

**Constitution and By-Laws of the Orchestra Section of the
North Carolina Music Educators Association
*As Revised November, 2007***

Purpose:

The purpose of the Orchestra Section is the growth and development of the public school orchestra programs throughout the state.

I. Organizational Description

- A. Membership: Any individual who is actively engaged in directing orchestras or teaching orchestral instruments and/or who is a currently enrolled member of NCMEA is eligible for membership. Both active and retired members have the right to vote and hold office.
- B. Election of officers: The Chairperson, Chairperson-Elect, and Secretary shall be elected in even-numbered years at the annual In-Service Conference, office to be assumed at the annual In-Service Conference on subsequent odd-numbered years for two year terms.
- C. Duties of Officers
 - 1. Chairperson: The Chairperson shall serve as the senior officer of the NCMEA Orchestra section. He/she shall:
 - a. Attend all meetings of the NCMEA Board of Directors.
 - b. Preside over general Orchestra Section meetings.
 - c. Call, if necessary, Orchestra Section meetings.
 - d. Enforce due observance of the Constitution and By-laws.
 - e. Appoint committees.
 - f. Appoint officers to fill unexpired terms should such vacancies occur.
 - g. Coordinate the yearly calendar of events, including publishing the application deadline for Honors Orchestra and Contest/Festival in the North Carolina Music Educator and on the Orchestra Section Website.
 - h. Organize and coordinate annual NCMEA In-Service Conference Orchestra Section meetings, including obtaining clinicians and performing groups.
 - i. Procure a slate of nominees for positions to be filled.
 - j. Be responsible for Handbook revisions.
 - k. Approve budget requests and disbursements and handle other financial accounting.
 - l. Assume or delegate the responsibilities listed in the Handbook under NCMEA Officer's Duties; assume or delegate responsibilities not otherwise specified.
 - 2. Chairperson Elect: In addition to performing all of the duties of the Chairperson during his/her absence, the Chairperson-Elect is responsible for the planning and organization of the All-State Honors Orchestra to be

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held each year at the NCMEA In-Service Conference. These specific duties are described elsewhere in this document.

3. Secretary: The Secretary shall keep a record of all meetings. He/she shall submit a copy of the minutes of all general meetings to the Chairperson of the Orchestra Section. He/she shall assist the Chairperson and Chairperson-elect with duties related to communication with the section membership
- D. Handbook Revisions: Requests for revisions to this Orchestra Section Handbook must be submitted in writing to the Chairperson one month prior to the annual meeting in order to be included on the agenda. Handbook revisions will take place every two years.

II. Eastern and Western Regional Orchestra

- A. Geographical Setting: The dividing line between the Eastern and Western regions is as follows: beginning at the North Carolina/Virginia border and going south – Stokes-Rockingham County line, High Point-Greensboro School Districts in Guilford County, Davidson-Randolph County line, Stanley-Montgomery County line, Anson-Richmond County line. The central area of the state shall be considered a “swing” area, with these students attending either the Eastern or Western Regional Orchestra. The Orchestra Section Chairperson and the Planning Chairperson shall determine in which orchestra these students will play, depending on the number of students auditioning and instrumentation.
- B. Conductors: The conductors will be selected by the Regional Planning Chairperson. The Regional Planning Chairperson will solicit input from the regional membership regarding appropriate conductors. **Conductors shall be paid a daily rate that shall not exceed \$600.00 per day plus expenses. This rate may be negotiated and set by the Planning Chairperson. The Planning Chairperson will provide the Conductor with a written agreement stating the daily rate and current NC State reimbursement rates.**
- C. Scheduling: The Regional Orchestras shall perform in the spring of each year in the months of February or March. Snow dates will be determined by the Site Chairperson of the region.
- D. A second orchestra may be added at the Regional event, at the discretion of the Regional Planning Chairperson. This orchestra may be a string or full orchestra. This orchestra may be conducted by one of our North Carolina orchestra directors. The conductor of the second orchestra shall be paid the same daily rate and expenses as the conductor of the first orchestra.
- E. Planning Chairperson (one for each region). An honorarium of \$300.00 will be paid to the Planning Chairperson. The responsibilities of the Eastern and Western Regional Orchestra Planning Chairperson are as follows:

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1. Appoint a Site Chairperson. An Honorarium of \$100.00 will be paid to the Site Chairperson
 2. Confirm the dates with the conductors. Collect necessary W-9 forms and signed agreement that indicates all of the conditions of the agreement (dates of event, daily honorarium, travel expenses, food, etc...)
 3. Assist in the selection of repertoire by confirming difficulty, availability and how recently individual works may have been performed.
 4. Appoint an Audition Site Chairperson: An honorarium of \$200.00 will be paid to the Audition Site Chairperson.
 5. Publicize the audition and clinic dates.
 6. Provide the necessary forms and information to Regional membership.
 7. Collect forms and fees from the directors for each student.
 8. Provide audition forms.
 9. Secure three judges for each group of students to be auditioned, said judges to be selected from the NCMEA membership, with a minimum of two being public school orchestra directors.
 10. Select the orchestra personnel from those who have auditioned and thereafter, if positions remain vacant, secure students to fill those positions.
 11. Arrange in advance for NCMEA members to hear string reseating auditions at the Regional Orchestra clinic site.
 12. (Post event): Provide a financial statement, appropriate W-9 forms, receipts, and forward all remaining funds, after bills and expenses are paid, to the NCMEA Executive Director within 4 weeks of the conclusion of the Regional Orchestra performance.
 13. The planning chairperson will pay the honorarium to the audition and site host. The NCMEA Executive Director will issue payment of the Planning Chairperson's honorarium upon receipt of the financial reports and other necessary documentation.
 14. Send a letter to all students that auditioned for, were accepted, and did not participate in the event, informing them of their suspended eligibility for one year following the missed event. (See H. Student Participants)
 15. Provide appropriate emergency evacuation procedures to all directors and participants prior to the event.
- F. Audition Site Chairperson. An Honorarium of \$200.00 shall be paid to the Audition Site Chairperson. The responsibilities of the Audition Site Chairperson are as follows:
1. Secure facilities appropriate for holding auditions.
 2. Provide necessary percussion equipment.

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3. Provide student pages for necessary errands and the smooth operation of the auditions.
 4. Verify NCMEA membership and teacher sponsorship/eligibility.
- G. Clinic Site Chairperson. An Honorarium of \$100.00 shall be paid to the Clinic Site Chairperson. The responsibilities of the Clinic Site Chairperson are as follows:
1. Provide facilities for string seating auditions, sectional rehearsals, full orchestra rehearsals, and concert performance.
 2. Provide necessary percussion equipment, keyboard instruments and other rehearsal and concert equipment.
 3. Arrange for instructors to hold sectional rehearsals if such rehearsals are scheduled.
 4. Provide information for overnight accommodations for students at least six weeks in advance of the clinic.
 5. Make eating arrangements for students or provide information about places to eat.
 6. Arrange for housing and meals for conductor(s), with costs to be paid by the Orchestra Section of NCMEA according to the per diem guidelines established by the NCMEA Executive Board.
 7. Furnish participating directors with a list of hotels and motels in the area at least six weeks in advance of the clinic. Participating directors provide their own housing and must stay in the same hotel as the students that they are sponsoring.
 8. Prepare a printed program for distribution at the concert to orchestra members and the audience. Students should be identified on programs by the public or private school they attend and not by private studios.
 9. Arrange for a recording of the concert that can be purchased by the participants and, if desired, a photograph of the orchestra.
 10. Provide facilities for registering students and directors.
 11. Prepare and distribute at registration a clinic schedule including rehearsal, breaks, meal times, etc.; this schedule will be developed with the assistance of the conductor(s).
 12. Communicate with the Planning Chairperson in order to resolve any problems that may arise.
 13. Insure that recruiting of Regional Orchestra participants by colleges and universities does not occur.
- H. Student Participants
1. Eligibility: In order for a student to audition for and/or to participate in a State or Regional Honors Orchestra, he/she must be in the 9th, 10th, 11th or 12th grade. The string student must be a currently enrolled full-time member of his/her school orchestra, if one exists. Wind, brass and

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percussion players are eligible if they are currently enrolled full-time members of their school orchestra or band. Students who attend a school which has a four (4) period day, must be enrolled and receive one (1) full credit. The student's instrumental director, as appears on the official school transcript, must be a current member of NCMEA. If there is no orchestra or band program in the student's school, then the student's youth orchestra director or private teacher may serve as sponsor, provided he/she is a current member of NCMEA and agrees to fulfill all other responsibilities of the director as detailed in section I, below.

2. **Audition Requirements:** The student must prepare all published requirements and meet all standards listed on the scoring form, below. Requirements include (1) scales and arpeggios to be played from memory, (2) sight-reading, and (3) a required solo. Scale and arpeggio requirements, sightreading rules and required string solos are listed below. Wind and percussion requirements are the current year's 11/12 Honors Band requirements as listed in the *North Carolina Music Educator* and/or posted on the NCMEA Band Section website at www.ncbandmasters.org.
3. **Financial obligations:** Each student must pay the required audition fees to his/her director.
4. **Code of Conduct:** Each student shall behave in an acceptable manner as set by his/her school. Attendance at **all** activities of the Regional Orchestra is required. Failure to conform to code of conduct will result in consequences as set forth in Article V.

I. **Director's Obligations**

1. Secure and certify all data necessary for each student's eligibility and participation, and see that all deadlines are met. Applications must be submitted by the teacher and postmarked no later than the published deadline. Failure to do this will prevent the acceptance of the application except in unusual circumstances, which must be approved by the Planning Chairperson and the Orchestra Section Chairperson.
2. Personally register his/her students unless a qualified substitute has been approved in advance by the Planning Chairperson.
3. Notify the Planning Chairperson and his/her students where he/she may be reached in case of an emergency.
4. Accept the responsibility for judging students, and assisting with audition and clinic responsibilities as assigned, if the director expects to have students participate in the Orchestra.

