

# **NORTH JERSEY AREA BAND**

## **BYLAWS AND HANDBOOK**

REVISED 2017

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# **North Jersey Area Band**

## **Bylaws and Handbook (2017 Revision)**

The North Jersey Area Band has adopted the following mission statements on Music Education from the New Jersey Music Educators Association. Permission was given by NJMEA in 1997 by then President, Mr. Jim Kain.

### **Mission Statement of the North Jersey Area Band**

The purpose of Music Education is enhanced by the preparation, audition and performance of selected students within the selected Northern New Jersey schools. This enhancement includes: The preparation for audition, the rehearsal of advanced band music, the exposure to advanced conductors and the performance of said music in a concert setting.

### **North Jersey Area Band Constitution and Bylaws**

The following format was an adopted copy of the NJMEA constitution and Bylaws (revised 1994) with permission granted by NJMEA Region I, President, Mr. Jim Kain in 1997.

## **Article I – Name**

This organization shall be known as the North Jersey Area Band and referred to as the NJAB. NJAB is incorporated as a not-for-profit, independent, corporation under Title 15, Section 1-12 of the newly revised Statutes of the State of New Jersey.

## **Article II – Membership**

### **Section 1 – Charter Membership**

A defining purpose of NJAB is to allow students to have a Region I audition performance experience within the confines of a much smaller participation membership. NJAB was designed in 1960 to be approximately half the size of NJ Region I, allowing for more students from the Northern New Jersey area to experience a high caliber, selected performance experience in the Wind Ensemble, Symphonic Band, Junior High Band, and HS/JHS Percussion Ensembles. Schools are added and dropped from the NJAB in accordance with the guidelines set forth in Article II, Sections 2-4. The general school membership number is around 38 High School and 25 Junior High/Middle Schools. Approximately half the size of the participating 80-member NJ Region I schools.

### **Section 2 – The following schools are members of the NJAB (as of January 2017):**

High Schools: Butler, Chatham, Columbia, Dover, Hackettstown, Hanover Park, High Point, Hopatcong, Indian Hills, James Caldwell, Jefferson, Kinnelon, Kittatinny, Lakeland Regional, Lenape Valley, Livingston, Madison, Montville, Morris Hills, Morris Knolls, Morristown, Mountain Lakes, Mount Olive, Newton, Nutley, Parsippany, Parsippany Hills, Passaic Valley, Pequannock, Randolph, Vernon, Wayne Hills, Wayne Valley, West Essex, West Milford, West Morris Central, West Morris Mendham, West Orange, Whippany Park.

Junior High/Middle Schools: Anthony Wayne, Briarcliff, Byram, Chatham, Dover, East Hanover, Frankford Twp, Frelinghuysen, Glen Meadow, Hackettstown, Jefferson, Kittatinny, Lincoln Park, Little Falls MS #1, Long Pond, Long Valley, Macopin, Martin J. Ryerson, Memorial, Mendham, Mount Olive, Pearl R. Miller, Pequannock Valley, Randolph, Rockaway Valley, Richard Butler, Ridgedale, Schuyler Colfax, Sussex, Thomas Jefferson, Valleyview.

Any music teacher within the NJ Region I jurisdiction holding a New Jersey B.S. degree or college degree in Music Education can be voted in as a member of the NJAB. New schools can be included by:

- 1) The transfer of a current NJAB director/member to a non-member school.
- 2) Election by the NJAB membership. This may take place only when a member school has either resigned their membership or has been declared ineligible.

A waiting list of schools who wish to become members will be established, recorded by the Secretary and reviewed by the general membership at the December meeting. A vote will be taken to add or remove schools from NJAB at the January meeting. *See Article XIII.*

**Section 3** – Any member of the above schools accredited music program may be eligible to audition for that year’s December auditions upon their submission of the NJAB formal application with an accurate signature from: the student, Parent/Guardian, Music Director, and Principal/Superintendent of their school. The school must be a current participating NJAB member and their director must be represented at the December audition. Upon completion of the audition and acceptance into that year’s Junior High School, Symphonic Band or Wind Ensemble, the student may be an active member of the NJAB, for that school year only. *See Article XII.*

**Section 4** – Any of the above-mentioned schools may be warned, suspended or lose NJAB membership status for the following offenses:

- Financial debt occurred by lack of student audition payment for that year or past years.
- The absence of the above school director or pre-approved substitute for the purpose of judging the December audition.
- The lack of participation in the NJAB for two consecutive years.
- Any unapproved action taken by a NJAB school or its students within the business of the NJAB.

### **Section 5 – Probation**

- A) In the event a Senior who is accepted into Area Band quits or is dismissed from the ensemble, the member school will be placed on a one-year probation.
- B) In order to be removed from probation, the director must either attend auditions or send a qualified replacement the following school year, even if no students from that school are auditioning. If the director attends, the probation will be considered revoked and the school will return to good standing.
- C) Should a school have Seniors quit or be dismissed in consecutive years, that school's continued membership in NJAB will be reviewed by the NJAB Officers.

## **Article III – Government**

The officers of the NJAB shall be the President, Vice President, Treasurer, Secretary, the Past President, and Junior High/Middle School Liaison. Their terms shall run for two consecutive years and they will be voted in by the general membership during the January meeting. The Vice President moves to the position of President after two years of service. The Treasurer and Secretary are not obligated to move to Vice President and can be voted back in to serve more than two consecutive years if they and the general membership so desire. The Junior High/Middle School President and Vice President will be elected by the Junior High/Middle School membership annually. At no time, shall any of the officers and membership receive stipends. Their duties include (and have fallen under the doctrine of past practice from the NJAB inaugural season of 1964-65) the following:

## **Section 1 – High School President**

The President shall preside at all the meetings and be responsible for the general administration of the duties of the chief executive office of the NJAB.

