

# PMEA DISTRICT 9 CHORUS BY-LAWS

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## CHORUS ACCEPTANCE AUDITION PROCEDURES

### ARTICLE I: MEMBERSHIP

#### Section 1: STUDENT MEMBERSHIP

Refer to PMEA District 9 Band, Chorus and Orchestra Procedures.

#### Section 2: DATE OF ACCEPTANCE AUDITION

Acceptance Auditions will be held the third (3rd) Sunday in October, **unless otherwise scheduled by the Executive Committee.**<sup>2003<sup>1</sup></sup>

#### Section 3: QUOTA FOR ACCEPTANCE AUDITION

- a) Each school may send a maximum number of students for Acceptance Auditions according to the following schedule; however, they do not necessarily have to fill this maximum. **If the number of applicants in any section exceeds two (2) times the number of participating schools, students ranked "5th" will be eliminated.**<sup>2003</sup>

FEMALE ONLY		MALE ONLY	
SOPRANO I	2	TENOR I	5
SOPRANO II	2	TENOR II	5
ALTO I	2	BASS I	5
ALTO II	2	BASS II	5
Piano Accompanists		Maximum of 2	

- b) Each participating school shall return the application form together with a ~~\$4.00 per~~<sup>2</sup> student registration made payable **PMEA District 9**. The application must be **posted** according to the date set by the Host.<sup>3</sup>
- c) The Approved District Chorus Host, at his/her discretion, has one(1) of two(2) options:
- 1) choose to bring one additional applicant per voice part to the acceptance auditions. All successful candidates shall qualify for all subsequent activities.
  - 2) instead of option one(1), choose to select two (2) previously unsuccessful acceptance audition candidates to be included in all festival activities. These selectees shall qualify for all subsequent activities with no limitations. The host director's choice must be exercised prior to the acceptance auditions.

<sup>1</sup> 2003, Valley View

<sup>2</sup> 2006, Revised, West Side Vo-Tech

<sup>3</sup> 2003, Valley View

## d) Size of the Chorus

- 1) The size of the District Chorus will be made prior to the Acceptance Auditions results. A minimum Chorus size would be 160 students, i.e., twenty (20) students per voice part.
- 2) A maximum of two(2) accompanists may be accepted.

## SECTION 4: ACCEPTANCE AUDITIONS -- CHORAL MUSIC

- a) Acceptance Audition music shall be interpreted as being passages selected from choral materials and sung 'a capella'.
- b) Specific "titles" **including composer and publisher**, shall be designated for the chorus **and accompanists**. This information will be provided yearly by **the Executive Committee**.<sup>4</sup>
- c) The list of "titles" shall be divided into a continuing cycle of three years. **See ADDENDUM A**.
- d) If a majority of the Choral directors **decide** that a re-evaluation and/or revision is necessary, then a Review Committee shall be established. The results of the review committee will be put to a majority vote by the general membership.<sup>5</sup>
- e) Audition material must include text.

## SECTION 5: ACCEPTANCE AUDITIONS - ACCOMPANIST MUSIC

- a) Piano Accompanist Acceptance Auditions will be held concurrent with the Choral Acceptance Auditions.
- b) The student will be auditioned by a committee of not less than three (3) Directors, and specifically, not by his/her own director, as the judges will be facing the auditioning student.
- c) Students will audition for the accompanist position without being obligated to audition vocally. However, if they choose to audition for a voice part as well, they will be included in the limit allowed for their voice part.
- d) The student will be expected to **play** the following:
  - 1) **Accompanist Audition Selection – Cycle 1, 2 or 3 (See Addendum A) – Accompaniment only**
  - 2) **Choral Audition Selection – Cycle 1, 2, or 3 – (See Addendum A) – Open Score**
  - 3) **Sight-Reading Selection**
    - a) **Accompaniment**
    - b) **Open Score**

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<sup>4</sup> 2003, Valley View

<sup>5</sup> 2003, Valley View

- 4) *Scales*
  - a) *Hands together, 4 octaves, eighth-note pattern, quarter note = 120 mm.*
  - b) *All major and harmonic minor keys*
- 5) *Cadences – See following example - to be played in all major and harmonic minor keys*
- 6) *Vocalises*
  - a) *Follow any judge's directions in assisting with vocalises*
  - b) *See following examples of sample vocalises<sup>2003</sup>*

## SECTION 6: JUDGING FORMS

The OFFICIAL Judging Forms for the Acceptance Auditions pictured at the end of the By-Laws Document are:

ADDENDUM **B**: Choral *Audition* Form

ADDENDUM **C**: *Piano Accompanist Acceptance Auditions Rating Form*

## SECTION 7: TALLY

- a) The Tally Committee shall consist of the Host Director, one Executive Council Member, and others designated by the ~~Host Director~~. *Festival Coordinator<sup>6</sup>*
- b) The Tally Committee shall compute audition scores. All scores will remain unofficial for one week. *Student audition score sheets will be available the day of the auditions. (2008, Mid-Valley)*
- c) The Tally room shall be off-limits to every one except the Tally Committee.
- d) NO TIES will be broken at the Acceptance Auditions.
- e) Any school hosting the Chorus Acceptance Auditions MUST supply each participating director with total readouts of each student's score, ranking, and grade level. *Readouts are confidential and for directors' information only.*
- f) Tie scores shall be listed as ties.

