

Central District Bandmasters Association
Constitution, Bylaws, Policies and Procedures
2010 Revision

PURPOSE

The purpose of the Central District Bandmasters Association shall be to foster a sense of unity among its participating directors and through this association, provide support and guidance to students of music education in our district.

ARTICLE I

NAME

The name of the organization shall be "Central District Bandmasters' Association."(CDBA)

ARTICLE II

MEMBERSHIP

Membership in good standing of the Music Educators National Conference (MENC) and the North Carolina Music Educators Association (NCMEA), shall be prerequisites for membership in the Central District Bandmasters Association.

All persons who are actively involved as Band Directors in the Central District shall be members upon completion of the appropriate registration materials.

All persons who are actively involved as Coordinators, Supervisors, etc., of Instrumental Music shall also be eligible for membership.

Active members are considered voting members. Retired members may not vote.

ARTICLE III

ORGANIZATION

Chairman
Chairman-Elect
Secretary
Treasurer
Webmaster
Board of Directors
General Membership

ARTICLE IV

DUTIES

Chairman

- Calls and presides at all meetings of the Board of Directors and the district's general membership; compiles an agenda for each meeting held.
- Serves as the Central District representative on the Board of Directors of the North Carolina Bandmasters Association. (NCBA)
- Carries out the policies of CDBA as established by the Board of Directors and the General Membership.
- Coordinates the preparation of the district calendar, ensuring an equal distribution of events throughout the district (east and west).
- Presides at all Central District sponsored events, including contests, festivals, and clinics. Sends a disk of the membership roster to the NCBA Secretary by August 30th each year.
- Sends out a reminder about the Fall and Spring meetings to all registered members

Chairman-Elect

- Presides at all meetings in the absence of the Chairman.
- Succeeds to the Chairmanship at the completion of the Chairman's term.
- Serves as Parliamentarian at all meetings. (The District will provide a copy of Robert's Rules of Order).
- Appoints a member each year to act as "clearing house" for All-District solos.
- Notifies the Administrations and area news media of Award of Excellence and Band Director of the year winners.

Secretary

- Handles all correspondence relative to the activities and projects of CDBA.
- Serves as recording Secretary at all General and Board of Directors meetings.
- Purchases medals for All-District Bands.
- Oversees the District Score Service File for Concert Festival Adjudicator usage.

Treasurer

- Handles all monies, either directly or indirectly, for the Association, and reports annually to the Board of Directors and the General Membership.

Past Chairman

- Handles compilation and maintenance of CDBA Constitution.

Webmaster

- Maintains and is responsible for the Central District Bandmasters web page.
- Works with the various chair persons in charge of District events to post and distribute information via the web and email.
- Maintains a database of current member school and email information.

Board of Directors

- Serves as a deliberative body in establishing policies for the District, making recommendations to the General Membership.

- Sets dates for each CDBA function as outlined in Article XI.
- Sets membership dues and student participation fees for CDBA functions.
- Appoints such committees as it deems necessary and advisable in accordance with Article VIII.

ARTICLE V

TERMS OF OFFICE

Chairman

- The chairman shall serve a two-year term of office, which coincides with his/her term of office on the Board of Directors of NCBA.

Chairman-Elect

- The Chairman-Elect shall be elected for a two-year term of office, at the end of which he/she shall assume the Chairmanship.
- The term of office of the Chairman-Elect will coincide with the term of the Chairman.

Secretary

- The Secretary shall be elected for a two-year term of office.
- The term of office of the Secretary will coincide with the term of the Chairman.

Treasurer

- The Treasurer shall be elected for a two-year term of office.
- The term of office of the Treasurer will coincide with the term of the Chairman.

Past Chairman

- The chairman will serve a two-year term of office immediately following his/her term as CDBA Chairman.

Webmaster

- The Webmaster shall be appointed to a two-year term of office.
- The term of office of the Webmaster will coincide with the term of the Chairman.

Board of Directors

- The members of the Board of Directors shall be elected for a two-year term of office on a staggered basis. The Board of Directors shall consist of the Chairman, the Chairman-Elect, the Secretary, the Treasurer, the Past Chairman, and five elected members.

ARTICLE VI

VACANCIES IN OFFICE

In the event that any officer or member of the Board of Directors is unable to complete his/her term of office, the District Board shall appoint a successor to fill the unexpired term.

ARTICLE VII

MEETINGS

There shall be four meetings of the General Membership. The fall meeting shall be held on the second Tuesday after Labor Day, and the spring meeting shall be held on the first Tuesday in May. In addition, one regular meeting shall be held at each of the two All-District Clinics.

The Board of Directors shall meet prior to the Fall and Spring meetings, and at such other times as the Chairman may deem necessary.

All meetings will be operated in accordance with Robert's Rules of Order Parliamentary Procedure.

