

Maine Music Educators Association

State Handbook

2011-2012



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Editor's Note:

Please check the MMEA website for:

- Current MMEA Executive Board Directory
- State Event Application Forms
- Current Calendar of Events

www.mainemmea.org

MMEA Constitution

(Revised May, 2010)

ARTICLE 1 - NAME, OBJECT, AFFILIATION, RELATIONSHIPS

Section 1 - NAME - The name of this association shall be the Maine Music Educators Association (hereinafter referred to as MMEA).

Section 2 - OBJECT -

- To work for the welfare of music educators, the advancement of music education, and the improvement of instructional opportunities for all.
- To develop and promote the adoption of practices, policies, and standards that mark this profession.
- To help to unify and strengthen the music-teaching profession and to secure and maintain the existence of school music programs in the State of Maine.
- To enable members to speak with a common voice on matters pertaining to the music teaching profession and to present their individual and common interests before the Maine State Board of Education, their designees, and other legal authorities.

This association is organized exclusively for educational purposes within the meaning of section 501(C)(3) of the Internal Revenue Code of 1954. No part of its net earnings will inure to the benefit of private shareholders or individuals; and will not, as a substantial part of its activities, attempt to influence legislation or participate to any extent in a political campaign for or against any candidate for public office.

Section 3 - AFFILIATION - This association shall function as the state unit of MENC, its Eastern Division, and other approved affiliate regional associations.

Section 4 - RELATIONSHIPS - The MMEA shall have a close relationship with the Maine Educators Association, Maine State Principals Association, Maine State Superintendents Association, and all associations relating to the development of studied programs that correlate music in the areas of performance, composition, and listening.

ARTICLE II - MEMBERSHIP

Section 1 - ACTIVE MEMBERSHIP - Any person actively engaged in music education in Maine (school, church, and community) may become an active member of this association upon payment of the prescribed dues. Only Active Members whose dues are fully paid shall have the privileges of voting and being elected to any of the offices of this association.

Section 2 - ASSOCIATE MEMBERSHIP - All persons interested in music education but not actively engaged in its pursuits may become Associate Members upon payment of the prescribed dues - Associate Members shall have all the rights of Active Members except those of voting and being elected to any office in this Association.

Section 3 - SUSTAINING MEMBERSHIP - Any individual, firm, or business institution desiring to contribute to the support of, or participate in the education activities of, this Association may become a Sustaining Member upon payment of the prescribed dues. Sustaining Members have all the rights of Active Members except those of voting and being elected to any office in this Association.

Section 4 - STUDENT MEMBERSHIP - Any student enrolled in music education at the college level, and not employed as a full-time teacher, may become a Student Member of MMEA upon payment of the prescribed dues. Student Members shall have all the rights of Active Members except those of voting and being elected to any office in this Association.

Section 5 - LIFE MEMBERSHIP - All persons in Maine holding Life Memberships in the MENC shall have the rights and privileges of Active Membership in the MMEA, providing they qualify under Article 2, Section 1.

Section 6 - HONORARY LIFE MEMBERSHIP - Any member of the MMEA upon retirement from active service, or upon completion of 30 (thirty) years of service with the State or for the benefit of this State shall be eligible for Honorary Life Membership. The Honorary Life Membership may be voted at any regularly constituted meeting of the Executive Board.

Section 7 - RETIRED TEACHER MEMBERSHIP - Any person who has been engaged in music education (school, church, community), and who has sustained Active Membership in MMEA or in a comparable NAFME-affiliated organization for a minimum of 10 (ten) years, may obtain a Retired Teacher Membership of this Association upon payment of the prescribed dues. Such members shall have the privilege of voting and being elected to any office in this Association.

ARTICLE III - GOVERNMENT

Section 1 - GOVERNMENT - The government of this association shall be vested in the Executive Board of the MMEA, which shall consist of officers (as listed in section 2), a board of directors (as defined in sections 4 and 5), and special appointments (as listed in section 6).

Section 2 - OFFICERS - The officers of this association shall be President; Immediate Past President); President Elect; Secretary; 6 (six) Vice-Presidents: General Music EK-5, General Music 6-12, Choral, Band, Orchestra and Jazz.

Section 3 - ELECTION OF OFFICERS - The officers of this association shall be elected by the general membership of this association by mail ballot in the spring on even-numbered years. Each officer shall assume office on June 1 and shall serve for a 2 (two) year term. At this time the President Elect shall assume the duties of the President, and any other duties deemed necessary.

Section 4 - BOARD OF DIRECTORS - The voting Board of Directors shall consist of the Officers (as defined in Section 2) and the District Chairpersons (as defined in Article VI & Article VIII)

Section 5 - NON-VOTING BOARD OF DIRECTORS - The non-voting Board of Directors shall consist of 1 (one) representative appointed from each of the following: the Maine State Principals' Association, the Maine State Superintendents' Association, and the State Department of Education. Their three (3) representatives shall serve in an ex-officio non-voting advisory capacity.

Section 6 - SPECIAL APPOINTMENTS - Special appointments may be made by the President, subject to approval by the Board: Treasurer, Executive Director, Assistant Treasurer, Editor, Web Master, and Chairperson of each of the following: Large Group Festival, Maine Solo and Ensemble Festival, All-State BOC Festival, All-State In-Service Conference, Membership, Higher Education, Research, All-State BOC Auditions, All-State Jazz Auditions, Advocacy, Retired Music Educators, Business manager, Society of Music Teacher Education (SMTE), Tri-M, Minorities, Student Chapter Representatives, and any other positions deemed necessary. These members shall be non-voting members of the Executive Board and must be MMEA members.

ARTICLE IV - DUTIES OF THE EXECUTIVE BOARD

Section 1 - DUTIES - The executive board shall have the authority to administer the affairs of and formulate policies for the MMEA. Any emergency actions taken by the President must be voted upon by the Executive Board at its next meeting.

ARTICLE V - DUTIES OF THE OFFICERS

Section 1 - PRESIDENT - The President shall preside at all meetings of the MMEA and of its executive board. He/she shall be an ex-officio member of all committees. He/she shall supervise the general administration of the affairs of the MMEA. He/she shall have the authority to act in emergencies for the MMEA. He/she shall represent the MMEA at all MENC Eastern and National Conferences. His/her direct function shall be to organize and supervise events primarily concerned with the professional growth of the members of the Association. The President shall be an advocate for music education and MMEA throughout the State both within and outside of the music education community. He/she shall serve as the liaison between the Executive Board and the Maine Principals Association and State chairpersons of the following committees: Large Group Festival, Solo and Ensemble Festival, and the Jazz Festivals; Editor, Government Relations, MIOSM, Membership, SMTE, Research, Tri-M, Retired Teachers, Student Chapters, and any others not specifically assigned elsewhere. The President may assign liaison with one or more of these committees to the President-Elect. In the event of the incapacity of the President, the assumption of responsibility for performing his/her duties shall be in the following order: (1) Immediate Past President (2) President Elect; (3) Treasurer.

Section 2 - PRESIDENT ELECT - After serving as President Elect for a two (2) year term, the President Elect shall automatically become President according to Article III, Section 3. He/she shall attend all MMEA Executive Board meetings and shall spend this term acquainting him/herself with the duties of the President, assist with these duties as assigned by the president, and may accompany the President to all NAfME Eastern and National events. The President Elect shall be a personal representative to all of the districts of MMEA and shall, as a major portion of his/her term, consult with the districts and the Executive Board regularly. In the event of the in-

capacity of the President Elect to assume the office of President, the current President shall become Immediate Past President and the current Immediate Past President shall become President. As soon as it is practical, a special election shall be conducted by mail to elect a new President Elect.

Section 3 –IMMEDIATE PAST PRESIDENT - The Immediate Past President shall attend all MMEA Executive Board meetings and shall serve in an advisory capacity to the Executive Board. He/she shall serve as chairperson of the Standing Nomination Committee and as Parliamentarian for MMEA and shall be the liaison between the Executive Board and the State Chairpersons of the following committees: Public Relations, Website, Nominating Committee. The Immediate Past President shall serve as, or be responsible for the appointment and oversight of, the MMEA In-Service Conference Chairperson. The Immediate Past President shall serve as secretary of the MMEA Bylaws.

Section 4 - BAND VICE PRESIDENT - The Band Vice President shall serve as an advisor to the President in matters concerning professional growth of the band music educators of the state. The Band VP shall attend all MMEA Executive Board meetings and shall serve as a formal liaison with the Maine Chapter(s) of any Band Association(s). He/she shall submit articles to the MMEA Bulletin and review the materials and literature in this field. He/she shall be responsible for the Band clinics at the In-Service Conference.

Section 5 - CHORAL VICE PRESIDENT - The Choral Vice President shall serve as an advisor to the President in matters concerning professional growth of the choral music educators of the state. The Choral VP shall attend all MMEA Executive Board meetings and shall serve as a formal liaison with the Maine Chapter ACDA. He/she shall submit articles to the MMEA Bulletin and review the materials and literature in this field. He/she shall be responsible for the Chorus clinics at the In-Service Conference.

Section 6 - JAZZ VICE PRESIDENT - The Jazz Vice President shall serve as an advisor to the President in matters concerning professional growth of the jazz music educators of the state. The Jazz VP shall attend all MMEA Executive Board meetings and shall serve as a formal liaison with the Maine Chapter(s) of any Jazz Association(s) and, with the assistance of the Jazz Instrumental Chair and the Jazz Vocal Chair, shall oversee the Jazz All-State Festival, the State HS Jazz Instrumental Festival, the State Middle School Instrumental Festival, the State Vocal Jazz Festival and the MMEA District Jazz Festivals. S/He shall arrange for a Jazz educational clinic(s) at the All-State Jazz Festival. He/she shall submit articles to the MMEA Bulletin and review the materials and literature in this field. He/she shall be responsible for any Jazz clinics at the In Service Conference.

Section 7 - ORCHESTRAL VICE PRESIDENT - The Orchestral Vice President shall serve as an advisor to the President in matters concerning professional growth of the string music educators of the state. The Orchestral VP shall attend all MMEA Executive Board meetings and shall serve as a formal liaison with Maine string organizations, specifically Maine String Teachers and Players Association and the Maine Suzuki Association. He/she shall submit articles to the MMEA Bulletin and review the materials and literature in this field. He/she shall be responsible for the Orchestra clinics at the In-Service Conference.

Section 8 - GENERAL MUSIC EK-5 VICE PRESIDENT - The General Music EK-5 Vice President shall serve as an advisor to the President in matters concerning professional growth of the EK-5 general music educators of the state and shall be charged with arranging workshops, clinics and meeting for this purpose. He/she shall attend all MMEA Executive Board meetings and shall submit articles to the MMEA Bulletin and review the materials and literature in this field. He/she shall be responsible for the EK-5 General Music clinics at the In-Service Conference.

Section 9 –GENERAL MUSIC 6-12 VICE PRESIDENT - The General Music 6-12 Vice President shall serve as an advisor to the President in matters concerning professional growth of the 6-12 general music educators of the state and shall be charged with arranging workshops, clinics and meeting for this purpose. He/she shall attend all MMEA Executive Board meetings and shall submit articles to the MMEA Bulletin and review the materials and literature in this field. He/she shall be responsible for the 6-12 General Music clinics at the In-Service Conference

Section 10- SECRETARY - The Secretary shall attend all MMEA Executive Board meetings and shall keep an accurate record of all meetings of the MMEA Executive Board. No later than 2 (two) weeks after the board meeting he/she shall send a copy of the minutes to each board member and he/she shall publish all minutes of such meetings on the website.

ARTICLE VI - DUTIES OF THE DISTRICT CHAIRPERSONS

Section 1 - CHAIRPERSONS OF DISTRICTS - The elected Chairpersons of each district of MMEA (as listed in Article X, Section 1) are charged with the following duties:

- A. He/she shall serve as a voting member of the MMEA Executive Board.
- B. He/she shall compile and present to the State Membership Chairperson a complete and current list of all music educators from all levels in his/her district in September of each year (see appendix A for the list of high schools and towns in each district).
- C. He/she is responsible for furthering the professional growth and performance efforts of his/her district in coordination of these efforts to the State as a whole.
- D. He/she shall be responsible for the election of additional officers within his/her district.
- E. He/she shall oversee the following activities: a Solo and Ensemble Festival, Jazz Festival, Concert Festival, and Clinics and any district festivals sponsored in whole or in part by MMEA.

ARTICLE VII – DUTIES OF OTHER EXECUTIVE BOARD MEMBERS

Section 1- EDITOR - The Editor shall attend all MMEA Executive Board meetings and shall serve as editor of the MMEA Bulletin and, as such, will be responsible for assembling and distributing at least three (3) issues of the Bulletin during each school year, in November, March, and May. The Editor shall be appointed by the President and approved by the Executive Board.

Section 2 – WEB MASTER - The Web master shall attend all MMEA Executive Board meetings and shall maintain the MMEA Web site. The Web master shall be appointed by the President and approved by the Executive Board.

Section 3- EXECUTIVE DIRECTOR- The Executive Director shall be a non-voting, administrative member of the Board, shall attend all MMEA Executive Board meetings and shall maintain a history file with pertinent facts; be an MMEA memory resource for the MMEA Board; serve as Awards Chair; solicit bids for future site/host for All-State Festival and Conference; communicate with MENC concerning dues; communicate with other Executive Directors; attend National Executive Director's Conference. The Executive Director shall be appointed by the President and approved by the Executive Board.

Section 4- ALL STATE B/O/C FESTIVAL CHAIR- The All-State BOC Festival General Chair shall oversee the appointed managers of the All State Band, Orchestra and Chorus (one manager for each group) and the All-State Auditions Chair(s). S/he shall attend all MMEA Executive Board meetings and shall meet with the BOC Managers, consult with the respective VPs and keep the Executive Board informed of progress and issues related to the BOC All-State Festival. Upon the recommendation from the appropriate BOC VP and manager, the All-State BOC Festival Chair shall hire the conductors for Band, Orchestra and Chorus and, ALWAYS in consultation with the appropriate current VP and manager, shall have the option of hiring conductors for up to two years in the future. All-State boc festival Chair shall be appointed by the President and approved by the Executive Board.

Section 5 - ALL-STATE BOC AUDITIONS CHAIR. All-State BOC Auditions Chair shall arrange for the BOC auditions in the fall of each year. S/He shall attend all MMEA Executive Board meetings and shall, with the approval of the Executive Board, arrange for three sites (Northern, Central & Southern) on three rotating dates; determine appropriate sites for individual school systems; hire appropriate judges (MMEA members if at all possible); schedule auditions; notify directors of auditions and results and notify the appropriate BOC managers of audition results. (Email and the MMEA All-State web site may be used for any or all of these functions.)

Section 6. - ADVOCACY CHAIR - The Advocacy chair shall seek opportunities to bring the message of MMEA to the public and to the organization of power in Maine including, but limited to, the State Government, the Maine Principals Association, the Maine Municipal Association, local Councils and Boards, PTAs. The Advocacy Chair shall attend all MMEA Executive Board meetings and shall oversee the chairs of Music in Our Schools Month (MIOSM), Public Relations, and Government relations.

Section 7. - TREASURER – The office of treasurer shall be an appointed position with an annual total compensation package of \$5,000.00 to be paid in 10 installments (September-June). The Treasurer shall be a non-voting member of the Board. The Treasure shall be custodian of all funds of the MMEA. He/she or the Assistant Treasurer shall pay all bills against the MMEA as approved within the budget or when properly approved by the President. The Treasurer shall be bonded. He/she shall attend all MMEA Executive Board meetings and shall present a proposed budget to the Executive Board at the first meeting after the BOC All-State Festival, shall have an audit made of his/her books annually by a public accountant and shall furnish a copy of the audit to the Executive Board. He/she shall present an audited report covering all receipts and disbursements during the fiscal year at the MMEA June Executive Board meeting, and have it published online at the MMEA website.

Section 8. - ASSISTANT TREASURER – The Assistant Treasurer (AT) shall bill, receive, record, and deposit all Institutional fees. S/he shall assign yearly institutional numbers and notify the school system and, weekly, the BOC Auditions Chair and the Webmaster.

