

**North Central New Mexico
Music Educators Association
District 4
Handbook
2009**

**North Central New Mexico
Music Educators Association
District 4
Festival Operation
and
Organizational Manual**

**General Information
Operating Procedures
Rules and Regulations
NCNMMEA Constitution
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Membership Roster**

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NCNMMEA DISTRICT 4

This handbook shall be the official rules for NCNMMEA District 4 Festivals/Contests/Clinics. NMAA rules are also in effect and supersede this handbook in case of conflict.

Official District Events – Membership in NMMEA will be required of directors whose students participate in District Events.

1. District IV does not sponsor a Marching Band Festival.
2. The District Honor Clinic is scheduled to take place the third weekend in November rotating with the second weekend if this fits the district needs and the calendar. It consists of a Middle School/Junior High Honor Choir, a High School Honor Choir, a Middle School/Junior High Honor Band, and a High School Honor Band.
3. An Honor Mariachi will be scheduled in the fall if there is sufficient interest and participation.
4. Other Honor Groups may be scheduled in the fall as per the decision of the district membership at the May meeting.
5. A Vocal and Instrumental Solo and Ensemble Festival for Middle School, Junior High School and High School students will be scheduled on appropriate dates usually in late February or early March.
6. Large Group Festivals for Middle School, Junior High School and High School groups will be scheduled on appropriate dates usually mid April. Choirs and bands will be scheduled for one day each. If registration warrants it, a second day may be scheduled. Elementary Choirs can participate in Large Group Festival on a space available basis.
7. **Note:** Students or groups who are unable to perform at their scheduled time for Solo & Ensemble and for Large Group will be allowed to perform at the next available open time slot or at the end of the day.

Classification

All high schools must enter their groups according to the classification of their school according to the New Mexico Activities Association School Classification. If the school participates in a different classification in some sports, classification is determined according to the boy's basketball classification.

1. High School Class AAAAA

Class AAAA

Class AAA

Class AA

Class A

Other Class BB 400 & above, 6-12, JH/HS

Class B First year players

Junior HS CCC 500 & above, JH 7, 8, 9

Class CC 200-499, JH 7, 8, 9

Class C up to 199, JH 7, 8, 9

Middle School Class CC 500 & above 6, 7, 8 or 7,8

Class C up to 499 6, 7, 8 or 7, 8

Class E 6th Grade

Class B Beginners, 1st year players

6 - 9 only

2. Mid High Schools (9-10) will perform in Class AA.

3. Second instrumental groups will compete one classification below the first group. Any group may move up in classification if the director so desires, however no group may move down in classification. In unique situations the director may petition to be allowed to enter a group in a lower class. The decision will be made by the District Officers plus the site Chairperson of the Festival in question.

Enrollment

1. The enrollment of the school shall be that which is certified to the State Department of Education on the 40th day. This enrollment must be included where asked for on all festival entry forms.

2. Member high schools shall be classified for participation in festivals on the basis of student enrollment in grades 9 - 12, or 10 - 12 where so organized. Member junior/middle schools shall be classified for participation in festivals on the basis of student enrollment in grades 7 - 9, or 7 - 8, or 6 - 8 where so organized.

3. Performance groups, which include students from another school, must include enrollment from the other school to their official enrollment.

4. Students must be enrolled in the appropriate musical group if the class is a part of the school's curriculum in order to participate in any of our district activities. (See P.6 Entry and Eligibility)

5. Home school students must be sponsored by a NCNMMA member. (See P.6 Entry and Eligibility)

Large Group and Solo & Ensemble Festival Entry and Eligibility

1. Student members of large groups and solo & ensemble festival participants must meet the eligibility requirements of the New Mexico Activities Association, Non-Athletic/Activities and as stated in Section II D in the NMMEA Handbook. Groups performing for comments only are not bound by the eligibility rules.
2. Entries will be accepted only on official forms. They may be procured from the Financial Administrator, Festival Chair, or from our website. Forms may be duplicated.
3. A form with duplicates for each judge will be filled out for each group entered.
4. Forms should include classification, whether performing for rating or comments only, and the titles of selections being performed; however, the selections may be changed at the discretion of the director.
5. Students must be enrolled in their school's band, choir or orchestra program providing the class is a part of the curriculum in order to participate in District Activities.
6. If there is no similar musical group in the school, the student must be certified by a NMMEA member sponsor and must be designated as a sponsor by the chief administrator of the school the student attends.
7. In the case of a home school student, the student must be certified by a NMMEA sponsor and must be designated as a sponsor by the student's legal guardian.
8. If, due to scheduling restrictions, a student is not enrolled in a given class, the director must approve registration of the student.
9. All students must be in good standing with his/her director to be eligible for all activities of the District.
10. Elementary Choirs can participate in Large Group Festival on a space available basis.