ARTICLE VIII

COMMITTEES

The District Board, in order to plan and complete projects effectively, may appoint such committees as may be necessary.

ARTICLE IX

DUES

There will be no dues. Membership each year will be contingent upon filling out a yearly data sheet with correct addresses, email addresses and phone numbers. Subsequent emails will be sent to band directors who have filled out the membership form.

ARTICLE X

QUORUM

A quorum shall consist of those members in attendance at any business meeting.

ARTICLE XI

FUNCTIONS OF THE ASSOCIATION

Sponsorship of the following:

1. Central District High School Band Concert Festival. See Appendix A.
2. Central District Middle School Band Concert Festival. See Appendix A.
3. Central District High School All-District Band Clinic. See Appendix B.
4. Central District Middle School All-District Band Clinic. See Appendix B.
5. Central District Solo and Ensemble Contest. See Appendix C.
6. Serve as site host for NC All-State Honors Band Auditions.
7. Serve as Auditions Chairman for NC All-State Honors Middle School Band.
8. Any other functions undertaken by the General Membership proposed and passed at business meetings.
9. Membership in CDBA, NCMEA, and MENC shall be required for Directors who have students participating in any of these events.

ARTICLE XII

AMENDING THE CONSTITUTION

This Constitution may be amended by two-thirds majority vote of members present voting. Proposed amendments to the Constitution must be submitted to the District Board and the General Membership at the Spring Meeting for ratification at the Fall Meeting.

APPENDIX A

Each year the Central District Bandmasters Association shall sponsor two (2) separate Band Concert Festivals, one designated for Middle School Bands and the other for High School Bands. Bands from schools throughout the Central District are eligible and invited to participate, provided the Director is a member of CDBA, and MENC.

Bands participating in either Concert Festival shall follow the rules outlined in the NCBA constitution

A Concert Festival Chairman for each of the two Concert Festivals shall be appointed each year by the CDBA Chairman in conjunction with the Board of Directors. Persons interested in serving in these capacities should notify the Chairman in writing prior to the Spring Meeting of the Board of Directors.

It shall be the duty of each Concert Festival Chairman to:

- Serve as host for the Concert Festival.
- Publish information concerning the Concert Festival for all participating Band Directors.
- Secure judges for the Concert Festival from the list, which has been approved by the Board of Directors and General Membership.
- Prepare programs for the Concert Festival.
- Collect all Concert Festival Fees.
- Keep accurate financial records of all fees collected, all required expenditures, etc., and make a financial report to the Treasurer of NCMEA and CDBA within

forty five (45) days after completion of the Concert Festival.

Remit any surplus money to the Treasurer of NCMEA within forty-five (45) days after completion of the Concert Festival.

- Pay the judges' fees at the conclusion of the Concert Festival.
- Obtain from the Executive Secretary-Treasurer of NCMEA adjudicator sheets, financial reports, contest certificates, etc.
- Send the ratings to the CDBA webmaster (for posting on the CDBA website), NCBA President, and the editor of North Carolina Music Educator. (NCME)
- To pass on all Concert Festival information and material to the next chairman.
- Keep a copy of the performing bands' three-year contest repertoire list with the information from each year's festival for a period of four years.

It shall be the duty of each Concert Festival Site Host to:

- Recommend the date and the schedule for the Concert Festival. (Date must be approved by the Board of Directors).
- Secure all equipment needed (percussion, chairs and stands, etc.) to run the Festival.

Below are the NCBA rules governing Concert Band Festival (from the NCBA Constitution, Bylaws, Policies and Procedures 2009)

North Carolina Bandmasters Concert Band Festival Rules

PURPOSE: To provide students and teachers a means of receiving constructive comment by competent judges. To stimulate and recognize growth. To provide students and teachers a means of hearing the work done by other school groups.

1. ELIGIBILITY:

*** A. All band directors must be current members of the North Carolina Music Educators Association.**

*** B. Band members must be regularly enrolled in a band class according to the school administrative unit. Lower grade students may be used to round out the instrumentation, but not the reverse.**

*** C. The band director that appears on the class roster at a school as the teacher must be a member of NCMEA and register all students to participate in all state sanctioned events.**

2. ADMINISTRATIVE STRUCTURE:

*** A. Each district will have a Concert Festival Chairperson elected by the band directors of that district. Each district must notify the State Concert Festival**

Chairperson who the District Concert Festival Chairperson is by the end of the Fall In-Service Conference.