ARTICLE VIII – DUTIES OF NON-EXECUTIVE BOARD CHAIRS

Section 1 - All-State Jazz Auditions Chair shall arrange for the Jazz auditions in the fall of each year. S/He shall, with the approval of the Jazz VP, arrange for a site, date hire appropriate judges (MMEA members if at all possible); schedule auditions; notify directors of auditions and results and notify the appropriate Jazz managers of audition results. (Email or an MMEA website may be used for any or all of these functions.)

Section 2. The Jazz Instrumental Chair shall assist the Jazz VP to oversee the Jazz All-State Festival Instrumental Ensembles, the State HS Jazz Instrumental Festival and the State Middle School Instrumental Festival and District Jazz Festivals as requested.

Section 3. The Jazz Vocal Chair shall assist the Jazz VP to oversee the Jazz All-State Festival Jazz Choir and the State Vocal Jazz Festival and District Jazz Festivals as requested.

Section 4. The Music in Our Schools Month (MIOSM) Chair shall coordinate MENC & MMEA MIOSM activities and shall gather and report local MIOSM activities to MENC.

Section 5. Public Relations Chair shall maintain a list of state media, print and TV, and shall submit articles of MMEA interest to the appropriate media.

ARTICLE IX – MEETINGS

Section 1 - IN-SERVICE CONFERENCE - The MMEA Conference Committee shall organize, operate, and administer an In-Service Conference to be held in May. The conference shall be for the professional growth of music educators through the presentation of materials, concerts, clinics, lectures, and demonstrations. The All-State (BOC) Concert Festival shall be held as a showcase event for this conference.

Section 2 - EXECUTIVE BOARD MEETINGS - The Executive Board of the MMEA shall meet at least 5 (five) times per year. All members of the Executive Board (as defined in Article III, section 1) are expected to attend these Executive Board meetings. Any member of the Executive Board who is unable to attend a meeting should contact the president, stating the reason for his/her absence and requesting to be excused.

Section 3 - MILEAGE REIMBURSEMENT - The members of the Executive Board and requested personnel will be reimbursed for mileage for all executive board meetings excluding the meeting held during the May In-Service Conference.

Section 4 - SPECIAL MEETINGS - Special meetings of the membership or of the Executive Board may be called whenever deemed necessary by the President.

ARTICLE X - DISTRICTS OF MMEA

Section 1 - DISTRICTS The MMEA shall be comprised of 7 (seven) districts. Each district shall elect officers and conduct business according to the constitution and by-laws of the MMEA. These districts shall be designated as District #1, #2, #3, #4, #5, #6, and #7. (See appendix A for the list of high schools and towns in each district).

ARTICLE XI - QUOREM

Section 1 - EXECUTIVE BOARD - Quorum at Executive Board meetings, regular or special, shall be ten (10) voting members.

ARTICLE XII - AMENDMENTS

Section 1 - AMENDMENTS - The constitution may be amended by a two thirds (2/3) vote of the registered voters attending the All-Member Meeting in May at the In-Service Conference. The members shall be notified of proposed amendments by printed notice prior to the May meeting. This may be a special mailing or it may be published in the Bulletin prior to the meeting in May. Each suggested revision will be listed in its current form with the proposed changes.

ARTICLE XIII - RULES OF ORDER

Section 1 - RULES OF ORDER - The parliamentary principals, as set forth in Robert's Rules of Order (Newly Revised), shall govern in all situations not covered by the MMEA constitution or by-laws.

MMEA BYLAWS

(revised 2007)

RULES COMMON TO ALL MMEA SPONSORED STATE EVENTS

1. All participating schools must have an institutional number or pay a \$50 participation fee for each state MMEA sponsored event.
2. All state MMEA sponsored events, including but not limited to auditions and festivals, shall be NO PAY/NO PLAY.
3. All participating students must be chaperoned by their music director or duly appointed adult representative. Only an adult chaperone may register students at any event site. Unchaperoned students shall not be allowed to participate.
4. Except for participants in Solo & Ensemble, all participating students must be considered by their sponsoring music teacher to be in good standing in their local school music program.
5. Students who have not upheld the rules and regulations from the previous year's event shall be disqualified from participating in the following year's event. The event chairman will notify the President-Elect of students who are disqualified.
6. All students must be in attendance for all BOCJ rehearsals and activities.
7. Consumption or possession of tobacco, intoxicating beverages or drugs, by students, at any time or anywhere during the event is cause for immediate dismissal.
8. Students are expected to cooperate with the event Host and conform to all regulations established by the event's committee.

ARTICLE 1 – DUES and FEES

Section 1 - ACTIVE MEMBERSHIP DUES - Dues for active membership in the MMEA shall be the NAFME fee plus the state assessment of \$20 (twenty dollars) for the fiscal year. These dues include full active membership in both MMEA and NAFME plus a subscription to the Music Educator's Journal and the Teaching Music periodical. FOR FIRST-YEAR TEACHERS, half of the membership dues will be reimbursed by MMEA as an incentive for new teachers to join MMEA.

Section 2 - STUDENT MEMBERSHIP DUES - Dues for active Student Membership in the MMEA shall be a basic fee of \$10 (ten dollars) paid to NAFME and dues set by local chapters. Student Members also receive a subscription to the Music Educator's Journal and the Teaching Music periodicals.

Section 3 - MMEA SCHOOL INSTITUTIONAL FEE –(MOVED FROM CONSTITUTION: ARTICLE II) - Any school system or district under one administrator that wishes to have students participate in MMEA-sponsored activities on state, regional, or district levels must obtain an Institutional Membership and pay the prescribed fee. Administration is defined by the Maine Music Educators Association as those administrative units recognized by the Maine Department of Education. A fee of 7 (seven) cents per student enrolled in the school administrative unit should be paid by each school administrative unit by September 1 of each school year for eligibility of participation in Maine Music Educators Association sponsored events with a minimum fee of \$50.00 and a maximum fee of \$150.00. This fee should be paid to the Maine Music Educators Association Assistant Treasurer and should not be confused with individual festival fees. In

lieu of this fee, a charge of \$50 (fifty dollars) must be paid to the Maine Music Educators Association at each sponsored event in which a school district wishes to participate.

Maine Music Educators Association sponsored events are:

- All-State BOC Auditions
- All-State BOC Festival
- Jazz All-State Auditions
- Jazz All-State Festival
- Solo and Ensemble Festival
- Large Group Ensemble Festival
- Junior High/Middle School Instrumental Jazz Festival
- High School Instrumental Jazz Festival
- Middle School & High School Vocal Jazz and Show Choir Festival
- Any Festival sponsored in whole or part by MMEA (e.g. District Festivals)

Section 4 - An Active member who runs a Private Studio may apply for an Associate Institutional Membership of \$15 which shall give the private studio the right (1) to receive an MMEA Handbook and (2) to sponsor students for Solo and Ensemble Festivals. Participation for all other festivals must continue to go through the local school.

Article II - FESTIVALS

Section 1 - ALL-STATE (Band, Orchestra, Chorus) CONCERT FESTIVAL - The MMEA shall sponsor an All-State (BOC) Concert Festival according to the rules and regulations as set forth in the bylaws of the Association (see appendix C).

Section 2 - LARGE GROUP FESTIVAL - The MMEA shall sponsor Large Group Festival according to the rules and regulations as set forth in the bylaws of the Association (see appendix D).

Section 3 - SOLO AND ENSEMBLE FESTIVAL - The MMEA shall sponsor a Solo and Ensemble Festival according to the rules and regulations as set forth in the bylaws of the Association (see appendix E).

Section 4 - JUNIOR AND SENIOR HIGH INSTRUMENTAL JAZZ FESTIVALS - The MMEA shall sponsor a Jr. High Instrumental Jazz Festival, and a Senior High Instrumental Jazz Festival according to the rules and regulations as set forth in the bylaws of the Association (see appendix F).

Section 5 - VOCAL JAZZ FESTIVAL - The MMEA shall sponsor a Vocal Jazz Festival according to the rules and regulations as set forth in the bylaws of the Association (see appendix G).

Section 6 - DISTRICT AND REGIONAL FESTIVALS - Audition and Concert Festivals may be conducted by any group of schools who wish to join together for this purpose, but should not run in direct conflict with MMEA sponsored events. (It is to be remembered that Solo and Ensemble Festivals and Jazz Festivals must be held according to district boundaries, unless permission is obtained from MMEA to do otherwise.) Reports of district and regional concert festivals should be given in each district chairperson's report at MMEA executive board meetings. MMEA will not be held financially responsible for any district or regional festivals.

Section 7 - ALL-STATE JAZZ FESTIVAL - The MMEA shall sponsor an All-State Jazz Festival according to the rules and regulations as set forth in the bylaws of the Association (see appendix H).

ARTICLE III - STANDING COMMITTEES

Section 1 - NOMINATING COMMITTEE - The Nominating Committee shall consist of (5) members, including the Executive Vice President who shall serve as a chairperson. The remaining (4) four members of the committee shall be appointed at the discretion of the Executive Vice President.

Section 2 - CONSTITUTION EVALUATION COMMITTEE – A constitution Evaluation Committee may be appointed by the President as needed.

Section 3 - MEMBERSHIP COMMITTEE - The Membership Committee shall be appointed as needed with the State Membership Chairperson as chair.

Section 4 - CONFERENCE COMMITTEE - The Conference Committee shall consist of several members appointed by the president. The Immediate Past President shall serve as, or appoint, the chairperson of the Conference Committee. The Conference Committee may be responsible for the following areas:

- Exhibitors
- Physical Arrangements
- Performing Groups
- Funding
- Clinicians
- Registration
- Housing

Section 5 - ALL-STATE (BOC) AUDITIONS COMMITTEE - The All-State (BOC) Auditions Committee shall consist of the Auditions chairperson(s), the Band, Choral and Orchestral Vice-Presidents , the Ensemble Managers and additional members appointed by the President as needed.

Section 6 - ALL-STATE (BOC) CONCERT FESTIVAL COMMITTEE - The chairperson of the All-State (BOC) Concert Festival Committee shall be the MMEA president-elect. The All-State BOC Festival General Chair , the Band, Chorus, and Orchestra Ensemble Managers shall also serve on the committee, with additional members appointed by the chairperson as needed.

Section 7 - LARGE GROUP FESTIVAL COMMITTEE - The Large Group Festival Committee shall consist of a chairperson appointed by the MMEA President and two more members selected by the chairperson.

Section 8 - SOLO AND ENSEMBLE FESTIVAL COMMITTEE - The Solo and Ensemble Committee shall consist of a chairperson appointed by the MMEA President and two more members selected by the chairperson.

Section 9 - INSTRUMENTAL JAZZ FESTIVAL COMMITTEE - The Instrumental Jazz Festival Committee shall consist of a chairperson appointed by the MMEA Jazz Vice President, Jazz Instrumental Chair and 2 (two) members selected by the chairperson.

Section 10 - VOCAL JAZZ FESTIVAL COMMITTEE - The Vocal Jazz Festival Committee shall consist of a chairperson appointed by the MMEA Jazz Vice President, Jazz Vocal Chair, and 2 (two) members selected by the chairperson.

Section 11 - ALL-STATE JAZZ COMMITTEE - The Chairperson of the All-State Jazz Festival Committee shall be the Jazz Vice-President, Jazz Vocal Chair, Jazz Instrumental Chair and the Jazz Vice-President shall select at least two more members.

ARTICLE IV - DUTIES OF THE STANDING COMMITTEES

Section 1 - NOMINATING COMMITTEE – During the winter of even numbered years, the Nominating Committee shall request nominations from the appropriate specialty association (see below). In the event no nomination are forthcoming, nominees shall be selected from the general MMEA membership. The MMEA Executive Committee shall also have the option of submitting a candidate for any of the ten elected positions. The nominating Committee shall publish on the Web site (on even numbered years) a slate of candidates for each of the following offices:

President Elect

Band Vice President

Chorus Vice President – Maine Chapter of the American Choral Directors Association

Orchestra Vice President – Maine String Teachers and Players Association

Jazz Vice President

General Music EK-5 Vice President

General Music 6-12 Vice President

Secretary

All nominees must be MMEA members in good standing. The Immediate Past President shall conduct the election in May as described in the Constitution Article III, Section 3

Section 2 - CONSTITUTIONAL EVALUATION COMMITTEE - The Constitutional Evaluation Committee shall be charged by the Executive Board to present suggested revisions to the constitution in areas found to be inadequate either by the general membership or by the Executive Board.

Section 3 - MEMBERSHIP COMMITTEE - The Membership Committee shall investigate ways and means of encouraging persons interested in music education to participate in the activities of MMEA and MENC.

Section 4 - CONFERENCE COMMITTEE - The Conference Committee shall be responsible for the organization, operation, and administration of the MMEA In-Service Conference.

Section 5 - ALL-STATE (BOC) AUDITIONS COMMITTEE - The All-State (BOC) Auditions Committee shall be responsible for the organization, operation, and administration of the Fall All-State (BOC) Auditions as set forth in the bylaws (see appendix B). This committee is required to supply an updated audition list to the All-State Auditions Webmaster.

Section 6 - ALL-STATE (BOC) CONCERT FESTIVAL COMMITTEE - The All-State (BOC) Festival Committee shall be responsible for the organization, operation, and administration of the All-State (BOC) Festival as set forth in the bylaws (see Appendix C). This committee shall supply a list of all rules approved by the Executive Board to the Handbook Editor by July 1st of each year for inclusion in the Fall MMEA Handbook. The Chairperson of this Committee shall receive, record, and deposit all funds pertinent to this festival and shall present to the MMEA Treasurer a complete record of these deposits and a complete list of bills to be paid. All financial matters shall be completed no later than two weeks following the festival date.

Section 7 - LARGE GROUP FESTIVAL COMMITTEE - The Large Group Festival Committee shall be responsible for the organization, operation, and administration, of the Large Group Festival as set forth in the bylaws (see Appendix D). This committee shall provide a list of all rules approved by the Executive Board to the Handbook Editor by July 1st of each year for inclusion in the Fall MMEA Handbook. The Chairperson of this committee shall receive, record, and deposit all funds pertinent to this festival and shall present to the MMEA Treasurer a complete record of these deposits and a complete list of bills to be paid. All financial matters shall be completed no later than two weeks following the festival date.

Section 8 - SOLO AND ENSEMBLE FESTIVAL COMMITTEE - The Solo and Ensemble Festival Committee shall be responsible for the organization, operation, and administration, of the Solo and Ensemble Festival as set forth in the bylaws (see Appendix E). This committee shall provide a list of all rules approved by the Executive Board to the Handbook Editor by July 1st of each year for inclusion in the Fall MMEA Handbook. The Chairperson of this committee shall receive, record, and deposit all funds pertinent to this festival and shall present to the MMEA Treasurer a complete record of these deposits and a complete list of bills to be paid. All financial matters shall be completed no later than two weeks following the festival date.

Section 9 - INSTRUMENTAL JAZZ FESTIVAL COMMITTEE - The Instrumental Jazz Festival Committee shall be responsible for the organization, operation, and administration, of the Instrumental Jazz Festival as set forth in the bylaws (see Appendix F). This committee shall provide a list of all rules approved by the Executive Board to the Handbook Editor by July 1st of each year for inclusion in the MMEA Handbook. The Chairperson of this committee shall receive, record, and deposit all funds pertinent to this festival and shall present to the MMEA Treasurer a complete record of these deposits and a complete list of bills to be paid. All financial matters shall be completed no later than two weeks following the festival date.

Section 10 - VOCAL JAZZ AND SHOW CHOIR FESTIVAL COMMITTEE - The Vocal Jazz and Show Choir Festival Committee shall be responsible for the organization, operation, and administration, of the Vocal Jazz Festival as set forth in the bylaws (see Appendix G). This committee shall provide a list of all rules approved by the Executive Board to the Handbook Editor by July 1st of each year for inclusion in the MMEA Handbook. The Chairperson of this committee shall receive, record, and deposit all funds pertinent to this festival and shall present to the MMEA Treasurer a complete record of these deposits and a complete list of bills to be paid. All financial matters shall be completed no later than two weeks following the festival date.

