

# **Pennsylvania Music Educators Association**

## **2011-2012 Region IV Choral Bylaws**

**Revised February 2011**

**[www.pmeadistrict8.net](http://www.pmeadistrict8.net) / [www.pmead9.org](http://www.pmead9.org)**

NOTE: This revision of the Region IV Bylaws and Procedures is a reprint of PMEA Statewide Region Policies incorporating those procedures that are specific to Region IV. Items that are specific to Region IV are indicated in parenthesis. Items not indicated by parenthesis are Statewide Policies.

**POLICIES AND PROCEDURES  
(BY-LAWS)**

## I. PROCEDURES

### A. Hierarchy of Procedures

1. If the By-Laws are silent concerning an issue, established past practice will prevail if it is known to exist.
2. If past practice does not exist, the Region IV Chair person 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.

### B. Amendment Procedures <sup>1</sup>

REGION IV Policies and Procedures (By-Laws) shall be amended by a simple majority of voting members present at the regular business meeting at the Regional Festival.

## II. MEMBERSHIP: REGION IV-STATE CHORUS

### *PREREQUISITES*

REFER TO PMEA STATEWIDE REGIONAL FESTIVAL POLICIES

### *REQUISITES*

#### **A. Choral Membership is determined by auditions held at the DISTRICT FESTIVALS.**

1. The first ten places in each vocal section will advance to the REGIONAL FESTIVAL. Positions eleven (11) and twelve (12) Will be designated as alternates. Therefore, ties will be broken, at the District level, to provide an alternate for positions eleven (11) and twelve (12).
2. Each Regional Host will have a guarantee of one student in the Regional chorus. The student will be selected from the host director's participants in District Chorus.
  - a). This representative student must be the highest-ranking student from the host school at the District Festival.
  - b). Additionally, as a host privilege, the host may include in the Region Festival, any host school students qualifying at the District Chorus Festival as alternates, in addition to those host school students who placed in the first ten positions.
  - c), All host privilege students will audition and be scored for chair placement in the Regional chorus, but may not continue on to the All-State Level.<sup>2</sup> (Refer to Statewide Region Policy V-C)
3. Only one piano accompanist from each district will advance to the Region IV-State Festival.

4. Membership in the Region Chorus Festival may be terminated if all forms, in the initial packet, are not returned by the published deadline.<sup>3</sup>

## **B. Accompanist Auditions**

1. Student Accompanists at Regional Chorus must have accompanied at the district festival.
2. Student accompanists do not have to be a singer in either festival.
3. One student accompanist from each District will be chosen by the District Host, District Guest Conductor, District President and the Chairperson of the student accompanists audition committee to participate in Regional Chorus.<sup>4</sup>
4. Students auditioning as piano accompanist are to be informed of all procedures and information prior to auditioning.
5. Students will audition on **ALL** Regional Festival Selections, which are scored for piano accompaniment.
6. Open Score Reading: Students will be prepared to read any voice parts independently or in any combination on all Regional Festival Selections.
7. The Auditioning Committee should consist of at least two (2) Directors from each District, none of which has a student auditioning as accompanist, and, whenever possible, the Guest Conductor. At least two directors should have a piano background.<sup>6</sup>
8. Based on auditions, the Committee will recommend which selections each student will accompany. However the Guest Conductor will make final determination.
9. If any accompanist selected is unable to play the accompaniments to the satisfaction of the Auditioning Committee and/or the Guest Conductor, then:
  - a) The auditioning directors and/or guest conductor must express their concerns to the Host Director and the Region Chairperson by the end of rehearsals Thursday evening.
  - b) The Audition Directors, Host Director, Guest Conductor, and Region Chairperson will meet as a group to decide on an appropriate course of action. This group is empowered to engage one or more professionals, either salaried or unsalaried, to accompany the chorus on the selection(s) as needed. Whenever possible, the unsalaried professional(s) shall be drawn from a list of choral directors who will serve as volunteer “backup” accompanist(s) for this purpose.

c) Directors on the volunteer list will be assigned by the Host Director one or more specific selections from the program provided by the Guest Conductor to the Host Director. Each accompanist will be responsible to prepare the specific selection(s).