The coordination and supervision of NJAB activities such as:

- The September meeting to preside over the inclusions of the solos, scale and sight-reading requirements.
- The December meeting to assist and administer the audition process.
- The NJAB membership-its practice and requirements.
- The NJAB Auditions, first rehearsal and their sites.
- The NJAB Festival and its site (2nd or 3rd week in January), including completing facility paperwork.
- The NJAB Festival officers/conductors/manager's dinner (Saturday night, 2nd or 3rd week in January).
- The January meeting agenda and the election of officers, conductors and managers.
- The delegation of concert program, tickets, recording, photography, pins, etc.
- The appointment of other chairpersons and committees as necessary.
- The review of given music selection to insure quality of high standards and a good diversity of styles and musical periods.
- The emergency postponement/cancellation phone number for all of the NJAB membership.
- The distribution of Professional Development certificates.
- Maintain the NJAB website with the Vice President.
- Make executive decisions on pressing/emergency issues on behalf of the membership with council from the executive board.
- The final say: All NJAB decisions must be brought to the President for approval.

## **Section 2 – Vice President/Audition Chair Person**

- Coordinate with the audition site host and the NJAB President for audition rooms, music stands, food for judges, judge's forms, parking, and rehearsal rooms for the Junior High band.
- The organization and distribution of the NJAB inclusions, scales and administrative paperwork necessary for auditioning students.
- Prepare each judge packet to distribute and collate at the conclusion of judging. Secure enough judges (44+/-) and moderators (22+/-) for the audition as needed. (Moderators can be Music Ed. College students)
- Delegate and/or tabulate all audition scores at the completion of the audition.
- Distribute by email the audition results in December, including rehearsal sites, rehearsal and concert times and expectations.
- Assist in any NJAB duties as deemed by the NJAB President.
- Maintain the NJAB website with the President.
- Advise the NJAB President on any issues raised to the executive council.

*See Audition Chair Guidelines in Appendix D.*

## **Section 3 – Past President**

The Past President shall act in an advisory capacity and provide all information as requested by the NJAB officers and advise the NJAB President on any issues raised to the executive council.

## **Section 4 – Treasurer**

- Collect, distribute, and maintain needed monies/accounts as deemed by the NJAB President.
- Keep an accurate and current accounting of all deposits, withdrawals and current assets at all times.

- Maintain the insurance policies and records of such policies for both the NJAB December audition and January Festival.
- Act as ticket agent and handle/control all ticket sales for the concert.
- Give a written NJAB treasury report at the September and January meetings.
- Assist in any duties as deemed by the NJAB President.
- Advise the NJAB President on any issues raised to the executive council.

### **Section 5 – Secretary**

- Record the minutes of each meeting, and email to the NJAB school membership.
- Email notices of availability of audition information and results of audition on the website.
- Responsible for notating any additions/deletions or changes to NJAB policy and these Bylaws.
- Notification of the general NJAB membership prior to each of the three meetings.
- Maintain a current log of schools on the NJAB waiting list as well as probation or suspension.
- Assist in any duties as deemed by the NJAB President.
- Advise the NJAB President on any issues raised to the executive council.

### **Section 6 – Junior High President**

The Junior High President shall preside at all JHS meetings and be responsible for the general administration of the duties of the JHS Executive Board.

The coordination and supervision of JHS NJAB activities such as:

- The September meeting to preside over the inclusions of the solos, scale and sight-reading requirements.
- The December meeting to assist and administer the audition process.
- The NJAB membership-its practice and requirements.
- The NJAB Auditions, first rehearsal and its site.
- The NJAB Festival and its site (2nd or 3rd week in January).
- The January meeting agenda and the election of officers, conductors and managers.
- The appointment of other chairpersons and committees as necessary.
- The review of given music selection to insure quality of high standards and a good diversity of styles and musical periods.
- The emergency postponement/cancellation phone number for all of the JHS membership.
- The final say: All JHS decisions must be brought to the Junior High President for approval.

### **Section 7 – Junior High Vice President**

- Coordinate between secretary and president throughout the nomination and audition process, and to assist the Junior High President during the Festival Week.
- To attend inclusion meeting in June and participate on nomination committee for selection of ensemble in October.
- To participate in policy changes and improvements.
- Advise the NJAB JHS President on any issues raised to the executive council.

### **Section 8 – Junior High Secretary**

- Update and email the Permission Form, Nomination Form, and Inclusions to the webmaster in September following the annual Inclusions Meeting

- Receive, review and collate the NJAB Junior High/Middle School nominating forms, together with the Junior High/Middle School President, Conductor, and Managers.
- Email to the NJAB Junior High/Middle Schools and webmaster a list of accepted nominees, by the second week in November.
- Collect and keep record of all permission slips and all NJAB Junior High/Middle School fees for the NJAB calendar year.
- Organize audition materials for the judges, coordinate needed rooms for the audition with the NJAB audition host.
- Prepare the concert program and give this information to the NJAB program committee (person).
- Coordinate all of the above with the Junior High/Middle School President and NJAB President.
- Advise the NJAB JHS President on any issues raised to the executive council.

## **Section 9 – Junior Past President**

The JHS Past President shall act in an advisory capacity and provide all information as requested by the NJAB Jr. officers and advise the NJAB JHS President on any issues raised to the executive council.

## **Section 10 – Election of NJAB Officers**

**Sub section 10a** – Election of officers for the NJAB will take place during the NJAB Festival Director Meeting. (approximately the 2nd or 3rd week in January, Friday at 10am). The site is to be announced 2nd week in September. A majority vote will prevail and attending nominees will be asked to leave the room during this vote. All elected officers will be responsible for the above duties in Article III. All members unable to attend this meeting, but want to be considered for a NJAB officer position, must send their nomination wish to the NJAB Secretary no later than January 1st. There is a snow date of 10am, approximately the 2nd or 3rd Saturday morning in January. Transition of NJAB Officers will take place after the conclusion of the January Festival.

