

DISTRICT IV
BAND DIRECTOR'S ASSOCIATION

CONSTITUTION

AND

HANDBOOK

Revised January, 2022

CONSTITUTION

Article I - Name

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, 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, 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 on odd numbered years.

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. As voted on at January 2020 meeting, there will be an honor band meeting in September in conjunction with LMEA meeting.

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 on odd numbered years. They shall be nominated from the floor, and a majority vote shall elect. The term of the office shall be for two (2) years.

Article VIII - Executive Committee

The Executive Committee shall consist of the following: President, Vice President, Secretary, Treasurer, Past President, and the LMEA District IV Director. 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. The Vice President 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 oversee the development of new sight reading for middle school and high school each year.
- Section III: Secretary:** At each meeting the Secretary shall read the minutes from the previous meeting then take minutes for the current meeting. The Secretary will see that these minutes are distributed promptly to the membership.
- Section IV: Treasurer:** The Treasurer will be responsible for the collection and disbursement of Association funds. The Treasurer will keep a ledge of all transactions. At the conclusion of honor band weekend, the Treasurer will calculate net receipts and expenditures for the previous year then develop a budget for next year.

DISTRICT IV HONOR BAND ASSOCIATION 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 Chairperson 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. A conscious effort will be made to assign high school judges to middle school students and vice-versa.

Section II: Chairpersons: 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. Chairpersons will see to the needs and comfort of the visiting Directors during Honor Band Weekend.

Section III: Audition Music: Prepared pieces, scales, 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.

- i. **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

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. Percussion will sight-read on both snare and keyboard.

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 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 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 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 and President.

Section X: Site and Times: The President secure the site for auditions 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 Honor Band weekend precedes the Martin Luther King Holiday.

HONOR BAND WEEKEND SCHEDULE

Thursday Rehearsal: High School: 6:30 PM - 9:00 PM
 Middle School: 6:30 PM-8:30 PM

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

Saturday Dress Rehearsal: Middle School 8:30 AM – 9:30 AM
 High School 10:00 AM – 11:30 AM

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

**Concert Schedule will be set by the Executive Committee based on venue and logistic needs. Generally, Middle school will start at 10 a.m. with other concerts to follow.

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. If a school's audition entry form and fees are not submitted by the November meeting, students from that school will register at the late registration price. Auditions will begin promptly at 9:00 AM.

AUDITION SITE

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

PARTICIPATION FEE

Every student selected to perform honor band weekend will incur a \$15 participation fee payable by the first rehearsal.

CLINICIANS

1. Clinicians for each ensemble shall be nominated from the floor by the membership. The nominating members shall provide a reference of the nominee including qualifications, positions held, personal experiences, etc. Both High School and Middle School Concert Band clinicians are designated Tier 1.
2. The President shall compile a list of each ensemble's nominees.
3. The President shall conduct a series of votes of the membership that accurately rank the clinicians in order of preference. The Executive Committee will determine "Tier 1" or "Tier 2" designation for High School and Middle school Symphonic Band clinicians.
4. The President or their designee shall contact and secure clinicians in the order voted on by the membership.
5. In the event that all clinicians voted on are unavailable, the President may choose an acceptable alternate.

AUDITION PROCEDURE

Students may audition on any number of instruments as long as a 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. Judges will be made aware of tempo and octave requirements for high school scale auditions.

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 the 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 start 30 minutes prior to first scheduled audition time, and last for 2 hours.

INSTRUMENTATION

See Appendix B for complete instrumentation.

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. 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.

ALTERNATE SELECTION POLICY

In the event that a position becomes available in the top band, the first chair player in the second band has the option to move up or stay 1st chair in the second band. If the student declines, the 2nd chair player must move up.

HONORARIA

Clinician lodging will be paid by the association at market price. Each clinician's travel and meal costs above the maximum will be deducted from their honorarium. Clinicians will be paid according to the following schedule:

High School Symphonic Band – Tier 1 or Tier 2 as voted on by membership

Honorarium: \$1000 (Tier 2) or \$600 (Tier 1)

Travel Allowance: \$.40/per mile or airfare not to exceed \$400

Meals: Not to exceed \$125 (Chairperson will keep track of receipts)

High School Concert Band – Tier 1 Only

Honorarium: \$600 (Tier 1)

Travel Allowance: \$.40/per mile or airfare not to exceed \$300

Meals: Not to exceed \$125 (Chairperson will keep track of receipts)

Middle School Symphonic Band – Tier 1 or Tier 2 as voted on by membership

Honorarium: \$1000 (Tier 2) or \$600 (Tier 1)

Travel Allowance: \$.40/per mile or airfare not to exceed \$400

Meals: Not to exceed \$125 (Chairperson will keep track of receipts)

Middle School Concert Band – Tier 1 Only

Honorarium: \$600

Travel Allowance: \$.40/per mile or airfare not to exceed \$300

Meals: Not to exceed \$125 (Chairperson will keep track of receipts)

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 their 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.

APPENDIX A

Middle School Audition Requirements

Prepared Piece

All Middle School wind players will perform one prepared piece. Percussion will play a prepared piece on snare and mallets. The district will rotate through three (3) sets of prepared pieces, which will be posted on the district website.

Scales

The following scales will be required every year: C Concert, F Concert, Bb Concert, Eb Concert, Ab Concert and Chromatic. Scale sheets are posted on the district website. Additional points will not be awarded for performing additional octaves.

INSTRUMENT	C Concert	F Concert	Bb Concert	Eb Concert	Ab Concert	Chromatic <i>*written pitches</i>
Flute	2	2	1	2	1	C to F, 2+ octaves
Oboe	1	1	1	1	1	C to C, 1 octaves
Clarinet	1	2	2	2	2	E to C, 2+ octaves
Low Clarinet Bb	1	2	1	2	1	Eb to G, 2+ octaves
Low Clarinet Eb	1	1	2	1	2	Eb to G, 2+ octaves
Alto/Bari Sax	1	2	1	2	1	Bb to D, 2+ octaves
Tenor Sax	2	1	2	1	1	Bb to D, 2+ octaves
Bassoon	1	1	1	1	1	C to C, 2 octaves
Trumpet	1	2	1	1	1	F# to G, 2+ octaves
Horn	1	1	2	1	1	F to F, 2 octaves
Trombone/Baritone	1	2	1	1	1	E to F, 2+ octaves
Tuba	1	2	1	1	1	E to F, 2+ octaves
Percussion	2	2	2	2	2	No Chromatic

Special Notes About Percussion Auditions

Snare Drum Rudiments

The following snare drum rudiments will be required every year (all should be played in a slow-fast-slow format): Buzz roll (soft-loud-soft, minimum of 20 seconds); alternating flams; single paradiddles.

Keyboard Scales

All scales will be performed two octaves.
Chromatic Scale will be performed C to C, two octaves.

Required Equipment

All percussion instruments will be supplied for auditions. 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. Students will not need to tune the timpani.

Sightreading

Sightreading will be done on snare and keyboard.

APPENDIX B**Band Instrumentation**

INSTRUMENT	MS 1	MS 2	HS 1	HS 2
Flute	8	10	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	7	8	6	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	88	64	77

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

* Students auditioning for “Bass Trombone” must audition on an actual bass trombone as defined by its bore size, configuration of rotor(s)/tubing, and ability to play the full range of all excerpts in the four-year audition cycle (low G). Student’s score must rank within the range of the tenor trombone scores in the particular ensemble or be next in line in order to be placed in that ensemble. In the event that there is no bass trombone audition score ranking within the range specified, an additional tenor trombone will be placed in the ensemble.