

*Arkansas School Band and Orchestra Association*  
(Affiliated with the Arkansas Activities Association)



# Constitution and Bylaws And Handbook for Directors

(Rules & Regulations for Student Participation)

Revised January 2015

# CONSTITUTION AND BY-LAWS RULES AND REGULATIONS GOVERNING PARTICIPATION IN INSTRUMENTAL MUSIC

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# **ARKANSAS SCHOOL BAND AND ORCHESTRA ASSOCIATION**

## **CONSTITUTION**

Revised 1997 – Updated 2005

### **ARTICLE I**

#### **Name**

The name of this organization shall be "The Arkansas School Band and Orchestra Association".

### **ARTICLE II**

#### **Purpose**

The purpose of this organization shall be to:

1. Stimulate interest in instrumental music.
2. Promote leisure time interest which may be continued beyond school years.
3. Encourage good fellowship and sportsmanship between member bands and orchestras through the promotion of tournament activities.
4. Bring before education authorities the work of the Association in order that the value of instrumental music study and training be clearly recognized.
5. Develop a desire for good music.

### **ARTICLE III**

#### **Membership**

SECTION A. ACTIVE MEMBERSHIP: Any high school, junior high, middle or grade school band or orchestra is eligible for membership, provided the school has paid the school participation fee, and is a member of the Arkansas Activities Association.

SECTION B. ASSOCIATE MEMBERSHIP: 1. Any college instrumental music teacher or director in the state of Arkansas shall be eligible to hold an Associate membership Association upon payment of dues of Associate membership. Former teachers, music supervisors, private teachers and others interested in instrumental music in Arkansas are also eligible for membership. 2. Associate members shall enjoy all rights and privileges of the Association with the exception of the right to vote, to hold office, to committee membership, or to enter his/her band/orchestra and/or students festivals, contests, assessments, or clinics sponsored by the Association.

SECTION C. INDIVIDUAL MEMBERSHIP: In schools where there is no string program, orchestral string players who are not members of an ASBOA band, must pay an individual membership each year to be eligible to participate in ASBOA sponsored events. All rules and regulations apply to the student. A director/teacher in that school must declare responsibility for the student including registration and the filing of all forms and entry fees.

SECTION D. SUSTAINING MEMBERSHIP: Sustaining memberships are available to firms and representatives of firms upon payment of the dues of Sustaining membership.

SECTION E. Membership dues shall be payable on or before September 15 each year (delinquent after September 30). (Revised 1996)

### **ARTICLE IV**

#### **Officers**

SECTION A. The officers of the Association shall be: President; First Vice-President; Second Vice-President; Executive Secretary-Treasurer; and a Parliamentarian who shall serve as Chairman of the Constitution and By-Laws Committee and Rules Committee.

SECTION B. The Executive Board of the Association shall consist of the officers named in Section A of Article IV, three Members-at-Large, the Chairperson of each of the nine regions, the Orchestra Chairperson, the Immediate Past-President, the Chairpersons of the North and South Orchestra Regions and the Executive Advisory Committee. (ABA 2004)

SECTION C. The officers and members of the Executive Board shall be chosen at the Annual Meeting by a majority vote of the members present, with the exception of the Region Chairmen, who shall be elected by a majority vote of the members present at their respective region meetings. The State Orchestra chairperson will be elected by the state orchestra directors at their annual All-State meeting at the ASBOA convention. (ABA 2004)

SECTION D. The terms of office for the officers shall be for one year, or until their successors are elected and have qualified, with two exceptions: (1) the office of Parliamentarian shall be for a three year term; this officer shall be appointed by the President, with the concurrence of the Executive Board; (2) The Executive Secretary Officer shall be selected and evaluated by the Executive Advisory Committee. This committee will recommend the terms of employment for the Executive Secretary Officer to the Executive Board and the membership. The term of office for the Members-at-Large and the State Orchestra Chair shall be for one year, or until their successor has been elected and qualified. The term of office for Region Chairmen shall be for two years, or until their successor has been elected and qualified. (ABA 2004)

SECTION E. Installation of newly elected officers and members of the Executive Board shall take place following their election at the Annual Meeting. (Revised 1996)

Orchestra Region and State Chair duties will begin on March 1. (ABA 2004)

SECTION F. An Executive Advisory Committee will select and evaluate the ASBOA Executive Secretary Officer. This committee will consist of the current ASBOA President, the Immediate Past President, and five additional Past Presidents to be selected in the order of the most recent service as ASBOA President until five posts are filled. Each year, the member with the least recent service as President will rotate off the committee and the new ASBOA President will be added. (Revised All-State 2000)

### **ARTICLE V**

#### **Meetings**

SECTION A. Annual Meeting: The Annual Meeting of the Association shall be held each year in connection with the meeting of the Arkansas Bandmasters Association. The time and place shall be designated by the President.

SECTION B. Special Meetings: Special meetings may be called by the President with the approval of a majority of the Executive Board, or at the request of not less than thirty (30) qualified delegates. (See Article VI-Section C).

## **ARTICLE VI**

### Legislation

SECTION A. The legislative power of the Association shall be vested in a legislative assembly to be composed of not more than one (1) delegate from each member band or orchestra. Changes in fees and dates must be authorized by a ballot vote, signed by the principal or superintendent and the band/orchestra director. (Revised 1990)

SECTION B. The legislative assembly shall have the power to: 1. Elect officers and members-at-large of the Executive Board for the ensuing year; 2. Vote on policies proposed by the Executive Board; 3. Propose and enact legislation and transact other business as may be required or provided for in the Constitution and By-Laws. (Revised All-State 2000)

SECTION C. Delegations: The term "delegation" shall be defined as principal or superintendent, or band or orchestra director, or an adult holding written authorization from the principal or superintendent of the school which he/she represents. Each qualified delegate shall be entitled to one (1) vote.

SECTION D. Quorum: A quorum in the legislative assembly shall consist of not less than thirty per cent (30%) of the delegates from member bands or orchestras who are registered to attend the convention at which the meeting is held. (ABA 2005)

SECTION E. Any legislation that will directly affect only All-State Orchestra auditions/All-State Orchestra or only BOTH North and South Region Orchestra auditions/All-Region orchestras must be presented at the joint North and South Region Orchestra meeting that is held at the ASBOA All-State convention each year before being sent to the Summer Board Meeting. Likewise, legislation that affects only All-State/All-Region Band auditions and All-State/All-Region Bands must come from a band region. (ABA 2004)

## **ARTICLE VII**

### Elections

SECTION A. Nominations: On or before the day of the Annual Meeting the President shall appoint a nominating committee of not less than three (3) members. This committee shall prepare and submit to the meeting the names of candidates for President; First Vice-President; Second Vice-President; and four Members-at-Large of the Executive Board. Further nominations may be made from the floor. (Revised 2013)

SECTION B. Elections: Elections may be by ballot, voice or by rising and a majority vote shall elect. In case there is a single nominee, rules may be suspended with the consent of two-thirds majority of the members present, and the Secretary instructed to cast a unanimous vote. (Revised 1996)

SECTION C. Ballots: Ballots taken by mail must have both an affirmative and negative option for voting.

## **ARTICLE VIII**

### Vacancies

SECTION A. The President, with the approval of two-thirds of the Executive Board, may make appointments as required to fill a vacancy in any office in the Executive Board or on any standing or special committees. Such appointees shall hold office for the unexpired term or until their successors are elected or appointed in accordance with the provisions of the Constitution and By-Laws.

## **ARTICLE IX**

### Committees

SECTION A. The Clinic and Festival Committee shall have charge of Clinics, Festivals, Contests and Assessments sponsored by the Association. This Committee shall be composed of nine Region Chairmen and Orchestra Chairman. The Chairman of this Committee shall be the First Vice-President of the Association.

SECTION B. Additional standing or special committees may be appointed by the President.

SECTION C. Standing or special committees whose duties are related to organizing and/or operating ASBOA sponsored events should work under the auspices of the Clinic and Festival Committee. (Revised 1996)

SECTION D. The five officers and the Immediate Past-President of the ASBOA shall serve as an advisory committee to the Arkansas Activities Association. Their function shall be to serve as liaison for the ASBOA, recommending legislation and coordinating activities.

## **ARTICLE X**

### Amendments

SECTION A. This Constitution may be amended at any regular meeting by the approval of two-thirds of the official delegates present, provided that the proposed amendment, or amendments, shall have been submitted to the Executive Board fifteen (15) days prior to such meeting.

SECTION B. Membership should be notified of proposed changes in the Constitution eight days in advance of the regular meeting. (Revised 1996)

SECTION C. If the Board feels that the matter is urgent, they may request that the amendments to the Rules and Regulations Governing Student Participation become effective immediately with the approval of two-thirds majority of the members present. (Revised 1996)

## **ARTICLE XI**

### Articles of Organization

FIRST: Said organization is organized exclusively for educational purposes, including for such purpose, the making of distributions to organizations that qualify as exempt organizations under Section 501 © (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

SECOND: No part of the earnings of the Arkansas School Band and Orchestra Association shall inure to the benefit of, or be distributed to, its members, Executive Board Officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions on furtherance of the purpose set forth in the First Section hereof. No substantial part of the activities of the Arkansas School Band and Orchestra Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution or statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by an organization or corporation, contributions to which are deductible under Section 170 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

THIRD: Upon the dissolution of the Arkansas School Band and Orchestra Association, the Executive Board shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all of the assets of the organization, exclusively for educational purposes as shall at that time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any of the assets not so disposed of shall be disposed by the Court of Common Pleas in the county in which the offices of the Arkansas School Band and Orchestra Association is then located exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operate exclusively for such purpose.

## BY- LAWS

### ARTICLE I

#### Duties and Powers of Officers

##### SECTION A. President

1. Preside at all meetings of the Executive Board and the Association.
2. Enforce the observance of the Constitution and By-Laws.
3. Call all regular or special meetings as provided in the Constitution.
4. Exercise general supervision of the affairs of ASBOA.
5. Appoint committees and serve as ex-officio member of all committees, except the nominating committee.
6. In consultation with the Executive Board, prepare the agenda of the Annual Meeting of the ASBOA, and the Executive Board Meetings.
7. With the concurrence of the Executive Board, have the authority to take action or decide cases of emergency when immediate action or decision is necessary in the interest of ASBOA.
8. Conduct all voting, either by general meeting, Board Meeting, poll by mail, poll online, or poll by telephone. (ABA 2005)
9. Supervise clinics and festivals to insure proper progress, and follow up to see that all are properly recorded.
10. When in the case of emergency the President must act on his own concerning Association affairs, he/she should obtain the approval of the Association as soon as possible thereafter.

##### SECTION B. First Vice-President

1. Perform all duties of the President in the event of absence, disability or resignation, of the President.
2. Assist the President in matters pertaining to the administration and direction of affairs of the ASBOA.
3. Serve as Chairman of the Clinic and Festival Committee, and as such, take full charge of all clinics, festivals, etc., and conduct them according to the provision in the Handbook.

##### SECTION C. Second Vice-President

1. In the event of absence, disability or resignation, of both the President and First Vice-President, perform all duties that would properly devolve upon the President in matters pertaining to the administration and direction of the affairs of the ASBOA.

##### SECTION D. Executive-Secretary

1. Keep the official records of this Association and of the Executive Board.
2. Conduct official correspondence and maintain liaison between the Executive Board and the membership, and the Arkansas Activities Association.
3. Furnish such materials, awards and forms necessary to carry on the business of the Association.
4. Bring to the attention of the Officers, Executive Board and membership any matters pertaining to the welfare of the ASBOA.

##### SECTION E. Treasurer

1. Be the custodian of all funds of the ASBOA (under surety bond).
2. Pay all bills in accordance with instructions of the Executive Board.
3. Have records present at all meetings of the ASBOA Board and membership.
4. Prepare an annual report of receipts and disbursements, and funds on hand, for the Annual Meeting each year.
5. Acquire office equipment for the Association, as necessary.

##### SECTION F. Parliamentarian

1. See that all state meetings are carried out in a business-like manner, according to accepted parliamentary procedures as outlined in Robert's Rules of Order.
2. Be thoroughly familiar with all of the rules and regulations contained in the ASBOA Handbook. He/she shall serve as Chairman of the Constitution and By-Laws Committee and Chair of the Rules Committee.

##### SECTION G. Orchestra Chairman

1. Organize Region and State auditions for the All-State Orchestra; secure judges, physical facilities, and inform all members.
2. Coordinate All-State string activities with the ASBOA Clinic and Festival Chairman.
3. Be responsible for delegating authority for all equipment, publicity, rehearsal facilities, programs, guest conductors, music, and any other arrangements for region and state string events.
4. Lend all necessary assistance to the host for that particular activity.
5. Be responsible for promptly informing all members of the Orchestra Division of ASBOA when these activities and decisions would affect the entire organization.
6. Insure that all string players meet ASBOA requirements (See Constitution, Article III Section C)

##### SECTION H. Region Chairmen

1. Organize and announce all Region Meetings. It is suggested that meetings be called in May and August, as well as any other time deemed necessary.
2. Oversee all Regional events including region marching and front line events, junior and senior clinics and tryouts, solo-ensemble assessments, concert assessments and any other sanctioned event. Insure that all participants meet ASBOA requirements.
3. Region meetings that have been announced for two weeks are to be attended by the member directors. If a director is absent, the school administration shall be notified of the absence and of what transpired at the meeting. (Send a copy of the minutes with a list of those who were in attendance and those who were absent.)
4. Secure host directors for region events and give specific instructions to the host as to his/her responsibilities for the organization for that event.
5. Secure clinicians for region clinics.
6. Secure judges for region marching band assessments. (ABA 2007)
7. See that the judges have a copy of the judging standards and instructions, and that they fully understand the content of the rules.

8. See that the Region establishes a bank account with proceeds from the junior and senior clinics. Any amount exceeding \$200.00 should be sent to the ASBOA Treasurer by June 15 each year. (Revised 1997) Make sure that financial reports for junior and solo-ensemble assessments and the region concert assessment have been made up and copies sent to the ASBOA Office, the AAA Office, and the principal of each participating school.
  9. Be responsible for the payment of all expenses incurred by the region in which you serve.
  10. Keep an accurate file of all region events, activities and meetings to pass on to the next Region Chairmen.
  11. Represent the region in all ASBOA Executive Board meetings, inform your region of all Board recommendations, and report from Board all legislation desired.
  12. Report all students that qualify for All-State auditions, and all organizations that qualify for state competition. This is to be done immediately after the events are completed. Information is to be sent to the ASBOA Office.
  13. (a) Keep region directors informed as to dates, schedules, and other information.  
(b) Maintain close liaison with the Executive-Secretary on all matters related to the best interests of ASBOA.
  14. All Region Chairs will be elected for a period of two years. Regions I, III, V, VII, and IX will hold elections on odd numbered years and II, IV, VI, and VIII on even years. (Revised 1996)
- The North Orchestra Region Chair will be elected at the All-State Clinic by a majority vote of the North Region members on odd numbered years. The South Orchestra Region Chair will be elected at the All-State Clinic by a majority vote of the South Region members on even numbered years.