### **Sub section 10b – NJAB Officer Vacancies**

A person shall be appointed by the President upon approval of the NJAB officers to fill any vacancies. If for any reason the acting President cannot fulfill his/her duties, the Vice President will be promoted to that duty and the Secretary would then be promoted to the Vice President position. The Secretary would then be asked by the current NJAB membership to serve the remainder of the NJAB term.

## **Section 11 – Election of NJAB Conductors and Managers**

Elections of NJAB Conductors and Managers will take place during the Festival Director Meeting (approximately the 2nd or 3rd week in January, Friday at 10am – snow date 10am, approximately the 2nd or 3rd Saturday morning in January). All nominees should be of the highest respected musical caliber. A formal nomination must be made by an NJAB current member. Seconding endorsement(s) must be made by the NJAB membership. A majority vote will prevail and attending nominees will be asked to leave the room during the vote.

If the nominee is not available, a 1st, 2nd, and 3rd runner-up conductor will be chosen. It is recommended that a College Professor, or the like, conduct the NJAB Wind Ensemble. Past practice has included: A well-known band arranger/composer (D. Schaffer, Robert W. Smith, Jay Bocook) every other year and a well-known conductor for the following year. It is recommended that a current teaching member of the NJAB conduct the Junior High School and High School Symphonic Band with exceptions for special anniversary or event years. The managers of all bands are responsible to present the concert program from the Conductors to the NJAB officers by June 1. Selections will be brought to the membership for final approval at the inclusion meeting in September. (*See Article VIII for further details.*) A monetary ceiling should be placed on the amount the NJAB

is willing to spend on a Wind Ensemble conductor at the January meeting by the NJAB officers. The Percussion Ensemble conductors will be selected by the same processes.

## **Section 12 – Ad hoc Committees**

Ad hoc Committees may be established or assigned by the President to research needed information. (i.e.: An anniversary committee, a scholarship committee, etc.)

## **Section 13 – Campaigning**

The NJAB opposes the organized campaigning or the solicitation of funds for the purpose of election, conducting or managing duties. A simple letter of application followed by a brief resume sent to the NJAB Secretary will notify the NJAB Officers of your intentions.

## **Section 14 – Percussion Coordinator**

The Percussion Coordinator shall be appointed annually by the NJAB Executive Board and shall be responsible for the following:

- Coordinate percussion instruments for the Audition Day.
- Coordinate percussion instruments for the Reading Rehearsal.
- Coordinate percussion instruments for the Festival Week, including any instrument rentals.
- Responsible for arranging for piano tuning at Festival Site as necessary.
- Overseeing all aspects of the percussion program from the Auditions through the Festival Concert.

## **Article IV – Funds**

### **Section 1 – Dues**

All dues shall be paid by the NJAB student membership. The current student dues are \$15 per instrument. These fees may change based on the Treasurer's report in the future years by means of a general membership vote at the January meeting.

### **Section 2 – Monies Received**

Any monies received from any source whatsoever shall be rendered to the NJAB Treasurer and properly receipted. A complete financial report will be submitted to the NJAB President at the beginning of each school year (September) and the end of the NJAB Festival in January of that school year.

### **Section 3 – Disbursement of Funds**

Funds of the NJAB shall be disbursed by the Treasurer in accordance with the annual budget adopted by the NJAB Officers. Annual expenses shall be submitted with proper voucher and receipts. All bills will be reviewed and approved for payment by the NJAB President.

### **Section 4 – Audit**

A treasury statement will be presented at each of the three NJAB meetings. This statement should include, but not be limited to, the complete financial activity of the NJAB from June 30 to present.



## **Article V – Meetings**

### **Section 1 – NJAB Calendar**

The NJAB will hold three official general membership meetings. The first meeting will be held in September to establish the Solo Inclusions, Scale Requirements, and Sight-Reading for the December audition. The second general membership meeting will be held in December one hour prior to the auditions to establish audition procedures. The third meeting will be held on the Friday morning during the Festival in January. *See Article XIV.*

**Section 2** – The purpose of the first meeting in September (Inclusion Meeting) is to establish:

- The sections of each solo that should be included in the auditions.
- To review and edit the scale ranges and requirements of each instrument.
- The sight-reading selections for each instrument.
- The percussion requirements and needs for the audition and first rehearsal.
- To review the programs as presented by the conductors.
- To suggest items to help facilitate a smooth audition day in December.

Attendance must be taken. Any other general membership business can be discussed but not voted on during this time. Only executive decision can prevail. This meeting should take place in the middle of September or early October. All information concerning this meeting should be notated by the NJAB Secretary and approved by the NJAB officers. Distribution of this meeting's minutes should be emailed to the NJAB membership by the third week in October.

**Section 3** – The purpose of the second meeting in December is to establish the proper procedure for that day's audition. Announcements of current, up-coming events can be made at this meeting. Attendance must be taken. If a NJAB high school director is not present and did not offer an approved substitute, that director's school will be placed on a one-year warning/probation notice. To be specific, that director's students will be allowed to audition and be placed within the NJAB Symphonic Band or Wind Ensemble for that year only. A letter/email will be sent to the offending school's administration, warning of possible NJAB dismissal. If this director's unexcused absence happens again any time in the future, that school may be dismissed from the NJAB pending a review by the executive board.