Section 11 - ALL-STATE JAZZ COMMITTEE - The All-State Jazz Festival Committee shall be responsible for the organization, operation, and administration, of the All-State Jazz Festival as

set forth in the bylaws (see Appendix H). This committee shall provide a list of all rules approved by the Executive Board to the Handbook Editor by July 1st of each year for inclusion in the Fall MMEA Handbook. The Chairperson of this committee shall receive, record, and deposit all funds pertinent to this festival and shall present to the MMEA Treasurer a complete record of these deposits and a complete list of bills to be paid. All financial matters shall be completed no later than two weeks following the festival date.

ARTICLE V – NATIONAL & REGIONAL CONFERENCES

Section 1 – The President, President-elect, Immediate Past President, State Director, Treasurer and other officers shall be funded to attend MENC National and Regional Conferences and meetings as appropriate and as approved by the Executive Board.

Section 2 – The Band, Chorus, General Music EK-5, General Music 6-12, Jazz, and Orchestral Vice Presidents will have \$500 per year budgeted for the purpose of attending conferences to scout and procure clinicians for the Maine in-service conference. This money will be made available in one of two ways: \$500 each year OR \$1000 every OTHER year, at the discretion of the VP.

ARTICLE VI- SCHOLARSHIPS

Section 1 – THE MMEA HONOREE SCHOLARSHIP – The MMEA shall establish an Honoree Scholarship Endowment Fund to which anyone may donate in honor or memory of an MMEA member or a Maine music student. All donations shall be recorded in a register maintained by the Treasurer and by the Immediate Past President. The sum of (\$100) one hundred dollars shall annually be donated by MMEA to the MMEA Honoree Scholarship in memory of Ellen Blodgett, an outstanding Maine Music Educator.

A. A scholarship of at least (\$100) one hundred dollars shall be awarded each year to a student who has successfully completed at least (1) one semester of work in Music Education in a college of approved standing. When dividends of the endowment fund exceed \$100, the dividends and only the dividends from the endowment fund shall be awarded as scholarship.

B. A scholarship committee shall be composed of Immediate Past President acting as chairperson and 6 (six) members at large.

C. Final choice of the recipient shall be made by the committee so that the award may be made and paid towards the student's second semester tuition fee.

D. Letters of application should include the name, address, telephone and email of the applicant, plus HS and college musical experiences (in and out of school) and should be received by the Immediate Past President no later than the third Monday of October.

E. Notice of the Honoree Scholarship Endowment Fund and of the Honoree Scholarship and deadline shall appear on the MMEA Web site and in the MMEA bulletin

ARTICLE VII- BOARD OF APPEALS

Section 1 - BOARD OF APPEALS - The Board of Appeals shall be composed of the MMEA Executive Board. The following procedures shall be followed when an MMEA member in good standing has a complaint against another member, a committee, or the Association, or any event run by MMEA. The complaint must be submitted in writing to the Committee Chairperson or to

the MMEA President within seven (7) days of the event. The complainant shall receive a hearing by the appropriate committee within thirty (30) days of receipt of the complaint. If the complainant is not satisfied with the ruling, that person may appeal in writing to the President, who will convene the appeals board. Such an appeal must be submitted not later than fifteen (15) days from the date on which the decision of the first hearing has been sent to the complainant. The decision must be transmitted to the complainant on the day that it has been reached or by the next Executive Board meeting. If the complainant is still not satisfied, that person may appear before the Board at the next regularly scheduled board meeting for a final appeal. At that time the decision of the Board shall be final. Communication may be via E-mail. If Email is used, all communications must be acknowledged by the recipient. Time limits mentioned above start at the time of acknowledgment, not the time of sending the Email.

APPENDIX A: MMEA DISTRICTS

District 1	Five Town CSD	Embden	.Mariaville
Acton	Camden	New Portland	.Steuben
Biddeford	Rockport	Solon	.Franklin
Cape Elizabeth	MSAD 65 (Mantivocus)	MSAD 36 (Livermore Falls)	.Peninsula CSD
Gorham	RSU 1-Lower Kennebec RSU	MSAD 53 (Pittsfield)	.Schoolic CSD
Kittery	.Bath	MSAD 58 (Kingfield)	.Flanders Bay CSD
RSU 21:	.West Bath	MSAD 59 (Madison)	.MSAD 26 (Eastbrook)
.MSAD 71 (Kennebunk/Kennebunkport)	.Arrowsic	Union 37	RSU 25:
.Arundel	.Woolwich	.Dallas Pkt.	.Bucksport
RSU 23:	.Phippsburg	.Lincoln Pkt.	.Orland
.Saco	RSU 2-Kennebec Intra-District	.Magalloway	.MSAD 18 (Prospect)
.Old Orchard Beach	Schools:	.Rangeley	Union 76:
.Dayton	.MSAD 16 (Hallowell)	.Rangeley Pkt.	.Brooklin
RSU 35:	.Monmouth	.Sandy River Pkt.	.Sedgwick
.MSAD 35 (South Berwick)	.Richmond	Union #52	Greenbush
RSU 55	.Dresden	China	Orrington
.MSAD 55 (Sacopee Valley)	RSU 4:	Vassalboro	Union 93:
RSU 57:	.Oak Hill	Winslow	.Blue Hill
.MSAD 57 (Waterboro)	.Litchfield	District 5	.Brooksville
RSU 6:	.Sabbatus	All Saints Catholic School	.Castine
.MSAD 6 (Standish)	.Wales	Bangor Christian School	.Penobscot
RSU 60:	RSU 5:	John Bapst High School	Union 102:
.MSAD 60 (Berwick)	.Freeport	AOS 94- SAD 46/Harmony Regional	.Jonesboro
Sanford	RSU 11-MSAD 11:	School District:	.Machias
Scarborough	.Gardiner	.MSAD 46 (Dexter)	.Marshfield
South Portland	RSU 12-Sheepscot Valley Regional	.Harmony	.Northfield
Wells-Ogunquit CSD	School District:	Bangor	.Rogue Bluffs
Westbrook	.Alna	Hermon	.Wesley
York	.Wiscasset	Milford	.Whitneyville
District 2	.Westport Island	Millinocket	Union 103:
Auburn	.Palermo	MSAD 4 (Guilford)	.Beals
Falmouth	.Somerville	MSAD 23 (Carmel)	.Jonesport
Lewiston	.Whitefield	MSAD 31 (Howland)	Union 104:
MSAD 44 (Bethel)	.Windsor	MSAD 41 (Milo)	.Charlotte
Portland	.Chelsea	MSAD 68 (Dover-Foxcroft)	.Dennysville
RSU 10-Western Foothills School	RSU 13:	Union 113:	.Easport
District:	.MSAD 5 (Rockland)	.East Millinocket	.Pembroke
.MSAD 39 (Buckfield)	.MSAD 50 (Thomaston)	.Medway	.Perry
.Hanover	RSU 20:	.Woodville	Union 106:
RSU 14:	.MSAD 34 (Belfast)	RSU 19:	.Alexander
.Windham	.MSAD 56 (Searsport): Dist. 5	.MSAD 38 (Etna)	.Baring Pkt.
.Raymond	RSU 30:	.MSAD 48 (Newport)	.Calais
RSU 16:	.Maranacook CSD	RSU 20:	.Crawford
.Poland	.Readfield	.MSAD 34 (Belfast): Dist. 3	.Robbinston
.Minot	.Manchester	.MSAD 56 (Searsport)	Union 107:
.Mechanic Falls	.Mt. Vernon	RSU 22-MSAD 22 (Hampden)	.Baileyville
RSU 17-MSAD 17:	.Wayne	RSU 26- Riverside RSU:	.Cooper
.Oxford Hills	RSU 40-MSAD 40:	.Glenburn	.Grand Lake Stream
RSU 5:	.Waldoboro	.Orono	.Maddybemps
.MSAD 62 (Pownal)	RSU 75-MSAD 75:	.Veazie	.Princeton
RSU 15-MSAD 15:	.Topsham	RSU 34:	.Talmadge
.Gray	Union 49	.Old Town	.Waite
.New Gloucester	.Edgecomb	.Alton	Union 108:
RSU 51:	.Southport	.Bradley	.Bancroft
.MSAD 51 (Cumberland)	.Boothbay	RSU 64- MSAD 64 (Corinth)	.Glenwood Pkt.
RSU 52-MSAD 52:	.Boothbay Harbor CSD	RSU 67:	.Orient
.Turner	Union 69	.MSAD 67 (Lincoln)	.Vanceboro
RSU 61-MSAD 61:	.Appleton	Union 60 Greenville	Union 110:
.Lake Region	.Hope	District 6	.Carroll Pkt.
RSU 72-MSAD 72:	.Lincolnville	AOS 91- Mount Desert Island Regional	.Drew Pkt.
.Fryeburg	District 4	School System	.Lakeville
St. Dominics High School	AOS 92-Kennebec Valley Consolidated	.Southwest Harbor	.Macawahoc
Yarmouth	Schools:	.Mt. Desert	.Read Pkt.
District 3	.Waterville	.Bar Harbor	Airline CSD
AOS 93- Central Lincoln County	.Vassalboro	.Tremont	District 7
School System:	.WInslow	.Mt. Desert CSD	AOS 95:
.Great Salt Bay CSD	Jay	.Frenchboro	.MSAD 10 (Allagash)
.Bremen	Peru	.MSAD 76 (Swans Island)	.MSAD 27 (Ft. Kent)
.Damariscotta	RSU 3 Unity	.Cranberry Isles	Bridgewater
.Newcastle	RSU 6 Farmington	.Trenton	Caswell
.Bristol	RSU 10-Western Foothills School	Brewer	Easton
.Nobleboro	District:	Dedham	Madawaska
.South Bristol	.MSAD 21 (Dixfield)	Deer Isle - Stonington CSD	Southern Aroostook CSD
.Jefferson	RSU 18:	East Range CSD	MSAD 20 (Fort Fairfield)
Augusta	.MSAD 47 (Oakland)	East Machias (Washington Academy)	MSAD 24 (Van Buren)
Brunswick	.China	MSAD 14 (Danforth)	MSAD 25 (Stacyville)
Islesboro	RSU 49-Fairfield	MSAD 19 (Lubec)	MSAD 32 (Ashland)
Georgetown	RSU 54 Skowhegan	MSAD 30 (Lee)	MSAD 33 (Frenchville)
Lisbon	MSAD 12 Jackman	MSAD 37 (Harrington)	MSAD 42 (Mars Hill)
Lincolnville	MSAD 13	MSAD 63 (Holden)	MSAD 45 (Washburn)
Winthrop	Bingham	MSAD 77 (Cutler, Machiasport, Whit- ing)	MSAD 70 (Hodgdon)
Erskine Academy	Caratunk	RSU 24:	New Sweden, Westmanland, Wood- land (Union 122)
Lincoln Academy	Moscow	.Ellsworth	RSU 29- MSAD 29 (Houlton)
St. John's Parish School	The Forks Pkt.	.Hancock	RSU 39:
Kent's Hills School	West Forks	.Lamoine	.Caribou
MSAD 7 (North Haven)	MSAD 74		.Limestone
MSAD 8 (Vinalhaven)	Anson		.Stockholm
			RSU 79-MSAD 1 (Presque Isle)

APPENDIX B - ALL-STATE FESTIVAL AUDITION RULES

(Band, Orchestra, Chorus)

(Please also refer to "Rules Common To All MMEA Sponsored State Events")

I. ELIGIBILITY

A. Any student regularly enrolled in grades nine through twelve in a public, private or parochial school for the full school year, or any home schooled student sponsored by an aforementioned institution, may apply through their school music teacher to audition for the All-State Festival. A transfer student newly enrolled in a school and meeting all other eligibility requirements may also audition. If there is no school music teacher in the school, students may only audition if approved by the school administration and accompanied by an adult designated by the school to act as their school music teacher. All students desiring to audition for and participate in the All-State Festival must meet the following requirements:

1. Only regularly enrolled members of a school sponsored vocal or instrumental ensemble or school approved private study may audition for and participate in All-State Auditions, unless no such organization or private study exists in their school.
2. The student must be considered a member in good standing of their local music program by their sponsoring school music teacher.
3. A student shall only audition on an approved instrument or vocal part as published annually on www.allstateauditions.com. In the event specialty instruments are required in any ensemble, the Auditions Chairperson may choose to have that part assigned to a qualified accepted student, hold a special audition, or contract professionally for that part.
4. A student shall only audition on one instrument or vocal part.

B. Students who have not upheld the rules and regulations from the previous year's All-State Auditions or All-State Festival will be disqualified from auditioning. The MMEA President-Elect will notify the Auditions Chairperson of students who are disqualified from auditioning.

II. APPLICATION PROCEDURES

- A. The MMEA All-State Auditions Application Form, submission deadline date, and audition fee shall be published annually in the MMEA Handbook.
- B. For each school, a single form shall be submitted for all students auditioning on the same day. Separate forms shall be used for students auditioning on different days. (rev. 05/24/04)
- C. The school music teacher is responsible for submission of the completed form to the Auditions Chairperson by the deadline. Copies of the completed form shall be kept for the school's records and for local use as an invoice to accompany purchase orders. If submitted by mail, the completed form must be sent by standard USPS and postmarked by the deadline. Methods with special delivery requirements (e.g. FedEx, Certified Mail) must not be used. If the application is submitted by means other than mail (e.g. fax, data, or voice transmission), the school music teacher is responsible for confirming the legible receipt of the complete application before the deadline passes.
- D. The non-refundable application fee shall be set annually by the Executive Board and published in the MMEA Handbook. A single check for the total made payable to "MMEA

All-State Auditions", or a valid check number or purchase order number for the same, must accompany each application. It is the school music teacher's responsibility to ensure all fees have been paid in full by cash or check by the time the first audition from that school is to take place. A purchase order number or other form of promissory note is not sufficient. "No pay, no play" shall be strictly enforced. (rev. 05/24/04)

- E. After all complete and timely applications are scheduled, late, incomplete or unpaid applications may be added to the schedule at the discretion of the Auditions Chairperson.

III. AUDITION DATES AND SITES

- A. Auditions shall be held at three sites. The audition sites and dates shall be published annually in the MMEA Handbook.
- B. School music teachers shall notify the Auditions Chairperson to request the hosting of All-State Auditions for their area.
- C. The Auditions Chairperson shall make a recommendation for sites and dates to the Executive Board after determining which sites and dates would be most suitable.

IV. SCHEDULING

- A. Upon receipt of an application, the Auditions Chairperson shall assign the students an identification code. This code may be referenced by the Auditions Chairperson to identify the students' school and the application's date of receipt but will otherwise render the applicants anonymous for the purpose of scheduling.
- B. The Executive Board shall assign schools to specific audition sites. The Auditions Chairperson shall schedule all students for the site assigned to their school. Exceptions may be made at the discretion of the Auditions Chairperson and may require an additional fee. (rev. 05/22/05)
- C. Special requests for Friday/Saturday or specific times of day will be scheduled at the discretion of the Auditions Chairperson. Special requests will be honored when possible, however it may not be possible to honor all requests. (rev. 05/24/04)
- D. Students must audition at the assigned site on the date and at the time scheduled. Changes may be made at the discretion of the Auditions Chairperson and may require an additional fee. The school music teacher may replace a student with another student of equivalent instrument or vocal part in the same audition room, day, and time without incurring an additional fee. (rev. 05/22/05)
- E. Once a student auditions, that student may not re-audition.
- F. Last minute additions to the schedule may be accommodated at the discretion of the Auditions Chairperson and may require an additional fee. (rev. 05/22/05)
- G. In the case of unforeseen circumstances forcing an individual school to cancel auditions, if possible a make up audition time for that school shall be scheduled at the discretion of the Auditions Chair without incurring an additional fee. In the case of unforeseen circumstances forcing the Auditions Chair to cancel all auditions on a given day, the Auditions Chair shall make every effort to schedule a make up day at or near the same location and with audition times as close as possible to the original schedule. (rev. 05/22/05)

V. MUSIC

- A. The Auditions Chairperson shall prepare the list of audition pieces, including the specific segments to be performed, with the aid of the Auditions Committee and may solicit recommendations from specialists and subcommittees.
- B. The Auditions Chairperson shall make the official list of audition pieces available at the All-Member Meeting. The Auditions Chairperson shall submit a copy of this list, includ-

ing the specific segments to be performed, to the Handbook Editor by the submission deadline for inclusion in the annual publication of the MMEA Handbook.

- C. The Auditions Chairperson shall make the audition piece list available as soon as possible to all local music vendors who request it.
- D. Failure to play the music specified on the official list, including the specified edition, may result in disqualification at the discretion of the judges and the Auditions Chairperson.

VI. AUDITION PROCEDURES

- A. The Auditions Chairperson is responsible for securing adjudicators. Except in extreme circumstances, the same adjudicators shall audition the same instruments at all sites.
- B. All auditioning students must be accompanied by an adult chaperone. Only an adult chaperone may register students to audition. Unchaperoned students shall not be allowed to audition.
- C. To expedite the audition process, similar instruments may be grouped together and scheduled to audition in a single room, and some instruments may be auditioned at fewer sites, days, or times at the discretion of the Auditions Committee.

D. Whenever possible, in each audition room there shall be two adjudicators who have an expertise in at least one of the assigned instruments. Whenever possible, there shall be one male and one female adjudicator. (rev. 05/22/05)

E. Procedures for all students

1. Students shall perform the required segments of a prepared solo as published annually in the MMEA Handbook. The solo does not need to be memorized. The instrumental solo shall be unaccompanied. The vocal solo shall be accompanied by the official recording. (rev. 05/24/04)
2. Each student shall sight-read materials selected by the adjudicators. The sight-reading shall be easier than the solo and be a test of musicality as well as technique.
3. The length of time that each student is in the audition room may vary according to the complexity of that room's requirements and factors outside the control of the adjudicators.

F. Procedures Specific to Winds

1. Students shall play two major scales chosen by the adjudicators from the list of required scales as published annually in the MMEA Handbook. Scales shall be performed memorized and in a required pattern and number of octaves as published annually in the MMEA Handbook.
2. Students shall perform the chromatic scale over the required range of the instrument and in the required pattern as published annually in the MMEA Handbook.
3. If no alto clarinet player scores at least the minimum accepted Bb clarinet score, the part will be offered to an accepted Bb clarinet player with the manager's recommendation. (rev 12/05)
4. Piccolo players shall be selected from among flute players who perform an additional piccolo solo, on piccolo, as published annually in the MMEA Handbook. A separate rating system of 1 to 5 shall be used but not counted for or against the flute audition. If no piccolo player scores at least the minimum accepted flute score, any piccolo parts shall be offered to accepted flute players with the manager's recommendation. (rev 12/05)

G. Procedures Specific to Percussion

1. Each student shall perform a prepared solo that shall reflect their major area of expertise. The solos will be chosen from Audition Etudes by Garwood Whaley, Meridith

- Music Publications. The chosen solos will be listed under "Approved Instruments and Special Requirements". (rev 06/28/02)
2. Each student shall perform a selection from 8 (+4) Three Minute Solos for Multiple Percussion by Tanner. This requirement shall remain the same from year to year. (rev 06/28/02)
 3. Each student shall sight read on their major instrument. Mallet players shall play the same scale requirements as winds (qv). (rev 06/28/02)

H. Procedures Specific to Voice

1. Students shall demonstrate their ability to sing their voice part in a five-part chorale as published annually in the MMEA Handbook. All sopranos shall sing the soprano-2 part. Student shall perform their part with the official part-missing recording. (rev 6/06)
2. Students shall demonstrate their ability to sing an unaccompanied Major scale in the key, pattern, style, and number of octaves as published annually in the MMEA Handbook. (rev 6/06)
3. Sight-reading shall consist of eight measures of melody beginning and ending on the tonic, and may be sung on any syllables of the student's choice. (rev 6/06)

I. Procedures Specific to Strings

1. Part of the student's total score shall include the tuning of the instrument for the judges.
 - ii. Students shall perform a prepared Solo, for which they may use their own fingerings, bowings and edition, and an orchestral Excerpt selected from All-State concert repertoire for which all markings (fingerings, bowings, etc) must be followed. The Excerpt shall be announced by the Orchestra Vice-President no later than four weeks prior to the first audition. (rev 6/09)
3. Students shall be required to play one Major and one relative melodic minor scale from keys up to four sharps or flats. The student shall self-select the first scale (either Major or melodic minor) and judges shall assign the second scale. Scales shall be performed memorized and in a required pattern, style, and number of octaves as published annually in the MMEA Handbook. Optional vibrato shall not count for or against the scale score. No ornamentation is allowed. (rev 6/06)

VII. ACCEPTANCE

- A. As soon as possible after the last audition, the Auditions Chairperson shall provide the All-State Vice-Presidents with a confidential list of audition results in numerical order from high score to low score, by instrument. Also, the Auditions Chairperson shall present any recommendations from the adjudicators to aid the Vice-Presidents in selecting students.
- B. Students shall be accepted according to their scores and placed in ensembles to fill the required instrumentation at the discretion of the All-State Vice-Presidents. Whenever possible, placement for band and orchestra, woodwind, brass, and percussion players shall be as follows:
 1. The highest scoring player in a section shall be granted the preference of band or orchestra.
 2. The second highest scoring player in that section shall be placed in the alternate ensemble.
 3. The alternation of placement shall continue until the section of one ensemble is filled.
- C. School music teachers shall be notified of the results as soon as possible after the final selection.

- D. After selection, students may accept placement in the ensemble to which they have been assigned, or alternately may choose to decline participation in All-State without penalty. The completion and submission of the Acceptance Form by the deadline, following the guidelines of II.C, shall be done by all students through their school music teacher. A student who chooses not to participate shall indicate the reason for non-acceptance.
- E. The All-State Festival Acceptance Form and accompanying Medical Form, with appropriate signatures, as well as the All-State Participation Fee, must be confirmed received by the All-State Festival Chair or designee by the acceptance deadline. The school music teacher is responsible for confirming the legible receipt of the forms and fees before the deadline passes. The forms and acceptance deadline shall be published annually in the MMEA Handbook. The Participation Fee will be made available as soon as it can be determined. (rev. 05/24/04)
- F. After acceptance, any student who is unable to fully participate in all activities, rehearsals and concerts shall be disqualified from the following year's All-State Auditions and All-State Festival.
- G. Replacements shall be chosen from the official ordered list of qualified alternates at the discretion of the Vice-Presidents. School music teachers may not choose their own alternate for a student who cannot participate in the festival.

VIII. APPEAL PROCEDURE

- A. Problems regarding scheduling, auditions procedures, or results shall be brought to the attention of the Auditions Chairperson. Under no circumstances should a school music teacher, parent, student, or other concerned party attempt to contact an adjudicator directly. (rev. 05/22/05)
- B. Initial written appeals must be postmarked no later than one week after the problem was discovered.
- C. The Auditions Chairperson shall respond in writing within one week of receipt of the appeal.
- D. If the decision of the Auditions Chairperson is unsatisfactory to the complainant, a second written appeal may be made to the Auditions Chairperson within the following week, who shall consult with the Auditions Committee as soon as possible following receipt of the second request for appeal. The decision of the Auditions Committee shall be final. (rev. 09/28/02)

IX. AUDITIONS COMMITTEE

- A. The Auditions Committee shall be an advisory committee to aid the Auditions Chairperson in reviewing and revising matters dealing with All-State Auditions.
- B. The Auditions Committee shall consist of the Auditions Chairperson, the Vice-Presidents of Band, Orchestra and Chorus, and the All-State Festival Chair.
- C. The Auditions Chairperson shall serve as chair of the Auditions Committee.
- D. The Audition Committee may choose to consult with others as needed..

All-State Audition Locations, Dates, and Schedules 2011-2012

PLEASE NOTE: All schools should audition at their assigned audition site.
Check <http://www.allstateauditions.com> for the most up-to-date information!

Central Site auditions: Skowhegan HS

Friday November 4 starting 3:pm - No strings this day

Saturday November 5 starting 9:am - Including Strings

ASSIGNED SCHOOLS:

District 2: Buckfield, Gould, Leavitt, Telstar

District 3: All except those assigned to South (q.v.)

District 4: All

District 5: All except those assigned to North (q.v.)

District 6: All except Washington County

Northern Site auditions: Houlton High School

Saturday November 12, starting 10:00 am - Including Strings

ASSIGNED SCHOOLS:

District 5: Lee, Mattanawcook, Penobscot, Penquis, Schenck, Stearns

District 6: Washington County

District 7: All

Southern Site auditions: Kennebunk High School

Friday November 18 starting 3:pm - No strings this day

Saturday November 19 starting 9:am - Including Strings

ASSIGNED SCHOOLS:

District 1: All

District 2: All except those assigned to Central (q.v.)

District 3: Bath, Boothbay, Brunswick, Damariscotta, Freeport, Islesboro, North Haven,
Topsham, Vinalhaven, Wiscasset

Audition applications are done online at www.allstateauditions.com. Deadlines are posted on the website.

All-State Audition Preparation

Approved Instruments, Audition Pieces, and Special Requirements can be found on the All-State Auditions website:

<http://www.allstateauditions.com/mmea/auditions/auditioninfo.htm>

Although this is "the definitive list", we always anticipate changes. Our rules state that if requirements change a student may still audition following any previously published requirements without penalty. However, oftentimes the changes are to the student's advantage. Please check the All-State Auditions website (www.allstateauditions.com) regularly. Changes will be made in red in the "InstrumentRequirements.pdf" document, and will be posted in "Special Announcements".

See <http://www.AllStateAuditions.com/mmea/auditions/scales/scales.htm> for scale patterns, tempos, ranges and other scale requirements for auditions.

All-State Chorus Website:

<http://maineallstatechorusauditions.com/>

APPENDIX C - MAINE ALL-STATE FESTIVAL

(Band, Orchestra, Chorus) B•O•C CONCERT

(Please also refer to "Rules Common To All MMEA Sponsored State Events")

I. DESCRIPTION

A. Purpose: The Maine State Music Educators Association endeavors to provide, annually, for the more gifted secondary school students an opportunity to meet with their peers in a three day music festival. Programs will be of the highest order. The music, individually prepared at home, will be rehearsed intensively under conductors of national prominence. The festival culminates with the presentation of a concert or concerts on the final day.

B. Date: These festivals are usually planned for Thursday, Friday and Saturday of the latter part of May, but the date may be changed if circumstances warrant.

C. Site: The site of the festival is determined by the Executive Board. Their decision will be governed by:

1. Number of invitations received
2. Facilities offered
3. Possible advisability of geographical rotation

D. Size: There shall be three (3) performing groups:

1. A chorus, of approximately 240 voices
2. A band, of approximately 125 players
3. An orchestra of approximately 100 players.

* The exact size is to be determined by the All-State Auditions Chairperson and the three Vice Presidents

E. Management: The management of the festival is in the hands of the All-State (BOC) Festival Committee: (See Article III, Section 6)

1. Managers: The Vice Presidents of each ensemble will be considered the group manager. The Vice Presidents, with the approval of the Executive Board, will hire conductors and work with that conductor to determine balance and instrumentation problems and select a program. The Vice President will also select the performers from a list of names submitted by the Auditions Chairperson as a result of All-State (BOC) auditions. In the event that a Vice President/Manager should become a host to the All- State (BOC) Festival, he/she may ask the Executive Board to appoint a manager protempore to assume his/her duties. Managers may also request the President to appoint an assistant manager to help with his/her duties.

F. Fees:

2011-2012 Participation fee: \$210 (9/1/11)

1. Upon acceptance, a fee, determined by the Executive Board, must be submitted to the MMEA Treasurer. The cost of room and board during the Festival, the cost of conductors/accompanist, and cost of music determine this fee (to be known as the "Participation Fee").
2. Participation Fees must be paid for all accepted students prior to the All-State Festival.

G. General rules:

1. All students must be in attendance for all rehearsals and activities
2. Any student withdrawing from All-State (BOC) without a valid excuse (determined by the All-State (BOC) Committee) will be ineligible for the following All-State (BOC) Music Festival. Application for withdrawal must be received two months prior to festival in order to receive a refund of participation fee.
3. Consumption or possession of tobacco, intoxicating beverages or drugs at any time or anywhere during the festival is cause for immediate dismissal.
4. Students are expected to cooperate with the Host and conform to all regulations established by the All-State (BOC) Concert Festival Committee.

II. ELIGIBILITY

A. Students (See Appendix B, I):

1. Age level: All students participating shall be enrolled in Maine public, private or parochial schools grades 9-12.
2. All students must be regularly enrolled members of organized school groups, unless no such organization exists in their school.
3. Applications for auditions will be published in the MMEA Handbook each Fall. SMT's must return completed applications and non-refundable audition fees to the Auditions Chairperson by the stated deadline. Students may audition in one area and on one instrument or vocal part only.
4. Students who have not upheld the rules and regulations of the previous year will be ineligible. The All-State (BOC) Chairperson will notify the Audition Chairperson of students who are disqualified from auditioning.

B. School Music Teacher (SMT) and School Responsibilities:

1. All music directors are encouraged to be members of MMEA/NAfME in good standing.
2. All schools of auditioning students are required to submit the institutional fee (See Bylaws: Article I Section 3).
3. MMEA assumes no financial responsibility for personal expenses of supervisors in connection with the festival, except for specified expenses of executive personnel as provided for in the by-laws.
4. Application for auditions may be obtained in the fall and must be returned by the deadline set by the All-State (BOC) Auditions Chairperson.
5. SMTs must register for their students at the festival and must be in attendance during the festival. If an SMT cannot attend the entire festival, application is to be made to and approved by the festival chairperson for permission to transfer care of his/her students to another SMT.
6. SMTs must see that their selected students are in attendance during all rehearsals and concerts of the festival.
7. SMTs, as well as students, must conform to the rules and regulations established by the host for the conduct, activities, attendance, and punctuality of their students at all times.
8. SMTs and students are responsible for personal property at all times.
9. There must be one chaperone for every ten festival participants. All SMTs and chaperones will be required to assist MMEA and Festival Staff with assigned Festival and/or Conference duties.
10. There shall be no substitution of students at the festival.
11. Be familiar with the re-audition policy. (See Section VIII.)

12. In the event that an SMT commits an infringement of the All-State (BOC) Concert Festival rules, a letter of reprimand will be sent to the SMT from the Festival Chair and a copy held in the MMEA files for a first offense. In the event of a second offense, a letter will be sent to said SMT's superintendent and principal from the MMEA president along with a copy of the letter of reprimand from the first offense. In the event of a third offense the SMT's school will not be allowed to sponsor students for All-State (BOC) for a minimum of one (1) year and a maximum to be determined by the MMEA Executive Board.

III. THE CHOOSING OF PERSONNEL

An Auditioning board will convene in designated key cities and towns as soon as possible in the Fall. These boards shall be set up by the Auditions Chairperson of the All-State (BOC) Festival Committee. Any regularly enrolled student in grades nine through twelve may, with his supervisor's consent apply for the audition. The Chairperson of the auditioning boards will submit a graded list of applicants to the All-State (BOC) Festival Committee as soon as possible after the last audition date. From this list will be selected top-rated students to meet the needs of their respective organizations.

IV. HOST SITE/COMMUNITY

A. Request To Host:

A request to host the All-State (BOC) Concert Festival may be extended by any community that can fulfill the requirements. The request should be submitted to the All-State (BOC) Chairperson by June 1st to host the All-State (BOC) Concert Festival and In-Service Conference for the following year. Host selection will be determined by the Executive Board.

B. Responsibilities:

1. The host site shall be responsible for satisfactory rehearsal and concert halls and such equipment as managers and conductors require.
2. The host site shall receive gate receipts for All-State (BOC) concert(s) and return to the MMEA Treasurer ten percent of those receipts. When All-State students are housed in on-campus facilities MMEA receives 90% of net gate and host receives 10%.

V. CONDUCTORS - MUSIC ACCOMPANIST

A. Conductors:

1. Conductors shall be recommended by the Vice President of each ensemble and approved by the MMEA Executive Board.
2. Conductors shall receive a fee of \$700/day (total of \$2,100) to be paid prior to the evening concert. They will also be paid expenses according to the guidelines prepared by the MMEA President. That amount will be paid as soon as possible after the remittance of expenses.

B. Music:

1. Conductors may choose music to be performed, subject to the approval of Vice President of the ensemble. Music will be sent out to bid through the All-State (BOC) Chairperson, opened and accepted at a MMEA Executive Board meeting and paid for by the student registration fee.
2. The program time for each performing group should not exceed twenty five minutes.

C. Chorus Accompanist: The Chorus Accompanist shall be appointed by the Choral Vice President and approved by the MMEA Executive Board. The accompanist shall receive a fee of \$350 per day (total of \$1050) to be paid prior to the evening concert and expenses.

VI. BOARD OF APPEALS:

The Board of Appeals for any issues dealing with the All-State (BOC) Concert Festival shall consist of: the MMEA President, All-State (BOC) Chairperson, Band, Choral and Orchestral Vice Presidents and the Auditions Chairperson. (See Bylaws Article VI, section 1).

VII. AUDIT

A complete audit of financial transactions of the All-State (BOC) committee shall be included in the annual report of the MMEA Treasurer.

VIII. ALL-STATE (BOC) FESTIVAL STUDENT RULES

A. Each student is responsible for his/her personal property at all times. All equipment, instruments, and personal property should be marked with identification.

B. Students are expected to cooperate with the local committee and managers, and to conform to all regulations laid down by the All-State (BOC) Concert Festival Committee.

C. Students will not be allowed to drive cars to, from, or during the festival.

D. All students are expected to be in attendance at every rehearsal, concert and all other activities scheduled by the All-State (BOC) Festival Committee.

E. Students must be in designated areas as specified by chaperones and festival staff at all times. No students are allowed to leave the campus or festival grounds for any reason from the time of All-State Registration to the conclusion of the All-State Concert(s) (with the exception of the meal between concerts). Students are expected to be in their dorm or motel rooms at the curfew times set by the All-State (BOC) Concert Festival Committee.

F. Students are to eat all meals at the provided dining areas, except Saturday evening when no meal will be provided (directors, students, and parents must make arrangements).

G. Students must return home by the same means of transportation in which they came or with their parent or guardian, unless special written permission signed by the parent or guardian is provided to the school supervisor (please check with your local Superintendent's Office for rules regarding travel to and from school functions).

H. Any student withdrawing from All-State (BOC) may be ineligible to audition the following year.

I. Gum chewing is forbidden in rehearsal areas. No tobacco, intoxicating beverages or drugs will be allowed anytime or anywhere. Infringement of the smoking, drinking, or drug rules will be grounds for immediate dismissal from the festival. In addition, any student possessing or using illegal drugs or alcohol will be subject to arrest and prosecution.

J. Additional dormitory rules:

1. Students are financially responsible for any room damage or theft.

2. No boys on the girls' floor or in the girls' rooms, and vice-versa.

3. No practicing, radios, or other loud noises between 11 PM and 6 AM.

4. All curfews, as set by the Host, Managers, or All-State (BOC) Chairperson, must be adhered to.

K. Students are required to have MMEA All-State identification Tags with them at all times.

IX. RE-AUDITION POLICIES

A. RE-AUDITION POLICY FOR ALL-STATE (BOC) BAND MEMBERS

1. Students will spend 1 (one) hours in sectional rehearsals during the first day led by a specialist on each instrument.
2. Students will be seated according to the All-State (BOC) audition scores.
3. During this sectional time, the sectional specialist will have the authority to change seating based on student preparation. Students will not be able to change parts (i.e. a third clarinetist can not move up to second.)
4. Any student whose level of preparation is in question will be reported to the Band Vice-President.
 - a. The student will play excerpts of the All-State (BOC) music for the Band Vice-President.
 - b. If a student is found to be seriously unprepared, the student will spend time with a specialist on that instrument. When the specialist feels that the student is adequately prepared the specialist will send the student to the ensemble.
 - c. After the festival, the Band Vice-President will send a letter directly to the band teachers and school administrator of all unprepared students. No band member will be sent home (at least the first year).
 - d. Any student who fails his/her re-audition for two consecutive years will be sent home and will not be allowed to participate in the following All-State (BOC) Festival

B. RE-AUDITION POLICY FOR ALL-STATE (BOC) CHORUS MEMBERS

1. Singers will spend the first hour in re-auditions.
2. Students will be re-auditioned in octets, a cappella, with at least two choral teachers present. These teachers will make a list of the students that are considered seriously unprepared and will submit the list to the Choral Vice President.
3. Following re-auditions, and for the remainder of the festival, all singers will be in attendance for every rehearsal and concert with the guest conductor.
4. After the festival, the Chorus Vice-President will send a letter directly to the chorus teachers and school administrator of all unprepared students. No chorus member will be sent home (at least the first year).
4. Any student who fails his/her re-audition for two consecutive years will be sent home and will not be allowed to participate in the following All-State (BOC) Festival.

C. RE-AUDITION POLICY FOR ALL-STATE (BOC) ORCHESTRA MEMBERS

1. The students will perform two (2) excerpts from the Festival repertoire, to be determined at the Festival site. These excerpts will be chosen so that the students can demonstrate their technique on a fast passage and tone quality on a relatively melodic passage. The results will be recorded on a prepared form and this score will be averaged with the fall audition score. The final average score will determine final ranking and students will be seated within the section at the discretion of the conductor.
2. The wind and percussion players will be re-auditioned under the guidelines for All-State (BOC) Band member re-auditions.
3. After the festival, the Orchestra Vice-President will send a letter directly to the orchestra teachers and school administrator of all unprepared students. No orchestra member will be sent home (at least the first year).
4. Any student who fails his/her re-audition for two consecutive years will be sent home and will not be allowed to participate in the following All-State (BOC) Festival.

APPENDIX D - Large Group Festival

(NOTE: At the time of publication there is no date scheduled for State Large Group Festival for the 2011/12 school year. Check the MMEA website for the most current information)

(Please also refer to “Rules Common To All MMEA Sponsored State Events”)

I. TITLE:

The festival shall be entitled MMEA Large Group Festival.

II. ELIGIBILITY:

Bands, orchestras and choirs from any school holding the MMEA Institutional membership for the current school year or paying the individual activity fee (\$50.00) for the Large Group Festival.

III. LEVEL OF ENTRY:

A band, orchestra or choir may enter any of the six categories outlined below. Level of entry is at the discretion of the director of the ensemble. The following general grade definitions are used for the purpose of repertoire selection and as a standard for the adjudicators.

Grade I: Easiest level of proficiency generally for groups from small schools with 8th grade limit or an elementary school performing grade 1, 1 1/2 literature or less.

Grade II: Generally for Junior High Schools, or Middle Schools performing grade 2 or 2 1/2 literature.

Grade III: Generally for large Junior High/Middle Schools, Junior High School select group, or small High School performing grade 3 or 3 1/2 literature.

Grade IV: Generally for medium sized High Schools or large Junior High School select group performing grade 4 literature.

Grade V: Generally large High Schools or High School select group performing grade 5 literature.

Grade VI: Generally large High School select group performing grade 6 literature.

IV. ENTRY FEE:

All groups entering shall pay a registration fee of \$100.00. Fees shall be reviewed annually.

V. FESTIVAL SITE:

The festival shall be operated in one site.

VI. DEADLINE FOR ENTRIES:

Applications and fees for entry must be mailed to the Large Group Festival Chairperson and postmarked three (3) weeks prior to the festival date. Late entries will not be accepted. No refunds will be given after the chairperson has received the application. If there is a problem, please contact the chairperson on or before the deadline.

VII. SCHEDULING OF PERFORMANCE:

The order of performance will be determined by the Festival Chairperson and forwarded to participating groups within one (1) week of the Festival date. The host Chairperson will attempt to schedule groups in the same classification together and to schedule groups traveling the greatest distances toward the middle of the day. In Applying, the group implies availability to perform at any time during the day that does not require departure from home prior to 6:00 A.M. Directors are expected to allow time for and to encourage their students to listen to other groups. Groups will be allowed at least fifteen (15) minutes in a warm-up room with adequate seating prior to performing. Each ensemble will be assigned a homeroom in which to leave coats and cases. The host assumes no responsibility for lost articles.

VIII. MUSIC TO BE PERFORMED:

All ensembles will perform three (3) compositions of the director's choice that display a variety of styles for the adjudicators. Literature recommendations are:

A. Bands and Orchestras

1. A march or concert march.
2. A selection of festival literature in the grade level entered
3. Any significant work of the director's choice.

B. Choirs

1. A chorale.
2. A selection of festival literature in the grade level entered.
3. Any significant work of the director's choice.

IX. REPERTOIRE LISTS:

The literature selection for your category may be chosen from any graded festival literature list, from any edition of the New York State Music Association (NYSMA) manual, or any other active state contest literature list. No group shall perform the same composition in two (2) successive years.

X. SIGHT-READING:

All groups will sight-read. Music selected for sight-reading will be approximately two (2) levels below the category entered in difficulty. The sight-reading and the prepared performance will have the same judges. A separate rating score will be given, averaged, and count as 20% of the Festival Score.

XI. TIME LIMITS:

Ensemble will be allowed total stage time as follows:

- Setup 5 minutes
- Performance 20 minutes
- Sight-reading 10 minutes
- Clinic 10 minutes

Time will commence the moment the preceding group vacates the performance area or at the minute scheduled whichever is later. Music will not be stopped however if you run over in performance it will come out of clinic time.

XII. MUSIC FOR ADJUDICATORS:

Each ensemble is to provide one copy of the score of each composition for each adjudicator to use. Each measure of these scores must be numbered successively (1-2-34-etc.). The number of adjudicators will be included with the schedule. *PLEASE OBSERVE COPYRIGHT LAWS.*

XIII. SIZE OF GROUPS:

Minimum limit of sixteen (16). No maximum limit.

XIV. EQUIPMENT:

The host chairperson will provide choral risers, two tuned pianos, music stands, three tympani, and a bass drum. A complete list of equipment provided will be included with the performance schedule.

XV. MISCELLANEOUS:

- A. Please do not allow flash pictures to be taken while music is in performance.
- B. Parents and friends are encouraged to attend and listen to the performance.
- C. Audience will not be allowed to enter or leave the performance room while music is in progress.
- D. The local host chairperson in the building may provide meals and snacks at reasonable prices.
- E. An announcer provided by the local chairperson will introduce groups to the audience.

F. Director will await a cue from the center judge before commencing each selection.

G. Groups are expected to provide an adequate number of chaperones for their students. Unacceptable behavior or damage to property may result in non-eligibility for future festivals.

XVI. FESTIVAL OPERATION:

A. Adjudicators shall be made aware of the size of the school, grades of students, and category entered.

B. Set-ups: Each group is responsible for its own set-up crew. The host may provide assistance to all groups if personnel are available.

C. Stage Procedure: When a group is ready to perform, the conductor will signal the room chairperson who will, if personnel are available, announce the group, the name of the conductor, titles, and composers of selections to be performed. The group will then perform all three (3) selections pausing between each, waiting for a cue from the center judge.

XVII. CATEGORIES:

Groups may enter in one of two categories:

A. Rating with Comments: Groups in this category will perform for a rating as well as comments. Ratings will be determined in the following manner: Each adjudicator will score the ensemble on a one (1) to ten (10) scale in ten (10) categories. Each adjudicator's scores will be totaled and averaged with the others. The performance score counts 80% of the total festival score. A division rating of one (1) to five (5) will be assigned as follows:

Average Score	Division Rating
85-100	I
65-84	II
45-64	III
25-44	IV
0-24	V

Division Ratings Guidelines:

1. An outstanding performance that exceeds the expectations for the level entered.
2. Successfully meets the expectations for this level and has many commendable aspects.
3. A below average performance for the level entered with several commendable aspects.
4. The performance was seriously deficient with few commendable aspects.
5. Adjudicators are in total disagreement with the goals and methods of the group and conductor. It is considered lacking in musical achievement.

B. Comments Only: In the case of a group performing for comments only, the adjudicator may evaluate the ensemble with descriptions such as "good, fair, OK, etc." or a letter grade in lieu of the standard numerical score.

XVIII. RATINGS AND NUMERICAL SCORES:

The MMEA Large Group Committee representative will post the division ratings in the building following verification. The Headquarters will keep a master sheet containing all scores for all participating groups for the files of MMEA. Comment sheets and audio tapes along with an official sheet showing the final ratings and the final numerical scores may be obtained following the performance. Each group will receive the numerical scores (no names) of all participating groups after the festival. The decision of the judges will be final.

XIX. AWARDS AND HONORS:

All ensembles will receive awards as follows:

Division Ratings Award

I Wall Plaque and Certificate

II Wall Plaque and Certificate

III Certificate

IV Certificate

V Certificate

XX. SIGHT-READING PROCEDURE:

A. Group waits for folios to be distributed. Students do not open the music until instructed to do so.

B. The director will be allowed two (2) minutes in which to study the score. He/she will be warned with thirty (30) seconds and ten (10) seconds remaining.

C. Students will be instructed to open folios - raise hands if the correct part is not there.

D. Band and Orchestra: The director will have two (2) minutes to go over the music with the group. The director and students may do anything except play on instruments (clap, sing, tap, etc.) Thirty (30) and ten (10) second warnings will be given.

E. Choir: The director and/or students or accompanist shall not sing any of the parts of the sight-reading or play on the piano any of the parts, or rhythms, etc.

F. Play through: Director may sing; call out letters; count; even stop. There is no automatic penalty, but this will be evaluated in the overall effect.

G. Students will close the folders and pass them in to the assistants.

XXI. WARM-UP:

A performing group may warm-up in the performance room for up to sixty (60) seconds before beginning the group's first number. Any additional warm-up or tune-up time before the first number or between numbers comes out of clinic time.

XXII. PERSONNEL PROVIDED BY THE HOST:

A. One person to lock and unlock homerooms and maintain security of rooms and property.

B. One guide for each group to meet the bus, show to homerooms, show to warm-up, and performance area.

C. Two assistants for the performance judges to sharpen pencils, bring refreshments, distribute and collect scores and rating forms, etc.

D. One announcer/time keeper for each group.

E. One doorkeeper for each performance area to prevent noise and persons from entering rooms while music is in performance.

F. Two clerks to compute and post ratings, fill out certificates, and return judge's copies and ratings form to ensemble directors.

APPENDIX E – Maine State Solo & Ensemble Festival

THERE IS NO MAINE STATE SOLO & ENSEMBLE FESTIVAL CURRENTLY SCHEDULED FOR 2011-2012.

(Please also refer to “Rules Common To All MMEA Sponsored State Events”)

(Final information for the State Solo and Ensemble Festival will be posted on <http://www.mainemmea.org>)

I. ELIGIBILITY:

A. The Maine State Solo and Ensemble Festival is sponsored by the MMEA for both vocal and instrumental students. Instrumental students may perform on any of the following: all normal band and orchestral instruments, including percussion, classical guitar (non-amplified), recorder, organ, piano and harpsichord. Other instruments and ensembles configurations will be considered for acceptance by the chairperson.

B. There is no requirement for students to participate in a district festival to attend the State Festival. Districts may sponsor their separate festival if desired.

II. REGISTRATION: Registration forms for the Maine State Solo and Ensemble Festival will be available at the District Festivals and in the MMEA Handbook published each fall. Registration must be postmarked by no later than the first Wednesday in April. All fees must be paid at that time. Late registration will be accepted at the discretion of the State Chairperson.

III. DATES:

IV. CATEGORIES: Performances will be adjudicated and rated sensitive to the graded level I-VI of the music only (see article VII). Age or the grade level of participating students will be irrelevant to the rating process.

V. SOLO PARTICIPANTS: Students will be expected to perform with piano accompaniment. Pending further review, alternate accompaniment systems may be allowed. Contact the chairperson for further information or to comment on this issue. Publications which are intended to be unaccompanied will also be accepted. More than one (1) composition or movement may be performed. The student will have 15 minutes in which to perform their piece and for the master teacher to make comments.

VI. ENSEMBLE PARTICIPANTS: More than (1) one composition or movement may be performed. The total performance time must not exceed seven (7) minutes for all levels. A total of fifteen (15) minutes for all levels will be allowed for the performance and comments after the performance. The ensembles will have a maximum of sixteen (16) students.

VII. MUSIC SELECTION:

A. The NYSSMA list requirement has been dropped. Music to be performed should be of high musical and educational value as determined by the instructor. Directors should determine grade level by checking the NYSSMA manual, the publisher of the piece or a resource such as the Pepper Catalogue. If there is a question about grade level that cannot be determined from the above sources, a copy of the piece should be sent to the chairperson and the chair will determine the level of the piece, consulting with other members of the MMEA. Memorization will not be required.