## **ARTICLE II**

### Duties and Powers of the Executive Board (Including "Due Process" Procedures)

SECTION A. The Executive Board of ASBOA shall cooperate with the President in the administration and direction of the affairs of the ASBOA, as provided in ARTICLE I, Section A of these By-Laws.

SECTION B. The ASBOA Rules Committee with the Executive Secretary and the Executive Board shall interpret the Constitution and By-Laws.

SECTION C. This section provides for all necessary steps in matters of rules violations, investigation, and appeal procedures for member schools and member directors of ASBOA.

### **DUE PROCESS PROCEDURES – VIOLATIONS, APPEALS AND PENALTIES**

#### **RULE 1: REPORTING VIOLATIONS**

Any authorized representative of a member school may file a complaint against any school or school representative for a violation of the rules and regulations of this association. Such complaint shall be filed with the ASBOA Executive Secretary in writing within 5 working days after the discovery of the violation. Upon receipt of a complaint, the ASBOA Executive Secretary shall make an investigation of the charges contained in the complaint within a reasonable time.

#### **RULE 2: NOTIFICATION AND INVESTIGATION**

- A. After investigating the complaint, the ASBOA Executive Secretary and Rules Committee shall notify the school's authorized representative of the alleged charges of violations of the rules and regulations in writing or by telephone in such language that the charged party (school or representative) shall have disclosure of the alleged acts of misconduct or impropriety constituting the alleged violation of the rules and regulations of the association. It shall not be necessary or required that the ASBOA Executive Secretary disclose the name(s) of the person(s) making the complaint.
- B. When a written notice is given by the ASBOA Executive Secretary, it shall be served by certified mail and shall be mailed to the school address of the charged party(ies). The involved party(ies) will be asked to respond to the Executive Secretary in writing within 10 days regarding the alleged violations. The involved party(ies) may also request a hearing to present evidence regarding the alleged violations. The ASBOA Executive Secretary will notify the involved party(ies) of the time and place set for a hearing of the charges.
- C. The ASBOA Executive Secretary and Rules Committee shall review the evidence presented in writing or at a hearing and at the conclusion issue a written finding and recommended order.
- D. Any oral or documentary evidence, not privileged, may be received if it is of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs.
- E. The findings and recommended order of the ASBOA Executive Secretary and Rules Committee shall be served upon the charged party(ies) by certified mail in the same manner required for notice of investigation or a hearing. Unless a written objection and request for appeal is received by the ASBOA Executive Secretary within 10 working days of the mailing of said recommended order, the recommended order shall be final. If time is of the essence, a written objection and request for appeal may be required in fewer than the allotted 10 working days.
- F. If a school accepts a suggested penalty after receiving the notice of alleged charges of violations, no further hearing shall be necessary.

#### **RULE 3: PROCEDURE FOR APPEALS**

Any authorized representative of a member school or student (parent) may appeal a decision, opinion or recommended order given by the ASBOA Executive Secretary and Rules Committee, either oral or written, and such appeal shall be made in writing by certified mail. An appeal on behalf of a student by the parents shall be filed through the school's authorized representative.

After receiving the written appeal, the ASBOA Executive Secretary shall:

- A. Notify the president of the ASBOA of said appeal.
- B. And,
  1. If time is of the essence, the president shall within a reasonable time, appoint a hearing subcommittee of the ASBOA Executive Board of not fewer than five members which shall convene for the purpose of conducting a hearing of the appeal with the reasonable notice to the party(ies) involved.
  2. If time is not of the essence, the appeal shall be heard by the ASBOA Executive Board at a regular meeting. The procedure for notice of such hearing shall be the same as for a subcommittee hearing.
- C. Notice of the time and place of such hearing shall be served upon the appealing party(ies) by certified mail. An administrator of the involved school should be present at the hearing. The appealing parties may be represented by legal counsel provided the ASBOA Executive Secretary is notified at least 24 hours prior to the scheduled hearing.
- D. Within ten (10) working days after the conclusion of any hearing, the ASBOA Executive Secretary shall notify all parties of the committee's or board's decision.
- E. Then, in the event the appealing parties are dissatisfied with the decision of the ASBOA hearing subcommittee or Executive Board, an appeal to the Executive Director of the Arkansas Activities Association may be had by serving written notice of appeal upon the ASBOA Executive Secretary. The Executive Director of AAA will follow the Due Process Procedures outlined in the current Arkansas Activities Association Handbook.

#### RULE 4: PENALTIES

Except for fines authorized in other sections of the bylaws, a violation of any rule or regulation, mandatory or prohibitory, contained in either the bylaws or the constitutions of the Arkansas School Band and Orchestra Association or the Arkansas Activities Association, or any amendment enacted, by any member school or a representative of such school shall subject the school or the representative, through action against the school, to one of the following penalties, depending upon the severity of the violation: Warning, Probation, Suspension, or Expulsion. Any further violations during a penalty period shall subject the school or individual to a more severe penalty. If a violation occurs during a non-participating time period other penalties may be imposed.

A. **WARNING:** A school may be forced to forfeit all ratings or awards (Concert, Sight-reading and/or Marching) received during the period of violation. The school may compete for a rating, or award during this period.

#### B. PROBATION:

1. A school shall forfeit all ratings or awards received during the period of violation. The school may not compete for ratings or awards during the time period it is placed or continues on probation. Such penalty may extend up to a year (365 days) from the date of violation but the school may participate in ASBOA sanctioned events and competitions without being eligible for ratings or awards.

2. As an alternative, the school may reduce the penalty of probation to a warning by suspending a school employee or student causing the violation for a length of time designated by the ASBOA and for duties or privileges of attendance, supervision, teaching, practicing or playing in the instrumental area involved. However, suspension of such individuals shall not exceed the time prescribed for the probation or warning period.

#### C. SUSPENSION

A school shall forfeit all ratings or awards received during the period of violation. The school may not participate in ASBOA sanctioned activities, such as region, state, or any invitational festivals, contests and assessments during the schedule nor participate in any invitational, district, or state events during the suspension period.

#### D. EXPULSION

A school shall forfeit all festival, contest, and/or assessment ratings and awards during the period up to one year of the violation. The band, orchestra, or individual may not participate in any interscholastic activities after it has been expelled. **NOTE:** The ASBOA Executive Board or Executive Secretary and Rules committee shall recommend expulsion to the Arkansas Activities Association Governing Body, which shall have the exclusive power to expel a school from the Association. This action requires a two-thirds majority vote of the AAA Governing Body.

E. In the event a penalty specified in paragraphs A-D above requires a forfeiture of rating or placement, the offending participant shall forfeit future ratings or awards requiring a specific rating or placement in the area of violation.

F. An action agreed upon shall be incorporated in the minutes of the following meeting of the ASBOA Executive Board. (Revised ABA 2001)

### ARTICLE III

#### Clinics and Festivals

SECTION A. All Clinics and Festivals sponsored by this Association shall be under the management of the Clinic and Festival Committee, subject to the rules and regulations prescribed by the Association, and distributed to the membership in printed form. (See Rules and Regulations, Student section of this Handbook).

### ARTICLE IV

#### Suspensions

SECTION A. Any director and/or organization suspended from the Association in accordance with ARTICLE II, Section C, of the By-Laws, may make application for re-instatement. If such application is approved, the suspended director and/or organization shall be entitled to all rights and privileges of participation, provided all fees and obligations are paid.

### ARTICLE V

#### Amendments

SECTION A. The By-Laws may be altered or amended in the same manner as that provided in ARTICLE X of the Constitution, with the exception that the approval of a majority only, instead of two-thirds, will be required. (Note: Proposed amendments must be submitted to the Executive Board fifteen (15) days prior to the meeting, and to the general membership, eight (8) days prior to the meeting.)

### ARTICLE VI

#### Parliamentary Procedure

SECTION A. Parliamentary procedure of business meetings shall be governed by Roberts Rules of Order, revised.

### ARTICLE VII

#### Fees, Dues, Honorariums, Salaries, Wages

SECTION A. Annual School Participation Fee - See Appendix A

Senior High, Junior High, Middle School and Elementary First and Second Bands/Orchestras, Individual Orchestra String Membership (In schools where there is no string program, individual string players who are not members of an ASBOA Band may pay an individual membership fee to be eligible to participate in ASBOA sponsored events. All rules and regulations apply to the student. A director/teacher in that school must declare responsibility for the student including registration and filing of all forms and entry fees.)

SECTION B. Associate/Institutional Membership Fee - See Appendix A

SECTION C. Sustaining Membership Fee - See Appendix A

SECTION D. Director's Individual Membership Fee (Optional) - See Appendix A

SECTION E. Payment of Fees: \*All fees are due and payable according to the Constitution, ARTICLE III, Section E, of the ASBOA Constitution (On or BEFORE September 15, delinquent after September 30). \* See Section IV - E of Rules and Regulations governing student participation "Penalties for late payments".

SECTION F. Salaries and Honorariums

1. The Executive Secretary's Office -- Executive-Secretary and Treasurer - See Appendix A

2. The Executive Secretary will procure exhibitors, make arrangements For all matters related to exhibits (including collecting money and accounting for same), and operate the exhibits during the All-State Clinic. Twenty per cent (20%) of the total exhibit monies collected at the All-State Exhibits will be paid to the Executive Secretary.

3. Social Security taxes are to be paid each month on the Executive Secretary's salary by ASBOA - See Appendix A

4. The outgoing president shall receive an honorarium - See Appendix A

SECTION G. All-State Band and Orchestra Clinicians - See Appendix A

According to Section I. Under Section 6041 of the Code, the ASBOA Office is required to issue form 1099 to recipients of "fees of \$600.00 or more during a calendar year".

#### SECTION H. Wage scale for Adjudicators, Clinicians, Guest Conductors

1. Honorariums -- All figures are the maximum amount to be paid from ASBOA monies. Regions are given the prerogative to pay clinicians more than the set fee as long as the additional monies do not come from student fees.

#### REGION CONCERT ASSESSMENT JUDGES - See Appendix A

The length of time for a judging panel should be limited to an 8 hour day, not to exceed nine hours, in emergencies. Region and State assessment adjudicators judging over a nine hour day will be paid overtime. A judge or clinician, who works any part of a day, shall be paid for a full day.

#### JUNIOR AND SENIOR CLINIC CONDUCTORS - See Appendix A

#### SOLO ENSEMBLE JUDGES - REGION AND STATE - See Appendix A

2. Transportation allowance for adjudicators, clinicians, and ASBOA Officers for officially approved business of the Association - See Appendix A
3. The meal allowance for the above mentioned shall be paid in accordance with provisions of the contract. - See Appendix A
4. The Chairman or Host of an event may stipulate that, as a part of the contract, certain judges travel together or waive full travel reimbursement.
5. Hotel/Motel room expenses only will be paid by the Secretary or Host. The Region, or State, will not be responsible for long distance calls, or any incidental expenses of a judge or clinician.

#### SECTION I. Officer's Expenses - All-State Auditions and Clinic

1. Lodging and four meals at the All-State Clinic auditions for the President, two Vice-Presidents, Orchestra Chairman and Executive-Secretary; a second night's lodging and one meal for the above named officers, if it becomes necessary.
2. One night's lodging and one meal in preparation for the All-State Clinic for the President, two Vice-Presidents, and Orchestra Chairman.
3. All meals, lodging and travel for the Executive-Secretary.

#### SECTION J. Memorials - Resolutions - Illness

Memorial for death in the immediate family (husband, wife, children) or illness of director - See Appendix A

### ARTICLE VIII

#### Selection of Adjudicators and Judging Standards

#### SECTION A. Selection

1. A committee of at least three (3), including the Region Chairman and the host director, shall have the authority to select and contact judges for region events with the exception of Concert Assessment. The ASBOA Executive Secretary is to assign judges for Concert Assessment for all regions beginning with the 2012-2013 school year. (Revised ABA 2011)
2. No adjudicator can judge a relative at region marching assessment, concert assessment, or solo and ensemble festival. (ABA 2007)

#### SECTION B. Principles of Employment

1. A judge should reside outside the region in which he/she is employed to judge. Judges for state concert assessments must reside outside the state.
2. A judge should be currently involved in or retired from teaching, conducting or performing in the field in which he/she is employed to judge. (Revised ABA 2003)
3. A judge must have a college or conservatory background in music.
4. A judge will be required to read those sections of the ASBOA Handbook which apply to his/her assignment.
5. Concert judging shall not be allowed to judge two consecutive years in the same region, nor should they be allowed to judge a region assessment and the state assessment.