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5. Arrange transportation for his/her students. Students are not permitted to drive their own cars, with the exception of students who live in the immediate area and who are not overnight guests.
6. Adhere to Article VI of this document.

J. Audition Form Scoring

Regional Orchestra Audition Form Scoring

Students will be allowed one “restart” without penalty for each of the three components of the audition. Subsequent restarts should be assessed a penalty in each of the judges’ scores.

Scales/Arpeggios: 30 points (5 each)

- Articulation/Bowing
- Rhythm/Steadiness
- Tempo
- Accuracy
- Intonation
- Musicianship/Tone

Sightreading: 30 points (5 each)

- Articulation/Bowing
- Rhythm/Steadiness
- Tempo
- Accuracy
- Intonation
- Musicianship/Tone

Required Solo: 60 points (10 each)

- Articulation/Bowing
- Rhythm/Steadiness
- Tempo
- Accuracy
- Intonation
- Musicianship/Tone

120 possible points

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K. Audition Requirements

Regional Orchestra Audition Requirements

Strings

Scales: Perform all scales and arpeggios from memory. The tonic may be repeated in each octave. Perform scales as sixteenth notes at a minimum tempo of quarter note = 50. Perform arpeggios the same number of octaves as the corresponding scales, eighth note triplets at a minimum tempo of quarter note = 50.

Violin: C, G, D, A, B-flat major 3 octaves; F major 2 octaves; any melodic minor of the student's choice 3 octaves. Slur scales 4 notes per bow and arpeggios 3 notes per bow.

Viola: C, G, D, F major 3 octaves; A, B-flat major 2 octaves; any melodic minor of the student's choice 3 octaves. Slur scales 4 notes per bow and arpeggios 3 notes per bow.

Cello: C, G, D, F major 3 octaves; A, B-flat Major 2 octaves; any melodic minor of the student's choice 3 octaves. Slur scales 4 notes per bow and arpeggios 3 notes per bow.

Double Bass: C, D, B-flat major 1 octave; F, G, A major 2 octaves; any melodic minor of the student's choice 2 octaves. Slur scales 2 notes per bow and arpeggios separate bows.

Sightreading: The sightreading selections will be 8 measures in length and grade IV in difficulty level. New selections will be composed specifically for auditions each year. Each student will be allowed a 30 second preview period during which he/she may finger, air-bow, etc. but may not play the instrument. The judges will use a metronome to provide the correct tempo before the preparatory period begins, and again before the student begins to play. The metronome will not be used during the preview period or during the sightreading performance.

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Required Solo: The solos are on a 4-year rotation.

Violin:

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|---------|--|
| 2006-07 | Sonata No. 4, 2nd mvt, "Allegro," Handel |
| 2007-08 | Concerto No. 4, 1st mvt, Seitz |
| 2008-09 | Concerto in A Minor, 1st mvt, J. S. Bach |
| 2009-10 | Concerto No. 23 in G Major, 1st mvt, solo entrance to first tutti, Viotti |

Viola:

| | |
|---------|--|
| 2006-07 | Unaccompanied Cello Suite No. 1, Courante & Minuets, J. S. Bach |
| 2007-08 | Concerto No. 1 in D Major, Op. 1, 3rd mvt, Stamitz <i>International Edition</i> |
| 2008-09 | Processional, from <i>Meditation and Processional</i> , Bloch |
| 2009-10 | Viola Concerto, 1st and 2nd mvts, Telemann- The edition used <i>must</i> include the treble clef passage at the end of the 2 nd mvt. |

Cello:

| | |
|---------|---|
| 2006-07 | Sonata No. 3 in A minor, 2nd mvt, from <i>Six Sonatas for the Cello</i> , Vivaldi |
| 2007-08 | Unaccompanied Cello Suite No. 3, 1 st and 2 nd Bouree, J. S. Bach |
| 2008-09 | Sonata No. 1 in B-flat major, 1 st and 2 nd mvts, from <i>Six Sonatas for the Cello</i> , Vivaldi |
| 2009-10 | Unaccompanied Cello Suite No. 1, Courante, J. S. Bach |

Bass:

| | |
|---------|--|
| 2006-07 | Gavotte, Bach/Zimmerman |
| 2007-08 | Sonata No. 2, 2nd mvt, Marcello- Schirmer edition preferred |
| 2008-09 | Sonata No. 5, 2nd mvt, Vivaldi |
| 2009-10 | Etude No. 17, from <i>30 Etudes for the String Bass Player</i> , Simandl |

Woodwinds, Brass, and Percussion

All Regional Orchestra wind/brass/percussion scale and solo requirements shall be the same as the current "Senior High All-State 11th and 12th Grade Band" audition requirements. These requirements are posted at the NCMEA Band Section website at www.ncbandmasters.org.