Deadline for entries

1. The dates for entries will be thirty days prior to the first day of the Festival. Entries postmarked after the established date will be accepted at the discretion of the Financial Administrator. The director in charge should notify the Financial Administrator of any unusual situation that might delay the entry.

Fees

1. The following are the applicable fees to District activities:

- a. Solo events \$7.00 per solo
- b. Ensemble events \$10.00 per entry
- c. Large group events \$7.00 per student up to 21 students

\$150 per group 22 students or larger.

d. District Honor Groups \$15.00 per student (includes patch)

2. All entry fees must accompany the entry forms either in the form of a school purchase order, money order, or check. All entry fees are to be made payable to NCNMMEA and must be sent to the District Financial Administrator not the Festival Chairman.

3. No refund of entries will be allowed. However when a festival is rescheduled through District action, groups not able to participate due to the rescheduling will be refunded their fees.

Disqualification

1. The Financial Administrator will screen all entries. The director will be notified by the Financial Administrator of any entry that does not comply with requirements listed herein, so that the problem can be corrected.
2. Failure to comply with district entry and performance requirements will result in disqualification for that festival.
3. The Financial Administrator will return disqualified entries to the director with a letter of explanation signed by the Financial Administrator and the District President.

Ratings

1. Large groups and solos and ensembles will be rated in five divisions as follows:

Division I Superior

A Division I rating represents a SUPERIOR performance and indicates exceptional training and understanding of the instrument as well as the composition performed.

Division II Excellent

A Division II rating represents an EXCELLENT performance but is not worthy of the highest rating, lacking finesse and polish.

Division III Good

A Division III rating represents a GOOD performance but there is considerable lack of polish and finesse.

Division IV Fair

A Division IV rating represents a FAIR performance and indicates a great need for improvement of fundamentals and basic musicianship.

Division V Poor

A Division V rating represents a POOR performance and indicates an immense need for improvement of basic musicianship and preparation.

A plus or minus on a division rating is only an indication by the adjudicator that reflects the status of the rating. It does not change the official rating.

2. The following chart indicates the five divisions in Roman numerals. The chart will be used when three adjudicators are serving to determine the final rating.

I II III IV V

I, I, I I, II, II I, III, III I, IV, IV I, V, V
I, I, II I, II, III I, III, VI II, IV, IV II, V, V
I, I, III I, II, IV I, III, V III, IV, IV III, V, V
I, I, IV I, II, V II, III, III IV, IV, IV IV, V, V
I, I, V II, II, II II, III, IV III, IV, V V, V, V
II, II, III II, III, V II, IV, V
II, II, IV III, III, III I, IV, V
II, II, V III, III, IV
III, III, V

Awards

1. The district will furnish awards for all soloists, ensemble members, plus the outstanding performance for each judge, and for large groups, earning Division I and II ratings.
 - A. Soloists and ensemble members will receive a certificate for Division I. An outstanding certificate per judge will also be awarded.
 - B. Large groups will receive a Concert Plaque for earning a Division I rating in Concert and/or a Sight reading Plaque for a I in Sight Reading.
 - C. Groups earning a Division II rating will receive a framed certificate.
 - D. Groups earning a Division I rating from each of the adjudicators in Performance and Sightreading will receive a Sweepstakes tag.
2. The festival chairperson will post results as soon as they are verified and upon completion of the festival the results will be mailed to all participants by the Financial Administrator.
3. All final results, ratings, and awards are to be picked up by the director only at the Festival Office after they are verified and posted.