10. Student accompanists must audition on the piano that will be used in the rehearsals.<sup>7</sup>

### **Student Exceptions:**

State rule of **ONCE IN A LIFETIME...**A student granted this exception will have scores of zero entered for the purpose of ranking.

### **Student Conduct & Dismissals**

1. Students are not permitted to drive to and from the Regional Festival.<sup>8</sup>
2. Refer to Statewide Regional Festival Policy VII. -a. through e.<sup>9</sup>
3. Any violation of these rules will bring an appropriate response from the Host Director, Region Chairperson, District 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.
4. The home school director must be contacted and invited to attend any discussion Regarding a student that could result in an executive decision.

<sup>7</sup>Lewisburg, 2007 <sup>8</sup>Middleburg, 2001 <sup>9</sup>Blue Ridge, 2000 <sup>10</sup>Dallas, 2004

## **III. AUDITION TIMES**

**Option One:** The REGIONAL FESTIVAL will start WEDNESDAY EVENING. Auditions will be held at that time for the ALL-STATE CHORUS.

**Option Two:** The REGIONAL FESTIVAL will start THURSDAY MORNING.

The auditions for the ALL-STATE CHORUS will be held at a time convenient for the Host Director.

If this option is used, time lines will be established by the host director, in conjunction with the Region Chair.<sup>11</sup>

**Option Three:** Under Emergency Conditions, schedules will be established by the Host and both District Presidents and/or their representatives.

## **IV. DIRECTORS MEETING PRIOR TO STATE AUDITIONS**

***THIS MEETING WILL FOLLOW A THREE-PART FIXED AGENDA:***

1. The Business meeting will begin *one hour prior to the State Auditions*.
2. Regional business and general information necessary to open the festival.
3. Comments and discussion concerning the Festival music.
4. An IN-SERVICE consisting of a discussion of the audition, the audition form, and the responsibilities of each member of the committee. This procedure is to establish a consensus, an understanding of each category, and to ensure a consistent and equitable audition for every student. A copy of the above audition logistics will also be distributed.
  - a) Correct usage of audition forms
  - b) Scoring Explanations (i.e. 10 point rule, Tone quality)
  - c) No alterations to score sheets<sup>13</sup>

## **V. Time Line For Concert**

***The concert time will begin no later than Saturday at 2P.M.***

## **VI. Business Meeting**

1. ***The Region Business Meeting will take place on the last day of the festival prior to the concert time.***
2. ***PMEA All-State Choral music folders and information will be distributed at the conclusion of the business meeting.***
3. ***All participating school directors must be in attendance in accordance with the PMEA Contract.***

## VII. AUDITIONS

### A. AUDITION COMMITTEE

1. There will be five (5) Directors assigned to each voice part.
  - a) The makeup of the Committee should represent both District and genders.
  - b) There will be an equal number of chairpersons from each District. Four Directors will judge.
  - c) The fifth Director will serve as the Sergeant At Arms (Student Advocate).

***EXCEPTION: If there should be a shortage of Directors the position of Sergeant At Arms could be performed by any adult.***

2. The makeup of the four judges should represent both Districts, two from each, and whenever possible both genders. Every effort will be made to avoid directors judging their students.
3. One judge on each committee must be of the same voice as the part being auditioned. That person will give the starting pitch first by playing the starting note on a pitch pipe and then by singing the note on a neutral syllable.
4. Judging Forms used by the audition committee will be those of the Host District.
5. The Sergeant At Arms/Student Advocate will record the first three (3) auditions.
  - a) After the TENTH (10<sup>th</sup>)<sup>14</sup> audition the committee will review the first (3) auditions.
  - b) A judge may reconsider and change any score with the exception of tone quality, which may be raised, but not lowered.
  - c) If a score is changed, a new form must be used, and the old destroyed. No altered form will be accepted by the Tally Committee.
  - d) The tapes are to be collected by the region president and erased. The recordings are to be heard only by the audition committee. Under no circumstance are they to be available to other directors.
6. The Host District will provide tape recorders and tapes for each audition room.

## B. MUSIC

1. Folders of music for student ranking one (1) through twelve (12), and directors, must be made available to the District Presidents by Saturday prior to the District Chorus Festivals.
2. The folders of music will be made available to the directors at the Saturday morning Directors Meeting.
3. The music must not be revealed before this time.
4. These folders of music will contain a list specifying the Festival Program. The Host Director will list the cost of music separately on the registration fee invoices provided for the School Districts.<sup>16</sup>
5. Music used from both Districts 8 and 9, Regional, and All-State within the past three (3) years SHOULD NOT be used in the festival program.<sup>17</sup>
6. It is recommended that the Festival Program include a selection for women's chorus and a selection for men's chorus.<sup>18</sup>
7. It is recommended that a minimum of two (2) accompanied pieces be included in the program.<sup>19</sup>
8. The Festival Program will not exceed sixty (60) minutes of music.<sup>20</sup>
9. Music for the audition will be selected, for a given voice part, by the four judges in the assigned audition room immediately prior to the first audition. They will also select the order of performance at this time.<sup>21</sup>
10. Music for the audition will be taken from two different titles/compositions of the Festival Program.
  - a) Sections designated in the score as "SOLO" will not be used.
  - b). All selections must have a text. Determination of text validity will be decided by the District Presidents, and in cooperation with the Host Director. The membership will be informed of their decision at the Business Meeting of the Regional Chorus Festival.<sup>22</sup>
  - c) The combined singing time of the two selections should be a minimum of one and one-half minutes.
  - d) Selections in a foreign language; French, German, Italian, English, Latin, Spanish, and Hebrew, will be auditioned in that language according to the approved pronunciation guidelines:
    - "Latin According to Roman Usage"
    - "Pronunciation Guide for Choral Literature" byWilliam V. May and Craig Tolin published 1987, MENC<sup>23</sup>

e). Any other language shall NOT be considered for auditions unless a **phonetic** pronunciation guide is provided by the Region Host, at the same time folders are distributed.

Example: Ahrirang  
Ah-(r)ee-(r)-ahng<sup>24</sup>

11. Guest conductor notes, including metronome markings, language specification, and part re-assignments, will be included in the festival packets and are to be followed in the festival audition.<sup>25</sup>

## **C. THE STUDENT**

### **1. EVERY STUDENT MUST AUDITION!**

Refusal to audition automatically excludes the student from participating in the festival. Speaking the text or mono-toning will result in disqualification and the student will be sent home.

Student must sing required audition selections completely or be disqualified and sent home. Student accompanists who have been accepted on a voice part must audition on that part.

2. All students will be informed of the audition excerpts to be sung. Students will be instructed to mark in their own music the beginning, mid-point and end of each audition passage. Students will then be instructed to arrange the excerpts in audition order within their own folders.<sup>26</sup>

3. Students are not permitted to have electronic devices of any kind in the holding rooms or in the audition rooms.

4. The student must take all personal belongings to the audition room. Students will not be allowed back into the warm-up room after they have auditioned.

5. The student will provide the Student Advocate with his/her audition number.

6. The student will sing to the backs of the backs of the judges during auditions.

7. The student will communicate non-verbally with the Student Advocate once inside the audition room.

8. The student will be allowed one (1) restart per audition passage. If the student passes the designated midpoint of the passage, the restart must begin from the midpoint. Only the second (2<sup>nd</sup>) performance will be judged.