## SECTION 8: GUARANTEE OF REPRESENTATION

- a) Every school that participates in Acceptance Auditions shall be guaranteed one member in the District Chorus Festival. This guaranteed representation clause prevails only through the posting of the results of the pre-auditions.

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<sup>6</sup> 2006, West Side Vo-Tech

- b) The Tally Committee *and sponsoring director*<sup>7</sup> shall select the student to represent the school. The student selected need not be the student with the highest number of points. The Committee shall be guided by the needs for a balanced choir.
- c) Representative students must audition and be subject to all rules and provisions.

## ARTICLE II: AUDITIONS

### SECTION 1: SELECTION OF AUDITION COMMITTEES

- a) Every Choral Director in District 9 will be asked to list his or her area of greatest competency and professional preference for his or her committee assignment. **Directors will have one week notification prior to the District Chorus festival of their judging assignments. (2008, Mid-Valley)**
- b) The Acceptance Audition Host shall establish the roster of Auditioning Committees on the basis of the returned preferences and the need to have directors not auditioning their own students.
- c) *Whenever possible*<sup>8</sup>, each Committee will consist of both men and women with not less than three (3) judges and one (1) *student advocate*.<sup>9</sup>
- d) When circumstances dictate and it becomes reasonably unavoidable, a director may be required to serve on a Committee which will judge his/her own students.

### SECTION 2: RESPONSIBILITIES OF THE AUDITION COMMITTEE

- a) Each Committee will select a minimum of one-and one-half (1-1/2) minutes of actual vocal time of uniform music for every candidate. **It is suggested that the audition shall not exceed two and one-half minutes.**<sup>10</sup> Each committee may take breaks as deemed necessary.
- b) Every director should bring a pitch pipe.
- c) Each Committee shall tape the first three candidates. At the conclusion of the tenth audition, the committee will re-evaluate the first three candidates. Any score may be changed except Tone Quality.
- d) *The audition committee chairperson is responsible for collecting the pink audition forms and all other materials used in the audition room and return them to the Tally Committee.*<sup>11</sup>
- e) *Audition Committee chairpersons are to be available for contact after auditions until all scores have been entered by the tally committee in order to answer questions that the tally committee may have regarding the auditions.*<sup>12</sup>

<sup>7</sup> 2004, Wyoming Valley West

<sup>8</sup> 2004, Wyoming Valley West

<sup>9</sup> 2004, Wyoming Valley West

<sup>10</sup> 2005, Riverside

<sup>11</sup> 2004, Wyoming Valley West

<sup>12</sup> 2004, Wyoming Valley West

## ARTICLE III: AUDITIONS AND CHAIR PLACEMENT

### SECTION 1: AUDITIONS - LOGISTICS AND RESPONSIBILITIES

- a) **Implementation**
- 1) **Each auditioning section will be evaluated by a single committee.**
  - 2) All basic instructions will be issued in written form.
  - 3) Auditions for each section will begin immediately following the Directors' Meeting.
- b) The Host shall provide the following:
- 1) Two **adult-supervised** areas for holding students: one for those students waiting to be auditioned and one for those students who have completed their audition.
  - 2) Eight (8) areas in which the vocal auditions shall be conducted and one (1) area for piano auditions. Each area shall be provided with a music stand.
  - 3) Guides who will direct the students to and from the audition room.
- c) The student:
- 1) will remain in the specified warm-up room until the student guide **him/her** to report to the audition room for **his/her** audition. Electronic devices of any kind are not allowed.
  - 2) must take all personal belongings to the audition room. Students will not be allowed back into the warm-up room after they have auditioned.
  - 3) will provide the **student advocate** with **his/her** audition number.
  - 4) **will not use festival repertoire for warm-ups in the holding room<sup>13</sup> (1/13/07 – Approved)**
  - 5) **must sing the specified audition selections to the backs of the judges during auditions.**  
**If a students does not sing the specified audition selections he/she will be sent home.(2008, Mid-Valley)**
  - 6) will communicate non-verbally **with** the **student advocate** for a repeat of the starting pitch.
  - 7) **Students may have one (1) restart per audition excerpt. If the student passes the midpoint, the restart must begin from the midpoint. Only the second (2<sup>nd</sup>) performance will be judged.**
  - 8) will go directly to the designated area upon completing the audition. Absolutely no communication will be permitted with any other students who have not auditioned.
  - 9) Any violation of these rules will bring an appropriate response from the Host Director, President and Executive Members of the Committee. Upon review of the infraction, the committee will have the power to reprimand appropriately, including complete expulsion from all activities.