#### SECTION C. Judging Standards and Instructions (To be read aloud to the judges before a marching or concert assessment is allowed to commence.) (Revised ABA 2000)

1. The rating system of adjudication will be used for all region and state assessments, with five honor ratings. Each competing soloists, ensemble or organization shall be assigned a rating designating the excellence of its performance, as follows:
  - (a) DIVISION I - (Superior) - Represents the finest conceivable performance for the event and the class of participants being judged, worthy of the distinction of being recognized as being among the very best.
  - (b) DIVISION II - (Excellent) - Reflects an unusual performance in many respects, but not worthy of the highest rating due to minor defects, yet is a performance of distinctive quality.
  - (c) DIVISION III - (Good) - A good performance but one that is not outstanding. The performance shows accomplishment and marked promise, but is lacking in one or more essential qualities.
  - (d) DIVISION IV - (Fair) - A performance that shows some obvious weaknesses. These may reflect obvious weaknesses in complete sections of the ensemble or lack of rehearsal time. (Revised ABA 2008)
  - (e) DIVISION V - (Poor) - A performance which reveals much room for improvement. The director should carefully check his/her methods of instruction.
2. If a judge gives a rating other than Division I, he/she is expected to explain on the comment sheet, what the student, or group, should do to improve the performance.
3. Plus or minus ratings are not to be used for marching, solo-ensemble, concert or sight-reading events at region or state assessment.
4. Once a judge has placed a rating on a sheet the rating may not be changed.
5. The marks placed by the adjudicator in the areas of concern should accurately reflect the ensemble's overall rating. (ABA 2012)
6. (a) Judges shall not confer before ratings are placed on the comment sheets, and those sheets collected for tabulation.
  - (b) Judges shall be allowed to hold a few sheets within each classification at Region and State assessments.
7. Bands and orchestras performing in region assessment may not use the stage (performance area) for warm-up, except for the playing of a scale or chorale. Tuning of instruments should occur prior to entering the stage. In lieu of playing a scale or chorale in the performance area, the orchestra as an ensemble may perform a single tuning note for each open string. All bands and orchestras will warm-up in the warm-up area, perform in the performance area, and sight-read in the sight-reading room during concert assessment for the sake of standardizing what all organizations are expected to do. All bands and orchestras will warm-up in the warm-up area, perform in the performance area, and sight-read in the sight-reading room during concert assessment for the sake of standardizing what all organizations are expected to do. (ABA 2013)
8. Judges shall report any act of discourtesy by a music director to the assessment host, who shall forward the report to the ASBOA Executive Board for action.
9. Judges shall call to the attention of the host any irregularities of procedure on the part of a participant. No rating or comment sheets will be given to a participant who fails to follow established procedures.
10. Solos and Ensembles:
  - (a) Soloists and ensembles may use music with no penalty.
  - (b) Junior and Senior High School Soloists may play with or without accompaniment at Region Assessments.
  - (c) Senior High School soloists MUST play solos with accompaniment at Region level to qualify for State Assessment, and with accompaniment at State Assessment in order to be eligible for a 1st division rating, unless the solo is specified "unaccompanied".
  - (d) Each student is to be judged on performance only and is not to be persecuted because of the inadequacies of a director or the physical surroundings of the event.



**ARTICLE IX**  
Region Policies

Any region having an established set of rules must do the following:

- 1 -- Put the rules in writing and send a copy to the Executive-Secretary to keep on file.
- 2 -- Distribute the rules to the region members prior to the first region event.
- 3 -- Avoid making rules that supersede or conflict with rules set by ASBOA. (Revised 1997)

**ARTICLE X**  
Region Alignment

The State is divided into nine geographical regions, and two orchestra regions. The North Orchestra Region consists of ASBOA Regions VI, VII and VIII. The South Orchestra Region consists of ASBOA Regions I, II, III, IV, V, and IX. (July 2011)

A member school wishing to change their assigned region must:

1. Submit a letter of just cause from their administrator to their current region and the ASBOA office.
2. Be released by a majority vote of the membership of their current region.
3. After being released from their current region, submit the letter of just cause from their administrator and a letter of release from their current region to the region they request to join.
4. Be accepted by a majority vote of the membership of the new region.

The chair of each involved region will submit a letter of action regarding the request to the ASBOA office.

**PART II - ASBOA HANDBOOK**

**RULES AND REGULATIONS GOVERNING STUDENT PARTICIPATION**

**SECTION I - GENERAL INFORMATION**

A. The ASBOA will sponsor each year, under the supervision of the Arkansas Activities Association, the following events:

1. Regional Marching and/or Front Line Assessments
2. Regional Junior High School Auditions and Clinics
3. Regional Senior High School Auditions and Clinics
4. Regional Solo-Ensemble Assessments
5. Regional Concert Assessments
6. All-State Concert Band, Symphonic Band, Symphony Orchestra, and Jazz Band Auditions and Clinics
7. State Concert Assessment
8. State Solo-Ensemble Assessment

B. All Regional events are to be hosted by each individual region, but strictly within the framework of the ASBOA Rules and Regulations.

C. The ASBOA Rules Committee, appointed by the President, will act on questions concerning the Rules and Regulations.

D. The ASBOA Music and Materials Committee will act on questions concerning music requirements for the various events.

E. Any activity of an individual nature (open or closed) that is sponsored by an AAA member school involving only member schools does not have to be sanctioned by the AAA. When state or region activities are scheduled on a corresponding week each year in the By-Laws of the ASBOA, these activities do not have to be sanctioned by the AAA as long as the AAA has a copy of these By-Laws.

F. All changes in the Rules and Regulations pertaining to the loss of school time (dates and sites or fees) shall be referred to the administrator and director for their signature by mail ballot.

G. School Representative (See below) (From the Official AAA Handbook - 1992)

ARTICLE II - ADMINISTRATION OF INTERSCHOLASTIC EVENTS, page 19-20 Rule 3. C, 2

(Refers to superintendent and/or principal) to authorize a full time faculty member of his/her school to be the school representative of the organization representing his/her school unless he/she serves as the school representative, except that for activities involving fewer than six students a responsible adult may be authorized (authorization must be in writing) as the school representative; however, said individual shall not represent more than one school. Such assignment, however, shall not relieve the school and the superintendent or principal of responsibility to the association. \* (This rule in effect 1992-1993) The Region or State chairman, or host of the event, shall notify the administration of any school who violates this regulation for interscholastic events. (Revised 1996)

H. Proposed changes in Rules and Regulations that govern student participation will follow this procedure:

1. Recommendations will be made through Region proposals to the annual summer board meeting. The Region will send the proposals with a vote of the number of members in favor and those opposed. Any region proposal that does not pass at the region level should not be presented, discussed or voted on at the state level. (Revised ABA 2011)
2. Recommendations will be discussed at the summer board meeting and will either be given a recommended "Do Pass" or "Do Not Pass", or may be sent to the appropriate committee or sub-committee for further study.
3. The Committee will report their recommendations on referred matters with any additional proposals to the ASBOA Executive Board Meeting prior to the general meeting at ABA or All-State, or a special called meeting.
4. The Executive Board recommends a "Do Pass" or "Do Not Pass".
5. The recommendation is presented to the full membership for a vote. (Revised 1996)

## SECTION II - ELIGIBILITY

### A. ELIGIBILITY FORMS

1. Each participating school will be required to submit a form certifying the eligibility of all participants. The forms shall be submitted to the Region Chairman once each semester. The Region Chairman shall be responsible for the eligibility of students, for each event in his/her region.
2. Eligibility forms are to be mailed to the Region Chairman by the dated listed as follows: First Semester - September 30 or before first scheduled interscholastic event, whichever occurs first. (ABA 2006) Second Semester – January 31.

### B. GENERAL ELIGIBILITY

1. Any high school, junior high, middle or grade school band/orchestra that is a member of the Arkansas Activities Association shall be eligible for membership in ASBOA upon payment of annual participation fees. (See Constitution, Article III, Section A).
2. A school band, orchestra, soloist, or ensemble may enter a region or state event provided they comply with the following requirements:
  - (a) Must be a member of ASBOA
  - (b) Must have paid participation fees by the specified time
  - (c) Must have paid necessary entry fees by the specified time.
3. Individuals participating in region and/or state events sponsored by the ASBOA MUST BE BONA-FIDE MEMBERS OF A PARTICIPATING ORGANIZATION (THIS INCLUDES SOLOS, ENSEMBLES AND CLINICS). BLOCK SCHEDULING: Students earning a full year credit in one semester are considered eligible for participation with the group in activities throughout the school year. (Revised 1997)
4. The SENIOR HIGH SCHOOL division consists of pupils in the 10th, 11th and 12th grades. (NINTH GRADE STUDENTS may participate in all high school activities EXCEPT senior high school clinics and All-State Bands or Orchestras, provided the principals of both schools agree. (Students in the 7th and 8th grades may participate in the high school band/orchestra, in marching and concert assessment ONLY, PROVIDED THE SCHOOL IS ONE BUILDING-ONE ADMINISTRATION GRADES 7-12, AND THEY ARE REGULARLY ENROLLED AS MEMBERS OF THAT ORGANIZATION).
5. The JUNIOR HIGH SCHOOL division shall consist of only pupils in the 7th, 8th and 9th grades.
6. Students in the sixth grade, or lower, may neither audition for, nor participate in ASBOA Clinics. They may participate in solo-ensemble assessments.

### C. BONA-FIDE STUDENT

A student participating in an interscholastic activity must be a bona-fide student of a school: A bona-fide student is one who has not been graduated from a high school and who is currently enrolled in, and attending regularly, at least four full-credit courses recognized by the State Department of Education. NOTE: A local school may make an exception for a student the last semester of his/her senior year, provided he/she is enrolled in and attending regularly at least one full-credit course, and is meeting all requirements for graduation. (See "Scholarship" - page 17)

### D. AGE

A junior high school student whose 16th birthday is on or before September 1 may not be registered for, nor allowed to participate in, an interscholastic event. NOTE: The year that a student in junior high school becomes too old for junior high school participation, he/she shall be allowed to participate in a senior high school activity, provided the principals of both schools agree. A senior high school student whose 19th birthday is on, or before, September 1 MAY NOT BE ALLOWED to participate in an interscholastic event. Revised 1992, Approved AAA

### E. SCHOLARSHIP

A. JUNIOR HIGH – A student promoted from the sixth to the seventh grade automatically meets the academic eligibility (scholarship) requirements. A student promoted from the seventh to the eighth grade automatically meets the academic eligibility requirements for the first semester. The second semester eighth grade student and the first semester ninth grade student meet the academic eligibility requirements for junior high by successfully passing four (4) academic courses the previous semester, three of which shall be in the core curriculum areas (math, science, English, social studies) as specified by the Arkansas Department of Education's Standards for Accreditation of Arkansas Public Schools. First semester ninth grade students must pass four academic classes to be eligible second semester of the ninth grade. Ninth grade students must meet senior high academic eligibility by the end of second semester in order to be eligible to participate the fall of their tenth grade year.

B. SENIOR HIGH – The requirement for senior high (10-12) eligibility shall include:

- Passing four academic courses; and
- A minimum GPA of 2.0, based on the previous semester.

The student must have passed four academic courses in the previous semester. Any of these four courses for which concurrent high school credit is earned may be from an institution of higher learning recognized by the Arkansas Department of Education. (AAA Handbook 2009)

NOTE: The student must still meet the bona-fide student rule.

Academic courses are defined as those courses that meet the following criteria:

- (a) Is identified in the ADE STANDARDS for accreditation as one of the 38 course offerings, (or)
- (b) Is a definable course for which class time is scheduled and which can be credited to meet minimum requirements for graduation; is taught by a teacher required to have state certification, endorsement or approval in the course, and has a Course Content Guide approved by the Arkansas Department of Education.

### F. SEMESTERS

A student shall be limited to twelve semesters of opportunity for eligibility in grades 7 through 12.

JUNIOR HIGH - a maximum of six semesters in junior high beginning with his/her first enrollment in the seventh grade.

SENIOR HIGH - a maximum of eight consecutive semesters in senior high beginning with the ninth grade. A student repeating either the 7th or 8th grade shall not have the opportunity to be eligible at all during the year that is repeated due to failing.

NOTE: The ninth grade (5th and 6th semesters) are charged against both junior and senior high limitations. Enrollment in academic classes in college does not affect eligibility as long as the student is a bona-fide student of a high school.

#### INTERPRETATION OF "SEMESTERS"

A student who has failed either the 7th or 8th grade may be eligible in the 9th grade for junior high. A student who has failed either the 7th or 8th grade but has made normal progress since entering the 9th grade may be eligible in the 12th grade.

**SECTION III - DATES**  
(Refer to AAA Calendar of Numbered Weeks)

A. Regional Marching and/or Front Line Assessment	17 <sup>th</sup> or 18 <sup>th</sup> Week	K. Region Solo-Ensemble Assessment Regions I-III-V-VII-IX - 37 <sup>th</sup> Week 2012-2014-2016-2018-2020
B. Orchestra Auditions <North and South>	18 <sup>th</sup> Week	Regions II-IV-VI-VIII - 38 <sup>th</sup> Week 2013-2015-2017-2019-2021
C. Orchestra Clinics <North and South>	20 <sup>th</sup> Week	Regions II-IV-VI-VIII - 37 <sup>th</sup> Week 2012-2014-2016-2018-2020
D. Junior Clinic Auditions	23 <sup>rd</sup> or 24 <sup>th</sup> Week	Regions I-III-V-VII-IX - 38 <sup>th</sup> Week 2013-2015-2017-2019-2021
E. Junior Clinics	27 <sup>th</sup> or 28 <sup>th</sup> Week	L. Region Concert Assessment Regions I-III-V-VII-IX - 41 <sup>st</sup> Week 2012-2014-2016-2018-2020
F. Senior Clinic Auditions	28 <sup>th</sup> or 29 <sup>th</sup> Week	Regions II-IV-VI-VIII - 42 <sup>nd</sup> Week 2013-2015-2017-2019-2021
G. Senior Clinics	29 <sup>th</sup> or 30 <sup>th</sup> Week	Regions II-IV-VI-VIII - 41 <sup>st</sup> Week 2012-2014-2016-2018-2020
H. All-State Auditions (band, orchestra, jazz)	31 <sup>st</sup> Week	Regions I-III-V-VII-IX - 42 <sup>nd</sup> Week 2013-2015-2017-2019-2021
I. All-State Jazz Band	33 <sup>rd</sup> Week	
J. All-State Clinic/Music Conference	33 <sup>rd</sup> Week	

**SECTION IV - PARTICIPATION FEES, ENTRY FEES, FINANCIAL REPORTS**

A. PARTICIPATION FEES - To be paid NOT LATER THAN SEPTEMBER 30 or before first scheduled interscholastic event, whichever occurs first (ABA 2006), (due beginning September 15) by each Participating Organization - penalty for late payment - See Appendix A  
Senior High First Band; Second Band; Orchestra  
Junior High First Band; Second Band; Orchestra  
Middle School First Band; Second Band; Orchestra  
First Year (beginning) Middle School or Junior High  
Elementary  
Individual Orchestral String Membership (only for students where there is no orchestra program in the school)

B. ENTRY FEES for all individual and group events - See Appendix A

C. BANK ACCOUNTS - REGION CLINICS COMPETITIONS

Each Region shall establish a bank account with proceeds from clinics and assessments. A financial report is to be filed each year by June 15, and copies to be sent to the ASBOA Office, the AAA Office, and the directors and principal of each participating school. Any amount exceeding \$200.00 is to be sent to the ASBOA Treasurer. (Revised 1997)

D. FINANCIAL STATEMENTS - HOSTS OF EVENTS

1. Each host of the Solo-Ensemble Assessments and the Region Concert Assessments must file a complete financial statement for each of those events within 30 days after completion of the event. Copies of the report are to be sent to the ASBOA Office, the AAA Office, and the directors and principals of each participating school in the region. ALL MONEY, AFTER EXPENSES, from the Solo-Ensemble assessment is to be sent to ASBOA unless handled by the Region Treasurer. (ABA 2013)

2. Hosts of the Region Concert Assessment, or the Region Treasurer, must send the balance after expenses to ASBOA. (ABA 2013) Fifty percent of the region balances of Solo-Ensemble and Concert Assessment will be designated to fund the 2013 increase in the honorarium and meal allowance for All-State clinicians. (ABA 2013)

E. DELINQUENT ACCOUNTS - REPORTS - FEES

1. Failure to submit the ASBOA Participation fee and necessary forms by the deadline, September 30 (due beginning September 15), will result in a late fee and a letter to the school principal and region chairman. (See Appendix A) Only schools whose forms and fees (or an official, signed PO) are in by September 30 will be included in the ASBOA roster. (Revised ABA 2000)

2. Failure to submit both fees (or official, signed PO) and forms by October 15 will result in the band's disqualification for any ASBOA sponsored event for the balance of the school year. (Revised ABA 2000)

3. Failure to submit any region reports, forms, or entry fees by the deadline date (15 days prior to the event) will result in a late fee and a letter to the school principal and region chairman. See Appendix A

4. Failure to submit both forms and fees within seven days after the deadline will disqualify the band's/orchestra's participation at the event in question. (These provisions sanctioned by the AAA Office. Results of a ballot vote of the membership).