- * **B. Those persons who are presently serving as a concert festival chairperson in a district will continue to serve at the pleasure of the district.**
- * **C. The concert festival in each district must be held before April 15 each year. In the event of extreme weather conditions which require a cancellation of a festival, the festival district chair may apply to the State Festival Chairperson for an extension of this date.**
- * **D. The District Concert Festival Chairperson will contact the Executive Director of NCMEA to obtain concert festival financial and administrative materials.**
- * **E. The State Concert Festival Chairperson will be the President-Elect of the North Carolina Bandmasters Association. His responsibility shall be to direct and assist the District Concert Festival Chairperson and will have the authority to govern all concert festival activity in the state.**

3. REGULATIONS:

- * **A. No student may enter both junior high school and senior high school levels in the same year. Ninth Grade Bands should go to the festival where the Ninth Grade Band is housed. (If the Ninth Grade is housed at a middle school then the band should go to the middle school festival of their district.)**
- * **B. Bands may enter for comments only. Sight-reading will be optional for these bands.**
- * **C. Where a school has more than one band, duplication of personnel will be permitted so long as the literature and instrument is not the same.**
- * **D. No band may enter more than one district concert festival.**
- * **E. Any band which performs music not on the North Carolina Bandmasters Association approved list for the year will not receive comments or a rating from the judges.**
- * **F. Bands are required to refrain from preparing any composition for concert festival more than once within a four year period.**
- * **G. Any school district finding it necessary to combine bands for concert festival must receive permission from the Board of Directors of the North Carolina Bandmasters Association at the Fall In-Service Conference.**
- * **H. Bands are required to refrain from using any electronic equipment designed to amplify the sounds of instruments, or which will alter the pitch or tone quality of the instrument. Music may be performed using the instrumentation and any special effects, electronic or otherwise, that the composer or arranger intended.**

- * **I. If a director submits a letter and uses copied scores then the director has a binding contract with the music dealer. A letter stating such will be sent to the principal and director.**

4. REGISTRATION

- * **A. Senior High and Junior High Bands will register in their designated districts.**
- * **B. Exception to Rule 4-A: Bands may cross district lines upon receiving written release from their district concert festival chairperson and written permission from the district concert festival chairperson where they wish to enter. If problems occur, the director should contact the state concert festival chairperson, who shall intervene and make a final decision.**
- * **C. Registration blanks must be completed and mailed with fees enclosed, to the district concert festival chairperson. The envelope must have a postmark showing that the materials were mailed on or before the stated deadline of thirty days (30) days prior to the first day of concert festival.**
- * **D. The band director whose name appears on the class list as the teacher must be in attendance or their students will not be allowed to participate.**

5. FEES

- * **A. All concert festival registration fees will be determined by each district upon the approval of the Board of Directors of the North Carolina Bandmasters Association.**
- * **B. Notification of withdrawal must be postmarked no later than thirty (30) days before the contest date if a refund of fees is expected.**

6. PERFORMANCE:

- * **A. All bands are required to furnish three conductor's scores of each composition prepared for concert festival and present them to the concert festival chairperson upon arrival. Only published scores will be permitted unless permission is obtained from the publisher. All scores presented to the chairperson must be numbered by measure.**
- * **B. Timing (includes staging and performance) Groups I, II - twenty-five (25) minutes; Groups III, IV - thirty (30) minutes; Group V - thirty-five minutes; Group VI - forty (40) minutes. Groups requiring more than the specified time for their group level must apply in writing to the State Festival Chairperson sixty (60) days prior to their respective festival requesting permission for an extended time. Warm up times will be: Groups I, II - twenty-five (25) minutes; Groups III, IV - thirty (30) minutes; Group V - thirty-five minutes; Group VI - forty (40) minutes. Bands may be required to perform at an adjusted time but the entire warm-up time must be given to each band.**

- * **C. Each band must prepare a march of the director's choice and two (2) compositions from the Official North Carolina Bandmasters Association Music List. One composition must be from the classification as registered, the other composition may be from the same classification or from the next higher classification.**
- * **D. Each band director must submit to the proper concert festival chairperson the following: four copies of the list of the march and the two (2) concert selections which the band is prepared to play; three copies of a list of the band's instrumentation; a repertoire sheet listing all selections prepared for the concert festival during the past four (4) years. These lists must be submitted at least one hour before the band is scheduled to play. It is strongly urged that the band director leave a copy of the repertoire sheet on file at his/her own school.**