B. Music may be from 1 to 3 compositions and shall be from 3 to 7 minutes of total performance time to be eligible for the State Festival.

C. A clean copy of the performed music must be provided to the Master Teacher. All measures must be numbered.

D. Improvisational music will not be allowed.

E. Participants will not repeat selections that they have performed in previous years.

VIII. MMEA STATE SOLO AND ENSEMBLE FESTIVAL RATING SYSTEM:

A. Each category will receive a number on the score sheet from 1 (lowest) to 10 (highest) based on the following guidelines:

- 10 Outstanding quality with distinction
- 9 Outstanding quality with a few minor flaws
- 7 - 8 Unusually fine quality, may lack polish
- 5 - 6 Good quality but lacking in one or more essential elements
- 3 - 4 Some weaknesses present; numerous errors
- 1 -2 Almost a complete lack of understanding, much room for improvement
- 0 Unacceptable

B. Rating levels will reflect a total of the category scores. Comments should reinforce and explain category scores

I II III IV V

Rating description Superior Good Fair Mediocre Poor

% of total score 91 - 100 71-90 50 -70 30 - 49 0 -29

Performance type

(Eight categories*)

Vocal ensemble 73 - 80 57 - 72 40 - 56 24 - 39 0 - 23

(Seven categories*)

String ensemble 64 - 70 50 - 63 35 - 49 21 - 34 0 - 20

Vocal solo

Wind ensemble

String instrument solo 55 - 60 43 - 54 30 - 42 18 - 29 0 - 20

Percussion solo or ensemble

Wind solo

(Five categories*)

Piano/organ solo/ensemble 45-50 35-44 25-34 15-24 0-14

IX. ADJUDICATION FORMS: – UNDER REVIEW. The MENC Solo and Ensemble style adjudication forms will be used with slight modifications to fit the specific needs of the Maine State Solo and Ensemble Festival. Forms will provide ample space for the master teacher to comment on various performance criteria and to assign a score of 1-10 to each possible area. Division ratings will be calculated based on the ratio of the total score to the total possible score.

X. FEES: - The fee for a solo performance shall be \$15.00 and the fee for an ensemble performance shall be \$30.00. Fees are nonrefundable.

XI. ADMISSION: No charge. All participants and guests are encouraged to attend performances. However, all are urged to be considerate of performers by keeping quiet in the halls and by not entering or leaving a room during either a performance or adjudication comment.

XII. PUBLICITY: - Publicity by radio, TV, or newspaper claiming “championships” or other similar connotations will be considered unethical. Such practices could be the basis for elimination from future MMEA events.

XIII. TAPING OF EVENTS: - Under no circumstances are tapes allowed to be made of any event during a festival performance.

XIV. TAKING OF PICTURES: - No still or motion pictures shall be taken during an adjudication event.

XV. AUTHORITY: A “Statement of Authority” will be used within all public programs, such as: “The Maine State Solo and Ensemble Festival is being held under the authority of the Maine Music Educators Association (MMEA), (MMEA President's name), President and (Solo and Ensemble Chairperson's name) State Solo and Ensemble Festival Chairperson, and with the ap-

proval of the Maine State Principals Association (SPA). The local host is (host's name) of (site name)".

XVI. PROFITS: The Maine State Solo and Ensemble Festival is to be a non-profit venture. However, the State of Maine should gain immeasurable educational benefits from the musical experiences found in festivals of this nature. Should there be an excess in the festival budget, this amount will be deposited in a State Solo and Ensemble Festival account for future ventures of a similar magnitude.

XVII. HOSTS: Hosts of the Maine State Solo and Ensemble Festival will be responsible for the scheduling of facilities and personnel to operate the festival. All pianos used must be tuned within three (3) weeks prior to the festival.

XVIII. CHAIRPERSON: The Chairperson shall be responsible for the overall operation of the festival including, but not limited to, the hiring of Master Teachers and the scheduling of events.

XIX. AWARDS: All participants in the Maine State Solo and Ensemble Festival will receive a certificate noting their individual musical achievements. Special recognition for the festival's top performer will be an annual consideration of the Solo and Ensemble committee and will depend on the time, space and financial resources available.

XX. FEE REVIEW: Participating students in the MMEA State Solo and Ensemble Festival must come from school systems or private studios that have paid the MMEA Institutional Fee or must pay a Non-Membership Fee (\$50) per soloist and/or ensemble.

XXI. MASTER TEACHERS: Master teachers are selected by the festival chairperson. They should be noted for their expertise within their area and have demonstrated the ability to understand the needs and abilities of school-age musicians. Master teachers will be reimbursed \$20.00 per hour of adjudication (\$75. Minimum). A meal shall be provided.

XXII. CERTIFICATES AND JUDGES RATING SHEETS: Certificates and sheets shall be given to the teacher within two hours of the audition or mailed to the teacher within one week following the festival (whichever is most convenient for the festival chairperson).

XXIII. APPEALS: Any appeal must be communicated to the Solo & Ensemble Chairperson, not the master teacher or the host. During the festival, all decisions made by the chairperson will be final. If the involved party wishes to appeal the decision, a statement in writing must be presented to the MMEA President to be heard by the MMEA Executive Board at the next regular meeting following the festival. The decision of the MMEA Executive Board is final.

APPENDIX F – DISTRICT AND STATE JAZZ FESTIVALS

I. CLASSIFICATION OF JAZZ ENSEMBLES

According to MPA enrollments of October 1.

- A. High School Jazz Band: Grades nine (9) to twelve (12).
 - 1. Doubling of parts will be allowed.
 - 2. Pre-recorded music such as drum machines or sequencers are not allowed at either the District or State Festivals.
- B. Middle School Jazz Band: Grades four (4) to eight (8).
 - 1. Doubling of parts will be allowed.
 - 2. Pre-recorded music such as drum machines or sequencers are not allowed at either the District or State Festivals.
 - 3. School enrollment numbers are based on grades six (6) to eight (8) for all schools participating in ensemble.
- C. High School Jazz Combo: Grades nine (9) to twelve (12).
 - 1. Combo size is at the discretion of the director.
 - 2. Pre-recorded music such as drum machines or sequencers are not allowed at either the District or State Festivals.
- D. High School Jazz Choirs: Grades nine (9) to twelve (12).
 - 1. Horns may be used.
 - 2. Adults may play in the rhythm section.
 - 3. There shall be a maximum of twenty-four (24) vocalists.
- E. High School Show Choirs: Grades nine (9) to twelve (12).
 - 1. Choreography must be used.
 - 2. Horns may be used.
 - 3. Accompaniment tapes are optional as well as adults playing in the rhythm section.
 - 4. There shall be no maximum number of vocalists.
- F. Middle School Show Choirs:
 - 1. Choreography must be used.
 - 2. Horns may be used.
 - 3. Accompaniment tapes are optional as well as adults playing in the rhythm section. Students in grade four (4) to twelve (12) may also play in the rhythm section.
 - 4. There shall be a no maximum number of vocalists.
 - 5. School enrollment numbers are based on grades six (6) to eight (8) for all schools participating in ensemble.
 - 6. Middle School students may participate in the High School ensembles for their district if the total enrollment of the High School grades nine (9) through twelve (12) is less than three hundred (300) students.
- G. Comments Only: Any ensemble not meeting the above requirements may only be adjudicated for “comments only” at the District Jazz Festival. Ensembles that are adjudicated for “comments only” may not move to the State Jazz Festival.
- H. State Festival:
 - 1. Participating schools will be arranged in order by enrollment by the Jazz Committee after the District Festivals (see Bylaws Art. IIL Sec. 9) and divided as

evenly as possible, based upon enrollment using the October 1 State Principal's Association enrollment data into the following categories:

a. High School Instrumental Festival

1. High School Jazz Bands--four (4) equal divisions (I, II, III, IV). Performance will take place on the second day of the festival.

2. High School Multiple Bands--Defined as the second or more jazz band from the same school. All multiple bands must perform in this division. Performance will take place on the first day of the festival.

3. High School Combos--three (3) equal divisions (I, II, III). Performance will take place on the first day of the festival.

4. High School Multiple Combos--Defined as the second or more combo from the same school. Participation in this division is at the individual director's discretion. Performance will take place on the first day of the festival.

b. Middle School Instrumental Festival-- four (4) equal divisions (I, II, III, IV).

c. Vocal Jazz Festival

1. High School Jazz Choirs--two (2) equal divisions (I,II).

2. High School Multiple Jazz Choirs--Defined as the second or more jazz choir from the same school. All multiple choirs must perform in this division.

2. High School Show Choirs---two (2) equal divisions (I,II).

3. Middle School Show Choirs--two (2) equal divisions (I, II).

II. ELIGIBILITY

A. Districts that have purchased an annual Institutional Membership for the current year OR have paid a \$50.00 nonmember registration fee for each district and state event.

B. A student may perform in both Jazz Band and Multiple Jazz Band categories providing the student plays a distinctly different instrument in the second ensemble. The same applies to Jazz Combos/Multi Combos and Jazz Choirs/Multi Jazz Choirs. Defining "distinctly" is at the discretion of the jazz activities committee.

C. "All Star" groups (vocal and instrumental) made up of students from different schools shall NOT be allowed.

III. MUSIC REQUIREMENTS

A. A ballad is recommended

B. Time Limits

1. All groups, vocal and instrumental, will be allowed twenty-five (25) minutes performance time to included setup and tear-down time. A penalty of one (1) point will be assessed from the average score for exceeding the time limit. An additional penalty of one (1) point for every ten (10) seconds over the twenty-five (25) minute time limit shall be assessed from the average score.

2. All finalist must be able to perform in the night finals (if applicable) to be eligible for placement. If a school cannot perform in the night finals, the next highest scoring group will be invited to perform in the night finals.

3. Night finals performance groups are limited to fifteen (15) minutes. Timing will begin with the first note and end with the last. A penalty of one (1) point will be assessed from the average score for exceeding the time limit. An additional penalty of one (1) point for every ten (10) seconds over the fifteen (15) minute time limit shall be assessed from the average score.

4. M.C. introductions or house P.A. system failures will not be included in the time limits.

C. At the State Instrumental Jazz Festival, all High School Jazz Bands will sight-read. Music selected for sight-reading will be grade 2 in difficulty. The sight-reading and the prepared performance will have the same judges. Sight reading will be worth a total of 5 points.

IV. SEATING

A. Directors must provide a seating plan for the adjudicators which shall include the names of students, grade level and instrument.

B. The set-up provided by the hosts, including choral and instrumental risers and the P.A. system shall be adhered to all performing groups.

V. PUBLIC ADDRESS SYSTEM

A. The public address system, including two (2) monitor speakers, shall be provided by the host.

B. Vocal Festival hosts shall provide:

1. Show Choirs

a. Six (6) vocal microphones with stands, one of which is a wireless hand held.

b. One (additional) microphone for the piano.

c. Two (2) additional omni directional condenser microphones for general choral group sound reinforcement.

2. Jazz choirs

a. Thirteen (13) vocal microphones with stands, one of which is a wireless hand held.

3. The director of each ensemble is responsible for any additional sound reinforcement.

C. The public address system shall be operated and attended by a qualified adult selected by the host. Directors shall direct final settings of the public address volumes and tones.

VI. SCORING RUBRIC

A. The decisions of the adjudicators shall be final.

B. All ensembles:

1. 86-100 I Rating Exceeds the standards of musical performance.

2. 70-85 II Rating Meets the standards of musical performance.

3. 55-69 III Rating Partially meets the standards of musical performance.

4. 0-54 IV Rating Does not meet the standards of musical performance.

C. Adjudication scores

1. District Level

a) In order to advance from the District Festival to the State Festival, a group must first receive a district score of 70 or above. No group will be allowed at the State Festival unless they meet this requirement.

b) No group shall be allowed to participate in more than one (1) District Jazz Festival.

c) Only the festival director, tabulator, and directory shall know the final numerical score.

2. State Level

a) Ensemble ratings and division leaders shall not be posted publicly during the festival.

b) For categories requiring a night finals, the participating ensembles will be announced during their respective awards ceremony.

- c) Directors shall pick up their adjudication packets after the division awards.
- d) Total summaries, excluding school names, shall be sent to directors by the jazz vice president or the festival host. These summaries shall include individual judges scores without judges names or school names.

3. Director's Adjudication

- a) The directors shall have an individual, private adjudication form
- b) This shall include set-up, interpretation, choice of materials, and programming.
- c) Directors shall be rated on the above, but this adjudication shall neither add to nor subtract from the ensemble score.

VII. NIGHT FINALS

A. District Level – (optional)

B. State Level – At the end of the day's adjudication, the two (2) top scorers of each division will compete in the Night Finals. Third place will be awarded in the ceremony at the end of the daytime performances.

- 1. Jazz bands shall be competing for first and second place.
- 2. Jazz choirs and show choirs shall be competing for first and second place.
- 3. Each ensemble shall be adjudicated from scratch and their score at the night finals shall determine their placement.
- 4. In cases of ties from the day performances, the highest number shall be dropped and the lower two scores will be averaged.
- 5. In cases of ties in the night finals, the high and low scores will be dropped and the middle three scores will be averaged.

C. Scheduling Order for night Finals at State Level

1. High School Instrumental

- a) III, I, II (2011-2012)
- b) I, II, III (2012-2013)
- c) II, III, I (2013-2014)

2. High School Vocal

- a) 2011-2012 Jazz Choir II, I Show Choir II, I
- b) 2012-2013 Jazz Choir I, II Show Choir I, II

VIII. AWARDS

A. District Level

- 1. Individual talent citations for outstanding musicianship (must receive a one [I] rating from any adjudicator on their solo score).
- 2. Ensemble certificates will be awarded with the rating.
- 3. Scholarships may be awarded if available.
- 4. Plaques may be awarded to all groups receiving a I or GOLD Rating.

B. State Level

- 1. Individual talent citations for outstanding musicianship (must receive a one [I] on their solo score).
- 2. Ensemble certificates will be awarded with the rating.
 - a) Ensembles receiving a I rating will receive a gold award plaque and will be announced during the awards ceremony at the end of each division.
 - b) Ensembles receiving a II rating will receive a silver award.
 - c) Ensembles receiving a III rating will receive a bronze award.
- 3. Scholarships, if available, will be awarded at the night concert.

4. First, Second, and Third place trophies (provided by the host) will be awarded in all categories (ensembles, instrumentals, and vocal)
5. Awards (provided by the host) will be given in all divisions for the following:
 - a) Jazz Band - Outstanding Musician Awards will be given to five (5) most deserving musicians.
 - b) Jazz Combo - Outstanding Musician Awards will be given to five (5) most deserving musicians.
 - c) Jazz Choir- A total of five (5) awards will be given: four (4) Outstanding Musician Awards (not gender specific) and one (1) Outstanding Student Rhythm Section Award.
 - d) Show Choir-A total of five (5) awards will be given: four (4) Outstanding Musician Awards (not gender specific) one of which may be used for a student rhythm section and one (1) Outstanding Choreography Award.
6. Trophies will be provided by the host and will be awarded in all categories.
7. All awards will be given at the awards ceremony at the conclusion of each division.

IX. ADJUDICATION PROCESS

A. District Level

1. The Jazz Vice-President with a committee, will compile a list of qualified judges to submit to the District hosts.
2. Judges for the District Festivals will be selected from this list by the District host.
3. The rate of pay is suggested at \$20.00 per hour plus expenses (food, housing, and mileage).

B. State Level

1. The Instrumental Jazz Chair shall select the adjudicators for the instrumental festivals.
2. The Vocal Jazz Chair shall select the adjudicators for the vocal festivals.
3. Rate of Pay
 - a) Day only: \$175.00 plus expenses (food, housing, and mileage)
 - b) Day and evening: \$250.00 plus expenses (food, housing, and mileage).
4. Three (3) adjudicators will be used in all divisions. All will give numerical scores and written comments.
5. Five (5) adjudicators will adjudicate at the night finals. These five (5) will give taped comments and numerical scores in the night finals.

X. APPLICATION FEES

- A. District Level - All fees suggested at \$75.00
- B. State Level - Instrumental fees \$100.00 Vocal fees \$125
- C. All registration material shall be sent to the host.