5. When paperwork and/or funds are more than 30 days late, the building administrator of the director(s) responsible will be notified. (ABA 2008)

**SECTION V - CLASSIFICATION**

A. The official live enrollment on the 1st day of May of the previous year shall constitute the official live enrollment for the current school year.

B. Any band or orchestra may enter a higher classification than it is required to enter on the basis of enrollment, but no band or orchestra may enter a lower classification.

C. Each band or orchestra shall be composed of pupils of only one school, except that junior high and/or middle school students may play with senior high groups PROVIDED THEY ARE REGULAR MEMBERS OF SUCH GROUPS. (See Eligibility-SECTION II).

D. In schools separated by gender, students will be allowed to combine into one band for ASBOA events. Classification shall be determined by combining the enrollment of the schools involved, and following the standard classification formula. (Revised 1992) All other eligibility rules apply.

E. In cases where one director coops at two or more schools, these groups may be combined for region and state assessments. Classification shall be determined by combining the enrollment of the schools involved, and following the standard classification formula. (Revised 1989) All other eligibility rules apply.

F. Judges are to be made aware of the classification of participating groups by means of printed sheets given to each judge, or taped to the judge's desk at all times. The number of students in each grade used in the band, will be indicated on the all adjudication sheets for assessments.

#### JUNIOR HIGH SCHOOL CLASSIFICATION

Class EEEE-----450 and above  
EEE-----300 to 449  
EE-----150 to 299  
E-----149 and below

FORMULA - Classification is determined by the AVERAGE OF THE TOTAL SCHOOL ENROLLMENT OF ALL GRADES USED IN THE BAND OR ORCHESTRA. THUS, AN ENROLLMENT OF 400 in grade 8 and 350 in grade 9 gives us 750, divided by two (2) (the number of grades used) = 375. The band/orchestra would then be classified as 8EEE, since 8 is the highest grade used in the group. Classification number (7,8,9) is determined by the highest grade used in the organization.

#### SENIOR HIGH SCHOOL CLASSIFICATION

Class AAAAA-----850 and above  
AAAA ----- 450 - 849  
AAA ----- 250 - 449  
AA ----- 125 - 249  
A -----124 and below

Class DD — Second bands or orchestras as chosen by competitive auditions. Class DDD – Third bands or orchestras as chosen by competitive auditions. AAA and AAAAA after the DD or DDD classification indicate classes that DD or DDD feed. (DD-AAA is the second band by competitive auditions at a AAA school; DDD-AAAA is a third band by competitive auditions at a AAAAA school.) Single grade 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade bands that are not designated as second bands will be classified according to the grade used followed by A, AA, AAA, AAAAA. *Example: Class 10 – A band consisting of all 10<sup>th</sup> graders. Class 11 – A band consisting of all 11<sup>th</sup> graders. AAA and AAAAA after the grade indicates classes that the 10<sup>th</sup> or 11<sup>th</sup> grade band feeds. (10-AAA is a tenth grade band at a AAA school; 11-AAAA is an eleventh grade band at a AAAAA school, etc.)* High school organizations may add the letter "C" to their classification during the first two years of the consolidation. *For example: C-1AA, C-2AA – "C" designates consolidation, "1" and "2" designate first or second year of consolidation, "AA" designates classification according to enrollment.* (ABA 2004) Class 7DD, 8DD and 9DD are second bands/orchestras chosen by auditions. (8DD indicates that the eighth grade is the highest grade used). Class D -- Bands or orchestras with students in their first year of training. NOTE: The student, or students, have been playing 365 days or less.

Class N-1, N-2, N-3 - For new programs in existence 3 years or less. (ABA 2013)

Class R-1, R-2 – For schools that are affected or newly created due to restructuring within a school district, 2 years or less

NOTE: See Section I. #10, page 14 for assessment performance order.

#### **SECTION VI - MUSIC REQUIREMENTS FOR REGION AND STATE ASSESSMENT**

A. Each organization is to play three numbers for concert performance in Region and State assessment. Each band must play a march; each orchestra may play a piece from any source in lieu of the march. No two selections may be by the same composer. Music may be selected from the ASBOA or Texas UIL Concert List. If a selection is on both lists, the grade is determined by the ASBOA list. (ABA2003)

B. Sight-reading is required at the region level. (Revised 1997)

C. Each band/orchestra must furnish three scores, with measures numbered, for each selection being played.

D. No duplicated scores may be used for judges at region or state assessments unless accompanied by a permission letter from the publisher. Ensembles with duplicated scores and no permission letter will NOT be allowed to perform and will NOT receive a refund of entry fees. (ABA 2009)

#### SENIOR HIGH SCHOOL

Class AAAAA - One selection from grade IV or above, one from grade III or above, and a march\*.

Class AAAA - One selection from grade III or above, one from grade II or above, and a march\*.

Class AAA - One selection from grade II or above, one from grade I or above, and a march\*.

Classes AA and A - Two selections from grade I or above, and a march\*.

Class 10-AAAA, 10-AAAAA, 11-AAAA, 11-AAAAA - One selection from grade II or above, one from grade I or above, and a march\*.

Class D; DD; DDD: DDDD - Two selections from grade I or above, and a march\*.

Class N-1, N-2, N-3 - Two selections from grade I or above, and a march\*

Class R-1-, R-2 – Selections one grade level leniency from their normal classification and a march\* (ABA 2013)

#### JUNIOR HIGH

Class 9EEEE - One selection from grade III or above, one from grade II or above, and a march\*.

Class 9EEE - One selection from grade II or above, one from grade I or above, and a march\*.

Class 9EE and 9E - Two selections from grade I or above, and a march\*.

Class 8EEEE - One selection from grade II or above, one from grade I or above, and a march\*.

Class 8EEE, 8EE, 8E - Two selections from grade I or above, and a march\*.

Class 7EEEE, 7EEE - Two selections from grade I or above, and a march\*.

Class 7EE, 7E - Two selections from grade I or above, and a march\*

Class D; DD; DDD; DDDD - Two selections from grade I or above, and a march\*.

Class N-1, N-2, N-3 - Two selections from grade I or above, and a march\*

Class R-1-, R-2 – Selections one grade level leniency from their normal classification and a march\* (ABA 2013)

\*Orchestras may play one other piece from any source in lieu of the march.

#### D. CLASSIFICATION PLAYING ORDER FOR ASSESSMENTS

##### MIDDLE SCHOOL/JUNIOR HIGH:

D; 7DDDD; 7DDD; 7DD; 7E through 7EEEE; 8DDDD; 8DDD; 8DD; 8E-8EEEE; 9DDDD; 9DDD; 9DD; 9E through 9EEEE; (ABA 2010)  
R designated programs perform at the beginning of their normal classification. Example: R-1-9EE, before the other 9EE bands (ABA 2013)

##### SENIOR HIGH:

D; N1; N2; N3; A; DDDD-AAAA; DDDD-AAAAA; DDD-AAAA; DDD-AAAAA; AA: DD-AAAA; DD-AAAAA; AAA; 10-AAAA; 10-AAAAA;  
11-AAAA; 11-AAAAA; AAAA; AAAAA.

(Revised ABA 2010)

R designated programs perform at the beginning of their normal classification. Example: R-1-AA, before the other AA bands (ABA 2013)

The year that the majority of beginners are started in the organizations program (ABA 2010) and the grades used in each performing organization will be listed on both the concert performance and sight-reading critique sheets.

E. A director may choose to select for its second number a selection not on the required music list by submitting the selection to the Region's representative on the Music Materials Committee by December 15. The state committee will meet during Christmas break. The official submission form must be accompanied by four copies of the score and a recording of the requested selection. Each director may submit one piece by May 1<sup>st</sup>, to be added to the required concert music list. (ABA 2006) The Music Materials Committee WILL NOT give consideration to music which has not been presented to the Region representative. (ABA 2004) The list will be updated each year and maintained on the ASBOA website. The list will include all of the pieces approved by the committee each year. Approved pieces will be immediately available for any group to play. (See Required Music List for more details.)

F. A band/orchestra may not repeat a selection within a three year period, with the following exception: Where this affects an organization with one or two years' experience, they may repeat a number within a one or two year period.

### SECTION VII - REGION MARCHING ASSESSMENTS

#### A. MARCHING (Revised 1998 ABA)

1. Eligibility: See Rules and Regulations, Eligibility, Section II

2. Dates: See Rules and Regulations, Dates, Section III

3. Classification: See Rules and Regulations, Classifications, Section V

4. Entry Fees: See Appendix A

5. Awards: See Rules and Regulations, Awards, Section IX

(a) Trophies will be awarded for bands receiving a I (first division) or II (second division). Trophies will be the same throughout the state.

(b) Sweepstakes Award: See Rules and Regulations, Awards, Section IX

(c) Schools that have two concert bands and enter the region marching assessment as one unit are eligible for two sweepstakes trophies providing all other criteria for that award are met.

6. Judging:

(a) Judging will be done by a panel of three band judges. Rating shall be given according to the standards outlined in the By-laws, Article VIII,

Selection of Adjudicators and Judging Standards. A rating scale of I-V (first through fifth division) will be used.

(b) No auxiliary judges will be hired from the ASBOA entry fees received from the participating schools.

(c) Auxiliary units will be judged by the three band judges as part of the complete performing ensemble. No trophies will be awarded to auxiliary units.

(d) Judges will be allowed to hold sheets at Region and State assessments within a classification.

(e) The grades used in each performing organization will be listed on the critique sheet.

7. Each region may host a region marching assessment, and only one assessment per region, as the region marching assessment that counts towards the ASBOA Sweepstakes Award. Petitions to change regions will be treated the same as region playing assessment. Extenuating circumstances must be appealed to the Rules Committee by September 15. (example: If a region does not host a region marching assessment and a high school band would like to qualify for the ASBOA Sweepstakes Award, the bands in that region must receive permission to attend a region marching assessment in another region.

8. To qualify for an ASBOA Sweepstakes Award a band must compete in a region marching assessment. This sweepstakes criteria applies to high school bands only.

9. Playing order at region marching assessment will be as follows: middle school; junior high (in order of classification, smallest to largest) and high school (in order of classification, smallest to largest by class).

10. Invitational marching contests may be held/sponsored by any high school, college, or individual sponsor, IF permission has been secured from the Arkansas Activities Association.

11. No director shall be allowed to conduct a band on the field during the performance at Region Marching Assessment unless there are extenuating circumstances approved in advance by the Rules Committee (ABA 2007)

**B. FRONT LINE**

1. Each region may choose to hold solo/ensemble assessments for twirling, flag line or rifle members or lines.
2. The region solo/ensemble assessments for twirling, flag line, or rifle members or lines will not be held on the same day as the region marching assessment and cannot be held in conjunction with the region marching assessment. No other assessment for front lines may be held in conjunction with or on the same day as the region marching assessment. (ABA 2001)
3. Eligibility: See Rules and Regulations, Eligibility, Section II
4. Entry fees: See Appendix A  
No group or individual may charge an additional fee for the auxiliary units to be judged during the band's field performance. (Revised ABA 2001)

**SECTION VIII - REGION AND ALL-STATE CLINICS**

**A. JUNIOR AND SENIOR CLINICS**

1. Ninth grade students may not participate, or tryout for, senior clinics.
2. Only concert French horns may audition for Region or State Clinics.
3. Eligibility: See Rules and Regulations - Section IV
4. Entry and clinic fees - See Appendix A

**B. ALL-STATE AUDITIONS AND CLINICS**

1. Tryout and clinic fees: See Appendix A
2. Student Eligibility: See Rules and Regulations, Section III
  - (a) Students selected for participation in the All-State Bands and Orchestra shall be limited to grades 10 through 12. (Tryouts and Clinic).
  - (b) Students who place in the All-State Bands and/or Orchestra who have unexcused absences or poor attitudes shall be ineligible for All-State auditions the following year.
  - (c) All students trying out for All-State must have been a member of and participated in All-Region band or as a string member of All-Region Orchestra. A student shall be ineligible to audition for the All-State groups if he/she fails to attend the region clinic for any reason other than sickness, death in the immediate family, or weather conditions which make travel impossible, except in the case of extenuating circumstances (each region has the right to handle its own extenuating circumstances).  
Regions having only one band may adapt their instrumentation to include the allowable number of All-State qualifiers and alternates. (Revised 1997 ABA)
  - (d) Students are required to attend all rehearsals. No student shall be allowed to attend, or perform in, other organizations. (See "Audition Procedures") (Revised ABA 2008)
  - (e) String students who were not a resident of the state at the time of All-Region Orchestra auditions, may be allowed to audition for the All-State Orchestra.
3. Five directors will be invited to serve on each All-State audition committee. The Olympic scoring system will be used (throw out the high and low scores and total the other three).
4. In the event a student is demoted from an organization at All-State due to tryout scoring errors the student's director will be notified before the first rehearsal. (Revised 1998 ABA)

**C. REGION INSTRUMENTATION FOR ALL-STATE AUDITIONS**

1. Each of the nine Regions may certify up to the following for All-State Band auditions:
 

9 Flutes	12 Cornets/Trumpets
16 Bb Clarinets	7 French Horns
4 Oboes	7 Tenor Trombones (Slide only) (ABA 2007)
4 Bassoons	2 Bass Trombones (Slide only) (ABA 2007)
4 Alto Clarinets	6 Baritones (either clef)
4 Bass Clarinets	6 Tubas
2 Contra Clarinets	1 String Bass
6 Alto Saxophones	11 Percussion (ABA 2005)
3 Tenor Saxophones	
3 Baritone Saxophones	

Each of the two Orchestra regions may certify up to the following for All-State Orchestra auditions:

32 Violins	10 Cellos
10 Violas	8 Basses

Under no circumstances will the double bass extension device nor the 5th string on any instrument outside of the traditional stringed instrument design be used for any audition. (ABA 2010)

2. Each region is to list three (3) alternates for each instrument to replace any qualified students who are unable to participate in the All-State auditions. (Revised 1993) Six (6) alternates may be listed for Bb Clarinet. (Revised ABA 2008) Only those students that actually qualified for All-Region will be eligible to be listed as All-State alternates. (Revised ABA 1998)

**D. ALL-STATE BANDS AND ORCHESTRA INSTRUMENTATION**

1. Players will be selected at All-State auditions to fill up to the following instrumentation for the Wind Symphony (1<sup>st</sup> Band).