9. The student 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.<sup>27</sup>

## **VI. AUDITION LOGISTICS AND RESPONSIBILITIES**

### **A. STUDENT CONTACT AND TRAFFIC FLOW**

1. Student contact and traffic flow will be established in such a way as to prevent disclosure of the specific material being auditioned, by a committee, to students of the same voice part who have not auditioned.

2. Students waiting to audition will be kept isolated from students who have auditioned. Students may vocalize in the holding room before the audition.

3. Traffic flow, to and from holding rooms, and the audition room, will be monitored to prevent contact.
4. Ethically, a director should avoid contact with his/her students during the auditions.

#### **B. RUNNER (Student)**

1. Will conduct students from the “Holding Room” to a position near the audition room, yet far enough away as to prevent the student from hearing the current audition of that student’s voice part.
2. Will return the student to the “Pick-Up Area” after the audition. The student is not permitted to return to the “Holding Room”!

#### **C. STUDENT ADVOCATE (Director)**

Is the fifth person on the judging committee list.

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The **Student Advocate** by attitude and action will establish the best possible atmosphere for the audition.

The **Student Advocate** will inform all students of the of the audition excerpts to be sung. Students will be instructed to mark in their own music the beginning, mid-point and end of each audition passage. Students will then be instructed to arrange the excerpts in audition order within their own folders.<sup>29</sup>

The **Student Advocate** will collect folders from all students and place them in audition rooms. Each student will take his/her folder at the conclusion of the individual’s audition. (Statewide Policy) <sup>3031</sup>

The **Student Advocate** will **verify** the student name, number, grade, school, and whether he/she will continue to All-State Chorus if accepted **by student signature**.

The **Student Advocate** will verify the beginning, mid-point, and ending in both copies of the student’s music.

7. The **Student Advocate** will brief the student on the audition procedures. No talking during the audition. The first three students will be taped for review by the audition committee.
8. The **Student Advocate** will announce the student’s number and when the student is ready, request the starting pitch.
9. The **Student Advocate** must not comment while the judges are scoring any students.

#### **D. CHAIRPERSON**

1. Is the first person on the judging committee the list.<sup>33</sup>
2. Will check for a difference of a greater than a 15-point spread, and if so, will conduct a discussion to meet this requirement.
3. Will not accept any altered score sheets.
4. Must return tape, tape recorder, student advocate list, and any additional forms to the Tally Room at the end of auditions.<sup>34</sup>
5. See that all altered sheets are destroyed.

#### **E. JUDGES (PMEA Directors)**

1. Will bring music and pitch pipe
2. Judges will not face the student being auditioned.
3. Judges will not discuss auditions until after the chairperson has checked for a difference of ten or more points in the total score. If a difference of more than 15-points exists:
  - a) Judging forms will be returned to the judges. The chairperson will conduct a discussion of scores.
  - b) The judges will modify their scoring to come within the ten point spread in the total score.
  - c) Any changed score requires a new score sheet. No altered score sheet will be accepted by the chairperson. Altered score sheets must be destroyed.
4. The “tone quality” score can be raised, but NOT lowered to meet the requirement of the 10 point spread rule.<sup>35</sup>
5. Judges will sign every sheet and will restrict their comments to constructive statements.
6. Judges will send score sheets to tally after every third audition.
7. Judges are not permitted to use cell phones, PDA’s, or any other communication devices in the audition room.<sup>36</sup>