7. SIGHT READING:

- * **A. Sight reading will be required of all bands in Grades II - VI. The sight reading score will be included in the overall rating for all participating bands unless the band is performing for comments only. Bands will read one (1) concert selection. One sight reading judge will be used; the judge will make taped comments and use the MENC sight reading form.**
- * **B. Bands and directors will have time to look at the music. The times are: Grades II, III and IV - five minutes; Grade V - six minutes; Grade VI - seven minutes. During that time they may clap rhythms, sing parts, count out loud and finger instruments, but they may not play their instruments. Each band may play a brief warm-up scale at the conclusion of the preparation period.**
- * **C. During the actual performance directors may call out rehearsal letters or numbers and verbal cues (e.g. "more trumpets", "tubas watch") but may not sing parts or rhythms while the band is playing. Only one director may work with the band in the sight reading room. The time limit in the sight reading room will correspond with the given amount for the concert performance.**
- * **D. The President and President-Elect will contract an active band director (contractor) from another state to order the sight reading to be used in the current year's University Interscholastic League Concert and Sight Reading Festival (from Texas).**
- * **E. It is the responsibility of the state chairperson to make sure the contractor chosen be provided with the following information: music company to order the right reading music from, instrumentation for folders, festival dates, festival sites, festival district chairpersons, festival site addresses and the number of sets of sight reading folders that need to be compiled. The contractor will provide the folders, seal each set and ship them to the district festival chairs so that they arrive at least one week prior to the festival date. The boxes will be opened only by the sight reading adjudicators. The expense of the music, postage and contractor stipend will be paid from festival receipts. The Board of Directors will determine the stipend given to the contractor.**

- * **F. The sight reading judge may not be allowed to question the band following the sight reading sample until after his/her adjudication sheet and taped comments have been completed and sent to the festival chairman. The sight reading judge will also not be allowed to conduct the band following the sight reading sample. Any request by the judge may be denied by the director of the ensemble without penalty of any kind.**

8. HOUSING

A. Each organization is responsible for making its own housing and meal arrangements.

9. DISQUALIFICATION

A. Violation of any of the above rules constitutes an automatic disqualification.

RATING CHART FOR CONCERT FESTIVALS GRADES II - VI

The following chart will be used as a guide in arriving at a final rating when using four judges (Three judges from the concert portion and one judge from the sight reading portion). All possible combinations are included. The Roman numerals at the top refer to the final ratings; the numbers below refer to ratings given by each judge.

| <u>RATING I</u> | <u>RATING II</u> | <u>RATING III</u> | <u>RATING IV</u> | <u>RATING V</u> |
|-----------------|------------------|-------------------|------------------|-----------------|
| 1111 | 1114 | 1145 | 1455 | 4555 |
| 1112 | 1115 | 1155 | 1555 | 5555 |
| 1113 | 1123 | 1235 | 2355 | |
| 1122 | 1124 | 1244 | 2445 | |
| | 1125 | 1245 | 2455 | |
| | 1133 | 1255 | 3345 | |
| | 1134 | 1334 | 3355 | |
| | 1135 | 1335 | 3444 | |
| | 1144 | 1344 | 3445 | |
| | 1222 | 1345 | 3555 | |
| | 1223 | 1355 | 4444 | |
| | 1224 | 1444 | 4445 | |

| | | |
|------|------|------|
| 1225 | 1445 | 4455 |
| 1233 | 2225 | |
| 1234 | 2234 | |
| 1333 | 2235 | |
| 2222 | 2244 | |
| 2223 | 2245 | |
| 2224 | 2255 | |
| 2233 | 2333 | |
| | 2334 | |
| | 2335 | |
| | 2344 | |
| | 2345 | |
| | 2444 | |
| | 3333 | |
| | 3334 | |
| | 3335 | |
| | 3344 | |

Rating I: Any combination of 4 ratings that total 4, 5, 6

Rating II: Any combination of 4 ratings that total 7, 8, 9, 10

Rating III: Any combination of 4 ratings that total 11, 12, 13, 14

Rating IV: Any combination of 4 ratings that total 15, 16, 17, 18

Rating V: Any combination of 4 ratings that total 19, 20

Unanimous Stage Rule

If a band receives straight “threes - III’s”, “Fours - IV’s” or “Fives - V’s” on stage then they will receive that score as their overall rating regardless of the sightreading score.

The ratings affected are:

333-1 would become a 3 555-1 would become a 5

444-1 would become a 4 555-2 would become a 5

444-2 would become a 4 555-3 would become a 5

RATE CHART FOR CONCERT FESTIVALS

GRADES I - VI

The following chart will be used as a guide in arriving at a final rating when using three judges from the concert portion. All possible combinations are included. The roman numerals at the top refer to the final ratings; the numbers below refer to ratings given by each judge.

| <u>RATING I</u> | <u>RATING II</u> | <u>RATING III</u> | <u>RATING IV</u> | <u>RATING V</u> |
|-----------------|------------------|-------------------|------------------|-----------------|
| 111 | 122 | 133 | 114 | 115 |
| 112 | 123 | 234 | 345 | 255 |
| 113 | 222 | 333 | 444 | 355 |
| 114 | 223 | 332 | 442 | 455 |
| 115 | 224 | 334 | 443 | 555 |
| | 225 | 335 | 445 | |

Although for purposes of reckoning the I, II, III, IV, V system is a convenience, please be sure that the numbers are not inscribed on the certificates of award or given to the media. According to our rules, the correct designations are given in the right-hand column below:

| | |
|------------|----------------------|
| I | Superior |
| II | Excellent |
| III | Average |
| IV | Below Average |
| V | Poor |

State Central Concert Band Festival

- * 1. In order to participate a band must have received a Superior rating at the District Concert Band Festival the previous year or maintain a Superior rating at the State Concert Band Festival.
- * 2. A band must enter in the same classification as the year it qualified or may move up to a higher classification. It may not drop back to a lower classification.
- * 3. The deadline for application and the payment of the non-refundable fee will be the date of the first business meeting of the NCMEA In-Service Conference in November.