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III. All-State Honors Orchestra

A. Scheduling: The All-State Honors Orchestra will present a concert at the annual NCMEA In-Service Conference.

B. The Planning Chairperson (the Chairperson-elect) will receive an honorarium of \$300.00. The responsibilities of the Planning Chairperson are as follows:

1. Obtain a conductor.
2. Assist in the selection of the repertoire by confirming availability, difficulty, and how recently individual works may have been performed.
3. Inform participating directors of dates, sites, fees and registration deadline.
4. Appoint a Site Chairperson, usually from the immediate area in which the NCMEA In-Service Conference is held.
5. Obtain sponsoring directors to serve as string seating audition judges.
6. Complete and revise as necessary the list of student performers.
7. Prepare a printed program for distribution to the orchestra members and the audience at the concert. Students should be identified on programs by the public or private school they attend and not by private studios.
8. Arrange for a recording of the concert that will be available for purchase by the participants, and if desired, a photograph of the orchestra.
9. Provide a financial statement and forward all remaining funds to the NCMEA Executive Director after the performance.
10. Arrange for student housing.
11. Make eating arrangements for students or provide information about places to eat.
12. Provide facilities for registering students and collecting fees.
13. Prepare and distribute at registration a clinic schedule of events including rehearsal, breaks, meal times, etc.; this schedule to be developed with the assistance of the conductor.
14. Perform any other duties consistent with such planning and organization.

C. The Site Chairperson will receive an honorarium of \$100.00. The responsibilities of the Site Chairperson are as follows:

1. Provide facilities for string seating auditions, sectional rehearsals, full orchestra rehearsals, and concert performance.
2. Provide percussion equipment, keyboard instruments and other rehearsal and concert equipment
3. Ensure that recruiting of All-State Honors Orchestra participants by colleges and universities does not occur.
4. Communicate with the Chairperson and Planning Chairperson in order to resolve any problems that might arise.

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A. Student Participants

1. Membership: All-State Honors Orchestra participants will consist of the top-ranked players from the Regional Orchestras who have not graduated the previous spring. String sections will be filled according to the number of qualified players and general orchestral balance. Wind and percussion sections will be filled according to the requirements of the music with the top-ranked players from each Regional Orchestra who have not graduated the previous spring.
2. Eligibility: In order for a student to audition for and/or to participate in a State or Regional Honors Orchestra, he/she must be in the 9th, 10th, 11th or 12th grade. The string student must be a currently enrolled full-time member of his/her school orchestra, if one exists. Wind, brass or percussion players are eligible if they are currently enrolled full-time members of their school orchestra or band. Students who attend a school which has a four (4) period day, must be enrolled and receive one (1) full credit. The student's instrumental director, as appears on the official school transcript, must be a current member of NCMEA. If there is no orchestra or band program in the student's school, then the student's youth orchestra director or private teacher may serve as sponsor, provided he/she is a current member of NCMEA and agrees to fulfill all other responsibilities of the director as detailed in section E, below.
3. Seating
 - a. String Sections
 1. Violins: A ranked list of all participating violinists except seniors will be compiled from the Regional Orchestras' seating charts; the top-ranked players will play Violin I, the others Violin II.
 2. All String Sections: All string players will audition for chairs within their sections using the All-State Honors Orchestra music.
 3. Wind Players: Woodwind, brass, and percussion seating shall be assigned based on Regional Orchestra seating, NC All-State Honors Band seating, and the discretion of the event chair.

E. Director's Obligations

1. Secure and certify all data necessary for each student's eligibility and participation and see that all deadlines are met. Applications must be submitted by the teacher and postmarked no later than the published deadline. Failure to do this will prevent the acceptance of the

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application except in unusual circumstances, which must be approved by the Planning Chairperson and the Orchestra Section Chairperson.

2. Personally register his/her students unless a qualified substitute has been approved in advance by the Planning Chairperson.
3. Notify the Planning Chairperson and his/her students where he/she may be reached in case of an emergency.
4. Accept the responsibility for judging students, and assisting with clinic responsibilities as assigned, if the director expects to have students participate in the Orchestra.
5. Arrange transportation for his/her students. Students are not permitted to drive their own cars, with the exception of students who live in the immediate area and who are not overnight guests.
6. Use housing provided by the Planning Chairperson.
7. Adhere to Article VI of this document.

IV. Contest/Festival

A. Purposes

1. Orchestra members shall have the opportunity to perform for other groups and to hear other groups perform.
2. Each orchestra shall receive ratings unless otherwise requested by the director.

B. Scheduling: The Contest/Festival will be held in the spring of each year.

C. Planning Chairperson. The Planning Chairperson (preparation for the event) and Event Chairperson (on site the week of the event) shall each receive an Honorarium of \$300.00 plus expenses. If one person fills both roles, they shall receive both Honoraria (Total \$600.00) plus expenses. The responsibilities of the Planning Chairperson are as follows:

1. Appoint a Site Chairperson. In certain situations, co-chairpersons might be appointed for each site, with the responsibilities being divided between them.
2. Communicate with the Site Chairperson in order to assist with any problems that might arise.
3. Secure the services of three adjudicators. A fourth adjudicator may be added to judge sight-reading. Adjudicators shall be paid an amount that shall not exceed \$300.00 per day plus expenses.
4. Collect necessary W-9 forms and signed agreement that indicates all of the conditions of the agreement (dates of event, daily honorarium, travel expenses, food, etc...)
5. Provide a financial statement, appropriate W-9 forms, receipts, and forward all remaining funds, after bills and expenses are paid, to the

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NCMEA Executive Director within 4 weeks of the conclusion of the Regional Orchestra performance.