Selection of Judges and Clinicians

1. The general membership will nominate Solo & Ensemble and Large Group Festival adjudicators at the August meeting.
2. District Honors Clinicians are to be nominated at the November District Honor Clinic meeting so clinicians can be in place by March 1. District Clinic programs are to be submitted to the Financial Administrator by the clinicians no later than April 1.
3. The Financial Administrator will then contact and contract the adjudicators and clinicians. The signed contracts are to be sent to the Financial Administrator.
4. The Financial Administrator will make all lodging arrangements for adjudicators/clinicians as needed.

Solo and Ensemble Festival

1. The solo and ensemble site will be selected at the spring meeting.
2. Scheduling will be done by the Financial Administrator allowing 7 minutes per entry.
3. Students may participate in no more than three (3) events. Approval for additional entries must be submitted to the Financial Administrator.
4. Schedule changes to accommodate conflicts will be requested by the director. These changes will not include changing from one judge to another except in extreme circumstances and with the approval of the site chairman.
5. Requests for scheduling will be determined according to the date completed registrations are received by the Financial Administrator.
6. Students are to be judged on how well they perform the music, which has been selected. It is assumed that all students will have received some guidance from their director regarding the choice of music to be performed. Comments can be made in section “Other Factors” and the rating in that section should reflect the choice of music, appearance, and stage presence, etc.
7. Directors and sponsors of participating schools are expected to be at the Festival at the time of their student’s performances.
8. Students must have a legal, printed copy of the music with measures numbered to give to the judge. Failure to do this will result in a performance “for comments only” with no rating being given. No music is to be photocopied without the written permission of the publisher.
9. Solos should be accompanied if the solo calls for accompaniment. Electronic accompaniment is acceptable. The director may petition the site chairperson to allow students to perform without accompaniment due to extenuating circumstances. The judge will be advised by the site chairperson.
10. The director may participate only as a conductor of a large ensemble or as an accompanist.
11. The festival chairperson will post ratings as soon as the rating sheets are recorded and verified.

Large Group Festival

1. Site location will be decided at the spring meeting.
2. It is preferable to alternate sites each year.
3. Scheduling will be done by the Financial Administrator.

Music Selection for Large Group Festival

1. It is recommended that three (3) selections be performed by the large group. It will be up to the director to select the music the group will perform. The selections should include a march type number (for band) (appropriate number for other divisions) and two other numbers of difficulty comparable to the classification level of the group performing. As there is no prescribed music list it will be up to the discretion of the judges to evaluate the appropriateness of the selections performed. This can affect both the rating and the comments of the adjudicators. A large multiple movement work can be viewed as two selections. (Example: The thirteen movements of “Carmina Burana” or all of “La Fiesta Mexicana” could be considered as two selections.) The judges will be informed that the director enters the work in that manner. This may affect the rating by judge’s decision. All selections must fit in the allotted time period, including entrance and exit time.
2. Music performed should be of good quality and an appropriate challenge to the students.
3. Repeats in music may be omitted unless their omission adversely affects the musical form. Judges will be informed. It will be up to the discretion of the judge if the musical form has been adversely affected by the omission of the repeat. The omission may affect the rating by judge’s decision.
4. Three-year high school and mid school/junior high groups: two District Festivals must intervene before a music selection can be used again.
5. Four-year high school groups: three District Festivals must intervene before a number can be used again.
6. It shall be the responsibility of each director to comply with this rule.

Large Group Performance Procedure

1. All groups will be scheduled in thirty-minute intervals. The Financial Administrator may change this time interval if necessary.
2. Warm-up will be scheduled for the same amount of time as performance. The warm-up will commence early enough to allow a five-minute travel time to the performing area after warm-up.
3. No group is to use the performance area for warm up.

4. The director must provide a seating arrangement chart for the performing area included in the Large Group Packet.
5. The host school will provide a set up crew for performing area. Some members of the performing band such as percussion should assist.
6. Set up will commence as soon as the previous group exits the performing area.
7. Teachers must provide adjudicators with original music scores labeled with school name and with numbered measures. No photocopied scores will be allowed without official documentation attached to each score indicating the publisher's permission to photocopy has been granted. Failure to provide legal scores will result in a performance "for comments only" with no rating being given.