## H. HOST

1. Host will provide the guest conductor with a list of past programs from both District 8 & 9, Regional, and All-State within the past three (3) years to prevent repeating any previously performed music.
2. Will provide Folders of the Regional Concert Music for students ranked 1 through 12, and directors, to the District Presidents by Saturday prior to the District Chorus Festivals. These folders of music will contain a list specifying the Festival Program.<sup>37</sup>
3. Will provide, in advance, a list of the following festival assignments:
  - a) Audition Assignments:
    - Chairperson
    - Person to give pitch-bring pitch pipe
  - b) Tally Committee<sup>38</sup>
4. The **Individual Director** has the responsibility of notifying the festival Host Director of any student cancellations. This must occur in a timely manner before the start of the festival. The Host Director will attempt to notify student alternates up to 10:00 AM the day of the festival.<sup>39</sup>
5. A music stand, district tape recorder, and tape will be placed in each Audition room.
6. The host will provide a copy as, per Region IV Bylaws, of the Audition Logistics at the director's meeting.<sup>40</sup>
7. The individual director must meet the host director's deadline for forms for all students. Failure to do so may result in the removal of that student from the Region Festival. Forms must be postmarked by the deadline date. No student will be eliminated, before the student's director, is notified by the Region Chairperson.

## VII. TALLY

### A. TALLY ROOM

***THE TALLYROOM IS OFF LIMITS TO DIRECTORS DURING THE TALLY.***

The tally will be done by computer if available.

The tally room may be staffed by NON-PMEA.

The District Presidents and/or their designated representatives will share equally in the responsibility to supervise and certify the tally.

## **B. TALLY COMMITTEE RESPONSIBILITIES**

1. Will accept only unaltered score sheets.
2. Tally scores.
3. Write school name and total score on the score sheet.
4. Separate and staple forms.
5. Alphabetize (yellow/blue) sheets by school.

## **C. SCORES**

1. Scores will be unofficially ranked and made available for directors' perusal. Total scores will be placed on students score sheets and arranged by schools.
2. Scores sheets will be available, first thing in the morning, for directors to counter check for errors. Any errors will be reported to members of the tally committee who will be present during the counter check. No score sheet will be given to students until after the chair placement has been announced.
3. Directors must check student score sheets before 10am on Thursday unless arrangements have been made with the Region Chair. Errors must be reported by 10:00 AM Thursday. Scores become official at this point. No changes will be honored after 10:00 AM.
4. The first four places in each vocal section will advance to the ALL-STATE FESTIVAL. Positions five and six will be designated as alternates. Therefore, ties will be broken, at the Regional level, to provide an alternate for positions five and six.
5. Students who have placed in the top five positions but have declined advancement to the All-State Festival will still be announced.
6. A tie-breaking committee shall be established by the host director prior to the start of the festival. The committee will be composed of 5 directors, representing both districts and genders. The committee will follow the same audition procedures as the Wednesday State audition procedures. Score sheets will be used for judging purposes.
7. Any ties for chairs 1, 2, and 3 will NOT be broken, unless an alternate position must be determined.<sup>43</sup>
8. At 10:00 AM, the Tally Committee will make corrections in the computers and rank the scores.
9. It is the intention of the Tally Committee to have the ranking completed in time to be announced just prior to the lunch break, if possible.

10. Student score sheets and a computer print-out will be made available only to the directors as soon as possible. The print-out should contain the student name, school, grade, total score, and rank. ***The print-out will be posted for directors' perusal only.*** Score sheets must remain in the directors' room until after the official placement announcement has been made.
11. If a Thursday morning festival is chosen, then timelines will be established by the host director, in conjunction with the Region Chair.<sup>44</sup>

## **VIII CONCERT DRESS**

Refer to PMEA Statewide Regional Festival Policies

## **IX GUIDELINES FOR THE CABARET**

### **A. Students may audition in one or more of the following categories:**

Vocal Soloist  
Vocal Duet or Trio  
Vocal Quartet or larger ensemble  
Festival accompanists are encouraged to audition for the cabaret.

All selected Cabaret solos will be heard in their entirety before the Cabaret performance. Any unapproved changes to the performance will result in disciplinary action and possible expulsion from the festival.

Cabaret vocal music must be memorized for the audition

### **B. AUDITIONS**

A Judging Committee consists of at least five directors, representing both Districts. In addition, one door person, and a time keeper, will facilitate the audition. This is an open committee, so anyone interested is invited to serve as a judge. No director may comment or vote on his/her student.

