

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 1st 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 1st 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 ensemble(s) shall be determined by the Festival Host in consultation with the Guest Conductor, 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 on the District 7 Website after the first Sunday in May. 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. Students will either be able to purchase from the host school or students may bring a bagged lunch.
- 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).
- H. Local students and students with special circumstances desiring to leave auditions early must complete the permission form provided on the District 7 Website. 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. The complete six-year rotation list is available to PMEA District 7 members only, and may be obtained by submitting an email request to the Band/Orchestra Repertoire Chair. This list is unofficial, provided for reference only and is subject to change without notice. The official list will always be posted online on the District 7 website after getting Executive Board approval on the first Sunday in May.
- K. All students must audition on the solo material approved by the Executive Board in May to qualify for participation in their ensemble. Students with incorrect solos (not incorrect editions of the correct solo) will not be permitted to audition, and will be disqualified from festival participation.
- L. District 7 will purchase one solo for each solo audition room (2 rooms) for the judges' perusal.
- M. After all dates are finalized, they will be published on the District 7 Website.

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. Complete and submit 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. Must process and return to the District Host, all required information for his/her students. The 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 students 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 placement-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 PME/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 found on the District 7 Website. Students who have had the completed and submitted Early Dismissal Form by their Director 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 on the District 7 Website. 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 on the District 7 Website.
- 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. District Audition Procedures - December

- 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 1st flute part, and the students who rank 8-14 will be placed on the 2nd flute part. The following exception will be used when placing students on cornet and trumpet parts.

1st cornet – 1, 2, 4, 6
 2nd cornet – 8, 10, 11, 12
 3rd cornet – 13, 14, 15, 16
 1st trumpet – 3, 5
 2nd 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. District Re-audition Procedure – at District Festival

- 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.
- 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 (or his/her designee). 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.)
- H. At the District Festival re-auditions, the 10 violinists to be sent to Region IV-V State Orchestra (5 firsts and 5 seconds) will be taken in rank/eligibility order from the first **six** violin I's, then from the first **six** violin II's, then from the second **six** violin I's, etc., until the quota of 10 Regional violinists is filled.
- I. The violin I's will be auditioned separately from the violin II's, in separate rooms with separate judges. The tryout spots may not necessarily be alike – and may be totally different.

These By Laws and Guidelines updated and revised: May 2002, Rodney Miller, President
 August 2004, David Rohrer, President
 May 2005, David Rohrer, President.
 February 2010, Eric Dundore, President

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. District 7 will follow a hosting rotation by these six county units in this order – Cumberland/Perry, Dauphin, Adams/Franklin, Lancaster, Lebanon, York.
- C. Each hosting entity can choose the format they feel will be successful for them. This would include the length of time for the festival and how the students are housed.
- D. All dates, specific information, and registration forms will be listed on the District 7 website as soon after the Spring Executive Board Meeting in May as is possible.
- E. Directors will complete Audition Registration online at the District 7 website according to deadlines established by the Audition Chairperson and approved by members of the Executive Board.
- F. The Chorus shall be comprised of 200 voices (25 per voice part – i.e. 25 Soprano I, 25 Soprano II, etc.) plus any Equal Representation singers.
- G. 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.
- H. The chorus will be accompanied by two student piano accompanists selected at a piano accompanist audition held at the regular District Chorus Auditions. Accompanists will be auditioned on the accompaniment part of specific selections and will also be required to play four voice parts from these selections. Specific requirements for piano accompanist auditions will be found online at the District 7 webpage.
- I. 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.
- J. Any school which does not place a student in the chorus through audition 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 should be selected. All students placed

in District Chorus must audition for Regional Chorus at the District Chorus Festival.

- K. Students and Directors are forbidden from using copied music in auditions and Festivals unless copies are approved by the Audition Chair and the District President for general use.

II. Membership

- A. Each director sending a student or students to auditions must:
 - 1. be a member in good standing of MENC/PMEA.
 - 2. complete on-line registration and submit audition fees according to deadlines established by the Audition Chairperson and approved by members of the Executive Board.
 - 3. be in attendance for the entire day of auditions - from the 7:30 a.m. Business Meeting, through the audition procedure, and remain until the closing meeting has officially adjourned.
 - 4. be in attendance for the first day of the District Chorus Festival to attend the scheduled Business Meeting and assist with judging as assigned for Regional Chorus, if that director has at least one student in the Festival Chorus.
 - 5. request permission from the District President to have a proxy serve in his/her place if they are unable for any reason to be present with students at the October auditions or the District chorus Festival. The proxy must also be a member of PMEA and be qualified and willing to judge the auditions at either event.