- * **4. Bands in Groups II through VI are eligible to enter.**
- * **5. Judges shall be selected from the N.C. Bandmaster’s list of Approved Adjudicators and Clinicians.**
- * **6. The plaque for Superior ratings shall be the same as the plaque used for other contests except that it should be engraved to read “State Central” or “North Carolina State Festival”. District events should read “East”, “Central”, “West”, etc. Regional or District Festival.**
- * **7. There will be an optional sight reading with a separate grade. The music for the sight reading will be one grade lower than the classification in which the band enters.**
 - * **8. The Contest site will be the School of the Arts in Winston-Salem.**
- * **9. This contest shall be governed by the Concert Band Festival Rules and Regulations set up by the North Carolina Bandmasters Association.**
- * **10. A minimum of 20 bands must be registered in order for the State Central Concert Band Festival to be held.**

APPENDIX B

Each year the Central District Bandmasters Association shall sponsor two (2) All-District Band Clinics, One designated for High School Band students and the other for Middle School Students. Dates for each of these clinics will be set by the District Board and announced at the Fall meeting each year. The District Board will also set dates for auditions and announce them at the same time.

Each clinic shall be a two-day event, culminating in a public concert on Saturday afternoon or evening.

The Middle School Clinic will consist of two Clinic Bands, Symphonic and Concert, with the instrumentation indicated in this Appendix. (Note: No individual may serve as both Contest Judge and Clinician in the same year.)

The High School Clinic will consist of an 11-12 Wind Ensemble, a 9-10 Wind Ensemble, and a 9-12 Symphonic Band, each with the indicated instrumentations. The Wind Ensembles will be composed of students with the highest audition scores in the appropriate grades.

The Chairman of CDBA shall appoint each year the following:

- Middle School Auditions Chairman
- Middle School Auditions Site Host
- Middle School Clinic Chairman
- Middle School Clinic Site Host
- High School Auditions Chairman
- High School Auditions Site Host
- High School Clinic Chairman
- High School Clinic Site Host

Persons interested in serving in any of these capacities should notify the CDBA Chairman in writing prior to the Spring Meeting.

It shall be the duty of the Clinic Chairman to:

- **Contact and secure the clinicians agreed upon by the General Membership to conduct the Clinic Bands in accordance with the contract (Conductors for each Clinic Band shall be elected by the General Membership in a regular business meeting.)**
- **Publish information concerning the clinic for all participating Band Directors and students, including clinic schedule ,clinic regulations, health form, director information form, clinic registration.**
- **Provide motel information for the Band Directors and their participating students.**
- **Serve as host for the clinic.**
- **Provide housing for the Clinicians, and arrange transportation.**
- **In conjunction with the clinic site host, be responsible for all logistics pertaining to the clinic.**
- **Prepare concert programs for the clinic.**
- **Collect all clinic fees.**
- **Distribute Medals.**
- **Keep accurate financial records of all fees collected, all required expenses, etc., and make a financial report to the Treasurer of CDBA within fifteen days after completion of the clinic.**
- **Remit any surplus money to the Treasurer of CDBA within fifteen days after completion of the clinic.**
- **Keep accurate records of all clinic activities, to be passed on to the next Chairman.**
- **Be responsible for distributing Clinic Band folders to qualifying students once it has been determined that student scores are accurate.**

The “Award of Excellence” recipient shall have the privilege of choosing to conduct either the Middle School Concert Band or the High School 9-12 Symphonic Band for the following year.

It shall be the duty of the Auditions Chairman to:

- **Assign judges for the auditions.**
- **Collect audition fees from all participants.**
- **Make all necessary arrangements in his/her school to carry out the auditions process in an organized and successful manner.**
- **Provide an emergency contact phone number in case of emergencies encountered by band directors planning on attending the auditions.**
- **Provide sight-reading materials for all instruments.**

- **Keep accurate financial records of all fees collected, all required expenditures, etc., and make a financial report to the Treasurer of CDBA within fifteen days after the completion of auditions. All surplus monies should be remitted to the Treasurer at this time.**
- **Compile and post audition results as each section is tallied on audition day.**
- **Compile and supervise posting of scores to the district website within 72 hours of auditions.**
- **Verify all students' eligibility. (See below)**

Student participation fees for each of the two Clinics will be decided by the District Board each year and announced at the Fall Meeting

ELIGIBILITY

All Band Directors having students participate in Clinic Auditions and in the Clinic itself must be members in good standing of CDBA, and MENC (i.e., membership must be valid on the scheduled audition date).