XI. ADMISSION FEES (State Festivals)

- A. Day admission fees:
 1. \$5.00
 2. \$3.00 for Students and Sr. Citizens
 3. \$15.00 for families
- B. Night Finals admission fees:
 1. \$5.00
 2. \$3.00 for Students and Sr. Citizens

3. \$15.00 for families

XII. FESTIVAL HOST

A. Requests to Host festival

1. District Level - Must be decided at the preceding Spring meeting.

2. State Level

a) Requests to host the State Jazz Festival must be submitted in writing to the MMEA Jazz Activities Vice President prior to the Jazz Activities at the May MMEA All-State (BOC) Music Conference.

b) State Jazz Festivals will be held at the same site for two (2) consecutive years.

c. Site rotation will follow a North, South, and Central pattern.

XIII. JAZZ ACTIVITIES ADMINISTRATION

A. The Jazz Committee will be made up of the Jazz Activities Vice President, Vocal Jazz Chair, and Instrumental Jazz Chair.

B. The Jazz Activities Vice President is elected by the full MMEA membership, serves a 2-year term and is a member of the MMEA Executive Board.

C. The Vocal Jazz Chair and Instrumental Jazz Chair will be appointed in a staggered manner so that one position will be named each year.

D. Rules Interpretation Committee: The committee will consist of the Jazz Vice President, Vocal Jazz Chair, and Instrumental Jazz Chair.

E. The Jazz Activities Vice President, Vocal Jazz Chair and Instrumental Jazz Chair shall be present at all State Jazz Festivals.

F. There shall be a MANDATORY meeting of all District and State Jazz Festival Hosts, the Jazz Activities Vice President, Vocal Jazz Chair, and Instrumental Jazz Chair held on the Saturday of Jazz All- State Weekend.

XIV. JAZZ FESTIVAL APPEAL PROCEDURE

A. Problems regarding scheduling, festival procedures, or results shall be brought to the attention of the Jazz VP. Under no circumstances should a school music teacher, parent, student, or other concerned party attempt to contact an adjudicator directly.

B. Initial written appeals must be postmarked no later than one week after the problem was discovered.

C. The Jazz VP shall respond in writing within one week of receipt of the appeal.

D. If the decision of the Jazz VP is unsatisfactory to the complainant, a second written appeal may be made to the Jazz VP within the following week, who shall consult with the Festival Committee as soon as possible following the receipt of the second request for appeal. The decision of the Festival Committee shall be final.

XV. JAZZ FESTIVAL COMMITTEE

A. The Jazz Festival Committee shall be an advisory committee to aid in reviewing and revising matters dealing with District and State Jazz Festivals.

B. The Jazz Festival Committee shall consist of the Jazz VP, MMEA President, and MMEA President-Elect.

C. The Jazz VP shall serve as the chair of the Jazz Festival Committee.

APPENDIX G – JAZZ FESTIVAL HOST GUIDELINES

1. NEEDS

- A. Warm up rooms
- B. Adjudicating Areas
- C. Adults in charge
- D. Music stands (for all areas)
- E. Public Address System with two monitors
- F. Acoustic pianos in adjudication areas
- G. Choral Risers (if needed).

2. PROCEDURES

A. DISTRICT RESPONSIBILITY

- 1. Issue District and State applications and information to District Host after receiving them from the Jazz Vice President at the January Meeting.

B. DISTRICT HOST RESPONSIBILITY

- 1. Issue District application and operate their festival.
- 2. Provide those receiving a I or II rating with a State Festival application and information.
- 3. Provide the State Jazz VP with the names, addresses, and phone numbers of all qualified groups entering the State Festival immediately after the District Festival.
- 4. Provide a tabulator for the purpose of keeping ensemble and soloist scores.

C. DISTRICT AND STATE HOST

- 1. Must notify the directors of performance area limitations for Show Choirs (give dimensions).

D. SCHEDULING

1. *District:*

- a. District scheduling as per convenience of the host in considering travel time, number of groups participating, space availability and any other items the district host deems necessary to consider.
- b. Send schedules as soon as possible

2. *State:*

- a. Ensembles will be scheduled by Division and District on a rotating basis.
- b. Check scheduling for conflicts with directors, school, and equipment.
- c. Scheduling of State Jazz Festival
 - i. High School Instrumental
 - 1. Friday: Multiple Bands and Combos – no finals
 - 2. Saturday: Jazz Bands – Finalists Concert for top two groups in each division.
 - ii. Junior High School Instrumental – Saturday, no finals.
 - iii. Vocal Jazz/Show Choir
 - 1. Saturday: Middle School Show Choirs, High School Show Choirs, High School Jazz Choirs – Finalist Concert for top two groups in each of the High School divisions only.

2. Performance order at the State Vocal Jazz Festival will rotate by participating districts. Jazz VP will make a ruling when a district adds a group.

E. ADJUDICATION

1. Adjudication forms
 - a. One form for each adjudicator
 - b. Each adjudicator may sign his or her form
2. Application forms
 - a. Only one (1) copy (write soloist's names on adjudication sheets ahead of time to save adjudicator's time).
 - b. This is the total sheet (keep all adjudicator's forms and application forms together to give to director).

F. PROCESSING OF SCORES

1. Adult in charge should average total prepared selections.
2. DO NOT ADD SOLOISTS SCORE TO THE ENSEMBLE SCORE!
3. Be sure to give soloist(s) an award if any adjudicator gives them a score of One (I).

G. MMEA FINANCIAL INVOLVEMENT COMMITTEE

Hosts of the following festivals: State HS Instrumental Jazz Festival; State MS Instrumental Jazz Festival; State Vocal Jazz Festival will send 100% of the Gate to the MMEA treasurer. This same host will then receive 80% {of this amount} after expenses have been met. (rev. 06/26/09)

H. ASSISTANTS TO THE JAZZ ACTIVITIES CHAIRPERSON

1. There will be two (2) Jazz Activity Assistant Chairpersons, one (1) vocal and one (1) instrumental.
2. Each will be a two (2) year position. 3. These positions will be arranged in a staggered number, so that one (1) new Jazz Activity Assistant Chairperson will be named each year.

I. SUPPORT OF THE JANUARY MEETING FOR THE DISTRICT CHAIRPERSONS, DISTRICT HOSTS, STATE HOSTS AND JAZZ VICE-PRESIDENT

1. Failure of District personnel to attend this meeting will result in their District's festival becoming invalid with regard to eligibility to participate in the State Jazz Festivals.
2. This meeting is scheduled by the Jazz Vice-President who will notify the two Assistant Chairpersons and all District and State Jazz Festival hosts when and where the meeting will take place.

J. ADJUDICATION DO's AND DONT's

1. DO offer corrective suggestions of students' performance.
2. DO offer alternatives to what they are doing.

3. DON'T criticize the director on the ensemble adjudication form.
4. DON'T criticize the instrumentation.
5. DO offer suggestions for better utilization or substitution.
6. DON'T use terminology other than that contained in the adjudication form.
7. DO know the rules and regulations.
8. DO give recognition whenever possible.
9. DON'T judge ensembles against each other.
10. DO judge the ensembles against the music they are playing and idiom they are playing in.
11. DON'T let personal musical preferences guide your evaluation.
12. DO offer suggestions on styles that the group should explore within their ability and instrumentation.
13. DON'T wing it.
14. DO meet with other judges before the festival and discuss what you will be doing and how you will be doing it.
15. DON'T over- or under-judge on the basis of age, size of school or area.
16. DO judge the division, basic talent and abilities of the student musicians.
17. DO zero in your comments on specific sections.
18. DO remember that this is a Jazz Festival and that the music performed should reflect this (except Show Choir).
19. DON'T confer with the directors during the festival.

APPENDIX H: ALL-STATE JAZZ AUDITION RULES

All-State Jazz Audition Materials: <http://www.mainemmea.org>

I. Eligibility

A. Any student enrolled in grades nine (9) through twelve (12), private or parochial school for the full school year may apply through their school music instructor to participate in the corresponding All-State Jazz group. All students desiring to audition and participate in All-State Jazz must meet the following rules and regulations

1. Only regularly enrolled members of an organized school group may audition for and participate in an All-State Jazz group, unless no such organization exists in their school.
2. Prior to the audition, the student must complete an official application form and have the permission of their music instructor the school principal, and a parent or guardian. The appropriate signatures on the application form will designate this permission.
3. All applications must be returned by the music supervisor along with the necessary audition fees. The application must be postmarked by the announced deadline date. Any late application forms will be accepted at the discretion of the Audition Chairperson upon being informed of the reason for the lateness. The fee should be paid in one check made payable to “MMEA All-State Jazz Auditions”.
4. The audition fee is non-refundable.
5. A transfer student newly enrolled in school and in a band, chorus, or orchestra and meeting all other eligibility requirements may audition for an All-State Jazz group.
6. If there is no music supervisor in the school, students may audition if approved by the administration and accompanied by a teacher.
7. A student may audition for more than one instrument or voice part. If qualified in more than one area, students will be placed by the jazz committee according to festival needs. Parts will be defined as follows:
 - a. Saxophones (alto, tenor, bari)
 - b. Trumpets
 - c. Trombones (including bass trombone)
 - d. Rhythm
 - e. Vocal (soprano, alto, tenor, bass)
 - f. Miscellaneous melodic instruments (flute, violin, etc)

B. Students who have not upheld the rules and regulations from the previous year will be disqualified from auditioning. The All-State Chairperson will notify the Auditions Chairperson of students who are disqualified from auditioning.

II. ACCEPTANCE INTO AN ALL-STATE JAZZ GROUP

A. Immediately after the last audition, the audition chairperson will provide the All-State Jazz Managers with a list of audition results. Also, the Auditions Chairperson will present recommendations from the adjudicators to aid the Managers in selecting students.

B. Students will be assigned to groups according to the particular needs of the group. Students preference will be honored whenever possible but will be subject to the overall needs for music quality.

C. Students who are selected will be expected to participate in the group to which they are assigned, and to participate fully in all activities. rehearsals and concerts.

D. Any student who is unable to attend All-State Jazz after acceptance must be excused from the festival by the Jazz Vice President in writing on or before the notification deadline. Failure to do so may result in the student being disqualified from future All-State Jazz Festivals.

E. Alternates will be chosen from the official ordered list of audition results unless the students are considered unqualified.

F. Music supervisors may not choose an alternate for a student who cannot participate in the festival.

G. Music supervisor will be notified of the results as soon as possible after the final selection. If possible, the notification will be sent within one (1) week of the audition. All notifications will be sent by November 1.

III. APPLICATION PROCEDURES

A. Applications will be available through the District Chairpersons in September and in this handbook.

B. Music supervisors must return all applications on or before the published registration deadline.

C. Applications must be accompanied by the audition fee. All necessary signatures must be on the applications. Application without proper signatures will be returned to the music supervisor.

D. Students will not be scheduled until the audition fee and complete application are received by the Auditions Chairperson.

IV. AUDITION DATE AND SITE

A. Auditions will be held at one site solicited and selected by the Spring Jazz Meeting at the All- State Concert Festival.

B. Auditions will be held on the first Friday after Columbus Day.

C. The Auditions Chairperson will recommend the audition dates to the executive board in time to be placed on the SPA calendar for the following year. V

V. SCHEDULING

A. Upon receipt of the applications and audition fee, the Auditions Chairperson will assign the school a school code.

B. Music Supervisors must also return a scheduling form, which will contain the complete list of names and any special requests for scheduling. This form should also have information that should be considered in scheduling.

C. There is only one audition site and date. There will be no make up times.

D. Any audition requests received after the stated deadline and accepted by the Auditions chairperson will be scheduled as possible within the published schedule.

E. Special requests will be scheduled on a first come, first served basis. Special requests will be honored when and where possible. It may not be possible to honor all requests, especially those received after the registration deadline.

VI. APPEAL PROCEDURE

A. Problems regarding scheduling, auditions procedures, or results should be brought to the attention of the Auditions Chairperson. The Auditions Chairperson will make a ruling after obtaining the information necessary to make a decision.

B. The audition Appeals committee will consist of the Auditions Chairman the four (a) performing group managers, the Jazz Activities Vice President, Instrumental and Vocal Jazz Chairs.

1. To maintain the integrity of the committee and the appeals process, members of the committee may not be adjudicators.

2. The person(s) requesting an appeal must notify the Auditions Chairperson in writing.

3. The Auditions Chairperson must notify the members of the Audition Appeals Committee and schedule a meeting as soon as possible after the written appeal is received.

4. After being presented with the pertinent information, the committee members will make a decision.

a. If the decision of the Audition Appeals Committee is still unsatisfactory to the person(s) making the appeal, a final appeal may be made, in writing, to the MMEA Executive Board. The decision of the MMEA Executive Board will be final.

b. Initial appeals must be postmarked no later than one (1) week after the scheduled audition.

VII. AUDITION MUSIC LIST

A. The Audition Chairperson will publish the official list of audition music by June 1 of the spring before auditions.

B. The Auditions Chairperson will prepare the music list with the aid of the Jazz Audition Committee.

C. The music will be available through various music dealers in the state.

D. Failure to play the music specified on the official list (including the specified edition) will result in immediate disqualification.

VIII. JAZZ AUDITION COMMITTEE

A. The Jazz Audition Committee will be an advisory committee to aid the Audition Chairperson in reviewing and revising matters dealing with All-State Jazz Auditions.

B. The audition committee will consist of the Jazz Activities Vice President, Instrumental Jazz Chair, Vocal Jazz Chair, and the managers of the Jazz All State Ensembles.

IX. AUDITION PROCEDURES FOR ALL-STATE JAZZ

A. All auditions will be conducted by an adjudicator assigned by the Jazz Activities Vice President.

1. The adjudicator will have expertise in that area.

2. Other instruments (i.e. flute, oboe, clarinets, baritone, tuba, congas, timbales) will be assigned to an appropriate room.

3. There shall be two adjudicators in each room

4. An accompaniment CD will be used for all auditions.

5. The accompaniment recordings and example auditions will be posted on the MMEA web site by August 15.

B. The wind audition requirements will include the following:

1. Students will be required to play two (2) major scales to be chosen by the adjudicators. The scales required are listed on the web site and/or in the handbook. Scales will be performed memorized and in the required pattern and the required number of octaves.
 2. Students will perform a chromatic scale over a specified range of the instrument and in a specified pattern.
 3. Students will perform a required tune. The list will be published on the web site and/or in the handbook.
 4. Students will perform a required etude.
 5. Improvisation will be attempted.
 6. Instrumentalists will perform sight reading materials selected by the adjudicator. The sight reading should be easier than the required music and will be a test of musicality more than technique.
 7. The auditions will be ten (10) minutes long. The time that the student is in the room may vary according to length of the music and the sight reading materials.
- C. The vocal audition requirements will include the following:
1. Students will perform a required vocal arrangement of the same tune as the instrumentalists. The list will be published on the web site.
 2. Students will perform a required ballad. The ballad will be in a low key (Alto, Bass) and high key (Soprano, Tenor), and will be posted on the web site and/or in the handbook.
 3. Improvisation will be attempted.
- D. Rhythm Section
1. Piano/Vibes
 - a. Required tune–melody
 - b. C instrument/vocal etude
 - c. Piano etude (written comping to the etude’s chord changes)
 - d. Improvisation
 - e. Comping in appropriate styles (see Rhythm section Audition Material)
 - f. Sight Reading
 2. Guitar
 - a. Required tune–melody
 - b. C instrument/vocal etude
 - c. Comping on required tune
 - d. Improvisation
 - e. Comping in appropriate styles (see Rhythm section Audition Material)
 - f. Sight Reading
 3. Bass
 - a. Required tune–melody
 - b. Bass Clef etude
 - c. Written bass line etude
 - d. Improvisation
 - e. Comping in appropriate styles (see Rhythm section Audition Material)
 - f. Sight Reading
 4. Drums

- a. Accompany the required tune
- b. Written drum etude
- c. Improvisation (“trading” as in CD example)
- d. Comping in appropriate styles (see Rhythm section Audition Material)
- e. Sight Reading

X. MANAGEMENT

A. The Jazz Vice President shall oversee the festival, conduct an All-State Jazz/Jazz Activities meeting, and facilitate hiring of judges with vocal and instrumental jazz chairs.