- 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. An exception may be made for illness or emergency providing the student missed no more than four (4) hours of rehearsal time. Exceptions will be handled according to PMEA guidelines.

- C. **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 a centrally located high school with the requisite facility necessary.
- C. Auditions will generally be held on the last Saturday of October. Exact location, date, and times will be published on the District 7 website.
- D. Any student needing to leave early (before the completion of all the auditions) must complete the Early Dismissal Form found on the District 7 Website. The form must be turned in the morning of the Choral Auditions and each student must sign out of the building at the entrance.
- E. Audition music will be selected and the official list will be published on the District 7 Webpage after being approved at the May Executive Board Meeting.
- F. On two of the three audition pieces, students will audition to a recording of the selection's accompaniment. The third piece will be an a cappella audition with a brief recorded introduction. Copies of the accompaniment medium will be available for purchase by members on the District 7 Webpage.
- G. Each participating school may send a maximum of three students per voice part (S1, S2, A1, A2, B1, and B2). Beyond that, each participating school may send as many tenors determined by their director to have a reasonable chance to audition successfully.
- H. Specific Audition Process
 - 1. Each of the eight voice parts will be auditioned separately.
 - 2. All students will sing a series of three auditions and the top 25 in each voice part will be invited to participate in the festival.
 - 3. Each voice part will have a committee of eight (8) directors divided as follows:
 - a. 6 judges divided into three rooms.
 - b. 1 Chairman to transfer scorecards from Room 1 to Room 2.
 - c. 1 Hall Monitor to transfer scorecards from Room 2 to Room 3, and keep order and quiet in the hallways.
 - d. Each voice part will have two (2) student volunteers to announce students to the judges in each room and run score sheets to the tabulation room.
 - e. Eight (8) directors will be assigned to the Tabulation Room to input scores into the voice part laptop.
 - 4. The process will be carried out in the following manner:
 - a. All students of a voice part will be assigned a number upon registration (SI – 1000s, SII -2000s, etc.).

- b. The students' score sheets will be distributed to each student as they arrive.
- c. After the audition day Business Meeting, all judges and singers in each voice part will gather in Room 1, mark audition spots, rehearse the audition spots 2 to 3 times together, and determine the restart limits for each piece.
- d. Students will be dismissed from the warm-up and told to get into the audition line as they are listed. Pre-audition preference to be given for those who must leave early.
- e. Students will audition one by one, following the same order through the sequence of rooms.
- f. Judges will write scores initially on a tally sheet, then transfer them to the official scorecards as they are passed through the sequence. Hall monitors will fold the scores under between rooms so new judges cannot readily see the previous scores.
- g. Once all scorecards have been completed, double-checked and entered into the computer, all the students of a voice part will reconvene in Room 1, where scorecards will be distributed to students.
- h. THE STUDENTS MUST CHECK MATH ON THE CARD BEFORE THEY LEAVE THE ROOM. If a math error is found after the student leaves the room, it is TOO LATE.
- i. Students who choose to leave early forfeit the right to check their scores.
- j. Any corrections to student scores necessary will be taken to the Tab. Room, and final lists will be assembled, printed and posted.
- k. The results will be complete and official at the end of the Post-audition meeting on the day of auditions. All results can be found online by the Monday morning following the audition. No results will be mailed to the directors.

I. Other judging considerations

- 1. All directors are strongly encouraged to make comments on judging sheets.
- 2. All auditions will be blind. Judges will sit facing away from the student, taking special precaution that windows, mirrors, computer screens or other reflective surfaces do not allow the judge to see the student.
- 3. The judges should not talk directly to the student auditioning at any time. Room Chairperson, Hall Monitor or student volunteers should be asked to communicate if necessary.
- 4. The two judges in each room should divide their responsibilities so as to make the process run smoothly and equitably.
- 5. Judges will use the scoring rubric provided to guide their numeric scores for each category. Judges should use whole numbers and .5 increments only.
- 6. Students may ask for ONE restart if it comes within the prescribed restart measures predetermined and announced in the warm-up room. This is the only reason that a student should speak directly to a judge in the room.