Sight Reading Rules and Procedures

1. Sight-reading is required. The director may request “for comment only” instead of a rating.
2. Sight-reading material will be obtained by the Financial Administrator and should include beginner sight reading music.

Instructions for Sight-Reading (Band)

1. Once the band is seated, all music belonging to the band will be placed underneath the chairs.
2. The monitors will pass out the music. Once the music is distributed and checked for the correct part, it is to be placed face down.
3. The judge will give instructions including the time allotted for study. Time allotted is 10 minutes of instruction for all groups.
4. The timekeeper will give a warning when there are 3 minutes left. Any other warnings such as 2 minutes and 1 minute must be requested by the director.
5. Rules during the allotted time
 - A. The director may sing, clap, or describe the music in any way other than playing on an instrument.
 - B. The director may use any counting system to describe the music.
 - C. The students may sing, clap, or describe the music in any way other than playing on an instrument. Fingering and the audible sounds of fingering including air band will not be considered as playing on an instrument.
 - D. The students may ask questions of the director at any time.
 - E. When the allotted time is up, all activity will cease and the band will be allowed to play a scale or chorale as warm-up.
 - F. The band will sight-read the selection.
 - G. The director may not talk during the performance time. The director may give a countdown to start the sight-reading. If it is a multiple movement work, the director may countdown at the beginning of each movement. Visual signals are allowed.
 - H. If the director must stop the group while sight-reading, then the rating will be one number lower than that which would have been given.

After the performance the judge is encouraged to address the band and provide constructive comments. The students are to return the music to the folders and exit the sight-reading room.

Instructions for Sight Reading (Choir)

1. Music will be passed out and will not be opened until the adjudicator gives a signal.
2. The conductor and students will study the music up to five minutes.
3. The piano will play the parts.
4. The director will give instructions or answer questions for two minutes.
5. The piano and chorus will perform the composition together with parts being played by the piano.
6. The chorus will perform the sightreading piece with piano accompaniment.
7. If the director must stop the group while sight-reading, then the rating will be one number

8. After the performance the judge is encouraged to address the choir and provide constructive comments. The students are to return the music to the folders and exit the sight-reading room.

District Honor Groups

1. District Honor Band will be done by audition, using the following guidelines:
 - a. Directors will retrieve their students audition music from <http://www.nmmea.com/ncentraldistrict/ncbulletin.htm>
 - b. Directors will record their students on tape/cd. The tapes will have several entries on them and the entrant will be introduced by the director on the tape, using instrument name and number (e.g. clarinet 1).
 - c. You will have a tape for each of the following sections (if you have someone who plays that instrument):
 - Flute
 - Oboe
 - Clarinet
 - Low winds (Bassoon, Bass Clarinet, Bari Sax)
 - Alto Saxophone
 - Tenor Saxophone
 - Cornet/Trumpet
 - French Horn
 - Baritone
 - Tuba
 - Percussion (students must play the ENTIRE percussion audition, not just the particular percussion instrument they want to play)
 - d. director will keep a list of which student corresponds to which number. This will maintain anonymity.
 - e. Director will bring those recordings (labeled by school and instrument)to a listening session (date will be listed online), where they will be divided up among the directors for listening purposes. Teams of directors will decide upon who makes it into the bands.
 - f. Directors must come to the listening session and bring your tapes in order to have eligible students.
2. District Honor Choir will be formed by director nomination.
3. District Honors Clinicians are to be selected no later than December 1. District Clinic programs are to be submitted to the Financial Administrator by the clinicians no later than April 1.

Eligibility

1. Jr. High School Honor Groups – Students recommended for this category must be in the 9th grade or below. All other eligibility requirements as listed in the New Mexico Activities Association Handbook and other requirements listed in this handbook will apply.

2. High School Groups – Students recommended for this category must be in grades 9 through 12.

Entry

1. Entries must be submitted by the director on the official forms along with fees or purchase order.
2. All entry fees must be made payable to NCNMMEA and must be sent to the Financial Administrator.
3. No personal checks from parents will be accepted.

Enforcement

1. The current officers of NCNMMEA will be the final voice in deciding any violation of the rules and regulations contained in this manual.

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**North Central District
New Mexico Music Educators Association
Constitution**

Article I

Name, Purpose, Affiliations, Boundaries

Section I. Name The name of the organization shall be the North Central District, New Mexico Music Educators Association.