Students participating in the Middle School clinic and/or Auditions must be regularly enrolled in middle school (grades 6-8).

Students regularly enrolled in a scheduled concert band class which receives full unit of credit.

Students participating in the High School Clinic and/or Auditions must be regularly enrolled ninth-grade junior high or regularly enrolled high school students, grades 9-12 (or 10-12) regularly enrolled in a scheduled concert band class which receives a full unit of credit. Students over 21 years of age are not eligible.

Point of clarification: All Ninth Graders, regardless of which kind of school they attend, must audition at the High School level.

AUDITION REGULATIONS

- 1. All Directors who have students auditioning are required to judge or work at auditions. Failure to be available to judge can result in the following sanctions: (1) Director's students being declared ineligible for participation for that year; (2) letter sent to school principal.**
- 2. Directors are responsible for sending applications and audition fees to the Auditions Chairman at least 30 days prior to the audition date. Pre-registered Directors may add late students by paying for and registering them on the day of the auditions.**
- 3. Directors are responsible for determining that each student he or she sends to the audition is adequately prepared. Please listen to/screen each of your students to ensure that they are sufficiently prepared to audition. Please DO NOT send students who can not play the audition materials accurately.**

4. Registration shall be for three hours, from 8:30am-11:30am and every student who is auditioning must be present during these three hours unless excused in advance by the Auditions Chairman. Every participating director shall register his/her students.

5. A pre-audition meeting of all judges will begin at 8:30am on the audition day. All judges (participating Directors) are to report at that time.

6. The auditions chairs shall decide upon appropriate cuts in both the solos and sight-reading materials before the audition day. Once auditions begin there may be no further changes in any audition materials. All students must play the same parts of the audition materials.

7. Judges should confer to establish consistency in scoring at the beginning of the audition day. Judges should not speak to an auditioning student under any circumstances during auditions. Do nothing to distract a performer; e.g., smoking, eating, drinking, talking, laughing, tapping, etc. Judges may not give students unnecessary instructions or “private lessons.” If there is confusion, the judge(s) should direct remarks and/or instructions to the page(s). There shall be no exception to this rule.

8. Judges shall sit with their backs to the auditioning students. No attempt may be made to determine who is playing or what school they represent. (See #12 below)

9. Middle School students do not have to memorize the scales; all High School students must memorize all required major scales and the chromatic scales. Students will, however, play all the required scales, no exceptions! Scales should be played in the order published on the CDBA website. Once auditions start, no changes may be made in scale order or articulation.

11. Students may use their own original copy of the required solo. No duplicated copies will be permitted. Middle School students are permitted to bring their own scale sheet copies into the audition room.

12. Because of the unusual nature of percussion and string bass judging, judges for these two areas are exempt from Regulation #8 above, and may face the students.

13. Students will be permitted to audition on more than one instrument and no more than two, but they must register on each instrument and pay the audition fee once for each instrument. If any student achieves placement in the Clinic Band(s) on more than one instrument, the following will apply:

1. Honors Band eligibility
2. Symphonic vs. Concert Bands
3. Student preference as listed on reg. form (If a preference is not chosen, the audition chair(s) will decide).

Once made, the choice cannot be rescinded.

14. In case of a tie at the cutoff point for acceptance in any band, both students will be accepted. In case of a tie within a Band section, the sight-reading score shall decide part placement.

15. The auditions chairman has authority to administer and enforce rules and regulations of the auditions in accordance with the constitution and by-laws.

16. All concerns or appeals will be directed to the CDBA Chairman.

CLINIC REGULATIONS

The Central District Bandmasters Association has approved the following rules and regulations, and all Directors are expected to comply with them. Directors are responsible for informing students of these regulations.

1. All students who are selected for membership in the All-District Band Clinic must participate in all planned events during the Clinic. This includes concerts by visiting groups, all rehearsals, group meals, and any social events. Students will be sent home if they violate the code of good behavior during the Clinic.
2. Directors are responsible for the supervision of their students at all times. All directors are expected to be present during the entire clinic. Since participating students and directors are now housed in motels, directors assume full responsibility for their students after leaving the clinic site. If a motel reports bad behavior, the offending students may be sent home.
3. Directors should make sure that students are on time for all rehearsals.
4. If an emergency makes it necessary for a student to withdraw from the Clinic, the Clinic Chairman should be notified immediately by that student's band director. The Clinic Chairman shall decide whether or not to fill the vacancy. When filling the vacancies, the next person on the audition list must be given priority.
5. Students should bring dressy clothes for the concert. No band uniforms should be worn! Regular school clothing will be appropriate for rehearsals.
6. Any students rooming in local motels or commuting back and forth with parents will not be allowed to drive private vehicles during the clinic weekend.
7. The clinic chairman will determine housing arrangements for the clinic participants.
8. The Clinic Chairman has authority to administer and enforce rules and regulations of the clinic in accordance with the constitution and by-laws.
9. Failure to follow clinic rules and regulations may result in student dismissal from the clinic and a letter to the director's principal.
10. All concerns or appeals will be directed to the CDBA Chairman.