**Section 4** – The purpose of the third meeting (to be held the 2nd or 3rd week in January) will be to discuss any general membership business of the NJAB. Attendance must be taken. Important topics include:

- The election of NJAB officers and conductors for the next year's ensembles.
- The NJAB Treasury report.
- The requisition of the NJAB High School solo inclusions meeting site and host.
- The requisition of the NJAB audition site and host.
- The requisition of the NJAB Festival/Concert site and host.
- Current NJAB school registration and student audition fees.
- Requisition for the NJAB ticket, programs, pins, photos, and recording committees for the following year.
- Requisition of a High School Registration and Data Entry team.
- Any suggestions pertaining to the betterment of the NJAB.
- Any amendments to this Bylaws and Handbook document.
- A list of concerns should be sent to the President for agenda purposes prior to this meeting.

## Article VI – High School Auditions

### Section 1 – High School Students Grades 9-12

The audition will consist of sections of the inclusions of the All-State Solo, scale/traps requirements, and sight-reading. They will be individual and blind. All students must bring an original copy of the solo (edition as specified on the inclusions sheet) in order to audition.

#### **Instrumentation of the High School Wind Ensemble and High School Symphonic Band**

NJAB ensembles shall consist of three performing groups, a Junior High/Middle School Concert Band, a High School Wind Ensemble and a High School Symphonic Band. The High School students with higher scores shall be placed in the Wind Ensemble (minimum score of 100). High School audition instrumentation shall be as follows:

##### **Wind Ensemble**

|                       |                                   |                      |
|-----------------------|-----------------------------------|----------------------|
| 1 Piccolo             | (1 Alto Clarinet opt)             | 2 Tubas              |
| 4 Flutes              | 2 Bass Clarinets                  | (1 String Bass opt)  |
| 2 Oboes               | (1 Contra Bass Clar. opt)         | 5-7 Percussion       |
| (1 English Horn opt)  | 4 Saxes (2 Alto, 1 Tenor, 1 Bari) | -1 Snare Drum        |
| 2 Bassoons            | 5-6 Cornets and Trumpets          | -1 Timpani           |
| (1 Eb Sop. Clar. opt) | 4-5 Horns (1,2,3,4,1 asst.)       | -1-2 Mallets         |
| 9 Bb Clarinets        | 3-4 Trombones                     | -2-3 Traps           |
| (2-1st, 3-2nd, 4-3rd) | 2 Euphoniums                      | (1 piano/synth. opt) |

(Any other non-standard Wind Ensemble instrument request is optional and subject to availability)

##### **Symphonic Band**

|                        |                                   |                      |
|------------------------|-----------------------------------|----------------------|
| 1 Piccolo              | (1 Alto Clarinet opt)             | 6 Tubas              |
| 12 Flutes              | 4 Bass Clarinets                  | (1 String Bass opt)  |
| 4 Oboes                | (1 Contra Bass Clar. opt)         | 6-8 Percussion       |
| (1 English Horn opt)   | 8 Saxes (4 Alto, 2 Tenor, 2 Bari) | -2 Snare Drum        |
| 4 Bassoons             | 13 Cornets and Trumpets           | -1 Timpani           |
| (1 Eb Sop. Clar. opt)  | 8 Horns                           | -1-2 Mallets         |
| 24 Bb Clarinets        | 9 Trombones                       | -2-3 Traps           |
| (6-1st, 8-2nd, 10-3rd) | 4 Euphoniums                      | (1 piano/synth. opt) |

(Any other non-standard Symphonic Band instrument request is optional and subject to availability)

Note: Bb Cornets/Trumpets = 4.4.5 or 3.3(2-1st trpts, 2-2nd trpts).3-3rd cor.

Parts will be assigned: CI-1, CI-2, CI-3. CII-1, CII-2, CII-3, TI-1, TI-2, CIII-1, CIII-2, CIII-3, TII-1, TII-2

Note: Horns = (if 4 parts) 1.1.2.2.3.3.4.4 (if 3 parts) 1.1.2.2.2.3.3.3 (if 2 parts) 1.1.2.2.1.1.2.2.

Parts will be assigned: I-1, I-2, III-1, II-1, IV-1, III-2, II-2, IV-2

Note: Bb Clarinets = 6.8.10

Parts will be assigned: I-1, I-2, II-1, II-2, III-1, III-2, I-3, I-4, I-5, I-6, II-3, II-4, III-3, III-4, II-5, II-6, III-5, III-6, II-7, II-8, III-7, III-8, III-9, III-10

If variations of any parts are required due to the select nature of the literature or the director's discretion, the ensemble manager will determine the changes with the director upon final approval of the NJAB Officers. "As needed" instruments (i.e. Soprano Saxophone, Piano, English Horn) may play in both ensembles based on selected literature and at the discretion of the NJAB Officers.

## **Section 2 – High School Audition Procedures**

The date, site, and time for the following year will be chosen and announced at the third meeting (January).  
*See Audition Host's Handbook in Appendix A.*

Time Schedule: 8:30am – Directors Meeting, 9:30am Auditions Begin. No on site applications will be accepted. All applications will be distributed via email or on the website in late September, early October with a series of deadlines clearly notated on them. Instructions for that day's audition will be presented by the President and Vice President to the judging membership the morning of auditions. Required audition material will include: (review the scale/range sheet, solo inclusions sheet, and judging criteria sheets). The prepared solo was selected by the All-State Band Procedures committee. Cadenzas and ossia sections will not be accepted.