Section II. Purpose We, the members of this organization, have associated ourselves for the purpose of promoting music and music education. From this association it is hoped that our combined efforts will better serve to help others find the inspiration which we have found in music.

Section III. Affiliations This organization shall function as a district unit of the New Mexico Music Educators Association, and shall receive approval from the New Mexico Activities Association for all dates for musical activities.

Section IV. Boundaries The boundaries of the North Central District shall be the same as those set up for District 4 by the New Mexico Music Educators Association.

Section V. NMNCMEA This organization is a non-profit making association.

Article II

Membership

Section I. Active Membership Any active teacher of music in a school in the North Central District of New Mexico, private teachers of music, director of musical activities, or anyone having an active interest in the field of music, may upon payment of dues to the Music Educators National Conference and the New Mexico Music Educators Association, become a member of this association. All bonified members have the right to attend annual meetings.

Section II. Voting Membership Only those current members of MENC/NMMEA associated with public schools, institutions of higher learning, or retired music educators within the North Central District of New Mexico may vote.

Section III. Dues Payment of dues to the New Mexico Music Educators Association shall cover all membership dues to the district organization.

Article III
Officers and Government

Section I. Officers The officers of this Association shall be: President, Vice-President, Member at Large, and the Financial Administrator. If there is no one to assume the Financial Administrator position the Member at Large position will revert back to the Secretary and a Treasurer will be elected.

Section II. Term of Office The term of office shall be for two years and shall expire at the end of the May meeting.

Section III. Election The election of officers for this Association shall be during its May meeting on the even numbered years. Nominations shall be made from the floor. Election shall be by majority count of the votes cast at the meeting.

Section IV. Any member who has a voting privilege in the Association shall be eligible for an office.

Section V. Duties of President The duties of the President shall be:

1. Presiding official at Festivals sponsored by this Association.
2. To preside in all business meetings of the Association.
3. To oversee all appointive committees.
4. To prepare an agenda for all business meetings of the Association with input from officers of the Association.
5. To be empowered to represent this Association at conventions, NMMEA Board Meetings, and all other meetings which concern the business of this Association.
6. To call additional business meetings outside of the annual meetings.
7. To call a meeting of either the instrumental, vocal or or public school music sections as long as the business pertains to their section only.

Section VI. Duties of Vice-President The duties of the Vice-President shall be:

1. To assist the President in the preparation of an agenda for business meetings.
2. To assume the duties of the President in the President's absence or upon his request.

Section VII Duties of Member at Large The duties of the Member at Large shall be:

1. To assist the President in preparing the agenda for business meetings.
2. To assume the duties of the President in absence of the President and Vice-President.

Section VIII. Duties of Financial Administrator The duties of the Financial Administrator shall be:

1. To keep an accurate record of all money transactions and business of the Association.
2. To handle all money transactions of the Association.
3. To prepare a financial statement for business meetings.
4. . To correspond with and to the membership.
5. To coordinate all District activities and festivals including accepting registrations, scheduling, overseeing festivals, etc.
6. To assume the duties of the President in absence of the President, Vice-President, and Member at Larger

Section VIX. Any member of the executive board of the NCNMMEA shall have the power to call a meeting of this Association for the purpose of electing officers in the event that the duly elected officers have moved or are otherwise ineligible. An appointed representative should preside at the meeting until such time as a President is elected.

Article IV.

Annual Meetings

Section I. The first annual meeting of the school year for this association shall be held August/September. There will be an interim meeting during the November District Honor Clinic. The last annual meeting shall be held in May.

Article V.

Quorum

Section I. After all members have been notified of a general business meeting a quorum will consist of those members present.

Article VI.
Amendments

Section I. This constitution may be amended by any regular annual August/September meeting of the Association upon approval by a two-thirds majority of the voting members present at the meeting with the approval of the New Mexico Activities Association. Modification of any amendment must be mailed to all voting members three weeks before that amendment is to be presented at the business meeting.

End of Constitution

District Forms

All entry forms must be sent to the Financial Administrator for all District Events. The Financial Administrator will forward the forms to the Chairperson of the event as needed.