Singing time for the SOLO audition will be limited to one minute unless the committee needs additional time. The timekeeper will signal the committee at the end of one minute.<sup>46</sup>

Selection will be made by consensus and not by a system of points.

In the event of a tie, the deciding vote will be cast by the time keeper.

## X. CONCERT/CABARET PERFORMANCE JUDGING FORM

(Four-Level Parameter)

**Not recommended for performance:** No facial expression; rigid stance; little energy; insecure; poor musicianship; no eye contact.

**Considered for performance:** Some energy; confusing facial expression; secure lyrics; below average musicianship; below average audience appeal.

**Highly considered for performance:** Energetic; active face; excellent musicianship; good eye contact; some audience appeal.

**Strongly recommended for performance:** superior facial expression; body used to help sing lyrics; excellent eye contact; superior musicianship; great audience appearance.

	Concert Cabaret	Title	Not Considered	Recommend ed	Highly Considered	Strongly Recommended	
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## **XI. ALL-STATE CHORUS ACCOMPANIST TRYOUT INFORMATION**

**ELIGIBILITY:** Both Region State Festival accompanists are eligible to apply within a given year. In Regions where a student accompanist is not used, the first-place District accompanist may apply.

**TRYOUT BY CASSETTE TAPE:** Good quality tape is an advantage. Record on one side only.

**INSTRUCTIONS FOR APPLICATION:** IT IS THE RESPONSIBILITY OF THE APPLICANT'S CHORAL DIRECTOR TO OBTAIN THE APPLICATION FORM FROM THE DISTRICT CHORUS HOST. After completing sections A-D, the student will return the form to his/her choral director. At some time during the district festival, the choral director will complete section F. After all sections are completed, and eligibility met, it is the responsibility of the school's director to send the completed form to the All State Chorus Host for processing. Applications must be mailed by February 22. They must be postmarked on or before the deadline date. The All State Host appoints a committee to select two accompanists after reviewing the applications and tapes. (New wording, approved July, 2001)

### **APPLICATIONS MUST BE MAILED BY FEBRUARY 22.**

They must be postmarked on or before the deadline date. No exceptions. Applications arriving after the deadline will not be considered.

**INSTRUCTION FOR CASSETTES:** The cassette must be free of any identifying marks. Label the tape box with only the applicant's name on easily removable gummed label or masking tape. The Chairman will remove this I.D. when the tape is registered and numbered in advance of the audition.

**TWO REQUIREMENTS -** (1) Play accompaniments to all music  
(2) Play open score for two (choice)

### **TRYOUT MUSIC**

Thompson: *The Last Words of David*, E. Schirmer  
Beethoven: *Hallelujah Chorus*, Presser (from Mt. of Olives)  
Faure: *Cantique de Jean Racine*, Broude Bros.

**APPLICANTS FURNISH MUSIC** (Scores in most libraries)

**EVALUATION SCORES ARE BASED ON THE FOLLOWING --** (Committee will decide scores for each category in advance of audition)

### **TECHNIQUE - MUSICALITY/EXPRESSION**

**TAPE AUDITION COMMITTEE:** The All-State Host in collaboration with the All-State Coordinator will select two local piano-oriented PMEA member choral directors who, with Host, will select two accompanists--first and second. - The conductor could be invited to assist but is not likely to be in the local area. All committee members must be present for the tape audition, which will be done during one meeting. The Host will inform all applicants immediately by returning a complete list of names, schools, and scores. **APPROVED**

*A motion was made and passed at Blue Ridge, 2000, that the Region IV State Chorus Procedures and the PMEA Statewide Regional Policies be combined. The PMEA State Executive Board is currently in the process of amending the Statewide Regional Policies. Therefore this motion will not be carried out until the PMEA Statewide Regional Policies have been amended.*

*Patricia M. Wagner and Albert Purdy*

*PMEA Region IV By-Law Review Committee Chairs*

*March 2004*