There will be two NJAB member judges in each of the required rooms. The judges can be high school music teachers or one high school music teacher and one NJAB pre-approved private music teacher. When possible, 1 moderator per room. Moderators can be college music students or professional music teachers. Students and judges are not to communicate except through the moderator. The moderator must not identify any student prior to or after the audition. Scoring will be based on the following scale: 10 – Outstanding by any standard, 9 – Outstanding Section Leader, 7-8 – Well qualified, 4-6 – Marginally qualified, 0-3 – Not qualified. No more than a 3-point spread (inclusive) shall exist between the high and low judges score within a 10-point caption. No more than a 5-point spread (inclusive) shall exist between the high and low judges score within a 20-point caption. Moderators shall ascertain point spreads, resolve discrepancies and seek further assistance from the NJAB Vice President or President, if necessary. That tabulator will compute the final scoring sheet on the basis of the scores received from the audition room. The tabulation room will be open only to the NJAB officers and tabulators. Ties in final scoring are broken in the following preferential order: 1. Solo total score, 2. Solo interpretation, 3. Sight-reading total score, 4. Sight-reading interpretation. A lowest acceptance score of 30 points per judge must be established to maintain a standard of ensemble excellence. (i.e. 2 judges' collective score is 60 points). The accepted students will be posted by student audition number only on the website. In addition, the directors will receive the scores by email.

## **Section 3 – Junior High/Middle School Audition**

The Junior High/Middle School students are selected based on the band director's recommendation and an equal percentage from each school (based on current NJAB Junior High/Middle School Band enrollments). Students will be auditioned using scales, solo inclusions (selected by the Region I Band division), and sight-reading. The audition is for chair placement only. Like the High School, students audition one person at a time.

### **Junior High/Middle School Concert Band**

|                        |                                    |                      |
|------------------------|------------------------------------|----------------------|
| 1 Piccolo              | (up to 4 Alto Clarinet opt)        | 6 Tubas              |
| 15 Flutes              | 4 Bass Clarinets                   | (1 String Bass opt)  |
| 2 Oboes                | (1 Contra Bass Clar. opt)          | 6-8 Percussion       |
| (1 English Horn opt)   | 10 Saxes (6 Alto, 2 Tenor, 2 Bari) | -2 Snare Drum        |
| 4 Bassoons             | 12 Cornets and Trumpets            | -1 Timpani           |
| (1 Eb Sop. Clar. opt)  | 8 Horns                            | -1-2 Mallets         |
| 24 Bb Clarinets        | 9 Trombones                        | -2-3 Traps           |
| (6-1st, 8-2nd, 10-3rd) | 5 Euphoniums                       | (1 piano/synth. opt) |

(Any other non-standard JHS Concert Band instrument request is optional and subject to availability)

Note: Bb Cornets/Trumpets = 4.4.5 or 3.3(2-1st trpts, 2-2nd trpts).3-3rd cor.

Note: Horns = (if 4 parts) 1.1.2.2.3.3.4.4 (if 3 parts) 1.1.2.2.2.3.3.3 (if 2 parts) 1.1.2.2.1.1.2.2.

If variations of any parts are required due to the select nature of the literature or the director's discretion, the ensemble manager will determine the changes with the director upon final approval of the NJAB Officers.

#### **Section 4 – Junior High School Audition Procedures**

There will be two NJAB member judges in each of the required room. The judges must be Junior High School music teachers who are members of NJAB. When possible, 1 moderator per room. Moderators can be college music students or professional music teachers. Students and judges are not to communicate except through the moderator. The moderator must not identify any student prior or after the audition. No more than 3-point spread (inclusive) shall exist between the high and low judges score within a 10-point caption. NO more than a 5-point spread (inclusive) shall exist between the high and low judges score within a 20-point caption. Moderators shall ascertain point spreads, resolve discrepancies and seek further assistance from the NJAB Vice President or President, if necessary. That tabulator will compute the final scoring sheet on the basis of the scores received from the audition room. Ties in final scoring are broken in the following preferential order: 1. Solo interpretation, 2. Solo total score, 3. Sight-reading total score, 4. Sight-reading interpretation. A lowest acceptance score of 30 points per judge must be established to maintain a standard of ensemble excellence. (i.e. 2 judges' collective score is 60 points).

#### **Article VII – Student Responsibilities**

The Junior High/Middle School Concert Band, High School Wind Ensemble, and High School Symphonic Band perform one concert concluding the NJAB January Festival. Due to limited rehearsal time, students are required to attend all rehearsals and the concert. No absences will be permitted. The rehearsal schedule, unless changed and announced on/or prior to the December audition, is:

- Date of Auditions, end of auditions until 1 pm (Junior High ONLY)
- HS ONLY – Reading Rehearsal the first Monday after auditions 4-7pm
- Monday before the concert 4-8pm
- Thursday before the concert 4-8pm
- Friday before the concert 9-4pm
- Saturday before the concert 9-1pm
- If the conductors desire, there may be a rehearsal on the day of the concert up to 2pm.  
*Weather changes will also be announced by the managers and given on the NJAB emergency phone line and the NJAB website.*

**Student membership in the NJAB** is from December-January of the given school year. Students are responsible to bring a music stand, given NJAB music, a #2 pencil to rehearsals, and to maintain and return all given music in its original folder at the completion of the January concert. Failure to return music when required will result in a monetary fine to the school of the offending student.

Student behavior during rehearsal and the entire concert is expected to be at the most professional standard. Student attire is to be formal for the concert and announced at the first rehearsal by the managers. Any Freshman, Sophomore or Junior accepted into NJAB and is dismissed for any offense or quit on their own accord will be ineligible to audition the following year. If a Senior is dismissed for any offense or quits on

their own accord his/her school will be placed on one-year probation. Refer to page 2, Article II Section 5, which outlines the probation guidelines.

## **Article VIII – Conductors**

**Section 1** – The conductors will be nominated and voted upon by all the band directors present at the January meeting. The conductors will be contacted a minimum of six months prior to the NJAB concert by the NJAB officers and/or designated managers. The conductor is to send a program of desired selections for the concert by June 1 to the NJAB President for approval by the NJAB Officers. (For reasons of not repeating a selection within a four-year period, to keep selections within the grade 4-5 national high school standard and to keep the selections varied, i.e. march, orchestral, transcriptions, contemporary, traditional). Each year the conductor for the next year should be contracted by the NJAB officers by September of that concert year. Along with the returned and signed contract, a biography, photograph and proposed program should be submitted by the conductor to the NJAB officers and paid upon the submission of bills and receipts given by the conductor and/or managers. The Junior High/Middle School and HS Symphonic Band conductors do not receive a stipend. A monetary ceiling (around \$1500) should be placed on the amount the NJAB is willing to spend on a Wind Ensemble conductor at the January Meeting by the NJAB.