6. The Planning Chairperson will pay the honorarium to the audition and site host. The NCMEA Executive Director will issue payment of the Planning Chairperson's honorarium upon receipt of the financial reports and other necessary documentation.
7. Inform participating directors of dates, sites, fees and registration deadline.
8. Maintain a current *Virginia Band and Orchestra Director's Association* list of festival selections.
9. Maintain and review records of literature performed by each ensemble, such records to comprise a period of at least four years for high school ensembles, and a period of at least three years for middle school ensembles.
10. Compile and forward ratings to the Orchestra Section Chairperson for publication.
11. Provide emergency evacuation procedures to all directors and participants prior to the event.

D. Site Chairperson. The Site Chairperson will receive an honorarium of \$100.00. In the event of co-chairpersons, the amount will be divided between the two. The responsibilities of the Site Chairperson are as follows:

1. Provide facilities for instrument storage, a warm-up room, a performance area, chairs, stands, keyboard instruments and percussion equipment.
2. Notify participating directors in advance concerning:
 - a. The schedule of events
 - b. Directions to the site
 - c. A list of responsibilities for directors and students pertinent to that site. General responsibilities are listed in this Handbook.
3. Provide copies of the performance schedule.
4. Provide secretarial assistance to type performance evaluation forms for use by the adjudicators, compile packets of music for the judges, type certificates of performance and perform other clerical duties.
5. Provide pages to run errands, assist in moving groups from one area to another, serve as stagehands, and help with any problems that might arise.
6. Ensure that recruiting of Contest/Festival participants by colleges and universities does not take place.

E. Adjudicator's Duties

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1. Adjudicators will complete the evaluation/constructive criticism on the performance evaluation sheet for each group they hear. Ratings will be given unless otherwise requested by the director.
2. Ratings will be determined by MENC standards.

F. Student Participants

1. Eligibility: In order for a student to participate in Contest/Festival, he/she must be a currently enrolled full-time member of his/her school orchestra. In schools where there is no full orchestra program, wind, brass and percussion players are eligible if they are currently enrolled full-time members of their school band. Students who attend a school which has a four (4) period day must be enrolled and receive one (1) full credit. The student's instrumental director, as appears on the official school transcript, must be a current member of NCMEA.
2. With the exception of accompanists, performers must not exceed the 12th grade.
3. No student may participate in more than one group except in unusual circumstances, which must be approved by the Planning Chairperson and the Orchestra Section Chair.

G. Director's Obligations, Eligibility and Regulations

1. Directors must show their current NCMEA membership cards at registration.
2. Applications must be submitted by the teacher and postmarked no later than the published deadline. Failure to do so will prevent the acceptance of the application except in unusual circumstances which must be approved by the Planning Chairperson and the Orchestra Section Chairperson.
3. All groups should perform two compositions chosen from the most recent festival list of the *Virginia Band and Orchestra Director's Association*. One must be from a classification as registered and a second may be at the same level or one level above. A third may be of the director's choice. A director may not repeat the same repertoire with the same ensemble during any four-year period for high school groups, or during any three-year period for middle school groups.
4. Schools may be combined if they normally perform together, are taught by the same director, and include all members. Youth Symphonies, select groups or groups taught by more than one teacher are not eligible.
5. If performing for comments only, any combinations of ages and schools is acceptable.
6. All directors are required to furnish three original scores of each composition, with all measures numbered, to the Site Chairperson at

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registration. If original scores are not available, written verification of that fact from the publisher or music store is required.

7. Time limits for performing groups include setting up and performing. Time limits will be strictly enforced.
 - i. Grades I-II: 25 minutes
 - ii. Grades III-IV: 35 minutes
 - iii. Grades V-VI: 40 minutes
8. Each orchestra may enter the warm-up room one event ahead of performance time
9. Any group arriving late will perform only at the discretion of the Planning Chairperson.
10. Each director will attend to the behavior of his/her students. Failure to stop disruptive behavior will result in the group not being able to participate in the Contest/Festival the following year.
11. Directors and students are reminded that no one is to leave or enter the performance site during any group's performance. There will be no talking during a performance.
12. Directors must instruct students not to go into any part of the building other than the part being used for the Contest/Festival.
13. Directors are responsible for providing a stage crew from their school to assist in setting up the stage for their performance.
14. Directors may not include any unsolicited information which is intended for the judges when they submit their registration materials or scores. This includes a description of the orchestra program and the experience level of the students.