7. The Restarts should come within the first phrase (2-4) measures of a piece and the Audition Chair will set those for each piece before the Auditions begin so that each singer will have a fair and equitable restart.
8. Piano accompanists shall be auditioned by a Piano Audition Committee according to the approved rubric. The Audition Committee shall fairly and evenly divide festival selections between the two accompanists.

J. Region Chorus Audition Process

1. All students placed in District Chorus must audition for Regional Chorus at the District Chorus Festival.
2. Students will audition for Regional Chorus using excerpts of music from the District Chorus program, not previously used as audition selections for District Chorus. Members of the Music Selection Committee, in consultation with the CD Chairperson, and the Audition Chairperson, will choose the audition excerpts.
3. A student who qualifies through audition for both District Chorus and District Chorus Accompanist may serve in both capacities. At the District Festival the student will be allowed to re-audition on both voice and piano.
4. Directors are responsible for having their students prepared on all eligible District Chorus repertoire for Regional Chorus auditions. Students who the judges determine are unprepared for their Regional Chorus audition and in consultation with their directors and the Audition Chairperson, may forfeit their participation in District Chorus and be sent home.

IV. Audition Chair's Responsibilities

- A. Be sure all of the necessary audition information is on the District 7 Website as soon as possible after being approved at the May Executive Board meeting.
- B. Receive and organize audition registration material. Assign each student an identification number and create an order of audition taking into account the need for early auditions.
- C. Stay in touch with audition host school to ensure adequate facilities and volunteers for the audition process.
- D. Assign directors to audition committees, publish a list of assignments before auditions and remind judges what they need to bring to play the audition recordings.
- E. Oversee the operation of auditions to ensure an equitable and efficient audition for each student. The Audition Chair will indicate the cutoff point of who will participate, add singers through Equal Representation, and add students up to the 48-hour cutoff point before the Festival as singers drop out.

- F. Be the final approval of all selections and excerpts used in both the District and Regional vocal auditions. The Music Selection Committee will have those audition choices ready at the August meeting of the Executive Board.
- G. The Audition Chair will organize, oversee and approve the music used for the Piano Auditions.

V. Music Selection Committee

- A. A committee of three shall select the final Festival program, the District (October) audition pieces and excerpts, the Regional re-audition pieces and excerpts, and all the Piano audition pieces and excerpts.
- B. The committee shall be made up of the District Chorus Host (or a representative of the county being planned), the previous year's District Chorus Host (or a representative of that county) and the District Chorus Host for the next year after the one being programmed (or representative of that County's planning group). The District Chorus Host will serve as Chairperson of the committee.
- C. The committee will have the music list for the following year ready at the District Festival. It will be discussed at that time and any suggested changes made by the Audition Chair and the CD Chairperson. Audition pieces for both voice and piano will also be determined at that time. The repertoire list will be approved at the May executive Board meeting and then be put on the District 7 Website for the Director's information.
- D. The committee shall make every effort to ensure that the selections are in print and available. Special attention should be paid to pieces that in the public domain for downloadable copies that would cost little or no money to obtain.
- E. The Host Director will submit a program to members of the committee from the guest conductor, including a list of possible repertoire the conductor may be willing to use. Members of the committee will review repertoire selections made by the guest conductor and host director to determine their suitability for District Chorus, consulting previous programs to avoid repetition of repertoire. The repertoire for District Chorus should be challenging, representative of different style periods, and diverse, but within the students' grasp.
- F. Members of the Music Selection Committee, in consultation with the Audition Chairperson and the CD Chairperson, will determine audition selections and suggest vocal and piano excerpts for Vocal and Piano auditions from the established program. The Music Selection Committee will present those audition choices at the August meeting of the Executive Board.
- H. Each program shall include at least one selection for women's voices and one for men's voices.

VI. Choral CD Chair

- A. The Choral CD Chair shall arrange for the preparation of accompaniment recordings and their duplication, for sale to members through the District 7 webpage. This person will also consult with the Host Director and the Guest Conductor on tempi and other musical aspects that affect the recording.
- B. Oversee and ensure the preparation of the Audition Recordings for use at October auditions and the Regional Auditions at the District Chorus Festival.
- C. The Choral CD Chair shall send out district audition CD's as soon after the May Executive Board meeting as possible, but before the opening of school in August.
- D. The CCD Chair will consult and approve the pieces and excerpts used in the October and District re-auditions each year.

These By-laws and Guidelines updated and revised: May 2002, Rodney Miller, President
August 2004, David Rohrer, President
May 2005, David Rohrer, President.
January 2010, Eric Dundore, President