

# NWNMMEA HANDBOOK

OPERATING AND ORGANIZATIONAL MANUAL

CONSTITUTION

BY-LAWS

BANDS - CHOIRS - ORCHESTRAS

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## **Mission Statement and Philosophy of NWNMMEA**

We (NWNMMEA) provide learning and performing environments for students to achieve intellectual and social growth through music, using a creative approach of the basic elements of music; timbre, rhythm, melody, harmony, and form, so that students will know the life long joy of both producing and consuming music.

**This manual shall be the official rulebook for NWNMMEA Festivals/Contests/Clinics. NMAA rules are also in effect and supersede this manual in case of conflict.**

## **SCHEDULE OF OFFICAL DISTRICT EVENTS**

Events are listed chronologically

1. Marching Band Festival to be held in the Fall.
2. Honor Choir for middle, junior and senior high school students to be held in the Fall.
3. Honor Band auditions for middle, junior, and senior high school students to be held in November or December.
4. Honor Band Clinic for middle, junior and senior high school students to be held in January.
5. Honor Orchestra Clinic for middle, junior, and senior high school students to be held in the Spring.
6. Choral and Instrumental Solo and Ensemble Festival for elementary, middle, junior, and senior high school students to be scheduled at appropriate dates.
7. Choral and Instrumental Large Group Festival for elementary, middle, junior, and senior high groups to be held in March or April.
8. Jazz Band and Choir Festival/Clinic for middle, junior, and senior high school students to be scheduled in the spring. [[Return to Top](#)]

# GENERAL INFORMATION

## *Classification*

- A. Large Groups (Bands, Orchestras and Choirs) will participate in the following classifications according to the enrollment (ADA) of their schools as certified by the State Department of Education on the 40<sup>th</sup> day of school of the current year. This enrolment must be included on festival entry and adjudication forms.

### High School (As per NMAA Classification)

Class AAAAA  
Class AAAA  
Class AAA  
Class AA  
Class A

### Junior High Schools (Includes Grades 7,8,9 or any with 9 as top grade)

Class BBB – 650 and Higher  
Class BB – 250-649  
Class B – Up to 249

### Middle Schools (Any with 8 as top grade)

Class CCC – 650 and Higher  
Class CC – 250-649  
Class C – Up to 249

### Elementary Schools (6 Grade or Lower)

Class DDD – 650 and Higher  
Class DD – 250-649  
Class D – Up to 249

1. No member of a large group may perform in both the first and second groups in the same festival unless he/she plays a different instrument in the second group or the second group performs for comment only. Middle School and Junior High students may perform with the high school group without affecting the junior high classification.
2. Any group may move up in classification if the director so desires, however no group may move down in classification.
3. Performance groups, which use students from another school, must add that grades' enrollment from the other school to their official enrollment. [[Return to Top](#)]

## ***Event Requirements***

NWNMMEA will follow the same guidelines set forth by the NMAA regarding participation regulations; therefore we include the NMAA's rules verbatim...

Participation in interscholastic activities is a privilege granted to those students who meet the minimum standards of eligibility adopted cooperatively by the member schools through the Association and those standards established by each school for its own students.

- The player/participant must be a bona fide student of the member school in grades K-12, for which he/she participates or represents. Students must be enrolled in their school's band, choir, or orchestra program, providing the class is part of the curriculum, in order to participate in NWNMMEA activities. If there is no similar musical group in the school, the student must be certified by a NWNMMEA member sponsor who must be designated as a sponsor by the chief administrator of the school the student attends. If, due to scheduling restrictions, a student is not enrolled in a given class, the director must approve the registration of the student.
- Home School Students must be sponsored by a NWNMMEA member as designated by their student's legal guardian to be eligible to participate in any NWNMMEA event.
- All students must be in good standing with their director to be eligible to participate in any NWNMMEA activities.
- A student shall not have graduated from any four-year high school course or its equivalent.
- A student who leaves high school and attends a full-time early release post-secondary education/training program is no longer eligible for interscholastic competition even though the student later returns to high school.
- A student meeting requirements for graduation in less than four years, in a high school with a regular four-year course, is eligible to participate in school athletics during the fourth year, provided the student is enrolled a minimum of four classes, is in regular attendance at a member high school while participating, and meets all other eligibility standards of the Association.
- A senior student who is eligible in the spring semester continues to be eligible for all spring interscholastic activities even though graduation exercises may precede the completion of interscholastic activities for that specific semester. NOTE – A student enrolled in a post-secondary school must be in the regular high school for a minimum of four classes to be eligible for participation in athletics/activities. The courses enrolled in at the post-secondary institution must be applicable to high school graduation requirements. All other eligibility requirements must be met as a matter of procedure as well.
- A student becoming 19 years of age after August 31 of the current school is eligible for the entire school year. A student who is 19 years of age or older prior to SEPTEMBER 1 (12:01 AM MIDNIGHT – MDT) is ineligible. [\[Return to Top\]](#)

## A. Entry and Eligibility

1. Directors must be active members of The New Mexico Music Educators Association in order that their groups/students be allowed to participate in NWNMMEA activities.
  2. Understanding that music may be considered a co-curricular activity according to New Mexico Activities Association, Non-Athletic/Academic Activity Interpretations 6.1, A., 2 and 3, we as a Northwest District hold our students and ourselves to a higher level of eligibility in performance. Therefore, in order to participate in any NWNMMEA event, members of large groups, soloists and ensemble members must meet the eligibility requirements of The New Mexico Activities Association. An eligibility list must be submitted to the appropriate festival official before any student may participate in any NWNMMEA activities.
  3. Entries will be accepted only on official forms which are included on the NWNMMEA website at <http://www.nmmea.com>. Click on NW District. Forms will be available from your section vice president.
  4. An adjudication form must be filled out, completed and duplicated for each judge.
  5. Adjudication forms should be filled out completely including classification and titles of selections being performed and their composers.
  6. Academic eligibility is not based upon teacher-given grade checks, but is set by the school's last official grading period prior to the event. 9<sup>th</sup> and 6<sup>th</sup> grade students are considered eligible the 1<sup>st</sup> quarter of their 9<sup>th</sup> or 6<sup>th</sup> grade year regardless of prior grade performance.
- B. Festival sites and dates for the coming year will be voted on by the membership at the Spring meeting.
- C. Festivals may be combined, separated, or otherwise changed by a majority vote of the membership present at a scheduled or called meeting if such action is needed to meet financial or scheduling needs of the Association for the coming year.

### ***Deadlines for Entries***

- A. Festival entries should be postmarked no later than thirty (30) days prior to the scheduled event, or at the date established by the appropriate Secretary in consensus with the appropriate site chair. Late entries will be assessed a \$50.00 (\$25.00 – Band) late fee. Any group that has not placed an entry will be ineligible to participate.

### ***Disqualification***

- A. The site chair will screen all official entries. If any entry fails to fulfill NMAA requirements or district requirements as listed herein, the appropriate Vice President or a member of the Executive Committee will notify the director immediately so that the problem can be corrected.
- B. Failure to comply with NMAA requirements or the District requirements will result in disqualification.

- C. The site chair will return disqualified entries to the director with a letter of explanation signed by the appropriate Secretary and the District President.
- D. If the entry requirements are not met, the site chair in conjunction with an Executive Committee member will make the decision as to whether or not the group will be allowed to perform.

***Ratings and Awards***

- A. Large groups, solos, and ensembles will be rated in five divisions as follows:

- Division I Superior
- Division II Excellent
- Division III Good
- Division IV Fair
- Division V Poor (Needs Improvement)

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

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

- C. The district will furnish awards for all soloists, ensembles members, and large groups earning Division I Ratings.
  - 1. Soloists and Ensemble members will receive a medal for a Division I rating and a certificate for Division II ratings.
  - 2. Large Groups will receive a trophy or plaque for earning a Division I rating in Marching, Concert and/or Sight-Reading.
  - 3. Bands earning Division I ratings in Marching, Concert, and Sight-Reading will receive a Sweepstakes Trophy.
- D. All final results, ratings, and awards may be picked-up at the festival headquarters by the directors or a designee. [\[Return to Top\]](#)

### ***Selection of Judges***

- A. Judges for large group festivals, marching, concert, and sight-reading, will be nominated and voted on in their respective section meetings at the Spring meetings. It shall be the duty and responsibility of the elected District Vice President or their designee to contact the judges and present the panels at the Fall District meeting. The list of nominees and the outcome of the voting shall be a part of the minutes of the Spring District meeting as presented in the Fall District meetings. The District Vice President shall make a report that includes the order of the names of the judges that were contacted, those that declined, and those that have accepted. If there were not enough names available the District Vice President will request more nominations at the Fall District Meeting. [\[Return to Top\]](#)
- B. The designated site chair will select Solo and Ensemble judges.

### ***Fees***

- A. The fee schedule shall be reviewed by the membership at the Spring meeting. A current fee schedule will be presented at the fall meeting.
- B. An invoice reflecting completed entry form information will be sent for prompt payment. All entry fees must be made payable to NWNMMEA and must be sent to the appropriate Secretary. Payments from school officials in the form of a school purchase order or request, money order, check, or cash will be accepted. Personal checks from parents will not be accepted.
- C. The Director has up to 10 calendar days prior to a festival to cancel participation and still be eligible for a refund of fees paid. In the event a school has been invoiced but does not show up at the festival, they will still be responsible for fees assessed. Cancellations must be provided in writing or via email to the section Vice President, Secretary/Treasure and site chairperson. The section Vice President will evaluate extenuating circumstances regarding cancelations. [\[Return to Top\]](#)
- D. Current Fee Schedule:
  - 1. NWNMMEA Honor Choir \$12 per person
  - 2. NWNMMEA Honor Band Auditions \$5 per person
  - 3. NWNMMEA Honor Band Participation after Acceptance \$10 per person
  - 4. NWNMMEA Honor Orchestra \$10 per person
  - 5. NWNMMEA Vocal Solo and Ensemble \$8 per person/per performance
  - 6. NWNMMEA Instrumental Solo and Ensemble \$5 per person/per performance. At Orchestra Solo and Ensemble, an ensemble of 8 or more will be charged a flat fee of \$40.
  - 7. NWNMMEA Vocal Large Group \$125 per choir
  - 8. NWNMMEA Instrumental Large Group

\$125 per elementary through junior high ensemble

\$150 per high school ensemble

9. NWNMMEA Jazz Festival \$125

10. NWNMMEA Marching Fee \$175

E. Secretary/Treasurers will send invoices after registration has been completed. Once an invoice has been sent or postmarked, money is due. [[Return to Top](#)]

## **OPERATIONS AND PROCEDURES OF BAND EVENTS**

### ***NWNMMEA Marching Festival***

- A. The Marching Festival will alternate in sites each year with one year it being hosted in a Southern location in the district and the following year at a Northern location; North on even years, South on odd years. Site location may be altered by consensus and vote of the division at the Fall or Spring District Meeting.
- B. Festival Chair will be the host director. If the host director cannot assume the responsibility as Chair, the District Band Vice President will be the Festival Chair.
- C. Bands are to be scheduled in classification according to drawing twenty minutes apart.
- D. Each band will have twenty minutes to enter, set-up, perform and exit. Exit will be when the last person steps off the sideline.
- E. The following procedure must be followed:
1. Band enters the stadium at start of the twenty minutes. There will be an announcement from the stadium press box public address system. At this time the twenty minutes will commence.
  2. Band goes to placement for start of the show.
  3. Equipment for auxiliary group, band or percussion is set-up.
  4. Announcer welcomes band, read off information, and requests the drum major to start the show.
  5. The performing band completes the show and exits the field. The stadium P.A. will announce the following band when the twenty minutes are up. The following band will enter the stadium and adhere to the same schedule.
- F. Each band will be provided a warm-up area forty minutes prior to performance time. Warm-up time plus travel time to stadium cannot exceed forty minutes.
- G. The host director will provide monitors for the bands during warm-up and as they travel towards the stadium.
- H. Bands sitting in the stands after their performance must sit with their respective schools. [[Return to Top](#)]

- I. Band students may keep their instruments with them but may not play in the stadium.

### ***NWNMMEA Honor Band***

- A. District Honor Bands will be organized by audition and presented in concert/clinics. Participating students will be given a keepsake patch.

- B. Middle School Band

1. Students trying out for this category must be in 8<sup>th</sup> grade or below.

- C. High School Band

1. Students trying out for this category must be in grades 9 through 12. The director must certify any student that is participating with a high school band and is currently enrolled in a grade below the 9th grade.

- D. Assigned Music for Honor Band Auditions-Wind Players

1. Scales will be: (Memorized)
    - i. See Appendix A for high school scales
    - ii. See Appendix B for junior high/middle school scales.
    - iii. Tempo for major scales is: quarter note = 100 mm
    - iv. Scales will be assigned tonguing. All players will use uniform articulation.
    - v. Judging criteria for major scales is tone and accuracy. Playing the scale slower or faster than the assigned tempo will detract from the performance.
    - vi. Chromatic scale is to be slurred with the judging criteria being tone, tempo, and accuracy.
  2. Etudes will be:
    - i. All-State etudes as assigned to Small School All-State Band (See Appendix C for High School Honor Band)
    - ii. Etudes for Middle School Honor Band will be available on the website.

- E. Assigned Music for Honor Band Auditions-Percussion

1. High School Percussionists will follow the All-State Format.
  2. Middle School Percussionists will select one of the following to audition on: Snare, Mallets or Timpani. All middle school percussionists will audition on the respective etude plus the Multi-Percussion etude. Mallet auditions will include scales.
  3. Percussion assignments for both middle school and high school honor bands will be assigned by NWNMMEA directors and may be altered at the discretion of the guest clinician.

- F. Honor Band Audition Recordings

1. Tapes or Recordings will not be allowed due to difficulty of making a valid judgment and the impossibility of monitoring the recording.

2. In the case of extenuating circumstances such as illness (doctor's excuse) or death in the immediate family, the audition chair can listen to the student and assign or deny the student a place in the band other than first chair. It will be up to the student (family) to request an appointment and present the student for audition with the audition chair.

#### G. Audition Procedure for Honor Bands

1. Students will sign-up, in order, at their respective audition room.
2. Audition chair will provide monitors for each audition room.
3. It will be the duty of the monitor to:
  - i. Conduct the drawing and register the names with the drawn numbers
  - ii. Call out the number of each player performing
  - iii. Relay questions from the players to the judge
  - iv. Present numbers to the judge of any discipline problems
  - v. Make sure that memorization rules are followed
  - vi. Make sure the room is in order before and after the auditions
  - vii. Give instructions to the group that will expedite and control the discipline of the audition procedure
4. The Audition will be completed in two steps:
  - i. Step One: (Total of 40 Points)
    1. All Students will be outside the room. They should get in consecutive order to expedite the procedure of entering and exiting the room.
    2. Play chromatic and two major scales as assigned by the judge(s). Chromatic scale is 0 to 20 points. The two major scales together are 0 to 20 points.
    3. Judge will total the score and place scores on the plotting sheet.
  - ii. Step Two: (Total of 60 Points)
    1. Play the assigned etudes according to the judges' assignment. Points allotted are 0 to 30 for each exercise.
    2. Ties are to be broken by calling tied students back for a replay. If there is a replay, the music selected will be from the assigned music that has not been performed.

Final audition result order is on the basis of the score of all music performed except replay.

All students will play for the entire audition. However, the judge may instruct a student to move on to the next part of the audition when, in the judges' opinion, the student is unprepared for that exercise or scale. [[Return to Top](#)]

#### ***NWNMMEA Solo and Ensemble Festival***

- A. The Solo and Ensemble Festival site will be decided at the Spring Meeting.
- B. The site chair or designee will do scheduling.
- C. Schedule changes to accommodate conflicts will be requested by the director. These

changes may not be from one judge to another except in extreme circumstances and with the approval of the site chair. [\[Return to Top\]](#)

### ***NWNMMEA Large Group Festival***

The Large Group Festival will alternate in sites each year with one year it being hosted in a Southern location in the district and the following year at a Northern location. Site location may be altered by consensus and vote of the division at the Fall District Meeting. North is on even years, South on odd years.

### **Music Selection for Large Group Festival**

- A. Three-year high school groups and junior high groups: two District Festivals must intervene before a music selection can be used again.
- B. Four-year high school groups: three District Festivals must intervene before a music selection can be used again.
- C. It shall be the duty of the Instrumental Secretary to keep a list of the performed musical selections. Festival Chair should send that list to the Secretary at the completions of the festival.
- D. It shall be the responsibility of each director to comply with this rule.
- E. Repeats in music may be omitted unless their omission adversely affects the musical form. It will be up to the discretion of the judge in the musical form has been adversely affected by the omission of the repeat. The omission may affect the rating by judges' decision.
- F. Photocopies of music are not to be given to judges. Written permission from the publisher or documentation of music on order must be supplied to the site chair upon checking in at the festival. Unpublished music can be used with the written permission of the composer. Groups that bring only photocopied music will not be allowed to perform.
- G. The large group will perform three selections. It will be up to the director to select the music the group will perform. The selections will be a march-type number and two other numbers of difficulties comparable to the conference level of the group performing. Since there is no prescribed music list, it will be up to the discretion of the judges to evaluate the appropriateness of the selections performed. This can affect both the rating and the comments of the adjudicators. A large multiple movement work can be viewed as two selections. (Example: The thirteen movements of *Carmina Burana* or all of *La Fiesta Mexicana* could be considered as two selections). The judges will be informed that the director interprets the work in that manner. This may affect the rating by judges' decision.

### **Operating Procedure**

- A. High school groups will be scheduled in thirty-minute intervals. Middle school/ junior high and below will be scheduled in twenty-minute intervals.

- B. Warm-up will be scheduled for the same amount of time as performance. The warm-up time will commence early enough to allow a five-minute travel time to the stage after warm-up.
- C. Director must provide a seating arrangement chart for stage.
- D. The host school will provide a set-up crew for stage. Some members of the performing band such as percussion should assist.
- E. Set-up will commence as soon as the previous band exits the stage.

### **Sight Reading Rules and Procedures**

- A. Music Selection will be decided at the fall meeting. One of two music selection methods will be discussed, voted on by the attending band directors and selected by a majority vote.
  - 1. The Band Vice-President will procure all music for sight-reading purposes from the official U.I.L. sight reading provider (RBC Music) and have it available for the Large Group Festival host prior to the Large Group Festival. **OR**
  - 2. The sight reading selection committee of three to five directors (representing middle and high school levels) shall be appointed by the Band Vice-President at the fall meeting.
    - i. The committee is to meet and select the sight-reading music for each classification prior to the Winter meeting.
    - ii. The committee must select multiple numbers for each classification for multiple bands directed by the same director.
    - iii. The committee may designate a sight-reading selection to be used for more than one classification.
    - iv. Once the music is selected, it is the Band Vice-President's responsibility to procure all required music and have it available for the Large Group Festival host prior to the festival.
- B. All sight-reading music must be rated at least one class below the performing group's classification.
- C. The adjudicator must be informed of the group's classification by the Band Vice-President or designee prior to sight-reading in order to select the appropriate selection for sight-reading.
- D. For schools that enter more than one band, the FIRST (most experienced) group will perform at their classification level. The SECOND (less experienced) group may perform at the same level or one lower based on School Classification of the district handbook.

E. U.I.L. Sight Reading Level Group Classification

Classification	Elementary	Middle School	Jr. High School	High School
I	D, DD, DDD	C, CC	B	
II		CCC	BB	A
III			BBB	AA
IV				AAA
V				AAAA
VI				AAAAA

F. Bands performing for a rating must sight-read.

G. No audience will be allowed in the sight-reading room unless approved by the director.

H. Sight-reading ratings are not averaged in the final rating.

I. Directors may elect to receive comments only instead of a rating but are required to let the adjudicator know prior to the group’s sight-reading performance. Groups that elect to receive “comments only” will not be eligible for the “Sweepstakes” award.

J. Instructions for Sight-Reading are as follows:

1. The director will assist his/her group in getting seated. Students will be expected to arrange their own chairs, as there is generally not a set-up crew in the sight-reading room.
2. Directors should check with the students to make sure they have the correct folder and that the parts are evenly distributed. Directors should also instruct the students to keep the folders closed.
3. Once the ensemble is seated, all music belonging to the ensemble will be placed underneath the chairs. Sight-reading folders will be passed out, one folder containing all the parts for the section.
4. The adjudicator will instruct the section leaders to open the folder and distribute the music to their section. Once the music is distributed and checked for the correct part, it is to be placed face down on the stand.
5. The adjudicator will read each band the NWWNMEA Sight-Reading Script:
 

*Directors will have 8/10 minutes to look over the score. The director may use this 8/10-minute period as he/she chooses; however, all studying of the scores and parts and discussion with the players must take place during these 8/10 minutes. Your director may point out key and time signatures, repeat signs, special rhythmic or technical problems and other peculiarities of the music. The **director and students** may count and clap rhythms, vocalize, “air band,” finger sections of the music or describe the music in any way other than playing on an instrument. Fingering and the audible sounds of fingering including “air band” will not be considered as playing on an instrument. Students may ask questions during the study period.*

*Are there any questions before we begin?*

*The timekeeper will give you a warning when you have 3 minutes left, the director may request any other warnings.*

*You may begin.”* **End of script**

6. The time allotted for study is 8 minutes for middle school and below and 10 minutes for junior high and high school.
  7. The timekeeper will give you a warning when you have 3 minutes left, the director may request any other warnings.
  8. The ***director and students*** may count and clap rhythms, vocalize, “air band,” finger sections of the music or describe the music in any way other than playing on an instrument. Fingering and the audible sounds of fingering including “air band” will not be considered as playing on an instrument.
  9. Students may ask questions during the study period.
  10. The director may use any counting system to describe the music.
  11. When the time is up, all activity will cease and the band will be allowed to play a scale or chorale as warm-up.
  12. The band will sight-read the selection.
  13. The director may not talk during the performance time. The director may give a countdown to start the sight-reading. If it is a multiple movement work, the director may countdown at the beginning of each movement. Visual signs are allowed.
  14. Bands that stop during sight-reading can start again at the most logical place in the music. Groups that stop will have their final rating lowered one level no matter how many more stops occur.
  15. After the performance, the judge may not address the band. The students are to return the music to the section leader. The section leader will place the music back in the folder, close the folder and leave it face up on the music stand. The ensemble may then exit the sight-reading room.
  16. The monitors will collect all the folders at the end of the group’s sight-reading time and rearrange them in score order in preparation of the next group.
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## **OPERATIONS AND PROCEDURES OF CHOIR EVENTS**

### ***NWNMMEA Honor Choir***

- A. District Honor Choir will be organized by audition and presented in concert/clinics. Participating students will be given a keepsake patch.
- B. Middle School Group
  1. Students trying out for this category must be in 8<sup>th</sup> grade or below.
- C. High School Group
  1. Students trying out for this category must be in grades 9 thru 12. The director

must certify any student that is participating with a high school group and is currently enrolled in a grade below the 9th grade.

- D. A designated committee made up of directors from the site location will choose appropriate choral selections for the SA Beginning, SA Intermediate, SSA, and SATB Honor Choirs. Chosen selections will be announced at the spring meeting for the following year.
- E. Audition procedures are as follows:
1. Choral Directors may bring up to 40% of their 6<sup>th</sup> grade choir and up to 30% of their 7<sup>th</sup> and 8<sup>th</sup> grade choirs.
  2. Because there is no district audition fee, the audience will be charged \$2.00 per person at the door for the HC Concert held in the evening. [[Return to Top](#)]

### ***NWNMMEA Solo and Ensemble Festival***

- A. The Solo and Ensemble Festival site will be decided at the Spring Meeting.
- B. The site chair will do scheduling.
- C. Schedule changes to accommodate conflicts will be requested by the director. These changes may not be from one judge to another except in extreme circumstances and with the approval of the site chair.
- D. Vocal/Choral music must be memorized.
- E. Selections from pop genres (pop, Broadway, jazz, etc.) are discouraged from being sung at Vocal Solo and Ensemble. Singing songs from these genres will result in the lowering of the final score by one level.
- F. The following is a list of suggested literature books to be used by the Vocal Soloist:
- *Soprano Songs* (in voice parts) – Boosey and Hawkes – Ed. And Arr. By Sydney Northcote
  - *Pathways of Song*, Vol. 1-4 (high/low voice) – Warner Bros. – Ed. And Arr. By Frank La Forge and Will Earhart
  - *Arias for Soprano* (in all voice parts) – G. Schirmer – Ed. By Robert Larsen
  - *Twenty Four Italian Songs and Arias* – G. Schirmer
  - *Fifty-Six Songs You Like to Sing* – G. Schirmer
  - *Folk Songs for Solo Singers*, Vol. 1-2 (high/low) – Alfred – Ed. By Jay Althouse  
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### ***NWNMMEA Large Group Festival***

The Choir division will vote on a festival location during the Spring meeting.

## Music Selection for Large Group Festival

- A. Three-year high school groups and junior high groups: two District Festivals must intervene before a music selection can be used again.
- B. Four-year high school groups: three District Festivals must intervene before a music selection can be used again.
- C. It shall be the duty of the Choral Secretary to keep a list of the performed musical selections. The Festival Chair should send that list to the Secretary at the completion of the festival.
- D. It shall be the responsibility of each director to comply with this rule.
- E. Repeats in music may be omitted unless their omission adversely affects the musical form. It will be up to the discretion of the judge if the musical form has been adversely affected by the omission of the repeat. The omission may affect the rating by judges' decision.
- F. Photocopies of music are not to be given to the judges. Written permission from the publisher or documentation of music on order must be supplied to the site chair upon checking in at the festival. Unpublished music can be used with the written permission of the composer. Groups that bring only photocopied music will not be allowed to perform.
- G. Although there is no required list from which to choose performance selections, it is recommended that directors select three pieces of differing genres, with contrasting tonalities, tempos, and languages. Selections from pop genres (pop, Broadway, jazz, etc.) are discouraged. Performing songs from the genres will result in the lowering of the final score by one rating level. Jazz choirs will perform in the NW District Jazz Festival.
- H. The choir will perform three memorized selections. There should not be any student on stage with music except student accompanists. The division rating will be lowered by one level if a choir's music is not memorized.
- I. There is an a cappella requirement for all advanced junior high choirs and **all** high school choirs. Beginning and "for comment only" choirs are exempt from the a cappella requirement. Choirs not singing an a cappella piece will have their division rating lowered by one level. [[Return to Top](#)]

## Operating Procedure

- A. All group lists and scheduling requests and concerns (i.e., accompanists, spacing, etc.) must be addressed with the event site chair no later than 30 days prior to the scheduled event. No schedule changes will be permitted after that time. The directors' philosophy concerning scheduling is that the youngest and least experienced choir will perform first and the schedule will keep SSA, SAB, TTB, and SATB choirs together as much as possible.

- B. Choirs need to be at the event site 30 minutes prior to their warm-up time and be ready to enter the warm-up room on time.
- C. Warm-up times will be scheduled for the same amount of time as performances. When the warm-up time is up, the director and choir need to move to the performance area.
- D. Choirs will be scheduled in 20-minute intervals. All choirs that perform at the District Large Group Choir Festival will be given the option to sight-read or have a 20-minute clinic with one of the judges.
- E. Choirs will not be permitted to perform without the choral director under the employ of their respective school.
- F. All Directors who bring choirs to Large Group will be placed on a judging rotation that will occur during the LG days. Directors should make arrangements with their schools to attend as a service to Vocal NWNMMEA.
- G. A choir being unruly during a performance at Large Group Festival will have their score lowered by one rating level. Complaints made by teachers or adult monitors will be turned into the site chair. Monitors throughout the day will make warnings.
- H. Directors may select the following adjudication types: Rating (the choir is rated and will receive and award with the rating level earned) or Comments Only (the choir is fully adjudicated but does not receive a rating or any type of reward). Choirs that choose to be rated will be given a numeric score that takes the average of all of the judges' scores. [\[Return to Top\]](#)

### **Sight Reading Rules and Procedures**

- A. The District President at the fall meeting shall appoint sight reading selection committees of three to five directors for each division, instrumental and vocal.
- B. The committees are to meet and select the sight-reading music for each classification at the State Convention.
- C. Music selected for sight-reading: First groups will perform at their classification level. Second groups may perform at the same level or one level lower if they fall under the rules listed in this manual under Classification A3; i.e. Class AAA Sight reading selection is for first groups in class AAA, second groups in class AAAA, and second groups in class AAA.
- D. When a school enters two groups in the same class that have students participating in both groups, the second group will read from the music a class below.
- E. The committee may designate a sight-reading selection to be used for more than one classification.
- F. Instructions for Sight-reading are as follows:
  1. The director will have 2 minutes to look at the selection. The director does not

communicate with the ensemble in any way and music remains closed.

2. Groups will have 4 minutes to study and work the music. The director may establish the key anytime during this period. Directors may give instruction, i.e. bring attention to certain rhythmic patterns, call out intervals by name, number, syllable, etc., but may not sing the intervals. Groups may work in sections at this time.
3. The group will sing the selection with parts played by piano once. A one-minute study period will follow.
4. A final a cappella reading will begin at the conclusion of the one-minute study period. The director has the option of shortening the study period.
5. All music is to be collected before the ensemble exits the sight-reading room.  
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## **OPERATIONS AND PROCEDURES OF ORCHESTRA EVENTS**

### ***NWNMMEA Solo and Ensemble Festival***

- A. The Solo and Ensemble Festival site will be decided at the Spring Meeting.
- B. The site chair or designee will do scheduling.
- C. Schedule changes to accommodate conflicts will be requested by the director. These changes may not be from one judge to another except in extreme circumstances and with the approval of the site chair.
- D. Students are strongly encouraged to play solos by memory. If a student does not play a solo by memory, there will be no deduction for that student's performance.  
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### ***NWNMMEA Honor Orchestra***

- A. District Honor Orchestra will be organized by audition and presented in concert/clinics. Participating students will be given a keepsake patch.
- B. Middle School Group: Students trying out for this category must be in 8<sup>th</sup> grade or below.
- C. High School Group: Students trying out for this category should be in grades 9 through 12. The director must certify any student that is participating with a high school group and is currently enrolled in a grade below the 9th grade.
- D. Music selection will include appropriate string selections for each Honor Orchestra as chosen by all orchestra directors. [\[Return to Top\]](#)

## ENFORCEMENT

The official NWNMMEA Executive Committee will be the final voice in deciding any violation of the rules and regulations contained in this manual.

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## NWNMMEA CONSTITUTION

### ARTICLE I NAME, PURPOSE, AFFILIATIONS, AND BOUNDARIES

- SECTION 1      NAME – The name of the organization shall be the NORTHWEST NEW MEXICO MUSIC EDUCATORS ASSOCIATION (NWNMMEA)
- SECTION 2      PURPOSE – The purpose shall be mutual helpfulness, the promotion and advancement of music education through the public, private, and parochial school and other education institutions of the Northwest District of New Mexico.
- SECTION 3      AFFILIATION – This organization shall function as a district unit of the New Mexico Music Educators Association and as such of the Music Educators National Conference, the New Mexico State Department of Education, and the New Mexico Activities Association and shall operate under the Rules and Regulations of such.
- SECTION 4      DISTRICT BOUNDARIES – The boundaries of the Northwest District shall be those set up for District 3 by the New Mexico Music Educators Association. This District shall include all schools within the boundaries of San Juan and McKinley Counties.

### ARTICLE II MEMBERSHIP

- SECTION 1      ACTIVE MEMBERSHIP – Any person actively engaged in music education in a public or private school in the Northwest District of New Mexico may be a member of this organization. All bona fide members have a right and responsibility to attend all scheduled meetings.
- SECTION 2      VOTING MEMBERSHIP – Only those employed as a music teacher by the public and private schools of the Northwest District may vote.

### ARTICLE III OFFICERS AND GOVERNMENT

- SECTION 1      OFFICERS – The officers of the Northwest District shall be: President, Band Vice-President, Choral Vice-President, Orchestral Vice-President, Band Secretary-Treasurer, and Choral Secretary-Treasurer.

- SECTION 2            TERM OF OFFICE – All officers will serve two (2) years per term of office. The President and Vice-Presidents shall be elected in the spring odd numbered years. The Secretary-Treasurers shall be elected in the spring of even numbered years.
- SECTION 3            ELECTIONS – The President shall be elected in the general meeting. Nominations shall come from the floor and the election requires a simple majority vote. The Band, Choral, and Orchestra Vice-Presidents and Band and Choral Secretary-Treasurers shall be elected in their respected section meetings. Nominations shall come from the floor and election requires a simple majority. Any member who has a voting privilege in this association shall be eligible for an office.
- SECTION 4            EXECUTIVE COMMITTEE – The Executive Committee shall consist of all District Officers. This committee shall be empowered to make emergency decisions for the smooth operation of all association activities.
- SECTION 5            VACANCY – In the event of an untimely vacancy in an office, the Executive Committee shall appoint an interim officer to serve until the next meeting, at which time a special election will be held to fill the vacancy for the remainder of the regular term of office.
- SECTION 6            GOVERNMENT – The general Government of the Association shall be vested in the general membership who may delegate to the officers the actual running of any and all activities of the Association.

#### **ARTICLE IV MEETINGS**

- SECTION 1            MEETINGS – There shall be no fewer than two (2) scheduled business meetings for the Northwest New Mexico Music Educators Association each school year. One meeting shall be held early in the Fall Semester and the other will be held in the spring. Locations of these meetings will be decided by the general membership. Emergency meetings and ad hoc committee meetings may be called at any time deemed necessary by the Executive Committee.

#### **ARTICLE V AMENDMENTS**

- SECTION 1            THE CONSTITUTION – This constitution may be amended by a majority vote at any regular meeting of the Association.

#### **ARTICLE VI NET EARNINGS**

- SECTION 1            NET EARNINGS – No part of the net earnings of the Association shall inure to the benefit of or be distributed to its members, officers, and other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and

distributions in the furtherance of the purposes set forth in the constitution. [Return to Top](#)

# NWNMMEA BY-LAWS

## ARTICLE I DUTIES OF THE OFFICERS

- SECTION 1      THE PRESIDENT – The president shall preside at all general meetings of the Association and shall:
- Represent the Association at the State Board Meeting of the New Mexico Music Educators Association
  - Be responsible for the General Administration of the Association
- In the event of the absence of the President a Vice-President shall perform the duties.
- SECTION 2      THE BAND VICE-PRESIDENT – The Band Vice-President will preside at all Band section meetings and shall:
- Take care of all correspondence concerning all District Band events
  - Hire all clinicians and adjudicators
  - Appoint a festival or clinic chairman at the host school to take care of local arrangements
- SECTION 3      THE CHORAL VICE-PRESIDENT – The Choral Vice-President will preside at all Choral section meetings and shall:
- Take care of all correspondence concerning all District Choral events
  - Hire all clinicians and adjudicators
  - Appoint a festival or clinic chairman at the host school to take care of local arrangements
- SECTION 4      THE ORCHESTRAL VICE-PRESIDENT – The Orchestra Vice-President will preside at all Orchestra section meetings and shall:
- Take care of all correspondence concerning all District Orchestra events
  - Hire all clinicians and adjudicators
  - Appoint a festival or clinic chairman at the host school to take care of local arrangements
  - Act also as the Secretary-Treasurer of the Orchestra account and follow the same guidelines as Band and Choral Secretary-Treasurer
- SECTION 5      THE BAND SECRETARY-TREASURER – The instrumental Secretary-Treasurer will:
- Keep accurate records of all instrumental business transacted by the Band part of this Association
  - Issue all contracts to clinicians and adjudicators for Band District Events
  - Handle all financial transactions of the Band part of this Association
  - Present regular financial reports
- SECTION 6      THE CHORAL SECRETARY-TREASURER – The Choral

Secretary-Treasurer will:

- Keep accurate records of all instrumental business transacted by the Choral part of this Association
- Issue all contracts to clinicians and adjudicators for Choral District Events
- Handle all financial transactions of the Choral part of this Association
- Present regular financial reports

## **ARTICLE II OFFICIAL DISTRICT EVENTS**

The NWNMMEA Operating and Organizational Manual shall become a part o the By-Laws upon adoption of this Constitution.

## **ARTICLE III ADOPTION AND AMENDMENT**

By-Laws may be adopted and/or amended by a majority vote of members present at any regular business meeting of this Association.

## **ARTICLE IV FINANCES**

All bills or other financial obligations incurred on behalf of the Northwest New Mexico Music Educators Association must be submitted to the respective Secretary-Treasurer for payment no later than May 31<sup>st</sup> of the school year in which the obligation occurred.

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