H. Sight-reading

1. Sight-reading may be offered as an optional activity at Regional Orchestra Festival/Contest at the discretion of the Planning Chairperson. The Planning Chairperson should consider the demand for the activity, the availability of appropriate facilities and judges, and other appropriate criteria in determining whether to offer sight-reading in the current year. The Planning Chairperson will charge an additional fee per group that wishes to sight-read sufficient to cover the additional expenses incurred. The scores for sight-reading will be reported separately from scores for the prepared selections.
2. Sight-reading selections will be two grade levels below that of the prepared selections for each grade level.

V. Rules of Student Behavior for All NCMEA Orchestra Events

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- A. All students are expected to conduct themselves in a manner becoming to the school, organization and family represented.
- B. School rules of the host school are in effect and should be supplied by the host director.
- C. Students are expected to report for registration on time for all events
- D. Each student must attend every rehearsal in its entirety unless excused by the guest conductor and the Planning Chairperson. Students leaving the rehearsal or designated area without being excused are subject to suspension or reduction in seating order. Students must follow all curfews.
- E. Emergencies are the only excuses for tardiness at rehearsals. Tardiness may result in suspension or a reduction in seating order.
- F. Inappropriate attire, use of alcoholic beverages, illegal drugs, offensive or profane language, literature or gestures or failure to follow all curfews, may result in suspension from the event and possible suspension from future events sponsored by the NCMEA Orchestra Section.
- G. Students who have auditioned for and been accepted to participate in orchestra events must participate. Failure to do so will result in a forfeiture of the student's opportunity to participate in NCMEA Orchestra Section's Eastern and Western Regional Orchestra and Honors Orchestra events the following year. Illness and family emergency will be the only exceptions which shall be approved on an individual basis by the Orchestra Section Chairperson.
- H. Decisions such as suspension, reduction in seating order, or exceptions to regulations are the combined responsibility of the NCMEA Orchestra Section Chairperson and the Planning Chairperson of the event.

I.

VI. Director's Responsibilities For All NCMEA Orchestra Events

- A. All sponsoring directors shall serve as chaperones for their students at all activities. The sponsoring director shall be the student's instrumental music director, as appears on the official school transcript. The sponsoring director must be a current member of NCMEA. If there is no orchestra or band program in the student's school, then the student's youth orchestra director or private teacher may serve as sponsor, provided he/she is a current member of NCMEA and agrees to fulfill all other responsibilities of the director.
- B. All participating wind and percussion students must be chaperoned. The orchestra director from a school may sponsor wind and percussion students from the same school if the band director is unable to attend.
- C. If the appropriate sponsoring director cannot attend, he/she must submit a written request ten (10) days in advance to the Planning Chairperson of the event requesting permission for an appropriate substitute to take his/her place. In an emergency situation, the Planning Chairperson of the event may elect to serve as

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chaperone for students of the director in need, or he/she may approve the sponsorship of another director.

- D. Sponsoring directors are responsible for the behavior and actions of their students at all events sponsored by the NCMEA Orchestra Section.
- E. Sponsoring directors should expect to serve in any capacity needed at NCMEA Orchestra Section events if they expect their students to participate in such events.
- F. Failure to adhere to these responsibilities will result in the following:
 - 1. A letter of warning to the teacher and/or principal.
 - 2. A letter to the school superintendent.
 - 3. An order precluding participation by the director in NCMEA Orchestra Section events for a period of one year from the date of the infraction. Letters will be sent by the Orchestra Section Chairperson after he/she has been notified by the Planning Chairperson of the nature of any infraction or negligence of the director.

VII. Junior Regional Orchestra

- A. Geographic Setting: The dividing line between the Eastern and Western regions is as follows: Beginning at the North Carolina-Virginia border and going south – Stokes-Rockingham county line, Guilford County line, Davidson-Randolph County line, Stanley-Montgomery County line, Anson-Richmond County line. The central area of the state shall be considered a “swing” area, with these students attending either the Eastern or Western Junior Regional Orchestra. The Orchestra Section Chairperson and the Planning Chairperson shall determine in which orchestra these students will play, depending on the number of students auditioning and instrumentation.
- B. Conductors: The conductors will be selected by the Planning Chairperson. The Planning Chairperson will solicit input from the regional membership regarding appropriate conductors. Conductors shall be paid a daily rate that shall not exceed \$400.00 per day plus expenses. This rate may be negotiated and set by the Planning Chairperson. The Planning Chairperson will provide the Conductor with a written agreement stating the daily rate and current reimbursement rates.
- C. Scheduling: The Junior Regional Orchestra event shall be held in the spring of each year.
- D. Planning Chairperson (one for each region). An honorarium of \$300.00 will be paid to the Planning Chairperson. The responsibilities of the Planning Chairperson are as follows:
 - 1. Appoint a Site Chairperson. The Site Chairperson shall be paid an honorarium of \$100.00
 - 2. Confirm the dates with the conductors.
 - 3. Assist in the selection of repertoire by confirming difficulty, availability and how recently individual works may have been performed.

