

REGION 11 RULES AND BY-LAWS

UPDATED JULY, 2016

I. Membership

- A. Membership shall be limited to individuals who are considered Active or Associate members by ATSSB and whose school or associated business is geographically within Region 11. Active Membership will allow the individual to participate in Region 11 activities, the right to vote and admittance to meetings upon compliance with registration requirements. Associate Membership will allow admittance to meetings upon compliance with registration requirements and to participate in Region activities with the EXCEPTION OF voting and holding office. Associate Members cannot enter students in the Region Band.
- B. The membership year is September 1 through August 31.
- C. The ATSSB State Board of Directors establishes membership dues.

II. Meetings

- A. The fall and spring meeting of Region 11 ATSSB members will be in conjunction with the fall and spring UIL/TMEA meeting.
- B. The Region Coordinator can call additional Region Meetings with ample notice.
- C. All elected officers of Region 11 shall serve a term of two years. Term shall begin immediately upon election and shall terminate upon the election of a successor.

III. Region Band Entry Procedures

- A. Auditions will follow the ATSSB Audition procedures as listed on the ATSSB website.
- B. High School audition music will come from the approved ATSSB list.
- C. Middle School audition music will come from the list approved by Region 11 which is available on the ATSSB Region 11 website.

- D. Fees for ATSSB All-Region Band Auditions are set at \$8.00 per student per instrument. Fees for ATSSB Jazz Band Auditions are set at \$20.00 per student per instrument. The entries must be submitted online through the TMEA website or according to ATSSB procedures.
- All contest deadlines will be 14 days prior to auditions. The late and final online student entry will be 7 days prior to the day of auditions. Correction to an existing student entry may be made between 13 and 7 days prior to the audition without penalty, but any student entry added less than 14 days but more than 7 days prior to the contest will result in an additional 100% student late fee. Directors will be allowed to add or change student entries the day of the audition and 100% additional student late fee will be assessed. Late entries on the day of auditions must be paid with cash or check.
- E. The head junior high/middle school band director must be a paid member of ATSSB and TMEA. The high school director's card cannot be used unless there is no junior high/middle school director.
- F. A student will be denied to tryout due to a director not being an ATSSB and TMEA paid member.

IV. Director/Judge Responsibilities-Auditions

- A. Auditions will use five-member judging panels. The Region Coordinator does, at his/her discretion, have the right to petition the ATSSB State Board to use three-member panels for junior high auditions. The Region Coordinator will use discretion and place qualified personnel on judging panels.
- B. An honorarium of \$40.00 will be paid to judges that do not have students involved in the audition process.
- C. Prior to beginning the auditions, the judges in each room will select three scales plus the chromatic and one excerpt from each etude of the audition materials. At the High School Region level, students are only required to learn the first 50% (half) of the area cut. Judges will select a minimum of 60% from that cut for the auditions. At the Junior High School Region audition, judges will pick a minimum of 60% of the required etude for each round.
- D. All judges are required to use a calculator to add the results of his/her sheets. At the conclusion of the audition, judges must exchange Form 2A and check the tabulations.
- E. Students auditioning should be out of view to the judges. At no time should the judges or students be in view of each other.
- F. There will be no vocal communication between participants and judges.

- G. Schools are recommended to bring adult chaperones to the audition for junior high/middle school and high school students.
- H. Junior High/Middle School only- If the student leaves off part of the tryout, the room chairperson will remind the student of the omitted section as soon as he/she detects it, preferably before the student leaves the room.

V. Procedures for Audition

- A. At the region audition, only one student will be in the room to compete. Parents of the student auditioning will not be allowed in the audition room.
- B. Required music for the High School Region Band audition will be the 1st half of each etude and all scales listed in the ATSSB Prescribed Audition List (PAL). The ATSSB newsletter is the official source of errata for the PAL.
- C. Students may use their own music in the audition room. Original music will be provided in each room.
- D. Two rounds will be used for the auditions starting with Letter A both times.
- E. Students on multiple instruments are only permitted for Low Clarinets (Alto, Bass, Contra), Saxophones (Alto, Tenor Bari) and Trombone (Tenor, Bass), provided an audition fee is paid for each instrument entry. Students must decide which instrument that he/she will perform on at the Region Clinic/Concert, before region results are final, and will receive one patch for performing at the Clinic/Concert. If a student qualifies for Area on two instruments, the student must choose which instrument he/she will perform on at Area before the audition results are final. The student will perform on the same instrument at the Region Clinic/Concert that is chosen to proceed to Area Auditions.
- F. Students must perform excerpts selected by the judges from the required list for the appropriate year.
- G. A chromatic scale, three scales, and excerpts from each required etude will be heard. There is no memorization requirement at any ATSSB audition.
- H. The monitor must stand away, out of sight, from the student while the student is performing.