Junior High Conductors will be selected at the January Meeting for the next Area Band season. As a prerequisite, all Conductors must have served as a Manager for the JHS Ensemble. The conductor is to send a program of desired selections for the concert three months prior to the concert to the NJAB President for approval by the NJAB Officers. (For reasons of not repeating a selection within a four-year period, to keep selections within the grade 1.5-3 national junior high school standard and to keep the selections varied, i.e. march, orchestral, transcriptions, contemporary, traditional).

### **Section 2 – Conductor Duties**

The conductor of the Junior High/Middle School Band, High School Wind Ensemble and Symphonic Band must submit a program, biography, and any instrumental requests to the NJAB President by June 1. The conductor is responsible to plan and direct the 4 rehearsals leading up to the concert: Thursday 4pm-8pm, Friday 9am-4pm, Saturday 9am-1pm, and the concert Sunday 3-6pm. The NJAB HS Wind Ensemble conductor should return his/her contract as soon as possible.

## **Article IX – Publications/Advertisements**

At no time, will any publication of information be allowed for distribution to the general membership of the NJAB without the NJAB President and NJAB officer approval. Advertisements must be representing NJAB schools only.

## **Article X – Limitation of Responsibility of Elected Officers**

No member of the NJAB shall be required to accept personal financial responsibility for duly authorized bills or obligations, suits, or litigations which may develop from authorized activities of this organization carried out in good faith and in the pursuit of the objectives, purposes and activities prescribed by these bylaws of the NJAB.

## **Article XI – Fiscal Administrative Membership Year**

The fiscal and administrative year shall be from July 1 through June 30.

## **Article XII – Student Eligibility**

The following rules shall govern the eligibility of students to audition for membership in the NJAB performing ensembles:

- A) The student must be a faithful member of the current NJAB school's performing ensembles and must receive the endorsement of the band director and principal/superintendent of the school. The student must also receive the endorsement of their parents or guardians understanding the rehearsal, performance, behavior, and commitment to the NJAB. The student must remain an active member in good standing of said school's performing groups throughout the NJAB experience.
- B) The student must pay all application fees prior to the audition.
- C) Home schooled students may participate in the NJAB provided they are an active member of their town's music program. Sponsorship will be at the discretion of the NJAB director member. Home schooled students will be held to the same commitment and responsibilities as public school students.
- D) Student behavior during rehearsals and concert is expected to be at the most professional standard. Anything less can be grounds of dismissal from the NJAB ensemble.

## **Article XIII – Teacher Eligibility**

The student's eligibility is further dependent upon the fulfillment of the following requirements by his/her music teacher:

- A) The teacher must attend the December NJAB audition and serve as an adjudicator, supervisor, or as assigned by the audition chairperson.
- B) If the teacher cannot attend the audition, he/she must be excused by the NJAB President and Vice President/Auditions Chair as well as find a pre-approved substitute to fulfill that school's judging commitment. The substitute name and credentials must be submitted to the NJAB President and Vice President a minimum of 1 week prior to the audition. Any extenuating circumstances will be reviewed by the executive board and resolved by executive decision. (i.e. alternate assignment for the teacher that missed).
- C) If the teacher is absent and has not fulfilled their NJAB judging and supervising commitment, that teacher's school will be out on a one-year warning/probation. If this problem occurs again within a succeeding year, the teacher, school, and students may be dismissed from the NJAB pending a review by the executive board. *See Article VII.*

## **Article XIV – Rules of Order**

Robert Rules of Order shall govern all business meetings of the NJAB.

## **Article XV – Amendments**

The Bylaws may be altered or amended at the January meeting by vote of the general NJAB teaching school membership. Proposals for such alterations and amendments must be presented to the current NJAB administration one week prior to the January meeting.

## **Article XVI – Retaining NJAB Status upon Teachers Changing Schools**

The doctrine of past practice has allowed the retention of a teacher's membership beyond a teacher's relocation to the North Jersey School (within the NJ Region I Area) from a member school to a non-member public school. The new public school will receive membership into the NJAB.

## **Article XVII – Dissolution Statement**

Upon the dissolution of the corporation the NJAB officers shall, after payment of all liabilities, dispose of all assets of the corporation exclusively for the purposes and in such manners or to such organization organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify for exemption under section 501 C (3) of the Internal Revenue Code of 1954.

## **Article XVIII – The Organization of the Concert Festival in January**

The delegation of conductors and managers include: Hotel site and travel arrangements for the Wind Ensemble conductor, the delegation to the managers for folders and music for the High School Symphonic Band and Wind Ensemble. The current and past need is for a facility with a 1000 seat capacity concert hall and a large enough band room(s), chorus room(s) and cafeteria to accommodate 3 large bands rehearsing simultaneously.

*See Festival Host's Handbook in Appendix B.*

## **Article XIX – Managerial Responsibilities**

The elected managers for the NJAB Wind Ensemble and Symphonic Band must take care of the following duties:

**Section 1** – Prior to Auditions: Contact division conductor for program. Secure an adequate number of musical parts for the ensemble and prepare folders (from a local music distributor or other source). Prepare manager's letter for students in the ensemble, including directions to festival school, web site, and phone numbers.