8 Flutes	1 Baritone Saxes
18 Bb Clarinets	6 French Horns
2 Alto Clarinets	9 Cornets/Trumpets
3 Bass Clarinets	6 Tenor Trombones (Slide only) (ABA 2007)
2 Contra Bass Clarinets	2 Bass Trombones (Slide only) (ABA 2007)
2 Oboes	4 Baritones (either Clef)
4 Bassoons	6 Tubas
4 Alto Saxes	1 String Basses
2 Tenor Saxes	8 Percussion

2. Players will be selected at All-State auditions to fill up to the following instrumentation for the Symphonic Band (2<sup>nd</sup> Band) and for the Concert Band (3<sup>rd</sup> Band).

12	Flutes	2	Baritone Saxes
26	Bb Clarinets	8	French Horns
4	Alto Clarinets	13	Cornets/Trumpets
4	Bass Clarinets	7	Tenor Trombones (Slide only) (ABA 2007)
2	Contra Bass Clarinets	2	Bass Trombones (at least .559 bore size)(Slide only) (ABA 2007)
4	Oboes	6	Baritones (either Clef)
4	Bassoons	8	Tubas
6	Alto Saxes	2	String Basses
3	Tenor Saxes	12	Percussion

3. The instrumentation for the All-Region Orchestra will be as follows:

16 1<sup>st</sup> Violins - 16 2<sup>nd</sup> Violins – 10 Violas - 10 Cellos - 8 Basses

4. The instrumentation for the All-State Orchestra will be as follows:

16 1<sup>st</sup> Violins - 16 2<sup>nd</sup> Violins - 10 Violas - 10 Cellos - 8 Basses

5. After the first rehearsal no students may be moved between organizations.

6. Violin seating: 1<sup>st</sup> and 2<sup>nd</sup> Violins will be seated straight away according to scores earned. The highest ranking 1<sup>st</sup> Violin who chooses to do so, may choose to play principal 2<sup>nd</sup> Violin. Original 2<sup>nd</sup> Violins may choose to remain in the 2<sup>nd</sup> Violin section if given the option to move to 1<sup>st</sup> Violin. Designated alternates will be added to the back of the 2<sup>nd</sup> Violin section as needed or until all have been called.

7. The deadline for tryout scores, changes, errors, etc., will be at 5:00 p.m. on Monday following the tryouts, for Region and All-State tryouts.

8. For Orchestra: A minimum All-State string instrumentation shall be prescribed in the By-Laws. However, this may be expanded if the repertoire requires, at the discretion of the Orchestra Chairman, so that additional personnel may be selected at the All-State auditions.

9. If instrumentation is required for which auditions are not held (i.e. harp) the Orchestra Chairman will select these additional players.

10. Guest soloists are not to be used at All-State concerts, with the exception of the All-State Jazz Band.

#### E. AUDITION PROCEDURES

1. The All-State Tryout Committee, under the supervision of the 1st Vice-President, will be given the responsibility of running the All-State tryouts and the tally room. The Committee will be made up of six members on a rotating basis - the member on the Committee the longest will be the Chairperson.

2. All-State candidate's names will be drawn to determine the tryout, thus giving a fair distribution of playing times. Each student will be given a tryout time. A student who misses his/her playing time will have five percent of the points possible per sheet deducted from their score and be allowed to audition at the next available time.

3. Five directors will be invited to serve on each All-State audition committee. The Olympic scoring system will be used (throw out the high and low scores and total the other three). Each of the nine regions is to be as equally represented as possible in the selection of committees. Directors will not be allowed to judge an All-State tryout instrument if any child of which they are parent or legal guardian is scheduled to tryout on that instrument. (*The tryout procedure committee also recommends that directors follow this guideline at the region level when possible.*) (Revised ABA 2004)

4. Tryout materials for winds, percussion and strings are to be chosen from the specified All-State tryout lists, with no deviation, with the exception of sight-reading. Senior High band students will be required to know all the major and minor scales (natural form ONLY – ABA 2011) and a designated chromatic scale. Senior High Orchestra students will be required to know three octave major and melodic minor scales up to and including three sharps and three flats. Students will start scales on the required starting pitch and play only the required number of octaves. All scales are to be played by memory. (Revised ABA 2003) The penalty for cheating on scales will be disqualification from the tryout at which the infraction occurred, i.e. written form, altering instrument, etc. (Revised ABA 2008)

5. Each student must be asked all of the same materials as all others on that particular instrument. (*All material that is asked should be expected to be played and heard. All-State 2002 clarification*) **The prepared excerpts will be posted and listed 1, 2, 3 for scoring purposes on the sheet/card, but the student will be allowed to play them in whatever order makes them comfortable. Judges will score the excerpts on the corresponding lines for posted excerpts 1, 2 and 3 regardless of the order in which the student plays them. (For example, a student who played the third excerpt first would be scored on line 'C' of the score sheet for their first excerpt, as it is listed third).** (ABA 2013) All scales for junior and senior high auditions will be played in the order posted. (ABA 2004) (A judge will announce each scale.)

6. Students will be required to play one flat scale, one sharp scale and one minor scale, with the following exceptions: the C major scale and/or the chromatic scale may be required in lieu of one or both majors scales. (Revised ABA 2000) Wind and percussion players may only play the natural form of the minor scale(s) asked At All-Region/All-State auditions. (Revised ABA 2011) Orchestra strings are required to play melodic minor scales.

7. (a) A Junior or High School band student may audition on only one wind or percussion instrument for an All-Region or All-State Band (high school students only). An orchestra student may audition for the All-State Orchestra on one string instrument.

(b) Any student enrolled in both a bona-fide band class and a bona-fide string class at his/her member school may audition for the All-State Band and Orchestra on one wind or percussion instrument and one string instrument, if qualified at the Region level.

8. (a) All-State tryout chairmen will bring all of the tryout materials. The entire panel will choose the material to be used 30 minutes prior to the beginning of auditions.

(b) Copies of prepared material and sight-reading music may be used. Care must be taken by the committee chairmen that all copies are of the highest quality. Manuscript music may not be used. No published works for band may be used for sight-reading at All-State Tryouts.

(c) Students will be allowed 20 seconds to look over the sight-reading material at All-Region and All-State tryouts. (ABA 2008)

9. Judges at auditions are to be seated behind a screen. The name of the student and the school are not to be known by the judging panel. No form of tobacco is to be used in any tryout room.

10. Scales for winds, keyboard (no rolls) and band string bass are to be tongued ascending and descending and at a tempo of 72+ starting on the lowest note. These scales are to be played in the following rhythmic pattern: 2/4: one eighth note, followed by six, sixteenth notes, etc. Drum rudiments are to be played "open-closed-open". All-State string audition scales are to be played quarter note=120mm, detache, no vibrato with the top note repeated.
11. Any student not playing the required tempo and/or rhythmic pattern, and/or articulation, should receive credit, but shall not be scored above the center line (average) of the score sheet indicated for scales.
12. Where more than one room is used for auditioning any section, the first room shall be used for prepared exercises. The second room shall be used for scales and sight-reading. If only one room is used for the audition, prepared exercises shall be played first, followed by scales, then sight-reading." (Revised ABA 2003)
13. Flute, clarinet, trumpet, oboes, bassoons, trombones, and saxophones are to be judged by two panels.
14. Comprehensive percussion is to be divided at All-State as follows: one panel for snare drum (1 rudiment – 1 minute maximum time – monitor can stop, a portion of the snare exercise and sight-reading – 20 second study time, 30 second performance time); one panel for keyboard (2 scales - no rolls, a portion of the keyboard exercise and sight-reading – 20 second study time, 30 second performance time); one panel for timpani (tune pitches of timpani exercise - 15 seconds per drum will be permitted - strike each from lowest to highest consecutively in a half note rhythm quarter note = 80, a portion of the timpani exercise and sight-reading – 20 second study time, 15 seconds per drum tuning time, 30 second performance time). Rooms/instruments may be combined at the region level. Each student will have all equipment ready before entering the room (i.e. snare sticks, keyboard mallets, timpani mallets, permitted tuning device). Students may use their own instruments – timpani sizes designated below. (ABA 2005, 2012) (More information – Appendix C) Timpani sight-reading tuned pitches will be the same as the prepared pitches. (ABA 2007) The host will provide balanced action pedal tuning timpani only – sizes designated below. Timpani with other mechanisms can be requested in advance from the Region or State audition host. No tuning aids, whether electronic or manual will be allowed in the tryout room with the exception of the following: (1) tuning fork (2) pitch pipe (3) mallet percussion instrument (4) electronic version of pitch pipe such as Farley's PocketTones which may only emit indicated pitches; they may not visually indicate pitch intonation. (ABA 2007) **Mounted tuning gauges/devices on a student's own set of timpani whose tuning gauges/devices are not mechanically disengaged will not be allowed in the room. Furthermore, the host and/or any of the judges will not mechanically disengage tuning gauges/devices for students who are auditioning.** (Revised ABA 2014) The order of percussion tryouts at All-State auditions will be: TIMPANI, KEYBOARD, SNARE DRUM. (Revised ABA 2008) Students may use only the number and size timpani designated.  
Set I – Page 26 – 3 Drums only – Sizes 23", 26", 32"  
Set II – Page 9 – 2 Drums only – Sizes 26", 29"  
Set III – Page 21 – 3 Drums only – Sizes 23", 26", 32"  
Although the 26" & 32" drums produce clearer tones within the written range of these exercises, some schools may not have access to a 26" or a 32" drum in which case a 29" drum is an acceptable substitution for either.  
Audition hosts should provide the necessary drums and no more. Schools who bring their own equipment to auditions must only be allowed to use the specified number of drums listed above. (ABA 2012)
15. One panel will be used for baritones, and one for tubas and string bass.
16. Students may use their own music at tryouts.
17. If an All-State qualifier does not pick up his/her playing card by the designated deadline, an alternate will be chosen, in order, from the alternates of that region who are present, to fill that slot. If no alternates are present from that specific region, an alternate will be drawn from the lot of 1st alternates present on that instrument from other regions. Alternates must have registered by the time designated in the instructions mailed to directors. Alternates that are chosen must pay the tryout fee before they are allowed to audition. At the time of the alternate draw, the names of four stand-by alternates for all instruments except Bb Clarinet will be drawn in addition to the regular alternates to fill out the tryout slots. The names of six stand-by alternates will be drawn for Bb Clarinet. (ABA 2005) After the last tryout, stand-by alternates will be allowed to tryout, in the order drawn, for any remaining unfilled tryout slots. Once the stand-by alternates begin to tryout, students who miss their tryout, will not be allowed to tryout. (Revised All-State 2002)
18. No warm-up will be allowed in the tryout room. Prior to playing an exercise, scale or sight-reading the student will be allowed to play its first note as a sustained note. No repeated rhythmical variation of that note will be allowed. Failure to abide by this rule will result in the deduction of points of the score sheet indicated for musicianship. The student shall not be scored above the center line (average) of the musicianship score. If the violation occurs in the 2<sup>nd</sup> room of a two-room tryout, the student shall not be scored above the centerline (average) of the scale(s) or sight-reading score on which the violation occurred. (Rev. ABA 2003)
19. Students are responsible for being at the All-State and All-Region tryout rooms when their number is called. A student who misses his/her playing time will have 5% per sheet (ABA 2005) deducted from their score and be allowed to audition at the next available time. Hardship cases will be decided by the ASBOA President, 1st Vice-President and Secretary at the All-State tryouts, and by the Region Chairman, Region Secretary, and one additional region director appointed by the Region Chairman, at All-Region tryouts.
20. The names of All-State musicians posted at All-State auditions are not final. All directors will have the opportunity to pick up their student's score sheets at the end of the auditions. It is the director's responsibility to pick up his/her own score sheets. They will not be mailed. It is the director's responsibility to see that any discrepancies in calculations are reported to the first vice-president before 5:00 p.m. on the following Monday. Changes in seating, resulting from scoring errors verified by the first vice-president may include:  
(a) an increase in the size of a section in the third band to include the students whose names were posted at the auditions  
(b) The adjustment of seating within a section  
(c) The adjustment in band placement  
Any school having a student affected by scoring errors will be notified as soon as possible by the first vice-president. The director is responsible for informing the student of the change. Each director is responsible for informing the students, parents, and administration of our policy concerning the posting of tentative results after All-State auditions. (Revised 1999)
21. A student may audition at All-State tryouts only on the instrument that they played at the Region tryouts, even if the music for a like instrument is the same.
22. In schools where there is no string program individual string players must pay an individual membership fee each year to be eligible to participate in ASBOA sponsored events. All rules and regulations apply to the student. A director/teacher in that school must declare responsibility for the student, including registration and filing of all forms, and entry fees.
23. If college students are used as monitors for region and/or state tryouts, they will be instructed as to their specific job, and no recruiting is allowed.