INSTRUMENTATION

The following are designated instrumentation for the Middle and High School Clinic Bands. Revisions in these standard instrumentations due to low audition scores, lack of auditioning students in any area(s), unusual instrumentation demands, or other extenuating circumstances shall be at the discretion of the judges, special requests of the Clinicians, and the decisions of the Auditions and Clinic Chairmen.

Middle School Clinic Bands Instrumentation: (Symphonic and Concert)

| | | |
|------------------|------------------------|-------------------------|
| 10 Flutes | 1 Contra-Bass Clarinet | 9 Trombones |
| 2 Oboes | 4 Alto Saxophones | 4 Euphoniums(Baritones) |
| 2 Bassoons | 2 Tenor Saxophones | 4 Tubas 1 String Bass |
| 18 Clarinets | 1 Baritone Saxophone | 4 General Percussion |
| 3 Alto Clarinets | 12 Trumpets | 1 Timpani |

| | | |
|------------------|------------------------|---------------------|
| 4 Bass Clarinets | 8 Horns (French Horns) | 2 Mallet/Percussion |
|------------------|------------------------|---------------------|

High School Clinic Bands Instrumentation:

| <u>11-12 Wind Ensemble</u> | <u>9-10 Wind Ensemble & 9-12 Symphonic Band</u> |
|-----------------------------------|--|
| 6 Flutes (include. 1 piccolo) | 10 Flutes |
| 3 Oboes | 2 Oboes |
| 2 Bassoons | 2 Bassoons |
| 10 Clarinets (3,3,4) | 18 Clarinets (4,6,6) |
| 2 Alto Clarinets | 3 Alto Clarinets |
| 2 Bass Clarinets | 4 Bass Clarinets |
| 1 Contra-Bass Clarinet | 1 Contra-Bass Clarinet |
| 2 Alto Saxophones | 4 Alto Saxophones |
| 1 Tenor Saxophones | 2 Tenor Saxophones |
| 1 Baritone Saxophone | 1 Baritone Saxophone |
| 9 Trumpets (3,3,3) | 12 Trumpets |
| 5 Horns (French Horns) | 8 Horns (French Horns) |
| 6 Trombones (2,2,2) | 9 Trombones (3,3,3) |
| 2 Euphoniums (Baritones) | 4 Euphoniums (Baritones) |
| 3 Tubas | 4 Tubas |
| 1 String Bass (if capable) | 1 String Bass |
| 4 General Percussion | 4 General Percussion |
| 1 Timpani | 1 Timpani |
| 2 Mallets | 2 Mallets |

APPENDIX C

Each year the Central District Bandmasters Association shall sponsor a Solo & Ensemble Contest. (The dates and fees for the contest shall be set by the District Board and announced at the Fall Meeting.)

The Chairman of CDBA shall appoint a Chairman of the Solo & Ensemble Contest each year in conjunction with the District Board. Persons interested in serving in this capacity should notify the Chairman in writing prior to the Spring Meeting of the District Board.

It shall be the duty of the Solo & Ensemble Contest Chairman to:

- Serve as host for the Contest.
- Publish information concerning the Contest for all participating Band Directors and students.
- Plan the schedule for the Contest.
- Secure the judges for the Contest.

- **Coordinate and oversee all logistics pertaining to the Contest.**
- **Collect all fees for the Contest.**
- **Keep accurate financial records of all fees collected, all required expenses, etc., and make a financial report to the Treasurer of NCMEA and CDBA within fifteen days after the completion of the Contest. All surplus moneys should be remitted to the Treasurer of NCMEA at this time.**
- **Pay the judges fees at the conclusion of the event.**
- **Keep accurate records to be transmitted to the next year's Chairman.**

It is strongly recommended that the Chairman of the Solo & Ensemble Contest make every effort to locate the Solo & Ensemble Contest on the campus of one of the universities in our district where ample facilities are available.