**Section 2** – Arrangements to be made: Contact host at rehearsal site to arrange for stands, chairs, risers and other rehearsal equipment as needed (including percussion equipment). Arrange for meal times. Contact conductors for special arrangements such as: seating plans, unusual instrumental problems and special rehearsal needs. Secure housing and travel arrangements as necessary. Coordinate and supervise the gift for the conductor. Provide host school with seating plans. Provide information to the program chairperson to include: performance program, ensemble roster, list of managers and conductor biography.

**Section 3** – Duties during rehearsals: Arrive early to all rehearsals and assist the conductor at all times. Take attendance and keep accurate records, which will be turned into the President. Make all necessary announcements. Supervise the students at all times. Verify and supervise rehearsal schedule arrangements. At the first rehearsal distribute music folders to students.

*See Manager's Duties & Guidelines in Appendix C.*

## **Article XX – Ratification of the NJAB Bylaws and Handbook**

The purpose of this document is to instruct and guide future officers and members of the NJAB. The current membership of 2016/2017 will be asked to review this handbook sent to them one week prior to the January Directors Meeting. The final edition and ratification of this handbook will take place at the January 2017 meeting. Upon ratification, copies of the document will be made available to all teaching membership. A committee (from January through September of each year) will maintain and amend this handbook. This document will become binding from September through January Festival of each year. (This document was amended and brought up to date at the January 2017 annual meeting).

# Appendix A

## Audition Host's Handbook (Submitted by Matthew J. Paterno)

Being the audition host for the North Jersey Area Band is not a difficult job, but it does require a great deal of advanced planning. The following is a guide that may help you to organize that plan.

- I. Reserving the Facilities:** As far in advance as possible, file a “Building in use permit” for our entire indoor facility (excluding gyms). Will you use all of this space for auditions, probably not, but don’t forget about the quiet you will need for auditions and rehearsals, as well as parking for all the participants. If someone decides to plan a craft fair on the same day, space will quickly run out. Other factors to consider:
- 1) **Custodial Help:** Does your school charge outside groups? If so, how much and what will they help with throughout the day.
  - 2) **Certificate of Insurance:** Most schools require a hold harmless indemnification from any outside group using their facilities. File it with your permit to save time and phone calls.
  - 3) **How many audition rooms you will need:** Several weeks in advance of the audition date, contact both the HS and JHS Audition Chairpersons to discuss the number of rooms they will need. Don’t forget the director’s room for the morning meetings and lunch and a tabulation room. (Put the tabulation room in a secure location so directors do not have access to it.) If possible, place the Junior High and High School rooms apart from one another, as their schedules runs differently.
  - 4) **Large rehearsal room:** You will need one large rehearsal room to be used by the Junior High Band from 10am-2pm.
  - 5) **Warm-up Areas:** Both the HS and JHS students will need areas to leave their cases and warm-up. The JHS can usually use the large rehearsal room for equipment and rehearsal. The HS students will need a cafeteria or gymnasium.

Once the equipment and the rooms have been set up for rehearsals, the rest of the day is on “auto pilot”. Check periodically with the band managers to make sure they have everything they need and relax..... You have earned it! After rehearsals are over, make sure any borrowed equipment has been returned to you and return any left behind folders, etc., to the band managers.

- II. Get Help:** This is too big a job for one person to do, so enlist some help.
- 1) **Parents:** Arrange for some parents to sell lunch in the cafeteria. It doesn’t need to be fancy (i.e. hotdogs, chips, and drinks) and can be used as a Band Booster fundraiser.
  - 2) **Students:** You will need some students to take refreshments around to the judges during auditions. Also, assign a few students to help direct people around the building and to act as runners for you.
- III. Directions:** Make sure the audition chairperson is given accurate directions to your school. Remember that people will be driving from all over the area to get to your school. Put up signs around your school directing people to the audition and rehearsal rooms. It may not seem like a big deal, but people do appreciate it.



# Appendix B

## Festival Host's Handbook

(Submitted by John DiEgidio, Darrell Hendricks, and Dawn Russo)

Being the festival host for the North Jersey Area Band is a big responsibility. It requires a great deal of advanced planning and communication with managers, officers, and your facility in order to be a success. The following is a guide that may help you host the NJAB Festival.

### Festival Schedule:

- Monday and Thursday 4:00-8:00PM
- Friday 9:00AM-4:00PM
- Saturday 9:00AM-1:00PM
- Sunday--Open 1PM, Concert 3PM (Snow Delay 6PM and Snow Date is Monday 6PM)

### Festival Host Responsibilities:

- Check dates with Performing Arts Center management.
- Sign out rooms and commons early in the school year, the snow date, too.
- Sign out a place for the Director's Meetings--HS and JHS.
- Double check facilities sign-out late in December.
- Find out ticket prices.
- Make sure we have enough chairs.
- Ask managers for the following at least 1 week ahead:
  - Large percussion needs (communicate with Percussion Coordinator)
  - # of chairs
  - If rooms are needed for sectionals (how many?)
  - If piano is needed (communicate with Percussion Coordinator to arrange for tuning)
  - Any multimedia specifications for concert programs
- Move percussion equipment to rehearsal rooms.
- Ask students to be ushers for the concert.
- Expect vendors to call with their arrival time on Sunday.
- Set up percussion, etc. after school on Monday.
- Give clear directions to HS to managers at the audition.
- Make arrangements to have restrooms open, cleaned, and stocked after school Monday and Thursday-Sunday (incl. access to handicapped bathrooms for concerts).
- Arrange for a place and time for students to eat lunch during the Friday rehearsal.
- Tell Area Band on audition day if we will provide pizza etc.
- Connect with band parents for meals and dinner times.
- Insurance Certificate (communicate with NJAB Treasurer)
- Inform main office about event.
- Custodians: Bathrooms on Saturday and Sunday.
- Call Event Coordinator about parking.