B. The hosts’ responsibilities:

1. Arrange rehearsal space, music stands, risers, and adequate and appropriate PA systems for four (4) performing groups.
2. Arrange meals and housing at hotels or dormitories for the participants conductors, managers and Jazz Activities Vice President (paid by the All State Jazz Festival).
3. Supply tuned pianos (paid by Festival if necessary).
4. A printed program.
5. The host will charge and receive the admission (minus MMEA%) to the concert.
6. Send packet of information to directors participants including: schedule, map, motels and restaurants (for parents), and ticket information.

C. The Manager’s responsibilities: (Managers will be selected at the May Jazz Activities Meeting)

1. Hire competent conductors for \$900 fee and up to \$1000 for expenses of all 4 conductors by the Spring Jazz Meeting in May.
2. Obtain a requested or suggested instrumentation and program prior to auditions.
3. Attend selection meeting immediately following auditions.
4. Send music to chosen personnel immediately after auditions.
5. Equipment needs.
6. Arrange transportation for conductor.
7. Each year one ensemble will be allowed \$1300 for a specialized conductor/director.

Rotation:

- 2011 Honors Jazz
- 2012 Jazz Choir
- 2013 Combo
- 2014 Honors Jazz
- 2015 Jazz Choir
- 2016 Combo
- ETC.

8. Managers terms will be two years in length.

All State Jazz Auditions Application is available on the MMEA website: www.mainemmea.org

APPENDIX I – MAINE ALL-STATE JAZZ FESTIVAL

I. DESCRIPTION

A. **PURPOSE:** The Maine Music Educators Association will endeavor to provide, annually, for the more gifted secondary school students an opportunity to meet with their peers in a two (2) or three (3) day jazz music festival. Programs will be of the highest caliber. The music, individually prepared at home, will be rehearsed intensively under conductors of state or national prominence. The festival culminates with the presentation of a concert on the final day.

B. **DATE:** The festival is usually planned for the first Thursday, Friday, and Saturday after the holiday vacation. The date may change if circumstances warrant.

C. **SITE:** The site of the festival is determined at the Spring All-State Jazz Meeting (in May at All-State Concert) by invitation to bid. Direct bids to the Jazz Activities Vice President in writing prior to the meeting. The decision will be governed by 1) number of bids received, 2) facilities offered, and 3) possible geographical rotation.

D. **SIZE:** There will be four (4) performing groups:

1. Jazz Combo, rhythm section and various horns
2. Honors Jazz Chorus, 32 voices (8 per part), SATB; student guitarist
3. Jazz Band, rhythm section, at least 5 saxes, 4 trombones, 4 trumpets
4. Honors Band, rhythm section, at least 5 saxes, 4 trombones, 4 trumpets. Added instruments will be worked out between the Managers, Conductors and Auditions Chair. Added groups will need to be discussed and voted on at a Jazz meeting.

E. **MANAGEMENT:** The All-State Jazz Committee will be in charge of the welfare and discipline of all student personnel registered at the festival.

F. **FEES:**

1. The audition application fee for each student shall be \$22.00. This must accompany the initial application for the audition and is amendable, if deemed necessary, by the general membership at the general member meeting during the yearly meeting of the conference.
2. Fees for accepted students shall be \$210.00

G. **GENERAL RULES:**

1. Attendance at all rehearsals is mandatory.
2. Any student withdrawing from All-State without a valid excuse (determined by the All-State Jazz committee) will be ineligible for the following All-State Jazz Festival. Application for withdrawal must be received two (2) months prior to festival in order to receive a refund of acceptance fee.
3. Consumption or possession of intoxicating drugs or alcohol at any time or anywhere during the festival is cause for immediate dismissal.
4. Students are expected to cooperate with the All-State Jazz committee and conductors and conform to all regulations laid down by said committees as being the most workable for the entire body.

II. ELIGIBILITY:

- A. Students (see Eligibility in the Jazz Audition Bylaws)
- B. Supervisor's and School's Responsibilities:

1. All supervisors/schools shall be members in good standing having paid the institutional fee.
2. MMEA assumes no financial responsibility for personal expenses of supervisors in connection with the festival, except for specified expenses of executive personnel as provided for in the bylaws.
3. Supervisors must register for their students at the festival and must be in attendance during the festival. If a supervisor cannot attend the entire festival, application is to be made to and approved by the Jazz Activities Vice President for permission to transfer care of his/her students to another supervisor.
4. Supervisors must see that their selected students are in attendance during all rehearsals and concerts of the festival.
5. Supervisors must have their students prepared in the music to be performed, both for auditions and the festival itself. The All-State Jazz committee reserves the right to refuse admission to any student unprepared to take part in the program.
6. Supervisors, as well as students, must conform to the rules and regulations promulgated by the host for the conduct activities, attendance, and punctuality of their students at all times.
7. Supervisors and students are responsible for personal property at all times.
8. Any infringement of the All-State Jazz Festival rules on the part of a supervisor will result in the forfeiting of his/ her membership in the MMEA for the remainder of the school year and disbarment from the All-State Jazz Festival the following year, on action of the MMEA Executive board. Notification of disbarment will be sent to said supervisors superintendent and principal representatives on the Executive Board.

III. CHOOSING OF HOST(S):

The Jazz Activities Vice President shall solicit and invite bids to host All-State Jazz Auditions and Festival for consideration at the Spring Jazz Meeting.

IV. AUDIT:

A complete audit of financial transactions of the All-State Jazz Committee shall be given to the MMEA Treasurer for inclusion in the annual report of the MMEA, *in accordance with IRS Regulations*.

APPENDIX J – YOUNG COMPOSERS FESTIVAL

Students who will be enrolled in grades K-12 in 2012-13 are invited to submit original compositions for the **MMEA Young Composers Festival**. Each student who submits a composition will receive a MMEA Certificate of Participation and written feedback on his/her piece from a professional composer. The compositions may be in any style and genre. Each submitted composition will be considered for inclusion in the **MMEA Young Composers Recital** at the May MMEA Conference. In addition to having a composition included in the MMEA Recital, one young composer will have his/her piece performed by **Portland Symphony Orchestra during its Spring 2013 Youth Concert Series**.

Eligibility:

- This festival is open to all students who will be enrolled in K-12 in the 2012-13 academic year.
- Composers must be students of an MMEA member or attend a school that has paid MMEA institutional fees for festival participation.

Submission Requirements:

- Submission fee: (\$30) for each composition entry. Make check payable to MMEA.
- Each student may submit as many as two (2) compositions.
- Compositions may not exceed five (5) minutes in length. Pieces must be at least 3 minutes in length to be considered for PSO performance. Multiple movements totaling 3 to 5 minutes are acceptable.
- All entries must include a score and a recorded performance (CD). Scores and recordings will not be returned, so please do not send originals.
- MIDI files may be used as performances, but please do not submit data files (Sibelius, Finale, etc.).
- A brief program note written by the composer must accompany each entry.

Evaluation Criteria & Timeline:

- Evaluation is based on five criteria: Intent, Expressivity, Artistic Craftsmanship, Originality and Overall Appeal
- The festival committee will attempt to select pieces in a variety of styles and genres representing work in three age categories (K-4, 5-8, 9-12).
- Students and teachers will receive feedback in September. The five (5) top-rated pieces will be nominated for review for inclusion in MENC's Eastern Division Young Composers Festival during Eastern Division Conference years.

Performance:

- If a composition is selected for inclusion in the MMEA Young Composers Recital, the committee will assist in the recruitment of performers, but cannot guarantee a performance.
- Composers of selected compositions are expected to attend the conference and participate in all Young Composer events.

Submissions must be postmarked by *April 30, 2012* and sent to:

Dr. Michele Kaschub

MMEA Composition Chair

25 Majestic Heights

Windham, ME 04062

For further information, please contact Dr. Michele Kaschub by email kaschub@usm.maine.edu.

Young Composers Festival Application is available on the MMEA website:

www.mainemmea.org

MMEA Educator of the Year

Purpose: To give recognition for exceptional support and outstanding accomplishments by one or more MMEA members to the advancement of music education in the schools of Maine.

Eligibility: an MMEA Member

1. A full-time, part time or retired music teacher who is, or has been employed by a school or college in Maine.
2. One who has demonstrated effectiveness in teaching young people through music, and the ability to inspire positive attitudes among students, school and community
3. One who has developed and maintained an effective and balanced program in music education.
4. One who has demonstrated interest in, and application of educational innovation.
5. One who has recognized the necessity for continued professional growth.
6. One who has demonstrated a concern for music education by active involvement in MMEA-NAfME.

Method of Nomination: Any member of MMEA or school administrator may nominate a person deemed worthy of this special recognition for contributions to music education in the State of Maine.

Please respond to the following questions on a separate sheet:

1. In what ways has the nominee demonstrated continued teaching excellence and the basic characteristics of an outstanding music educator?
 1. How does the nominee demonstrate an interest in the TOTAL music education program?
 2. Submit one letter from a current administrator (music supervisor, principal, or superintendent).
2. Additional letters of support from administrators, parents, colleagues, members of the community, or current or former students may be submitted.
3. Please submit the names and addresses of 2-3 individuals who may be contacted as references and/or for further information.
4. All materials and General Information form from below must be submitted by the nominator in one stapled packet to MMEA President as listed below. ***Deadline for submissions is March 1.***

Number of Awards to be Presented Annually: No more than two MMEA Music Educator of the Year awards will be given in one year.

Presentation: The award or awards will be presented during the annual MMEA In-Service Conference.

MMEA Educator of the Year General Information Form

Name of Nominee: _____

Nominee's Position or Title: _____

Membership Number of Nominee: (contact MMEA Membership Chair) _____

School where teaching or taught: _____

Mailing Address of Nominee: _____

Telephone of Nominee: _____

Name of Nominator: _____

Membership Number of Nominator or School district if administrator: _____

Mailing address of Nominator: _____

Telephone of Nominator: _____ eMail _____

1) Has the nominee been told of this nomination? (Y) (N)

2) Can you arrange for the nominee to be at the Annual Banquet if s/he is to receive the award?
(Y) (N)

Mail by March 1 to:

Nancy Cash-Cobb, MMEA Executive Director

46 Snow Hill Road, New Gloucester, ME 04260

ncashcob@maine.rr.com

MMEA Outstanding School Administrator Award

This award recognizes administrative support for music education. This award will be made to individuals who have demonstrated active, ongoing support for balanced music programs. Nominations must be submitted by a MMEA member.

Nominee's Name _____

School/District _____

Phone _____ Email _____

School Address _____

Please answer the following questions on a separate sheet in support of your selection. This form must be signed by the nominator and the administrator nominated and must be accompanied by a resume and three or more letters of support (at least one from a member of the music faculty.)

- 1. How long has the school or district been under the administrator's supervision?
- 2. Describe some of the features of the school or district under the administrator's leadership that demonstrate how the music program is exemplary. Please include in your description answers to the following:
 - a. Describe the music curricula offerings and time allotment for students.
 - b. How have music programs in the school/district been expanded or improved as a result of the administrator's efforts?
 - c. Have students or programs in the school or district won awards for achievement or recognition in the arts?
- 3. How has the administrator been an active advocate for music and arts education in the school and community?
- 4. How has the administrator demonstrated financial commitment to music programs in his/her school or district?
- 5. Give examples of the administrator's strong leadership, good school management, and good rapport with teachers, parents and students.
- 6. Add any other information that support selection of the administrator.

Nominator's Name _____

Email _____

Nominator's Signature _____

Administrator's Signature _____

Attach all papers and letters of support to this form and send by March 1 to:

Nancy Cash-Cobb, MMEA Executive Director

46 Snow Hill Road, New Gloucester, ME 04260

ncashcob@maine.rr.com

Maine Music Educators Association Appreciation Award

Purpose:

To give recognition to an individual or organization for exceptional support and outstanding contributions to the advancement of music education in the schools of Maine.

Eligibility:

A nominee, living or deceased, active or retired, should be or should have been:

- An individual or organization who has made a long-standing significant contribution to the school music programs in Maine.
- An individual or organization who has demonstrated a concern for music education by active involvement in local, district, regional, or national professional music organizations.

Method of Nomination:

Any member of MMEA may nominate a person deemed worthy of this special recognition for contributions to music education in the State of Maine.

Nomination must include:

- General Information Form (next page)
- A letter of nomination
- A biographical sketch
- Additional letters of support from administrators, supervisors, parents, colleagues, members of the community, or current or former students may be submitted
- Names, addresses or phone numbers of 2-3 individuals who may be contacted as references and/or for further information

Deadline for submissions is March 1.

Number of Awards to be presented annually:

There is no limitation to the number of awards each year.

Presentation:

The award or awards will be presented during the annual MMEA In-Service Conference.

Submission:

All materials must be submitted by the nominator in one stapled packet to:

Nancy Cash-Cobb, MMEA Executive Director

46 Snow Hill Road, New Gloucester, ME 04260

ncashcob@maine.rr.com

MMEA Hall of Fame Award

Purpose: To honor music educators who, by virtue of their contributions, are recognized as being the most highly regarded professional leaders in music education in the state of Maine.

Eligibility: A nominee, living or deceased, active or retired, should be or should have been:

1. A professional music educator who has made a long-standing significant contribution to the school music program in Maine.
2. A person who has demonstrated a concern for music education by active involvement in local, district, regional, or national professional music education organizations.
3. An active music educator or administrator in music education in a Maine school or institution of higher learning for an extended period of time.
4. An active member of MENC for a period of not less than twenty years.

Method of Nomination: Any member of MMEA or a school administrator may nominate a person deemed worth of this special recognition for contributions to this association as stated above.

Nomination must include:

1. General Information Form (next page)
2. A letter of nomination
3. A biographical sketch
4. Additional letters of support may be submitted
5. Names, addresses or phone numbers of 2-3 individuals who may be contacted as references and./or for further information.
6. Deadlines for submission of names of candidates for induction into the MMEA Hall of Fame is March 1st.
7. All materials must be submitted by the nominator in one packet to the chairman of the MMEA Hall of Fame Committee by March 1st:

Nancy Cash-Cobb, MMEA Executive Director

46 Snow Hill Road, New Gloucester, ME 04260

ncashcob@maine.rr.com

Number to be Inducted Annually: There is no limitation to the number of inductees each year.

Presentation: New members will be inducted during the annual MMEA In-Service Conference.

MMEA Hall of Fame Award General Information Form

Name of Nominee: _____

Nominee's Current Position or Title: _____

Nominee's MMEA/MENC Membership Number: _____
(Contact MMEA Membership Chair if unsure of this number)

Nominee's MMEA Position or Title, if Applicable: _____

School(s) Where Nominee Is Teaching, or Taught: _____

Mailing Address of Nominee: _____

Telephone Number of Nominee: _____

Email Address of Nominee: _____

Name of Nominator: _____

MMEA Membership Number of Nominator: _____

OR School District if Administrator: _____

Telephone Number of Nominator: _____

Email Address of Nominator: _____

1. Has the Nominee been told of this nomination? YES NO
2. Can you arrange for the Nominee to be at the MMEA Banquet (held during the All State Festival in May) if s/he is to receive the award? YES NO
3. Please mail this form by March 1st to:

Nancy Cash-Cobb, MMEA Executive Director
46 Snow Hill Road, New Gloucester, ME 04260

ncashcob@maine.rr.com

MMEA Music Education 25 Year Recognition

Purpose: To recognize those who have given 25 years of service to music education

Award: Certificate and Pin of MMEA Logo

Nominee Information:

Please check one:

I am retired I am working

Name/Position _____

Address _____

City/State/Zip _____

Email Address: _____

If you are working please fill in school address:

School System _____

Address _____

City/State/Zip _____

Phone _____

Nominee Requirements:

- 1) Be a current member in good standing of MMEA/MENC.
- 2) Have 25 years active service in music education (Not necessarily all in Maine)
- 3) Have membership in the MMEA for 10 of the last 15 years of career (Membership in MENC affiliates of other states is valid).

Total years of professional service in music education _____

Please list other places you have taught in Maine:

School _____ City _____

Years Served _____

School _____ City _____

Years Served _____

Please list other places you have taught outside of Maine:

School _____ City _____

Years Served _____

School _____ City _____

Years Served _____

Mail completed application to:

Nancy Cash-Cobb, MMEA Executive Director
46 Snow Hill Road, New Gloucester, ME 04260

ncashcob@maine.rr.com