Below are the NCBA Rules governing the Solo and Ensemble Festival

Solo & Ensemble Festival

1. ELIGIBILITY

- A. Band directors having participants in the Solo and Ensemble Festival must be current members of NCMEA and their own district.**
- B. Students must be regularly enrolled in a scheduled concert band class which receives one unit of credit and attend school within the district boundaries of which the director is a member. If a school does not have a separate junior high school, a student or ensemble entering under junior high school classification must come from grades 7, 8 or 9.**
- C. Participating ensembles must be from a single administrative unit.**
- D. The band director that appears on the class roster at a school as the teacher must be a member of NCMEA and register all students to participate in all state sanctioned events.**

2. REGISTRATION

- A. Registration blanks must be completed and mailed to the Solo & Ensemble Chairperson, with the appropriate fees, by stated deadline - i.e. 30 days prior to event.**
- B. No soloist or ensemble may perform at more than one solo & ensemble festival in a given year.**

3. REGULATIONS

It is the responsibility of the teacher to see that the following regulations are enforced:

- A. Schools are not limited in number of participants entering a particular event.**
- B. No student may enter in both junior and senior high levels.**
- C. No group or individual may enter for criticism only. Each participant or group will be assigned a rating of Superior, Excellent, Average, Below Average, or Poor.**

4. PERFORMANCE

Soloists and ensembles may select any composition and perform on recognized band instruments, including percussion. They must provide their own accompanist, if needed. Recorded or computer generated accompaniments may be used but each entrant must provide his/her own playback equipment. Use of music is permitted, there is no required list of repertoire, each entrant must furnish a score for the judge and all cuts must be indicated and the measures numbered. Accompaniments are strongly encouraged but not required.

5. TIME:

Each performance is to be limited to six (6) minutes.

6. FEES:

A. Registrations fees are:

- | | |
|--------------------|---------------|
| 1. Solo | \$4.00 |
| 2. Duet | \$5.00 |
| 3. Ensemble | \$7.00 |

B. There will be no refund of fees paid.

APPENDIX D

The district membership shall determine the recipients of two awards each year through an open election. The awards shall be the “Band Director of the Year” and the “Award of Excellence”.

Criteria for the

“AWARD OF EXCELLENCE”

- 1. The Band Director should be either an active or recently retired member in good standing with CDBA.**
- 2. This award is based on a career of excellence in all areas of instrumental music education (i.e. having produced excellent groups in the areas of concert, marching, and jazz bands). Another possible criteria would be having students participate in All-District Band, NC All-State Honors Band, and Solo and Ensemble Contest.**
- 3. The location (i.e. rural or inner city) and situation(s) that the director has worked in should be taken into consideration.**

4. The service that the Band Director has given to CDBA as an officer, board member, chairman of tryouts and/or clinic, committee chairman, etc. should be taken into consideration.
5. Any service that the Band Director has given to other professional music associations (i.e. MENC and ASBDA) should be taken into consideration.
6. Any professional awards presented to the director during his/her career.
7. Any professional publication (i.e. articles in NC Music Educator).
8. Any original compositions, commissions, arrangements, etc. that have added to the musical literature.

The recipient of this award shall receive an engraved plaque and letters of congratulations, sent to his/her principal and superintendent of schools, in addition to an invitation to conduct either the High School 9-12 Symphonic Band or the Middle School Concert Band at the All-District Clinic. The Chairman-Elect should send an article to the North Carolina Music Educator about this award and the recipient.

**Criteria for the
“BAND DIRECTOR OF THE YEAR” AWARD**

1. The Band Director should be either an active or recently retired member in good standing with CDBA.
2. The successful accomplishments of the band director’s groups this year. This would include the TOTAL music education program (i.e. concert, marching, jazz, pep bands, solos and ensembles, musical pit orchestras, All-District, and Honors Band participants).
3. The location (i.e. rural or inner city) and the situation in which the director has worked.
4. The service that the band director has given to the CDBA this year as an officer, board member, chairman of tryouts and/or clinic, committee chairman, etc.
5. The service that the band director has given to other professional music associations (i.e. MENC and ASBDA) this year.

- 6. Any professional awards presented to the director this year (i.e. “Teacher of the Year” Award).**
- 7. Any professional publications (i.e. articles in the NC Music Educator) this year.**
- 8. Any original compositions, commissions, arrangements, etc. that have added to the musical literature.**

The recipient of this award shall receive an engraved plaque and letters of congratulations sent to his/her principal and superintendent of schools. An article should be sent, by the Chairman-Elect, to the Band Director’s local and area news media about the award.

1988 Revision – David Rockefeller, Eddy Daniel, Rex Jackson
1992 Revision – Ruth Mock, Rex Jackson
1995 Revision – Rex Jackson, Bernie Hall
1998 Revision – Bernie Hall, Rex Jackson
2003 Revision – Kyle Auman, Kathy Caves, Eric Grush
2007 Revision – Kyle Auman, Arris Golden, Mary May
2009 Revision – NCBA Constitution
2010 Revision – NCBA Constitution, Bylaws, Policies and Procedures