<sup>13</sup> Hanover Area – 1/13/07

## d) Judges Responsibilities

- 1) The judges will be seated with their backs to the student being auditioned.
- 2) A member of the Committee with the same voice range as the student, will provide the starting pitch by using a pitch pipe, and then by singing the pitch on a neutral syllable.
- 3) The judges will give their full attention during the audition.
- 4) New judging forms must be used for score changes.
- 5) ***The judges will sing through the audition excerpts as a group.<sup>14</sup>(1/1/2007)APPROVED***
- 6) ***The judges will turn off all cell phones, pagers, pda's, etc. during the auditions.<sup>15</sup>***

## e) The student advocate will

- 1) Receive sealed envelopes with students' names, grades, schools and audition numbers, not to be opened until all judges are in their respective places and ready to begin the auditions.
- 2) Take roll, ***announce*** audition numbers and familiarize the students in the warm-up room with all required audition procedures while the three auditioning judges are selecting the passage(s) to be auditioned.
- 3) ***Will collect the student folders before auditions begin and have them ready outside the audition room door.<sup>16</sup>(1/13/2007)APPROVED***
- 4) Outside the audition room door:
  - a) Check each student's name, number, grade and school from the Host Director's master list.
  - b) Clearly mark the music to show the beginning, halfway point and the end of the selected passage(s).
  - c) ***Inform the students that they may have one (1) restart per audition excerpt. If the student passes the designated midpoint, the restart must begin from the midpoint.<sup>17</sup>***
  - d) Aid the students before the audition, attempt to keep them calm and relaxed and refrain from any distractions during the audition.
  - e) The ***student advocate*** may not aid in the selection of the audition material, ***give musical assistance***, or make any verbal comments about any audition.

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<sup>14</sup> 2007, Hanover Area

<sup>15</sup> 2004, Wyoming Valley West

<sup>16</sup> 2007, Hanover Area

<sup>17</sup> 2004, Wyoming Valley West

*f) The student advocate will be responsible for taping the first three (3) auditioning candidates.*

*g) The student advocate will allow time for the student to review the selected excerpts in the hallway outside the audition room at the completion of the previous audition.<sup>18</sup>(1/13/2007)APPROVED*

## **ARTICLE IV: GUIDELINES FOR DISTRICT 9 CHORAL FESTIVALS**

SECTION 1: ALL PRE-AUDITION BY-LAWS WILL BE FOLLOWED FOR DISTRICT 9 CHORUS FESTIVALS UNLESS OTHERWISE STATED BELOW.

### ***SECTION 2: APPROVAL OF GUEST CONDUCTOR***

*The Host director is responsible to obtain approval from the Executive Committee prior to the tendering of a contract to a guest conductor.<sup>19</sup> (1/13/07) APPROVED*

### SECTION 3: SELECTION OF MUSIC

The following guidelines will be used to establish The choral repertoire for District 9 Choral Festivals. It is suggested that the Festival Program include:

- a) A selection for women's chorus.
- b) A selection for men's chorus.
- c) **No more than two (2) works in a foreign language**<sup>20</sup> **(1/13/07)APPROVED**
- d) At least one work from each of the following styles:
  - 1) Classical (to be chosen from the Renaissance, Baroque, Classical and/or Romantic Periods).
  - 2) Folk
  - 3) Multi-cultural
  - 4) Contemporary American
- e) That the choral content be limited to not more than sixty (60) minutes.
- f) That there be a balance between sacred and secular works.
- g) That the Star-Spangled Banner or another patriotic work be considered.

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<sup>18</sup> 2007, Hanover Area

<sup>19</sup> 2007, Hanover Area

<sup>20</sup> 2007, Hanover Area

- h) Music used from both District 8 and 9, Regional, and All-State within the past three (3) years will not be used in the festival program<sup>21</sup> (copy of Region Rule)(1/13/2007)APPROVED***