24. College personnel will not be involved in active recruiting in the rehearsal or performance areas at clinics, contests or assessments where they are employed or visiting. Out-of-state personnel employed by Arkansas musical organizations will abide by the same guidelines. The clinicians and adjudicators should be informed of these recommendations by the chairman of the sponsoring organization. We encourage a strong emphasis on professional ethics that will be used as a guideline for each individual college faculty member. If there is any infringement of these guidelines by college personnel, the infringement should be reported immediately to the chairman of the sponsoring organization. (Revised 1996)

25. On ACT test dates, All-State tryouts will begin at 12:30 p.m. to avoid conflicts. The starting time will be 11:00 a.m. if there is no ACT test. Alternates must register by the time designated in the All-State tryout instructions mailed to directors in order to be eligible for the draw to fill vacant audition slots. (Revised 1997 ABA) (10:00 a.m. for 2005 & 2006)

26. Any bass trombonist who is to qualify for an Arkansas All-State Band or who is auditioning for any spot in an Arkansas All-State Band, must tryout on a genuine bass trombone which is at least .559 inches in bore size. The mouthpiece used by any bass trombonist who qualifies to audition for an Arkansas All-State Band must be a genuine bass trombone mouthpiece and have a genuine bass trombone shank, not a tenor mouthpiece adapter. The All-State tryout room sheet validator will be responsible for checking each bass trombone to ensure it meets the guidelines. (At the region level, it should be the responsibility of the room chairman). Any student whose instrument does not meet the criteria for a bass trombone will not be allowed to audition." (Rev. ABA 2003)

27. The order for breaking ties at region and all-state will be:  
Winds/Strings - (1) sight-reading (2) musical expression (3) tone (4) scales; Percussion (1) sight-reading (2) musical expression (3) total minors (4) scales/rudiments/tuning (Revised ABA 2002) (Note – Percussion order needs to be addressed - #3 is no longer valid)

28. Students on all instruments must score at or above 25% of the total points possible to qualify to participate in All-Region or All-State. (Revised ABA 2011)

29. Orchestra Region Auditions: Audition rooms may not alternate between age levels or different instruments.

30. At the All-State tryouts, names and scores of students selected to the All-State organizations will be posted through those that made alternate. Only tryout numbers and scores will be posted (in descending order) for the remainder of the students. (ABA 2006)

31. No students auditioning for All-State (both concert and jazz) may use a metronome, tuning device, or other similar aids in the audition room. (ABA 2007) See VIII.E.14. above for the exceptions for tuning timpani.

32. Room monitors at All-State tryouts will follow the same cell phone use policies that are ascribed to judges. Room monitors will use watches or digital timers (kitchen timers) for the purpose of time keeping during sight-reading preparation time.

33. To enable directors and students to understand the scoring of a student that has committed a tryout procedure error, the committee chairman will be provided with index cards that are premade with the following procedure errors listed:

- Late to tryout
- Played wrong material or exercise
- Began or ended in the wrong place
- Played wrong scale or scales
- Played scales out of order

The chairman will write the student's tryout number on the index card, mark the error, and sign the card. The index card will be attached to the judge's cards. The index card will then be attached to the student's score printout sheet so that the director and student may be supplied with the information.

34. All directors who register students to audition for the region or state band/orchestra auditions shall be required to participate in an assigned capacity the entire day as needed. Failure to do so shall result in notification of the proper school administrators. Director absences must be approved by the region officers or ASBOA Executive Secretary at least two weeks in advance unless an emergency arises which is deemed acceptable. Region officers handle region auditions; the ASBOA Executive Secretary handles state auditions. (ABA 2013)

35. All-State Chamber Orchestra

- a. Selection for the All State Chamber Orchestra will be from the All State Auditions. All State Chamber Orchestra Chairs will be filled from the top of the order of All State Audition results.
- b. The All State Chamber Orchestra rehearsal schedule will be the same as for All State Jazz Bands and will perform on Thursday evening at All State along with the All State Jazz Bands.
- c. The Instrumentation of the All State Chamber Orchestra will be as follows:

2 Flutes	2 Trumpets	8 1 <sup>st</sup> Violins
2 Oboes	1 Percussion	8 2 <sup>nd</sup> Violins
2 Bassoons		5 Violas
2 Clarinets		5 Cellos
2 French Horns		3 Basses

36. Audition material for the All-Region Orchestras will consist of pre-set material, as follows:

JUNIOR HIGH: Three scales (quarter note = 80, no bowing specified, to be played two octaves by violins, violas, and cellos, one octave by basses, four etudes from homogeneous class method books, and sight-reading.

SENIOR HIGH AUDITIONS: Scales (memorized, quarter note = 120mm, detache, no vibrato with the top note repeated, 2 octaves for bass, 3 octaves for other strings); passages from the All-State Audition Material; and sight-reading will make up the audition material. (Revised ABA 2003)

## F. ALL-STATE JAZZ BANDS

### 1. All-State Jazz Band Committee

- (a) The committee will be made up of nine members, one from each of the nine regions.
- (b) Each committee member will be the Jazz Band Coordinator for their region and will be responsible for all of the duties accorded him by the committee as a whole and the ASBOA Clinic and Festivals Committee.
- (c) The committee and the chairperson will be appointed by the Executive Board of the ASBOA.
- (d) Each year, region members will rotate off of the committee, and new members from the same regions will be selected. For rotation, Regions will be grouped I, IV, VII; II, V, VIII; III, VI, IX. See Appendix B

### 2. Auditions

- (a) Region Level
  - (1) All regions are required to participate in the All-State Jazz Band process.
  - (2) Each Region will qualify players to audition for the All-State Jazz Band through their region jazz band clinic. (ABA 2007)
  - (3) Region Qualifying Instrumentation for All-State Auditions
    - (a) Each of the nine regions may qualify up to the following for All-State auditions:

2 Alto Saxophones	2 Pianos
2 Tenor Saxophones	2 Guitars
1 Baritone Saxophone	2 Basses
5 Trumpets	2 Drum Sets
4 Tenor Trombones (Slide only) (ABA 2007)	
1 Bass Trombone – must meet same requirements as concert band requirements (ABA 2005) (Slide only) (ABA 2007)	
    - (b) If available, each region is to list 2 alternates for each instrument to replace any qualified students who are unable to participate in the All-State auditions.
  - (b) All-State Level
    - (1) The All-State Jazz Band Committee, under the supervision of the All-State Jazz Band Chair, will be given the responsibility of running the All-State Jazz Band auditions and the tally room. In his/her capacity as audition chair, the All-State Jazz Band Chair is under the supervision of the 1<sup>st</sup> Vice-President and the Clinic and Festivals Committee of ASBOA.
    - (2) A minimum of two directors will be invited to serve on each All-State Jazz Band audition committee. Alto saxophones will audition in a separate room from tenor and bari saxophones at all-state jazz band auditions if qualified judges are available. (ABA 2006) Guitarists will audition in a separate room from bassists at all-state jazz band auditions. (ABA 2014)
    - (3) Prepared exercises, scales and drum beats are to be chosen from the specified All-State audition list approved by membership. (Revised All-State 2003) The All-State Jazz Band Committee is responsible for notifying the membership of where to obtain the tryout material. See Appendix B
    - (4) Students will be required to play from memory the following:
      - (a) Wind, string, and piano players will be required to play 2 key centers plus 1 blues scale: (ABA 2013)  
Key centers-ii, V, I – (Included in jazz audition materials)  
Blues scales--g, c, f, b flat, e flat, a flat – Concert Pitch  
(See Appendix B for intervallic construction of scales and modes.)  
  
Key centers (ii, V, I) will be played in swing pattern to the 9th degree in the order of Dorian, Mixolydian, and Major with indicated articulation at a tempo of quarter note = 72: 2/4 - sixteenth notes, swing. In addition the students will be asked to play a blues in the current triplet pattern. Wind blue scales are to be tongued ascending and descending at a tempo of 90+ in the following rhythm pattern: 2/4 - eighth note triplets. All blues scales will be two octaves if they begin on the same pitch as a two octave major scale for All-State Concert Band auditions. All blues scales will be two octaves for strings and piano. Piano scales are to be played hands together. (ABA 2013) Any student not playing the required tempo and/or rhythmic pattern and/or articulation should receive credit, but shall not be scored above the center line of the scale score sheet. ABA 2007)
      - (b) Drummers will play 8 measures of specific beat patterns which will include in 4/4 time-bossa, funk, rock, samba, shuffle, and swing; and 3/4 time-jazz waltz. (Skeletal patterns available for guide only) (ABA 2007)
  - (5) A student may audition on only one instrument.
  - (6) The All-State Jazz Band tryout chairperson in each room will bring all of the tryout materials for that room.
  - (7) No warm-up will be allowed in the tryout room. Prior to playing an exercise, scale, or sight-reading, the student will be allowed to play only the first note of that exercise or scale as a sustained tone. No repeated rhythmical variation of that note will be allowed. Failure to abide by this rule will result in the deduction of five (5) points on the score sheet for that section of the tryout.
  - (8) Students are responsible for being at the tryout room(s) at their appointed time. A student who misses his/her playing time will have 5% per sheet (ABA 2007) deducted from their score and be allowed to audition at the next available time.
  - (9) All students will improvise as a portion of the tryout. The All-Region and All-State improvisation selection from the AR/IAJE (ABA 2007) packet will be used for each respective audition. Students will not be allowed to read a prepared improvisation solo. All students will perform all improvisation with the accompaniment track.
  - (10) The deadline for score corrections and changes will be at 5:00 p.m. on the first working day following the audition, for Region and All-State auditions.
  - (11) Eligibility will be the responsibility of the All-State Jazz Band Chair and the Region Coordinators.
  - (12) Jazz drum set players will use the CD background during the jazz tryout process. (ABA 2006)
  - (13) Guitarists and bassists will use their own amplifier in the audition room. A “community amp” will not be provided for the tryout. (ABA 2014)

3. All-State Jazz Band Clinic

(a) Instrumentation - Players will be selected at the All-State auditions to fill up to the following instrumentation per band for All-State Jazz Bands:

2 Alto Saxophones	2 Pianos
2 Tenor Saxophones	2 Guitars
1 Baritone Saxophone	2 Basses
5 Trumpets	2 Drum Sets
4 Tenor Trombones	
1 Bass Trombone – must meet same requirements as concert band requirements (ABA 2005)	

When an All-State Jazz Band requires a vibraphone player, that player will be selected through the following hierarchy of All-State members – All-State Jazz Band Piano, All-State Jazz Band Drum Set, All-State Symphonic Band Keyboard and All-State Concert Band Keyboard. (ABA 2003)

(b) At this time, two jazz bands will be sponsored

(c) The All-State Jazz Band clinician or soloist may be permitted to perform with the group.

4. Awards - all participants in the All-State Jazz Band will receive a medal appropriate for the event. Those who wish to, may buy a patch. (See Rules and Regulations, Section )

5. Tryout and clinic fees - See Appendix B

6. A drum set, an amplifier and a piano will be provided by the host in the rhythm rooms. Any set-up of personal equipment should be done before auditions begin. (ABA 2007)

G. REGION SOLO AND ENSEMBLE ASSESSMENTS

1. Eligibility: All rules and regulations contained in Section II, concerning student participation apply to solo-ensemble entries.

2. Entry fees: See Appendix A

3. Allowable entries:

(a) Solos on any recognized instrument used in the band or orchestra. Solos are allowed on Concert bells (Concert bells are those designed to be played in horizontal position (not bell-lyre), to be played with no less than two mallets.

(b) Piano solos are allowable at the option of each region.

(c) A student may enter only one solo on the same instrument.

(d) A student is not limited in the number of events he/she may enter.

(e) An ensemble may include any recognized combination of band/orchestra instruments.

4. Wind and string players will not be asked to play scales.

5. Percussion players may be asked to play rudiments. If rudiments are asked, all participants must be asked to play the same rudiments.

6. Playing time is limited to six minutes for each solo and/or ensemble.

7. If participants are absent for their assigned time they may be given a chance to perform after all other participants have played.

8. Each soloist or ensemble MUST furnish an ORIGINAL score, with measures numbered, for the judge, for each event. If a piece on the State Solo/Ensemble List is permanently out of print, a good quality facsimile will be permitted with a letter of permission from the publisher. (ABA 2004) Solos and/or Ensembles with duplicated scores and no permission letter will not be allowed to perform and will not receive a refund of entry fees. (ABA2009)

9. Soloists and ensembles may use music without penalty.

10. (a) High school soloists may play with or without accompaniment to qualify for a first Division rating. (Revised 1994)

(b) High school soloists MUST PLAY WITH ACCOMPANIMENT, LIVE OR TAPED, IN ORDER TO QUALIFY FOR STATE SOLO/ENSEMBLE ASSESSMENT, UNLESS THE NUMBER IS WRITTEN TO BE PLAYED WITHOUT ACCOMPANIMENT.

(c) Junior high school soloists may play with or without accompaniment without penalty.

(d) Soloists at Solo and Ensemble that use prerecorded accompaniment such as CD, cassette or Smart Music (computer accompaniment) must play only with the accompaniment track and not with the solo voice included. (ABA 2002)

(e) Students using prerecorded music will be responsible for providing their own player.

11. Each student is to be judged on the performance only and is not to be penalized because of the inadequacies of the director or the physical surroundings of the event.

12. Any given ensemble may play ONLY ONE SELECTION in ensemble assessment.

13. A NEW ensemble is to be constituted by at 50% change in personnel, AND THE REMAINING PLAYERS MUST CHANGE PARTS.

14. Solos and ensembles will have one judge.

15. Ratings: See ASBOA By-Laws, Article III, Section C.

16. Plus and/or minus ratings are not to be used.

17. Awards: See Rules and Regulations, Article III, Section C.

18. Audiences are allowed and encouraged, at the discretion of the soloist of ensemble, and provided there is ample room.

19. Schools on spring break during solo/ensemble assessment may apply to the rules committee for an alternate region to attend. (Revised 1979)

20. Solo/ensemble critique sheets will have years of experience of the performers.

## H. STATE SOLO/ENSEMBLE ASSESSMENT

Any senior high school student, or ensemble, is eligible to enter the State Solo/Ensemble Assessment by meeting the following requirements:

1. Student must be in the 10th, 11th, or 12th grade and a regular\* member of a high school band or orchestra program.
2. Music must be chosen from the most recent ASBOA or Texas UIL (Class One) Required Music List for the Region and State assessment. If a selection is on both lists, the grade is determined by the ASBOA list. (Revised ABA 2003)
3. The number must be played with accompaniment at both the region and state level unless specified to be played unaccompanied. Accompaniments may be live or taped. Soloists at Solo and Ensemble that use prerecorded accompaniment such as CD, cassette or Smart Music (computer accompaniment) must play only with the accompaniment track and not with the solo voice included. (ABA 2002) Students using prerecorded music will be responsible for providing their own player.

\*Regular member is defined as those students who attend band as a part of their school's schedule. Home schooled students and those not currently enrolled in band are not eligible for participation.

4. The solo or ensemble must have received a 1st division rating at the Region Assessment on a selection from the required lists. (Rev. ABA 2003)
5. In pieces with more than one movement, only the specified movements can be played. **NO SUBSTITUTIONS**
6. Solos must be played on the instrument that is specified on the music. **NO SUBSTITUTIONS**
7. In ensembles, the specified instrumentation must be used unless the ensemble has printed alternate parts. **OTHERWISE, NO SUBSTITUTIONS OR REWRITES.**
8. A 7th, 8th, or 9th grade student may play in an ensemble (no solos) only under the following conditions:
  - (a) Your school has no middle or junior high band and the student(s) in question is a member of your senior high band.
  - (b) The majority of the ensemble is in the 10th grade or above.
  - (c) The same personnel performed the ensemble at region.

## I. REGION CONCERT ASSESSMENT

1. Eligibility: See Rules and Regulations, Section II
2. Dates: See Dates, Section III
3. Classification: See Rules and Regulations, Section V
4. Required Music: See Rules and Regulations, Section VI
5. Entry Fees: See Appendix A
6. Awards: See Rules and Regulations, Section XI
7. Judging:
  - (a) Three judges will be used for concert assessment. Adjudicators will make both written and recorded comments for the concert portion of region assessment. (ABA 2006)
  - (b) Judges may be allowed to hold sheets at region and state assessment within a classification.
  - (c) Sight-reading will be judged by one judge.
  - (d) Adjudicators will make both written and recorded comments for the concert portion of region assessment
    1. Selection of judges, and judging standards: See ASBOA By-Laws, Article VIII
2. A selection committee will be comprised of band directors from each classification to choose the sight-reading music. All classes of sight-reading should be selected by the full committee, not by individuals. (Revised 1998) An orchestra director will also serve on the committee. (Revised 1999)
3. The Committee will select two sets of sight-reading, one for junior high and one for senior high. The level of difficulty is to be as follows: A-B-C for junior high, and A-B-C-D for senior high. ('A' being the easiest level).

JUNIOR HIGH	SENIOR HIGH
Level A: N - 8EEEE	Level A: Class A, AA,DDD, and DD
Level B: 9E - 9EE	Level B: Class AAA
Level C: 9EEE - 9EEEE	Level C: Class AAAA
	Level D: Class AAAAA
8. Sight-reading is required at the region level. (Revised 1997)
  - (a) Bands participating in region concert assessments that fail to participate in the sight-reading portion of the event will not receive any ratings, comments, or awards. (Revised 1999 All-State)
  - (b) The director of an organization participating in sight-reading will be allowed the following time limits to study the score and instruct the organization:

AAAAA	10 minutes
AAAA	8 minutes
All others	7 minutes
  - (c) Only one director may instruct and direct an organization in sight-reading. The director in charge of the group, adjudicator, students, and additional directors from that school (ABA 2014) will be allowed in the sight-reading room during the instruction and performance. The other directors and monitors may assist with logistics, but the monitors must leave the room when the instruction time begins. No audience is allowed. (ABA 2012) The director may instruct the group as they see fit, including singing phrases or illustrating rhythmic figures. The director may have the group count aloud and clap rhythms and/or finger the notes on their instruments. The director may not play music on any instrument or play a recording of the music. No one is to make any markings on the music. All members of the concert organization who participate on stage will participate in the sight-reading event. Exceptions to this rule are:
    1. If no part is published for the particular instrument, or
    2. If there are more percussion players than parts, or
    3. If percussion equipment called for is not available the director may select the players to play.
  - (d) Sight-reading will be judged on accuracy of reading, adherence to style, interpretation and musicianship.
  - (e) A share of the cost of the sight-reading music will be paid from each region's concert assessment funds. After the assessment, the music will be offered for sale to ASBOA schools for a discounted price.
9. If more than one area is used at region assessments, all physical arrangements (check-out, posting of ratings, etc.) are to be in the same location as

the concert performance area, and all equipment provided in the concert areas should be as comparable as possible.

10. Playing order at region assessments: Middle School; Junior High School (in order of classification, smallest to largest by classes) in the following order:

**MIDDLE SCHOOL/JUNIOR HIGH:**

D; 7DDDD; 7DDD; 7DD; 7E through 7EEEE; 8DDDD; 8DDD; 8DD; 8E-8EEEE; 9DDDD; 9DDD; 9DD; 9E through 9EEEE; (ABA 2010)  
R designated programs perform at the beginning of their normal classification. Example: R-1-9EE, before the other 9EE bands (ABA 2013)

**SENIOR HIGH:**

D; N1; N2; N3; A; DDDD-AAAA; DDDD-AAAAA; DDD-AAAA; DDD-AAAAA; AA: DD-AAAA; DD-AAAAA; AAA; 10-AAAA; 10-AAAAA;  
11-AAAA; 11-AAAAA; AAAA; AAAAA.  
(Revised ABA 2010)

R designated programs perform at the beginning of their normal classification. Example: R-1-AA, before the other AA bands (ABA 2013)

The year that the majority of beginners are started in the organizations program (ABA 2010) and the grades used in each performing organization will be listed on both the concert performance and sight-reading critique sheets.

Consolidation classification "C" does not affect playing order at assessment. (ABA 2004)

11. When a band from one region participates in concert assessment in another region it must be scheduled at the end of its classification.

12. Duplication of personnel in two bands at region or state assessments is forbidden regardless of reasons. This applies to junior and senior high school bands, as well as DD and first bands in the same school. The penalty will be the forfeiture of any rating during the school year. (See "Due Process Procedures")

13. No duplicated scores may be used for judges at region or state assessments unless accompanied by a permission letter from the publisher. Ensembles with duplicated scores and no permission letter will NOT be allowed to perform and will NOT receive a refund of entry fees. (ABA 2010)

14. Organizations returning from their spring break with five school days or less before their region festivals are permitted to apply to another region for participation. School administered standardized testing required by the Arkansas Department of Education or conflicts with student participation in other Arkansas Department of Education or Arkansas Activities Association events shall be considered legitimate reasons for changing regions. Any other extenuating circumstances may be considered by the Rules Committee. Apply in writing to the region you desire to attend (or the Rules Committee for extenuating circumstances) by Feb. 1. The written application must be signed by the band director and the principal or superintendent. Schools which are on spring break during their region solo/ensemble assessments are also eligible for changing regions.

15. Assessment ratings are to be posted after the band has finished sight-reading, and after the director has picked up the comment sheets. Ratings are to be given to the director only, not to the students or band parents. (Revised 1990) A band director may not announce his/her band's rating from the stage performance while in the sight-reading room. (Revised ABA 2000)

16. During concert assessment, electronic keyboard may only be used for instruments not covered by the All-State Instrumentation list. (ABA 2004)

17. All bands and orchestras will warm-up in the warm-up area, perform in the performance area, and sight-read in the sight-reading room during concert assessment for the sake of standardizing what all organizations are expected to do. (ABA2012)

**J. STATE CONCERT ASSESSMENT**

Discontinued July, 2004

**SECTION IX - AWARDS**

A. MARCHING ASSESSMENTS -- Each region will hold a region marching assessment. First Division recipients are eligible for a sweepstakes award providing all other criteria for that award are met.

B. FRONT LINE -- Regions have the option of holding an assessment for twirling, front line, and/or rifle groups. Medals will be awarded to participants receiving a first or second division rating. This event may not be held in conjunction with the region marching assessment. It must be separate and not on the same day as the region marching assessment. (Revised ABA 2001)

C. JUNIOR AND SENIOR CLINICS -- A region may elect to give region patches to members of clinic bands and orchestras. If so, EACH PARTICIPANT, OR HIS/HER SCHOOL MUST PAY FOR THE PATCH.

D. ALL-STATE BANDS, ORCHESTRAS, AND JAZZ BANDS -- All participants in the three All-State groups will receive a medal appropriate for the event. Those who wish may buy a patch.

**E. REGION CONCERT ASSESSMENTS**

1. Suitable plaques will be awarded to bands and orchestras receiving a 1<sup>st</sup> division rating.

2. Suitable plaques will be awarded to bands and orchestras receiving a 2<sup>nd</sup> division rating. (Revised 1997) Groups that qualify for a 2<sup>nd</sup> division plaque will be required to pay for the plaque if they choose to order one. (Revised 1998 ABA)

3. Bands and orchestras receiving a 1<sup>st</sup> division rating in sight-reading will receive a plaque suitable for the event.

4. Bands and orchestras receiving a 2<sup>nd</sup> division in sight-reading will receive a certificate appropriate for the rating.

5. Bands and Orchestras receiving a 1<sup>st</sup> division in playing and a 1<sup>st</sup> division in sight-reading will receive a special designation on their concert plaque denoting 1<sup>st</sup> divisions in both areas. This will be in lieu of a separate sight-reading 1<sup>st</sup> division plaque. Others who earn a 1<sup>st</sup> division in sight-reading will still receive the 1<sup>st</sup> division sight-reading plaque.

F. REGION SOLO-ENSEMBLE ASSESSMENT -- Each soloist or member of an ensemble receiving a 1<sup>st</sup> or 2<sup>nd</sup> division rating will receive a medal appropriate for the rating.

G. SWEEPSTAKES AWARD -- Organizations receiving a 1<sup>st</sup> division rating in all areas of performance -- concert, marching and sight-reading -- are eligible for the Sweepstakes trophy (or plaque at the discretion of the director). Marching is not required for orchestras or junior high bands. All must be earned during the same school year. Proceeds from the region marching assessment will be used to pay for the trophies for qualifying junior and senior high bands that participated in that region marching assessment. If sufficient funds are not available, each school must pay a pro-rata share of the cost. Each qualifying junior high band that did not participate in the region marching assessment, and each qualifying orchestra may purchase the trophy, with

no region funds applying. (Revised ABA 2001)

H. OUTSTANDING SCHOOL ADMINISTRATOR -- ASBOA may award a plaque to an outstanding school administrator at the Music Conference/All-State Clinic in February. *Criteria and nomination details are to be worked out by committee.*

I. COMPOSITE RATING CHART: Overall ratings will be determined by the ratings of three judges:

I	II	III	IV	V
1 1 1	1 2 2	1 3 3	1 4 4	1 5 5
1 1 2	1 2 3	1 3 4	1 4 5	2 5 5
1 1 3	1 2 4	1 3 5	2 4 4	3 5 5
1 1 4	1 2 5	2 3 3	2 4 5	4 5 5
1 1 5	2 2 2	2 3 4	3 4 4	5 5 5
	2 2 3	2 3 5	3 4 5	
	2 2 4	3 3 3	4 4 4	
	2 2 5	3 3 4	4 4 5	
		3 3 5		

### Appendix A Fees, Dues, Honorariums, Salaries, Wages

#### SECTION A. Annual School Participation Fees

1. Senior high, junior high, middle school bands - \$140.00 each (ABA 2007)
2. Elementary - \$75.00 each (are only eligible to participate in Solo-Ensemble Assessment) (ABA 2007)
3. First year beginning middle school/junior bands who will only participate in Solo-Ensemble Assessment - \$75.00 (ABA 2007)
4. High school bands with region jazz band participants - \$75.00 (ABA 2007)
5. Individual Orchestra String Membership - \$5.00

(In schools where there is no string program, individual string players who are not members of an ASBOA Band may pay an individual membership of \$5.00 per year to be eligible to participate in ASBOA sponsored events. All rules and regulations apply to the student. A director/teacher in that school must declare responsibility for the student including registration and filing of all forms and entry fees.) (Revised ABA 2000)

SECTION B. Associate/Institutional Membership Fee - \$15.00 (ABA 2007)

SECTION C. Sustaining Membership Fee - \$30.00 (Listed in Roster) - \$75.00 (Additional Name Link on [www.asboa.org](http://www.asboa.org)) (ABA 2007)

SECTION D. Director's Individual Membership Fee (Optional) - \$5.00

SECTION E. Payment of Fees: \*All fees are due and payable according to the Constitution, ARTICLE III, Section E, of the ASBOA Constitution (On September 15, delinquent after September 30).

\*See Section IV - E of Rules and Regulations governing student participation "Penalties for late payments".

#### SECTION F. Salaries and Honorariums

1. The Executive Secretary-Treasurer Officer shall be paid a salary to be determined by the Executive Advisory Committee.
2. The Administrative Assistant shall be paid a salary to be determined by the Executive Advisory Committee.
3. The Executive Secretary will procure exhibitors, make arrangements for all matters related to exhibits (including collecting money and accounting for same), and operate the exhibits during the Arkansas Music Conference All-State Clinic. Twenty per cent (20%) of the total exhibit monies collected at the Arkansas Music Conference Exhibits will be paid to the Executive Secretary. (Revised 1985)
4. The outgoing president shall receive an honorarium of \$500.00 (Revised ABA 2000)
5. All-State Band and Orchestra Clinicians - \$600.00 per day - Mileage \$.33/mile - Meals \$50.00 per day (ABA 2013)
6. State Concert Assessment judges - \$150.00 per day\*\* - Mileage \$.33/mile (ABA 2007) - Meals \$15.00 per day
7. Region Concert/Marching judges - \$135.00 per day\*\* - Mileage \$.33/mile (ABA 2007) - Meals \$15.00 per day
8. Region Clinic Clinicians - \$135.00 per day - Mileage \$.33/mile (ABA 2007) - Meals \$15.00 per day
9. Region and State Solo/Ensemble judges - \$90.00 per day (Revised ABA 2003) - Mileage \$.33/mile (ABA 2007) - Meals \$15.00 per day (Revised 1996)
10. Region tryout hosts may hire additional judges as needed to properly audition the number of students registered. This would be allowable only in extraordinary circumstances with the approval of ASBOA Rules Committee. Participating teachers may NOT be paid. A \$10.00 per hour maximum fee may be paid per judge. (Revised ABA 2008)

Honorariums -- All figures are the maximum amount to be paid from ASBOA monies. Regions are given the prerogative to pay clinicians more than the set fee as long as the additional monies do not come from student fees. (Revised 1996)

The Chairman or Host of an event may stipulate that, as a part of the contract, certain judges travel together or waive full travel reimbursement.

Hotel/Motel room expenses only will be paid by the Secretary or Host. The Region, or State, will not be responsible for long distance calls, or any incidental expenses of a judge or clinician.

According to Section I. Under Section 6041 of the Code, the ASBOA Office is required to issue form 1099 to recipients of "fees of \$600.00 or more during a calendar year".