# Appendix C

## Manager's Duties & Guidelines

### I. PRIOR TO AUDITIONS

#### A. Music

1. Contact division conductor for program
2. Secure an adequate number of musical parts for the ensemble
3. Music may be obtained from the following sources:
  - a. borrowed from member schools
  - b. borrowed from Area Band library
  - c. borrowed from conductor
  - d. purchased (with approval by NJAB Executive Board)
4. It is against the policy of the NJAB to photocopy published music.
5. Assemble music folders for all students

#### B. Site Arrangements

1. Contact host at rehearsal site to arrange for:
  - a. adequate stands, chairs, risers, and other rehearsal equipment as needed
  - b. large percussion equipment for instrumental groups
  - c. adequate tuned pianos for all groups as needed
  - d. meal times

#### C. Conductor

1. Contact conductor for special arrangements such as:
  - a. seating plans
  - b. unusual instrumental problems
  - c. special rehearsal needs
  - d. housing and travel arrangements as necessary

### II. DAY OF AUDITIONS

- A. Have prepared a manager's letter for students selected to the ensemble, including directions to festival school
- B. Provide host with seating plans
- C. Provide host with list of percussion needs
- D. Provide host with plan for Sectionals
- E. Solidify Sectional Coaches for Festival Week

### III. AT FIRST REHEARSAL OF FESTIVAL WEEK

#### A. Please arrive ONE hour before start of rehearsal to:

1. Prepare seating arrangements for ensemble prior to arrival of students.
2. Supervise students as they warm up before rehearsal.
3. Distribute any new music to students.
4. Verify any special equipment arrangements.
5. Seat students and initiate rehearsal at designated time.

- B. Make all necessary announcements including policies, procedures, and introductions (see "Requirements of Student Participants" below)

- C. Take attendance and contact absentees or alternate as necessary

#### **IV. AT ALL REHEARSALS**

- A. Be present to assist conductor at all times.
- B. Take attendance and keep accurate records, which will be turned into the President and Secretary at the end of the festival weekend.
- C. Make all necessary announcements.
- D. Supervise students at all times (including meals and rehearsal breaks)
- E. Verify and supervise rehearsal schedule arrangements.
- F. Be responsible for solving any and all special needs.

#### **V. PROGRAM**

- A. Supply or confirm the following information to the Program Chairman:
  - 1. Performance program (Title, Movements, Composer, Years)
  - 2. Ensemble personnel roster (with correct spellings and schools)
  - 3. List of managers
  - 4. Conductor biography

#### **VI. POST CONCERT**

- A. Turn in to President:
  - 1. Excess pins
  - 2. Excess programs
  - 3. Attendance records
  - 4. Bills and expenses
- B. Organize and return music to appropriate sources (if applicable)

#### **VII. REQUIREMENTS OF STUDENT PARTICIPANTS -- Please announce at first rehearsal!**

- A. One excused absence will be permitted for a death in the family or an illness that can be verified by a doctor or school nurse ONLY.
- B. Students are not allowed to leave the building during scheduled rehearsals or meals.
- C. Students are at all times subject to local rules of the host school, as well as to the supervision of the school employees and members of this association
- D. Students are expected to behave in an appropriate manner as befitting membership in an honors organization at all times
- E. Violation of stated rules, or conduct not in strict accordance with the general rules governing students within a school will result in dismissal from the organization by the President in conjunction with the ensemble manager. Dismissal may jeopardize future student participation from NJAB activities.

#### **VIII. GENERAL REMINDERS:**

- A. Remind all students to bring food, drink and a music stand to all rehearsals.
- B. Remind percussion to bring their own equipment, except for the supplied large percussion instruments.
- C. No food or drink, except water, anywhere in rehearsal rooms or auditorium. ***Please enforce this rule.***
- D. No students allowed outside the music area in building.

ANY QUESTIONS ABOUT OR DEVIATIONS FROM THE ABOVE STATED POLICIES AND PROCEDURES SHOULD BE BROUGHT TO THE ATTENTION OF THE NJAB OFFICERS. THANK YOU AGAIN FOR HELPING OUR STUDENTS!

# Appendix D

## Audition Chair Guidelines (Submitted by Meredith Boyan)

1. Contact college Music Education programs to recruit volunteers for audition day - moderators, hallway monitors, score runners, and JHS moderators. It's always good to have more than you need in the event that some don't show up day-of.
2. Make judging assignments based on instrument requests. Try to rotate assignments from year to year where appropriate so all directors have a chance at their primary instrument.
3. Prepare audition folders with the following contents:
  - 3 pencils
  - Index card for scales
  - Solo
  - Sight reading
  - Judges Tally Sheets
  - Inclusions
  - Range Sheet
  - Scale Requirements
4. Communicate with Auditions host regarding room assignments and other needs.
5. Once data entry gives the go-ahead, assign student audition times. The following formula was used by VP 2014-16 with moderate success:
  - 5 students per half hour in single rooms
  - 8 students per half hour in split rooms (solo / scales + sight reading)
  - 3-4 students per half hour for traps
6. Percussion is a challenge to assign because of all the doublings. It works well to have the same judges do 2 rooms (Snare + Timpani/Piano + Traps) to make less overlap with students' times.
7. Doublers - Make sure to give doublers a reasonable time in between their auditions when possible.
8. Day of auditions - Oversee all rooms, check in that judges don't have any questions. Manage the pulling of sheets 30 minutes after audition time, and generate a no-show list for judges.
9. Retain score sheets until the end of the festival week. Sometimes directors will contact you after audition day to verify scores.
10. Audition hotline - VP 2014-16 used a Google voice number (rings to whatever phone number you designate) to give to students to call in the event they have an issue with auditions. In the event of a traffic incident, broken instrument, or other unforeseen issues, students could contact the hotline to notify the Audition chair so their sheet would not be pulled. Others called to report no-show. The phone number can be listed on the cover letter that gets sent to directors and students with audition times.