### SECTION 3: FEATURED VOCAL SOLOS, INCIDENTAL SOLOS AND CABARET PERFORMANCES

- a) Two prerequisites must be satisfied before a student may audition for a solo:
- 1) The student must have the recommendation of his/her director.
  - 2) The student must be pre-registered with the Host Director.
- b) Each Public CONCERT may have two (2) Featured Solos.
- c) For incidental solos, three (3) students will be selected as finalists, with the final choice to be made by the Guest Conductor.
- d) A student may be selected to perform both a Featured Vocal Solo and an Incidental Solo from within the Concert Repertoire. Any Concert Solo Performance does not automatically preclude a student from performing in the Cabaret.
- e) Students may audition in one or more ***any two (2)*** of the following ***vocal*** categories:
- 1) SOLO
  - 2) DUET or TRIO
  - 3) QUARTET or LARGER ENSEMBLE.
- f) All music should be memorized for the audition.
- g) It is the responsibility of the auditioning student and/or his/her director to obtain accompanists prior to auditions.
- h) A Committee of not less than five (5) judges and one (1) timekeeper will audition solos. This Committee is an open Committee and any director interested is invited to serve as a judge. However, no director may comment or vote for his/her own student. I) Singing time for the solo audition will be limited to one-and-one-half (1-1/2) minutes. Time will be called by the timekeeper.
- j) The FEATURE VOCAL PERFORMANCE is not restricted to a solo.

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<sup>21</sup> 2007, Hanover Area

- k) All solo auditions, whether part of the selected program, a *featured* solo or cabaret *performance*, should be evaluated on judging sheets using the following criteria:
- l) The Solo Auditions Committee will use the scoring sheet shown in ADDENDUM D – *Solo Auditions Scoring Sheet*, which uses subjective judgement of the criteria listed in c) above and allows for consensus of the judges in the selection of solos or cabaret “acts”.
- m) The maximum number of "acts" chosen shall be decided by the Host Director and the Solo Auditions Committee shall recommend and select up to that maximum.
- n) In the event of any tie, the deciding vote will be cast by the timekeeper.

#### SECTION 4: PIANO ACCOMPANIST AUDITIONS

- a) Students auditioning as piano accompanist are to be informed of all procedures and information prior to auditioning.
- b) Students will audition on all District Festival Selections which are scored for piano accompaniment.

#### SECTION 5: AUDITION REQUIRED

All students participating in the festival must audition at the specified time designated by the host. Exceptions will be subject to review by the District President and the Host Director.

#### ***SECTION 6: HIERARCHY OF PROCEDURES<sup>22</sup>***

- a) *If the ByLaws are silent concerning an issue, established past practice will prevail if it is known to exist.*
- b) *past practice does not exist, available Executive Committee members shall make a ruling regarding the situation until such time as the directors can address the matter at the regularly scheduled directors’ meeting at the Festival.*
- c) *District 9 Chorus Policies and Procedures (Bylaws) shall be amended by a simple majority of voting members present at the regular business meeting at the District Festival.*

### ARTICLE V: FINANCES


SECTION 1: It is the responsibility of those directly involved with a Festival:

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<sup>22</sup> 2004, Wyoming Valley West

- a) to propose and establish reasonable fees to cover their specific expenses ( and to provide a portion of the operating expenses for the District). The District Chorus Host MUST submit a budget to the District President for preview by the Executive Committee before their regular September meeting. The Executive Committee, at their September meeting, will review all fees and establish limits where they deem necessary.
- b) to submit the financial statement within two (2) weeks following the District Festival to the Secretary/Treasurer of PMEA District 9.

## ADDENDUM A

<p><b>PMEA District 9 Choral Audition Form</b></p> <p>_____</p> <p>Judge</p> <p>_____ (Comments)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Student Number</p>																				
		Articulation and Pronunciation	Intonation	Rhythm	Phrasing and Interpretation	Tone Quality	Pitch Accuracy														
								<p><b>RATING SCALE</b></p> <table style="margin: auto;"> <tr><td>9 - 10</td><td>Superior</td></tr> <tr><td>7 - 8</td><td>Excellent</td></tr> <tr><td>5 - 6</td><td>Good</td></tr> <tr><td>3 - 4</td><td>Fair</td></tr> <tr><td>1 - 2</td><td>Poor</td></tr> </table>	9 - 10	Superior	7 - 8	Excellent	5 - 6	Good	3 - 4	Fair	1 - 2	Poor			
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<p>TOTAL SCORE _____</p>																					

ADDENDUM B

**ADDENDUM B**

**PMEA DISTRICT 9 CHORUS  
PIANO ACCOMPANIST ACCEPTANCE AUDITIONS RATING FORM**

AUDITION #	TECHNIQUE		ACCOMPANIST SELECTION		CHORAL OPEN SCORE	SIGHT READING		TOTAL RANK	COMMENTS
	SCALES 11	CAVENDISH VOCALISES 5	RHYTHM ACCURACY 10	PITCH ACCURACY 10		DYNAMICS EXPRES 10	FOLLOW CONDUCTOR 15		
1								100	
2									
3									
4									
5									
6									
7									
8									
9									
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DATE:

JUDGE: