

# NWNMMEA HANDBOOK

## OPERATING AND ORGANIZATIONAL MANUAL CONSTITUTION BY-LAWS

Revision - July 2025

BAND - CHOIR - GENERAL MUSIC - GUITAR - ORCHESTRA



### **NWNMMEA Mission Statement**

NWNMMEA exists to provide unique learning and performance experiences for students to grow through active involvement in music.

This manual shall be the official set of rules and policies set forth for NWNMMEA sponsored events. NMAA rules are also in effect and supersede this manual in case of conflict.

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## **NWNMMEA Regional School Districts**

Aztec Municipal Schools – Aztec, NM [www.aztecschools.com](http://www.aztecschools.com)

Bloomfield Municipal Schools – Bloomfield, NM [www.bsin.k12.nm.us](http://www.bsin.k12.nm.us)

Bureau of Indian Education – Navajo Nation Land [www.bie.edu/schools/](http://www.bie.edu/schools/)

Central Consolidated Schools – Kirtland, Shiprock, Newcomb [www.ccsdnm.org](http://www.ccsdnm.org)

Farmington Municipal Schools – Farmington, NM [www.farmingtonschools.us](http://www.farmingtonschools.us)

Gallup-McKinley Country Schools – Gallup, NM [www.gmcs.org](http://www.gmcs.org)

Grants Cibola County Schools – Grants, NM [www.gccs.k12.nm.us](http://www.gccs.k12.nm.us)

Mosaic Academy Public Charter School – Aztec, NM

Navajo Preparatory Schools – Farmington, NM [www.navajoprep.com](http://www.navajoprep.com)

Rehoboth Christian Schools – Rehoboth, NM [www.rcsnm.org](http://www.rcsnm.org)

## **NWNMMEA DISTRICT EVENTS**

*All NWNMMEA events shall be determined at the spring section meetings and modified as needed in the fall meeting*

### **NWNMMEA Meetings – Fall & Spring**

General (All Sections)  
Band, Choral, General Music, Orchestra  
Site/Time: To be determined at prior meeting

### **NWNMMEA Choral Solo and Ensemble**

Open to Grades 4<sup>th</sup> - 12<sup>th</sup>  
Fall Semester  
Scheduled in spring meeting

### **NWNMMEA String Clinics**

Grades 6<sup>th</sup> - 12<sup>th</sup>  
Fall/Spring Semester  
Scheduled in spring meeting

### **NWNMMEA Marching Band MPA**

Open to Area/Regional high schools  
(including Colorado)  
Fall Semester  
Scheduled in spring meeting

### **NWNMMEA Four Corners Honor Choir (Auditioned)**

Grades 6<sup>th</sup> - 9<sup>th</sup>  
Fall Semester  
Scheduled in spring meeting

### **NWNMMEA Instrumental Solo & Ensemble**

Grades 6<sup>th</sup>-12<sup>th</sup>  
Spring Semester  
Scheduled in spring meeting (based on  
interest of event)

### **NWNMMEA District Honor Band (Auditioned MS & HS)**

Grades 6<sup>th</sup> - 12<sup>th</sup>  
Fall/Spring Semester  
Scheduled in spring meeting

### **NWNMMEA Large Group (Instrumental) MPA**

Grades 6<sup>th</sup> – 12<sup>th</sup>  
Spring Semester  
Scheduled in spring meeting

### **NWNMMEA String Festival**

Grades 7<sup>th</sup> - 8<sup>th</sup>  
Spring Semester  
Scheduled in spring meeting

### **NWNMMEA Choral MPA**

Grades 6<sup>th</sup>-12<sup>th</sup>  
Spring Semester  
Scheduled in spring meeting

### **NWNMMEA Jazz Band MPA**

Grades 6<sup>th</sup>-12<sup>th</sup>  
Spring Semester  
Scheduled in spring meeting

## GENERAL INFORMATION

### Classification

Large ensembles (Bands, Orchestras and Choirs) desiring to participate in NWNMMEA events are subject to the following classifications according to the enrollment (ADA) of their schools as certified by the State Department of Education on the 40-day of school of the current year. This enrollment must be included on festival day adjudication forms.

#### High School (follow NMAA classifications)

Class 5A (1300+)  
Class 4A (550-1299)  
Class 3A (235-549)  
Class 2A (100-234)  
Class A (0-99)

#### Middle Schools (if used)

Class 3C – 650 and Higher  
Class 2C – 250-649  
Class C – Up to 249

#### Elementary Schools (if used)

Class 3D – 650 and Higher  
Class 2D – 250-649  
Class D – Up to 249

1. No member of a band or orchestra large ensemble 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. However, middle school and junior high students may perform with a high school ensemble without affecting the middle school or 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 that utilize students from another school must add the other school's enrollment from the other school to their official enrollment.

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### **Student Eligibility Requirements for NWNMMEA Event Participation**

- NWNMMEA will recognize all of its events as co-curricular activities to participate in. Co-curricular activities are to be viewed as an extension (not a requirement) of an elective/specials course. Discretion is left up to the participating director for GPA/grades, level of performance, and overall attendance within their course to determine a student's ability to participate. Extra-curricular eligibility and/or NMAA eligibility does not apply to NWNMMEA events.
- NWNMMEA member schools (and their respective admin) may establish and administer eligibility rules which exceed the above co-curricular standard set forth.

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### **Entry/Venue Requirements**

- Directors teaching in the NWNMMEA district must be active members of NAFME in order for their groups/students to be allowed to participate in NWNMMEA activities.
- Entries will only be accepted on official forms which can be found on the NWNMMEA website at <https://www.nmmea.com/districts/northwest/entry-forms/>
- Section Vice Presidents will moderate the event entry forms

- An adjudication form including classification and titles of selections being performed and their composers must be completed and duplicated for each judge. Forms are available at <https://www.nmmea.com/districts/northwest/adjudication-forms/>
- All events for the coming year will be voted on by the membership at the spring meeting.
- 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**

- All registration deadlines to be determined by section VP's. When registration has closed, it is highly discouraged to re-open registration due to the lack of a director's personal responsibility.

**Disqualification**

- The site/event chair will screen all official entries. Entries can be pre-screened by request of the NMMEA Assistant Executive Director. If any entry fails to meet NWNMMEA or requirements as listed herein, the appropriate Vice President will notify the director immediately so that the problem can be corrected.
- Failure to comply with NWNMMEA requirements will result in a disqualification. The site chair in conjunction with the current, sitting VP will make the decision as to whether or not the group will be allowed to perform.
- The site chair will return disqualified entries to the director with a letter of explanation signed by the appropriate Secretary and the District President, with the exception of choir.
- For any out-of-state ensembles desiring to participate in a NWNMMEA events, that director must be active with their NAFME membership at the time of the event.

**Ratings and Awards**

- MPA and Solo/Ensemble event ensembles and/or participants 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)
- NWNMMEA will furnish awards for all participating ensembles, soloists and ensemble members earning Division I Ratings.
  1. Division I and II ratings for Soloists and Ensemble members will receive a ribbon, medal or certificate.
  2. Large groups at MPAs will receive a trophy or plaque for earning a Division I rating in Marching, Concert, Jazz, and/or Sight-Reading.
  3. Marching Band MPA may have additional caption awards based upon performance.

4. Bands earning Division I ratings in Marching, Concert, Jazz and Sight-Reading will receive a Sweepstakes Trophy or Plaque.
- All final results, ratings, and awards may be picked-up from the hosting director or NWNMMEA secretary, VP or President.
    - o Final festival results will be shared to NMMEA and may be shared out to participating directors of the festival.
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### **Judges/Clinician**

- Any desired judges for NWNMMEA events will be nominated, voted on and approved in their respective section meetings
  - The section vice president or his/her designee will contact and hire the judges. The list of nominees and the outcome of the voting shall be included in the meeting minutes.
  - No selected judge should have adjudicated for the same section's event(s) in the same position two years in a row. There should be at least one full school year in between the selection of the same judge in the same position.
  - Section treasurers must send and collect a W-9 form prior to payment of a judge/clinician at the conclusion of an NWNMMEA event. W-9 forms will be sent to the NMMEA Executive Committee at the conclusion of the current school year upon request.
  - As of 2024, judge/clinician pay rates for NWNMMEA are as follows:
    - o Band
      - Honor Band - \$250/service
      - Large Group MPA - \$200/day
      - Marching Band MPA - \$200/service
      - Mileage - \$.50/mile
    - o Choir
      - Solo & Ensemble - \$150/service
      - Honor Choir - \$200/day
      - MPA - \$400/service
      - Mileage - \$.40/mile
    - o Orchestra
      - String Festival/Clinic - \$8/student fee
      - Mileage – Sliding Scale
    - o Jazz
      - Jazz MPA - \$200/service
      - Mileage - \$.50/mile
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### **NWNMMEA Event Fees**

- All fees shall be reviewed by the membership at spring/fall meetings as necessary.
- 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 section

secretary/treasurer. 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.

- A director has up to 10 calendar days prior to a festival to cancel participation and still be eligible for a refund of fees paid, with the exception of band. As of Fall 2024, all band fees will be invoiced and paid up front for the year minus honor band and solo & ensemble participation.
- 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/treasurer and site chairperson. The section vice president will evaluate extenuating circumstances regarding cancellations.
- Per state NMMEA regulations, NWNMMEA will adhere to the following fee/participation guidelines:
  - 1) *Each individual NMMEA member shall consider it their professional responsibility to make sure their school's participation fees in every NMMEA District event are paid in full by the end of the semester in which the event took place.*
  - 2) *In the event that a school's participation fees are not paid for any given District event by the end of the academic school year, that school will not be allowed to participate in the next year's District events until past due payments are rectified.*

**Current NWNMMEA Fee Schedule (as of SY 24-25)**

**Band**

NWNMMEA Honor Band - \$250/school (10 or less students)

- o \$25/student after the 10 students is reached (\$5/registration|\$20/participation)

NWNMMEA Marching Band MPA - \$250/ensemble

NWNMMEA Instrumental Large Group MPA - \$250/ensemble

*\*Late fee assessed for Band events - \$25/ensemble*

**Choir**

NWNMMEA Vocal Solo and Ensemble \$10 per student per ensemble/song.

NWNMMEA Choral MPA - \$200 per choir

- o An additional fee may be attached to the entry fee for photos.

NWNMMEA Four Corners Honor Choir - \$25/student

- o Honor Choir also observes a \$2 “at the door” entry fee for spectators.

**Orchestra**

NWNMMEA String Festival - \$10/student

NWNMMEA String Clinic - \$10/student

- o String events observe a \$3 “at the door” entry fee for spectators.

NWNMMEA Instrumental Solo and Ensemble \$5 per student/performance.

- o At Orchestra Solo and Ensemble, an ensemble of 8 or more will be charged a flat fee of \$40.

## **Jazz**

NWNMMEA Jazz MPA - \$250/ensemble

*\*Late fee assessed for Jazz events - \$25/ensemble*

- Secretary/Treasurers will send invoices after registration has been completed. Once an invoice has been sent or postmarked, payment is due in a timely manner. A payment due date may be instated from the treasurer.

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

### **NWNMMEA Marching MPA**

- The Marching Festival site location may be altered by consensus and vote from the band section membership at the Fall or Spring District Meeting.
- The hosting school's director will be the site host. If the host director cannot assume the responsibility, the District Band Vice President, Executive secretary, or a volunteer will be the host at the chosen school location.
- Bands are to be scheduled twenty minutes apart.
- The performance order of bands will be predetermined and agreed upon by all directors and organized by the site host. The site host's marching band will be the final group to perform.
- Each band will have twenty minutes to enter, set-up, perform and exit. Exit will be when the last person steps off the sideline.
- In the event there are less than five performing ensembles able to perform, the marching mpa event may be cancelled through a collective vote by the band section.

#### **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. At this time the twenty minutes will commence.
  2. Band moves to placement for start of the show.
  3. Any auxiliary equipment of percussion, guard or otherwise is set-up.
  4. Announcer welcomes band, reads provided show information, and requests the drum major to start the show.
  5. The performing band completes the show and exits the field. Then the announcer will announce the following band when the twenty minutes are up. The following band in the determined schedule will enter the stadium.
- 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.
  - The host director will provide student/adult monitors for the bands during warm-up and as they travel towards the stadium.
  - Any bands observing in the stands after their performance must sit with their respective schools.
    - o Band students may keep their instruments with them but may not play in the stadium.
  - At the conclusion of the event, a time may be set aside for awards. Awards can be issued out individually to schools.

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### **NWNMMEA Honor Band**

- District Honor Bands will be organized by audition and culminate with a concert.
- District Honor Band will be organized by the district Honor Band Chair. If there is no district honor band chairperson, it will default to the current sitting Vice President to organize accordingly. All communications, needed documentation, and pertinent responsibilities outside of scheduling clinicians and being the site host will be the responsibility of the Honor Band chair.

### **NWNMMEA High School Honor Band**

- Students auditioning for this event must be in grades 9 through 12.
- Audition Music for High School Honor Band – Winds/Percussion
  - o Scales will be: (Memorized)
    - High school scales are the same as the NMMEA All-State audition requirements. Information can be found on NMMEA website.
    - Tempo for major scales is: quarter note = 100 mm
    - Scales may be assigned a tonguing pattern. All players will use uniform articulation.
    - Judging criteria for major scales is tone and accuracy. Playing the scale slower or faster than the assigned tempo will detract from the performance.
    - Chromatic scale is to be slurred with the judging criteria being tone, tempo, and accuracy.
    - PERCUSSION: Any scales assigned will follow the All-State materials & format.
  - o Etudes will be:
    - High School winds & percussion will follow the All-State materials & format.

### **NWNMMEA Middle School Honor Band**

- Students auditioning for this event must be in 8<sup>th</sup> grade or below.
- Audition Music for Middle School Honor Band – Winds/Percussion
  - o The middle school audition material is organized into three sets. Set A, Set B, and Set C.
  - o Each year, the next set will be made available to directors.
  - o Each set for the winds contains four areas audition material:
    - Concert F-Major Scale (1 Octave, tongue 2-slur 2, cut time, half note = 88)
    - Concert Ab-Major Scale (1 Octave, 4/4, quarter note = 88)
    - Concert Bb Chromatic (1 Octave, slurred, cut time, half note = 80)
    - Etude
  - o Each set for the winds is the same for homogenous instruction as desired to implement by the director.
  - o Each set for the percussion contains two areas of audition material:
    - Snare Etude
    - Mallet Etude (matches the wind etude)
  - o Prior to the return back to Set A, a re-evaluation of the current Sets A/B/C will take place to determine the effectiveness and challenge of the sets previously used. Modifications may take place at this point.

### **Honor Band Audition (Recorded)**

- As of 2021, recorded auditions are allowed for middle school and high school. Recordings must adhere to the provided recording instructions from the Honor Band Chair. No at-home recordings will be allowed. Directors must make and monitor all recordings.
- High school audition recordings will follow the All-State procedures and be recorded through OpusEvent. OpusEvent recordings can be taken after the recording is made and shared separately for the district honor band audition.
- In the case of extenuating circumstances such as illness (doctor's excuse) or death in the immediate family, the honor band chair can listen to the student and assign or deny the student a place in the band.

### **Honor Band Audition (Live – MS ONLY)**

- A live audition site will be determined at the spring band meeting. The audition site's director and any other volunteers will help coordinate the live, in-person auditions.
  1. Students will sign-up, in order, at their respective audition room.
  2. Site host/organizer will provide monitors for each audition room.
  3. Monitors must adhere to the following steps:
    - Call out the number of each player performing.
    - Relay questions from the players to the judge.
    - Present numbers to the judge of any discipline problems.
    - Ensure students have their own audition materials from the current set.
    - Make sure the room is in order before and after the auditions
    - Group instructions will be presented at the beginning of auditions or prior to the event via email in order to expedite/control the discipline of the audition procedure.
    - All students will be outside the room. They should get in consecutive order to expedite the procedure of entering and exiting the room.

#### **Adjudication of the Auditions**

- Middle school directors will be the primary adjudicators for the high school auditions
- High school directors will be the primary adjudicators for the middle school auditions
- Any sections not fulfilled for adjudicating may be fulfilled by other qualified adjudicators without conflicts of interest.
- All judging shall follow the current agreed upon rubric provided by the honor band chair
- The judge will total the scores and submit them to the honor chair for organizing.
- Ties are to be broken a judges' discretion.
- Chair order will be selected by highest to lowest scores and posted to directors and students.
- Results will be posted as soon as possible
- Selected sheet music will be distributed promptly by the honor band chair after the posting of results.

#### **Conclusion of Honor Band**

- At the conclusion of honor band, a survey from the honor band chair may be sent out to the clinicians to obtain feedback of the event.
- Additionally, a survey from the honor band chair may be sent out to the participating directors to obtain feedback of the event (as needed).

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

- The Solo and Ensemble Festival site will be decided at the Spring Meeting.
- The festival may or may not be in conjunction with orchestra.
- The site host or designee will do scheduling.
- 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.
- In the event there are less than ten performing solo/ensembles able to perform, the solo/ensemble event may be cancelled through a collective vote by the band section.

#### **NWNMMEA Large Group/Jazz MPA**

- Site location will be determined by consensus and vote of the section at the Spring/Fall District Meeting.

#### **Operating Procedure for Large Group/Jazz MPA**

- The site host will schedule all registered ensembles for the event.
- High school groups will be scheduled in thirty-minute intervals. Middle school/ junior high and below will be scheduled in twenty-minute intervals.
- 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.
- Monitors should be made available by the site host to travel with groups and watch the timing found within the site host's scheduling.
- Each director must provide a seating chart for stage set-up, including desired large percussion.
- The site host must have adequate equipment for all standard percussion or rhythm section needs. Failure to provide adequate equipment may result in a poor performance for an ensemble.
- The host site will provide a set-up crew for the stage. Some members of the performing band such as percussion may assist.
- Set-up will commence as soon as the previous band exits the stage.
- Each performing ensemble will be introduced before performance.
- In the event there are five or less performing ensembles able to perform, the large group mpa event may be cancelled through a collective vote by the band section of directors.

### **Music Selection for Concert/Jazz MPA**

- It shall be the responsibility of each director to comply with these rules.
- Three-year/Junior/Middle high school groups: Two District Festivals must intervene before music selections can be used again.
- Four-year high school groups: Three District Festivals must intervene before music selections can be used again.
- It shall be the duty of the band secretary or vice president to keep a list of the performed musical selections and make it available upon request.
- 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.
- Each director must provide 3 original, music scores for judges of the pieces being performed.
  - o Photocopies of scores 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. For "Permanently Out of Print" selections that don't have the required score(s), a letter stating as such must be included and shared at time of check-in. Any group(s) that provides photocopied scores will perform for comments only.
  - o All groups will perform three contrasting selections of appropriate difficulty. It will be up to the director to select the music the group will perform.
  - o As of 2022, 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. (Ex: Performing two movements from Brian Balmages' *Elements*). The judges will be informed that the director interprets the work in that manner. This may affect the rating by judges' decision.

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**SIGHT-READING RULES AND PROCEDURES**

***(JAZZ BAND DOES NOT SIGHT READ)***

- 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 MPA Festival host prior to the festival.
- All sight-reading music provided must be rated at least one class below the performing group’s classification.
- The adjudicator must be informed of the group’s school classification by the Band Vice President or designee prior to sight-reading in order to help select the appropriate selection for sight-reading.
- For schools that enter more than one ensemble, 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 the School Classification/ Selection Chart as listed below:

**SCHOOL CLASSIFICATION/SELECTION CHART**

ELEMENTARY/BEGINNING BANDS	GRADE/LEVEL 0
MIDDLE SCHOOL BANDS	GRADE/LEVEL 1
1A-2A HIGH SCHOOL BANDS	GRADE/LEVEL 1-2
3A HIGH SCHOOL BANDS	GRADE/LEVEL 2-3
4A-5A HIGH SCHOOL BANDS	GRADE/LEVEL 3-5

- Bands performing for a rating must be sight-read.
- No audience will be allowed in the sight-reading room unless approved by the director and adjudicator. Chaperones are welcome, but may not intervene.
- Sight-reading ratings are not averaged in the final rating nor reported to NMMEA for NMAA state qualification.
- 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.

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**Instructions for Large Group MPA Sightreading**

- The site host should ensure that the sight-reading room has adequate equipment for successful sightreading.
- Prior to the selection and assignment of the Sight-Reading piece to be performed and adjudicated, the Band Director and Sight-Reading Adjudicator will review the level of music the band performed at MPA prior to the Sight-Reading clinic thus allowing the adjudicator to assign the appropriate level of sight-reading music for the performing ensemble.
- After this initial discussion, the Adjudicator will review the SCHOOL CLASSIFICATION/ SELECTION CHART and offer two (2) selections the director may choose from; however, the Adjudicator can overrule the Director’s decision. The final decision will be that of the Adjudicator.
- 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.

- 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.
- 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.
- Once every student has a part. The adjudicator will read each band the NWWNMEA Sight-Reading Script:

***“Directors will have 10 minutes to look over the score. The director may use this 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 10 minutes. Your director may point out keys 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 a instrument. Fingering and audible sounds of fingering including “air band” will not be considered as playing on an instrument. Students may also 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

- The time allotted for study is 10 minutes for all bands.
- The Timekeeper will give you a warning when you have 3 minutes left, the director may request any other warnings.
- 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.
- Failure to comply with the above statement will result in a deduction in score.
- Students may ask questions during the study period.
- The director may use any counting system to describe the music.
- When the time is up, all activity will cease and the band will be allowed to play a scale or chorale as warm-up.
- The band will then sight read the selection.
- 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.
- Bands that stop during sight reading can start again at the most logical place in the music. Bands that stop can have one restart without penalty.
- The sight-reading Adjudicator may address the band before and after the sight-reading performance.
- At the conclusion, students are to return the music to the section first chair. The section first chair 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.
- The monitors will collect all the folders at the end of the group’s sight-reading time and rearrange the music in score order in preparation of the next group.

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## OPERATIONS AND PROCEDURES OF CHOIR EVENTS

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

- The Solo and Ensemble Festival site will be decided at the spring meeting.
  - The site host or their designee will do scheduling.
  - 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.
  - In the event there are ten or less solo/ensembles registered, the solo/ensemble event may be cancelled through collective vote of the choral section.
  - Vocal/Choral music must be memorized.
  - Selections from appropriate genres (Broadway, jazz, folk, art songs) are acceptable to be sung at Vocal Solo & Ensemble. Pop and country selections are not appropriate selections for Vocal Solo & Ensemble. All selections should be school appropriate.
  - 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. & Arr. By Sydney Northcote
    - *Pathways of Song*, Vol. 1-4 (high/low voice) – Warner Bros. – Ed. & 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 Four Corners Honor Choir**

- The Choir division will vote on a date and location for the event during the Spring meeting.

#### **Honor Choir Audition Requirements**

- This event is open for students grades 7-9
- Students must be auditioned prior to the registration deadline by their director. Audition procedures are at the discretion of the director.
- Each school may bring the following designation of voice parts:
  - o 4 sopranos
  - o 4 altos
  - o 4 baritones
- Other schools may fill empty spots. Choral VP will keep a spreadsheet in order to fill those spots.

#### **Operating Procedures**

- All music is required to be memorized prior to the first rehearsal.
  - Eligibility requirements will be left to the director's discretion.
  - Choral VP or designee will select the clinician.
  - Sight host will create the schedule for the event.
  - Music is to be selected by the choir directors at the fall section meeting.
  - Appropriate behavior is expected as this is an honors ensemble opportunity.
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### **NWNMMEA Choir MPA**

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

- In the event there are five or less performing ensembles able to perform, the choral mpa event may be cancelled through a collective vote by the choral section.

## Music Selection for MPA

- Three-year high school programs and junior high/middle school programs: two District Festivals must intervene before a music selection can be used again.
- Four-year high school programs: three District Festivals must intervene before a music selection can be used again.
- 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. Legally obtained E-prints and public domain copies are acceptable.
- 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, musicals) are discouraged. Performing songs from these genres will result in the lowering of the final score by one rating level. *Jazz choirs are invited to perform in the NW District Jazz MPA.* For clarification on questionable musical selections contact the choral vice president or treasurer.
- 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.
- There is an a cappella requirement for all advanced junior high/middle school choirs and **all** high school choirs. Beginning junior high/middle school choirs are exempt from the a cappella requirement. Choirs not singing an a cappella piece will have their division rating lowered by one level.

## Operating Procedure

- 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.
- 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.
- 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.
- Choirs will be scheduled in 20-minute intervals. All choirs that perform at the MPA will have a 20-minute sight-reading clinic with one of the judges.
- A choir being unruly during a performance at MPA will have their score lowered by one rating level. Complaints made by teachers or adult monitors will be turned into the site host. Monitors throughout the day will make warnings.
- All performing choirs will receive a rating.

## Sightreading Rules and Procedures

### • Implementation & Materials:

- All districts will use **UIL sight-singing materials** for MPA but can adapt them as needed (e.g., changing the number of parts required for an ensemble). However, this does not permit modifying the music itself or selecting only certain parts to perform from a chosen piece. Changes must be decided beforehand, but the *level of difficulty is left to the director's discretion this year (2025)*.
  - *For our transition year, this 2025 year, we are allowing the use of previous sightreading materials as an option alongside purchased UIL selections*
- Directors select the most appropriate level for their ensembles, the lowest level option per ensemble will be decided at the spring meeting.
- **Standardized Procedures:**
  - 1 minute – Director studies the score
  - 5 minutes – Ensemble Preparation
  - 1<sup>st</sup> Performance (Adjudicated, piano reduction allowed). No stopping/restarting.
  - 2 minutes – Error correct (piano reduction allowed)
  - Final Performance (Adjudicated, acapella only) No stopping/restarting.
- **Process Guidelines:**
  - Students **can sing** and use **hand signs** during preparation.
  - Directors **cannot sing** but can use hand signs for error correction.
  - Directors **may** use hand signs in **limited, reasonable amounts** for error correction during performance. The Adjudicator will ensure that the director's use is appropriate.
- **Piano Use Rules**
  - **Allowed for key establishment:**
    - Scale, arpeggio, and starting pitches at the beginning of prep **and** each performance.
  - **Allowed for playing the full piano reduction:**
    - During the **1st performance** and **error correction time**.
  - **Not allowed for:**
    - Playing individual vocal lines.
    - The **final performance** (must be a cappella).
  - **Accompanist options:**
    - Districts may **provide an accompanist**.
    - Directors **can bring their own accompanist** or **play themselves**.
    - Directors **may choose not to use piano** for the initial run-through.

#### **Accommodations & District Autonomy:**

- Directors must request **IEP/504 accommodations** in advance, due at the time of registration.
- Each district determines sight-singing levels, classifications, and voicing requirements. We will determine these levels at the next closest meeting.

## **OPERATIONS AND PROCEDURES OF ORCHESTRA EVENTS**

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

- The Orchestra Solo and Ensemble Festival site will be decided at the Spring Orchestra Section Meeting.
- The festival may or may not be in conjunction with band.
- The site host or designee will handle scheduling.

- 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.
- 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.
- A single copy of the score of the performance piece is encouraged to be brought for the judge, but is not required.

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### **NWNMMEA String Festival**

- District String Festival will be organized by audition and presented in concert/clinics.
- Music selection will include appropriate string selections for each String Festival as chosen by all orchestra directors.

### **ENFORCEMENT**

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

NWNMMEA Handbook Revised, September 2024

# 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 collaboration, 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 and must be current members of NAFME.

## 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 and Orchestral 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 of even numbered years. The Secretary-Treasurers shall be elected in the spring of odd 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 and Orchestral 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.

**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 SECTION VICE-PRESIDENTS – The Vice-President will preside at all section meetings and shall:

- Take care of all correspondence concerning all District events
- Hire all clinicians and adjudicators
- Appoint a festival or clinic chairman at the host school to take care of local arrangements

SECTION 3 SECTION SECRETARY-TREASURERS – The Secretary-Treasurer shall:

- Keep accurate records of all section business transacted by the individual sections of this Association
- Issue all contracts and financial forms to clinicians and adjudicators
- Handle all financial transactions of the section
- Present regular financial reports

**ARTICLE II OFFICIAL DISTRICT EVENTS**

The NWNMMEA Operating and Organizational Manual shall become a part of 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 of the school year in which the obligation occurred. Violation of the final payment date may result in restriction of future events until payment is made.

NWNMMEA will strive to follow all NMMEA Financial Guidelines to the best of the organization’s ability as set forth.