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4. Appoint an Audition Site Chairperson. The Audition Site Chairperson shall be paid an honorarium of \$200.00
 5. Collect necessary W-9 forms and signed agreement that indicates all of the conditions of the agreement (dates of event, daily honorarium, travel expenses, food, etc...)
 6. The Planning Chairperson will pay the honorarium to the audition and site host. The NCMEA Executive Director will issue payment of the Planning Chairperson's honorarium upon receipt of the financial reports and other necessary documentation.
 7. Send a letter to all students that auditioned for, were accepted, and did not participate in the event, informing them of their suspended eligibility for the following year. (see: Student Participants, H).
 8. Publish the audition and clinic dates.
 9. Provide the necessary forms and information to Junior Regional membership.
 10. Collect forms and fees from the directors of each student.
 11. Provide audition forms.
 12. Secure three (3) judges for each group of students to be auditioned, said judges to be selected from the NCMEA membership, with a minimum of two (2) being public school orchestra directors.
 13. Select the orchestra personnel from those who have auditioned and, thereafter, if positions still remain vacant, secure students to fill those positions.
 14. Provide a financial statement, appropriate W-9 forms, receipts, and forward all remaining funds, after bills and expenses are paid, to the NCMEA Executive Director within 4 weeks of the conclusion of the Junior Regional event.
 15. Provide emergency evacuation procedures to all directors and participants prior to the event.
- E. Audition Site Chairperson. An honorarium of \$200.00 will be paid to the Audition Site Chairperson. The responsibilities of the Audition Chairperson are as follows:
1. Secure facilities appropriate for holding auditions.
 2. Provide student pages for necessary errands and smooth operation of the auditions.
 3. Verify NCMEA membership and teacher sponsorship/eligibility.
- F. Clinic Site Chairperson- The Site Chairperson shall receive an Honorarium of \$100.00.
1. Provide facilities for sectional rehearsals, orchestra rehearsals and concert performance.
 2. Provide necessary equipment for rehearsals and concert performance.
 3. Arrange for instructors to hold sectional rehearsals if such rehearsals are scheduled.

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4. Make eating arrangements for students or provide information about places to eat.
5. Arrange for housing and meals for conductor(s), with costs to be paid for by the Orchestra Section of NCMEA according to per diem guidelines established by the NCMEA Executive Board.
6. Prepare a printed program for distribution at the concert to orchestra members and the audience.
7. Arrange for a recording of the concert that can be purchased by the participants and, if desired, a photograph of the orchestra.
8. Provide facilities for registration of the students and directors.
9. Prepare and distribute at registration a clinic schedule of events including rehearsals, breaks, meal time, etc.; this schedule will be developed with the assistance of the conductor(s).
10. Communicate with the Planning Chairperson in order to resolve any problems that may arise.

G. Student Participants

1. Eligibility: In order for a student to audition for and/or participate in either the Eastern or Western Junior Regional Orchestra, he/she must be in the 6th, 7th, 8th or 9th grade. In the event that the student is in the 9th grade, he/she may only participate in one (1) orchestra, either Junior or Senior Regional Orchestra. The string student must be a currently enrolled, full-time member of his/her school orchestra, if one exists. Wind, brass and percussion players are eligible if they are currently enrolled full-time members of their school orchestra or band. The student's director must be a current member of NCMEA. If there is no orchestra program in the student's school, then the student's youth orchestra director or private teacher may serve as sponsor, provided he/she is a current member of NCMEA and agrees to fulfill all other responsibilities of the director as detailed in section H, below.
2. Audition Requirements: The Student must prepare all published requirements and meet all standards listed on the grading form, below. Requirements include (1) scales and arpeggios to be played from memory; (2) a required solo; and (3) sight-reading. Scale and arpeggio requirements, sight-reading rules and a list of required solos are listed below.
3. Financial Obligations: Each student must pay the required audition fee to his/her director.
4. Code of Conduct: Each student shall behave in an acceptable manner as set by his/her school. Attendance at all activities of the Junior Regional Orchestra is required. Failure to conform to the code of conduct will result in consequences as set forth in Article V, "Rules of Student Behavior".

H. Director's Obligations

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1. Secure and certify all data necessary for each student's eligibility and participation and see that all deadlines are met. Applications must be submitted by the director and postmarked no later than the published deadline. Failure to do this will prevent the acceptance of the application except in unusual circumstances, which must be approved by the Planning Chairperson and the Orchestra Section Chairperson.
2. Personally register his/her students unless a qualified substitute has been approved in advance by the Planning Chairperson.
3. Notify the Planning Chairperson and his/her students where he/she may be reached in an emergency.
4. Accept the responsibility for judging students and assisting with audition and clinic responsibilities as assigned if the director expects to have students participate in future Junior Regional Orchestras.
5. Arrange transportation for his/her students.
6. Adhere to Article VI of this document, "Director's Responsibilities for all NCMEA Orchestra Events."

I. Audition Form Scoring

Junior Regional Orchestra Audition Form Scoring

Students will be allowed one "restart" without penalty for each of the three components of the audition. Subsequent restarts should be assessed a penalty in each of the judges' scores.

Scales/Arpeggios: 30 points (5 each)

Articulation/Bowing

Rhythm/Steadiness

Tempo

Accuracy

Intonation

Musicianship/Tone

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Sightreading: 30 points (5 each)

Articulation/Bowing
Rhythm/Steadiness
Tempo
Accuracy
Intonation
Musicianship/Tone

Required Solo: 60 points (10 each)

Articulation/Bowing
Rhythm/Steadiness
Tempo
Accuracy
Intonation
Musicianship/Tone

120 possible points

J. Audition Requirements

Junior Regional Orchestra Audition Requirements

Scales: Perform all scales and arpeggios from memory. The tonic may be repeated in each octave. Perform scales as sixteenth notes at a minimum tempo of quarter note = 50. Perform arpeggios the same number of octaves as the corresponding scales, eighth note triplets at a minimum tempo of quarter note = 50.

Violin, Viola, Cello: C, G, D major 2 octaves; F major 1 octave; any melodic minor of the student's choice 1 octave. Slur scales 4 notes per bow and arpeggios 3 notes per bow.

Bass: C, D, F major 1 octave; G major 2 octaves; any melodic minor of the student's choice 1 octave. Slur scales 2 notes per bow and arpeggios separate bows.

Required Solo: The solos are on a 4-year rotation. All solos are from Solo Time for Strings, Book IV, by Etling. Each solo is to be prepared by all instruments.

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|---------|------------------------------|
| 2006-07 | Sonatina, Breval, p. 13 |
| 2007-08 | Allegro, Mozart, p. 24 |
| 2008-09 | Air Varie, DeBeriot, p. 12 |
| 2009-10 | Petit Bouree, DeProsse, p. 9 |

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3. Sightreading

VIII. Regional Stringed Instrument Solo and Small Ensemble Festivals

- A. Geographic Setting: The dividing line between the Eastern and Western regions is as follows: beginning at the North Carolina/Virginia border and going south – Stokes-Rockingham County line, Guilford County line, Davidson-Randolph County line, Stanley-Montgomery County line Anson-Richmond County line. The central area of the state shall be considered a “swing” area, with these students attending either the Eastern or Western Regional Festival
- B. Scheduling: The Stringed Instrument Solo and Small Ensemble Festival will take place in the fall of each year.
- C. Planning Chairperson (one for each region): An honorarium of \$300.00 will be paid to the Planning Chairperson. The responsibilities of the Planning Chairperson are as follows:
 - 1. Select an appropriate site that provides the necessary facilities and equipment for warm-up and concert areas.
 - 2. Provide facilities for registration of the students and directors
 - 3. Provide the necessary forms and information to regional membership.
 - 4. Collect forms and fees from the directors.
 - 5. Purchase appropriate supplies and obtain forms and certificates through NCMEA.
 - 6. Secure one (1) judge for each performance area.
- D. Director's Obligations
 - 1. Secure and certify all data necessary for each student’s eligibility and participation and see that all deadlines are met. Applications must be submitted by the teacher and postmarked no later than the published deadline. Failure to do this will prevent the acceptance of the application except in unusual circumstances, which must be approved by the Planning Chairperson and the Orchestra Section Chairperson.
 - 2. Personally register his/her students unless a qualified substitute has been approved in advance by the Planning Chairperson.
 - 3. Adhere to Article VI of this document “Director’s Responsibilities for All NCMEA Sponsored Activities.”
- E. Eligibility and Participation
 - 1. Students may select any solo or ensemble to perform at the festival. There will be one judge supplying written as well as taped comments. Each participating solo or ensemble must provide the judge with a complete

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score with each measure numbered, all cuts clearly marked, showing piano accompaniment AND solo line for solos/duets, and a full score for the ensembles. Piano reductions, etc., are not acceptable as a full score. If original score is not available, written verification of that fact from the publisher or music store will be required.

2. "Small ensemble" is defined as a group of 3-11 musicians. Any ensemble above 11 members is eligible to participate in the Regional Orchestra Contest/Festival. Any configuration of stringed chamber ensemble is acceptable.
3. If accompaniment is written for the solo/duet, it is required for the festival performance. Any solo/duet that is performed without written accompaniment will be deemed as an incomplete musical performance and will receive no grading or certificate. The performance will receive comments only.

IX. Webmaster. The position of webmaster will be appointed by the Orchestra Section Chair. The webmaster will receive a stipend of \$300.00 per year plus expenses as approved in advance by the Orchestra Section Chair. Duties of the webmaster include, but are not limited to:

- A. Maintaining a professional website, free of advertisements, personal references, or inappropriate materials.
- B. Performing regular maintenance on the website as needed.
- C. Adding and removing links, documents and other materials from the website promptly.
- D. Maintaining close communication with Planning Chairpersons and the Orchestra Section Chairperson regarding changes to the website.

X. Performances at Fall Conference

Individual school orchestras may apply to perform as part of the NCMEA Fall In-Service Conference. Application forms and requirements may be found on the NCMEA Orchestra Section Website and the NCMEA website. Applications shall include a quality audio CD or DVD with no more than 2 selections that are indicative of the performance level of the ensemble. The application recording must have been produced during the school year that it is submitted. Applications must be received no later than May 1, the year of the conference.