\*\*The length of time for a judging panel should be limited to an eight hour day, not to exceed nine hours, in emergencies. Region and State assessment adjudicators judging over a nine hour day will be paid at the rate of \$16.00 per hour for the overtime.  
A judge or clinician who works any part of a day, shall be paid for a full day. (Revised 1992)

SECTION G: The transportation allowance ASBOA officers shall be 33 cents per mile, for officially approved business of the Association.

#### SECTION H. Officer's Expenses - All-State Auditions and Clinic

1. Lodging and four meals at the All-State Clinic auditions for the President, two Vice-Presidents, Orchestra Chairman and Executive-Secretary; a second night's lodging and one meal for the above named officers, if it becomes necessary.

2. One night's lodging and one meal in preparation for the All-State Clinic auditions for the President, two Vice-Presidents, and Orchestra Chairman.
3. All meals, lodging and travel for the Executive-Secretary.

SECTION I. Memorials - Resolutions - Illness

Memorial for death in the immediate family (husband, wife, children), \$24.00 plus costs; Illness of director, \$15.00 plus costs.

SECTION J. Entry Fees--Student Fees

1. \*Clinic Tryout fees for Junior and Senior Band - \$3.00 per student (ABA 2007)
2. \*Junior and Senior Clinics for Band - \$3.00 per student (ABA 2007)
3. \*Orchestra - Junior and Senior Clinic Auditions - \$4.00 per student (ABA 2007)
4. \*Orchestra - Junior and Senior Clinics - \$6.00 per student (ABA 2007)
5. \*All-Region Jazz Auditions - \$6.00 per student (ABA 2007)
6. \*All-Region Jazz Clinic - \$12.00 per student (ABA 2007)
7. All-State Band, Orchestra and Jazz Auditions - \$11.00 per student (ABA 2011)
8. All-State Clinic (Band, Orchestra, Jazz) - \$15.00 per student including patch (ABA 2006)
9. Region Solo-Ensemble Assessments - \$4.00 per student per entry (Revised ABA 2003)  
Each ensemble up to and including 10 members - \$4.00 per student per entry  
Any ensemble over 10 members - \$4.00 for each of the first 10 and \$2.00 for every member after that. (ABA 2007)
10. Region Twirling and/or Front Line - \$4.00 per student per entry
11. State Solo-Ensemble Assessment - \$5.00 per student per entry

\* \$.50 per student, for each audition and clinic fee, sent to ASBOA Office immediately following the clinic.

Entry Fees--Large Groups

1. Region Marching Assessment - \$150.00 per organization
2. Region Concert Assessment - \$150.00 per organization

SECTION K. Delinquent Accounts - Reports - Fees

1. Failure to submit the ASBOA Participation fee and necessary forms by the deadline, September 30, will result in a \$10.00 per day (maximum \$150 October 15 absolute deadline) (ABA 2006) late fee and a letter to the school principal and region chairman. Fees are due September 15, delinquent after September 30. Only schools whose forms and fees (or an official signed PO) are in by September 30 will be included in the ASBOA roster. (Revised ABA 2000)
2. Failure to submit both fees (or official signed PO) and forms by October 15 will result in the band's disqualification for any ASBOA sponsored event for the balance of the school year. (Revised ABA 2000)
3. Failure to submit any region reports, forms, or entry fees by the deadline date (15 days prior to the event) will result in a \$10.00 late fee and a letter to the school principal and region chairman.
4. Failure to submit both forms and fees within seven days after the deadline will disqualify the band's/orchestra's participation at the event in question.

**Appendix B  
Jazz**

Section A. Time line for region committee members to rotate off the All-State Jazz Band Committee.

<u>I, IV, VII</u>	<u>II, V, VIII</u>	<u>III, VI, IX</u>
2009	2010	2011
2012	2013	2014
2015	2016	2017
2018	2019	2020

Section B. Intervallic construction of scales and modes in steps.

1. Major scale (Ionian mode) 1 - 1 - 1/2 - 1 - 1 - 1 - 1/2
2. Natural minor scale (Aeolian mode) 1 - 1/2 - 1 - 1 - 1/2 - 1 - 1
3. Dorian mode (Natural minor with raised 6th) 1 - 1/2 - 1 - 1 - 1 - 1/2 - 1
4. Mixolydian mode (Major with a lowered 7th) 1 - 1 - 1/2 - 1 - 1 - 1/2 - 1
5. Blues scale 1 1/2 - 1 - 1/2 - 1/2 - 1 1/2 - 1

Section C. Scales and beat patterns are available from the ASJB Committee Chair and/or the ASBOA office.

Section D. Prepared audition material is available through AR IAJE. The Arkansas IAJE 2014-2015 Set I Audition Material will be used for 2014-2015.

**Appendix C  
Arkansas All-State Percussion - Comprehensive Tryout Procedure**

Overview

- Tryouts will be in all 3 areas: **Snare Drum, Keyboard, & Timpani**
- Students may use their **own instruments**
- Each Region will **qualify** up to **11 percussionists plus 3 alternates**
- **First Band - the top 8 overall scores** with the next 12 in Second Band, the next 12 in Third Band.
- **First Band Principal Snare** - the highest snare sub-score  
*Principal Keyboard* - highest keyboard sub-score  
*Principal Timpani* - highest timpani sub-score  
*Second and Third Band Principals* will be named in the same manner

- **3 minute intervals** scheduled for each room
- **5 hour** approximate total audition process
- **Audition Etude book** will be dropped
- **One Percussion Tryout Sheet**

#### *The Fine Print*

- The host will provide adequate equipment for each room.
- Students may use their own instruments - provided that they are pre-placed in the tryout rooms, or can be moved in and out in less than 1 minute.
- Should a student have the highest sub-score in two or more areas,
  - They will choose one area to be named *Principal*
  - Then, the next highest sub-score will be named *Principal* in the other area(s).

### **The Strategy TRYOUT ROOM(S)**

Each student will have all equipment ready before entering the room.

i.e. Snare sticks, keyboard mallets, timpani mallets, non-electronic tuning device.

Students may use their own instruments.

#### **Room 1 - Timpani**

- Sample start time = 10:30 am; Finish time = 3:24 pm
- Tryout order
  - Tune pitches of timpani exercise, 15 seconds per drum will be permitted  
*strike each from lowest to highest consecutively in a half note rhythm quarter note = 80.* (judged on the rudiment/scale/tuning line)
  - A portion of the timpani exercise (to fit under 1 minute)
  - Sight-read – 20 second study time; 30 second performance time;  
Sight-reading tuned pitches will be the same as the prepared pitches. (ABA 2007)

Students may use only the number and size timpani designated.

Set I – Page 26 – 3 Drums only – Sizes 23", 26", 32"

Set II – Page 9 – 2 Drums only – Sizes 26", 29"

Set III – Page 21 – 3 Drums only – Sizes 23", 26", 32"

Although the 26" & 32" drums produce clearer tones within the written range of these exercises, some schools may not have access to a 26" or a 32" drum in which case a 29" drum is an acceptable substitution for either.

Audition hosts should provide the necessary drums and no more. Schools who bring their own equipment to auditions must only be allowed to use the specified number of drums listed above. (ABA 2012)

#### **Room 2 – Keyboard**

- Sample start time = 10:33 am; Finish time = 3:27 pm
- Tryout order
  - 2 scales – no rolls
  - A portion of the keyboard exercise (to fit under 1 minute)
  - Sight-read – 20 second study time, 30 second performance time

#### **Room 3 - Snare Drum**

- Sample start time = 10:36 am; Finish time = 3:30 pm
- Tryout order:
  - 1 rudiment – 1 minute maximum time. (Monitor can stop the student at the 1 minute mark if necessary)
  - A portion of the snare exercise (to fit under 1 minute)
  - Sight-read – 20 second study time; 30 second performance time

Total audition approximately 5 hours

\* Instruments/Rooms may be combined on the Region level.

### **STATEMENT OF PHILOSOPHY - CODE OF ETHICS ARKANSAS SCHOOL BAND AND ORCHESTRA ASSOCIATION**

Music education is a vital part of the complete education of our students. To implement this philosophy, the Arkansas School Band and Orchestra Association has outlined in their Constitution the following:

#### **PURPOSE**

The purpose of this organization shall be:

1. To stimulate interest in instrumental music.
2. Promote leisure time interests which may be continued beyond school years.
3. Encourage good fellowship and sportsmanship between member bands and orchestras through the promotion of tournament activities.
4. Bring before education authorities the work of the Association in order that the value of instrumental music study and training may be clearly recognized.
5. Develop a desire for good music.

We are able to see from this statement of purpose that the foundation on which the Association is formed is basically sound.



## CODE OF ETHICS

We, the member/directors of the Arkansas School Band and Orchestra Association, do hereby subscribe to the following Code of Ethics:

### STUDENT CONDUCT

Instrumental music is one of the highest forms of the fine arts and is recognized by many research studies as among the most basic of subjects in the total curriculum in education. This recognition requires the utmost of all students, and their teachers, in becoming exemplary leaders in behavior patterns in every segment of their lives. Character development through improved social graces is an integral part of the total educational curriculum and must be accepted by all students just as important as regular subject areas.

The finest behavior must be observed by each individual student and all groups/organizations in every area of activity/performance whether invitational or not. Lewd and suggestive behavior have no place in the study or practice of the fine arts. Teacher/directors are responsible for the necessary leadership to accomplish these goals.

This behavior pattern should be observed in the home, community, and all related activities/performance. ASBOA subscribes to these tenets and will accept nothing less than the best of all concerned.

### TEACHER AND ADMINISTRATION

The music teacher should maintain the standards of conduct that have been established over the years. In so doing, the music teacher should:

1. Conduct professional business through the proper administrative channels.
2. Refrain from discussing confidential and official information concerning the school with unauthorized persons.
3. Cooperate in the establishment of school policy, and be responsible for this in the locality in which he/she teaches.
4. Seek employment in a professional manner and not be indiscriminate in the distribution of his/her applications for employment. Application should not be made for a position that is already occupied. An application for a position which has been created through unethical behavior, or is the center of conflict within a community should be considered with extreme reservation.
5. Fulfill the obligations of his/her contract with a school system and give sufficient notice before changing positions.
6. Engage only in such gainful supplementary employment he/she is able to handle without affecting their work as teachers adversely.
7. Not accept compensation for providing advice to local individuals or the school or school administration in regard to the purchase of instructional materials or supplies.
8. Refrain from using the "bargaining process" as a means of obtaining a salary increase.

### TEACHER AND OTHER TEACHERS

The music teacher must be fair in recommending the work of another teacher and should not disparage or discredit a fellow teacher. In working with other teachers the music teacher should:

1. Develop a spirit of cooperation based upon common interests.
2. Maintain a courteous, just, and professional attitude.

### TEACHERS AND PUPILS

The teacher should be fair and just in relationships with each student, and should not let any form of prejudice affect the relationship. In working with pupils the music teacher should:

1. Recognize the individual differences and needs of pupils, and make adequate provisions for those differences.
2. Keep to himself/herself all confidential information which is provided regarding the student.
3. Aid the student in establishing high goals of attainment.
4. Develop the pupil's understanding and appreciation of the ideals of our American way of life.
5. Not accept payment for the tutoring of pupils except in accordance with the policies of the local board.
6. Refrain from participating in discussions with students which might tend to undermine the pupil's respect for fellow teachers.
7. Conduct himself/herself in a manner which will command respect for himself/herself, his/her professional behavior and leadership, and demand the highest standard of behavior on the part of all students.

### TEACHER AND PARENT

Since the successful accomplishment of his/her students is important, the music teacher should maintain close contact with the community in which he/she teaches. So that this contact will be more effective the music teacher should:

1. Identify with the community in which he/she works and take an active part in community civic clubs, churches, and special events.
2. Provide parents with information that will aid them in rearing their children, maintaining a professional manner in discussing all confidential information.
3. Maintain a friendly and cooperative atmosphere with the pupil's parents.
4. Present to the community the best example in financial and moral matters.

### TEACHER AND PROFESSION

The music teacher should fulfill all obligations to the profession of which he/she are members. In their actions regarding the profession he/she should:

1. Be a member of the professional organizations and take an active part in them.
2. Insure their professional growth through study, travel, clinics, and conferences, and participation in professional meetings.
3. Observe conduct which at all times will bring credit to the profession, and to the professional organizations to which they belong.
4. Make the teaching professions attractive in ideals and practice in order to induce capable and sincere young people to enter the profession.

### TEACHER AND PROFESSIONAL MUSICIANS

The music teacher should exercise extreme caution so that their school organization's performances do not detract from the livelihood of the professional musician they should:

1. Make sure that guidelines for performances are made so as not to conflict with the work of the professional musician - this to be clearly understood by the school administration, civic, and local charitable groups.
2. Limit performances of the school organizations to those school functions that are a part of the school's activities.
3. Participate in civic events only in such a way that will neither detract from nor eliminate completely the professional musician. Details of such appearances should be worked out in advance by the local teacher and a representative of the professional musicians.

#### TEACHER AND MUSIC MERCHANT

The music teacher should leave all merchandizing of musical equipment to the music merchant, while the music merchant should avoid all activity within the sphere of the activity of the music teacher. In their associations with the music merchant the teacher should:

1. Test and examine all musical instruments or merchandise purchased by the school, or by individuals, and notify the music merchant of any defects in quality.
2. Notify the music merchant of any innovations that will improve the local music situation with which the music merchant may not be familiar.
3. Do not enter into any business relationship with the music merchant whereby the music teacher receives a commission or fee for recommending a particular brand of instrument for pupil, or school, use.

#### TEACHER AND PRIVATE MUSIC TEACHER

Any discussion with pupil or parent of another teacher's work that injures a teacher's reputation is unethical. In their relationship with private music teachers the music teacher should:

1. Not claim sole credit for the development of a pupil when the achievement of the pupil is the direct result of the efforts of both.
2. Establish definite objectives in the development of pupils which will be followed by both the music teacher and the private music teacher.

#### SUMMARY

This Philosophy and Code of Ethics should be regarded by all as the pattern of behavior best suited to the music teacher. It is designed to support all of the inherent qualities of the purpose of the Arkansas School Band and Orchestra Association as stated in Article II of the Constitution.

This Code will only be as strong as the members want it to be. Complete understanding and cooperation of all members will be necessary for these ethical standards to have real meaning. Should it become necessary to take action against an offending member as a result of direct violation of this Code, this action shall be taken by the Executive Board in a meeting with the member who has acted in violation of the Code. Such action, if necessary, should be taken in such a way so that pupils in the music program of the violating member are not involved. SEE "DUE PROCESS" PROCEDURES (Part I-B, pages 7-8) for more detailed information.