reading session.

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.

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; 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. A timpani tuner will NOT be supplied.

High School Audition Requirements

Scales

High School students must prepare scales in accordance with guidelines set forth by LMEA for the All-State Auditions.

The following scales will be required for school terms beginning in **even numbered** years: (Concert Pitch) C, F, Bb, Gb, B, E, Chromatic

The following scales will be required for school terms beginning in **odd numbered** years: (Concert Pitch) Eb, Ab, Db, A, D, G, Chromatic

APPENDIX B

INSTRUMENT	MS 1	MS 2	HS 1	HS 2
Flute	8	8	6	8
Oboe	2	2	2	2
Bassoon	2	2	2	2
Clarinet	12	20	12	15
Bass Clarinet	3	4	3	4
Contra Clarinet	1	1	1	1
Alto Sax	4	4	3	4
Tenor Sax	2	2	1	2
Baritone Sax	1	1	1	1
Trumpet	9	10	8	9
Horn	6	8	6	6
Trombone	6	8	5	7
Bass Trombone	0	0	1*	1*
Baritone	4	4	3	4
Tuba	4	6	4	5
Percussion	6	6†	6†	6†
String Bass	0	0	1	0
TOTAL	70	86	64	77

*A student auditioning for bass trombone must have a higher score than the next chair tenor trombone student, or the next chair tenor trombone will win the position.

† If the music dictates that more than 6 percussionists are needed, the executive committee will add players on day of auditions.