VI. Administrative Issues

- A. Auditions
 - 1. All results will not be considered official until thirty minutes after ALL auditions and tabulations have been completed.

2. No pictures may be taken nor any audio or video recordings made in the room (s) where judges scores are displayed for directors to check.
 3. The Region Coordinator will mail or e-mail the results of the contest to all directors.
- B. Region Band Clinic/Concert
1. If a director has knowledge that a student will not be able to participate in the Region Band or at Area auditions, he/she must contact the Region Coordinator at the earliest possible time.
 2. Each student's director (or a qualified proxy) **MUST** be in attendance at the rehearsals to assist the clinicians and assist in supervising his/her students.

VII. Student's Rights

- A. Up to such time as the scales are completed, a student has the right to exit the audition room due to mechanical failure of his/her instrument and return to complete the audition after the instrument is repaired or the student locates another instrument to use. If an instrument cannot be repaired prior to the conclusion of the audition and the student is unable to continue the audition, the audition will be considered complete. If the student leaves the room after the first note of the first etude has been played, the audition will be considered complete.
- B. Students have the right to an anonymous audition.

VIII. Student's Responsibilities

- A. Students are responsible for attaining the accurate audition material from the ATSSB and Region 11 ATSSB websites.
- B. Students are responsible for reporting any mechanical problems to the monitor before beginning the etude portion of the audition.
- C. Students are responsible to refrain from any activity that would identify themselves or their school during the audition.
- D. Students, who are selected as members of the Region Band, are required to attend all rehearsals and the concert. A student may be excused from a rehearsal in case of an emergency as determined by the Region Officers. The director must notify the Region Coordinator of the anticipated absence prior to

the rehearsal or the student's membership will be forfeited and an alternate will be called. No excused absences are allowed for the rehearsal or concert.

IX. Honorariums, Fees

- A. The JH Region Band Clinicians and Jazz Band Clinicians will be paid a fee of \$400.00 (mileage and meals will be paid for by region).
- B. The HS Region Band Clinicians will be paid a fee of \$500.00 (mileage/meals and housing will be paid for by region).
- C. The Region Band Organizers will be paid for duties including preparing folders, attending the rehearsals, or having a substitute director in the rehearsal during the Region Clinic/Concert and other necessary items as determined by the Region Coordinator.
 1. Each Region Band Organizer will receive \$50.00.
 2. Each Percussion Organizer will receive \$50.00.
 3. The Clinic/Concert Host will receive \$50.00.
- D. The Jazz Coordinator will receive \$75.00 per school year for services set forth in the section titled "Duties of the Jazz Coordinator."
- E. The Region Coordinator or selected director will receive \$100 as an honorarium to host the Region OPS (Paid by the State).
- F. The Region Secretary/Assistant Coordinator will receive \$150.00 per school year for services set forth in the section titled "Duties of the Secretary/Assistant Coordinator."
- G. The Region Coordinator will receive \$300.00 per school year for services set forth in the section titled "Duties of the Region Coordinator."

1. **X. Region Officers**

- A. Elections
 1. Region Officers will be nominated by the region members and elected by majority vote.
 2. Term shall begin immediately upon election and shall terminate upon the election of a successor.
 3. Officers will be the following: Region Coordinator, Secretary/Assistant Coordinator, and Jazz Coordinator.
 4. In the event of an officer needing to vacate their office, an election will be held at the next scheduled meeting.

B. Duties of the Region Coordinator

1. The Region Coordinator shall be the presiding officer at all Region 11 meetings.
2. The Region Coordinator will notify all members of upcoming meetings.
3. The Region Coordinator shall have the power to appoint committees and members to committees, and is an ex-officio member of all committees.
4. The Region Coordinator will oversee all All-Region Band/Jazz auditions in matters such as dates, sites and hosts.
5. The Region Coordinator will provide all member schools with a copy of the audition requirements for the Junior High All-Region Band.
6. The Region Coordinator will collect and certify all Region Band entries and pass on these entries to the Region Administrator.
7. The Region Coordinator, or his proxy, will attend and preside as contest director at all Region Band auditions and will enforce all the Region by-laws as well as all rules and guidelines as established by the ATSSB State Board of Directors.
8. The Region Coordinator will collect the results of Region Band auditions and pass on the results to the Region membership and required ATSSB officials.
9. The Region Coordinator will certify all qualified Region Band Members to Area auditions.
10. The Region Coordinator will provide sufficient judges from Region 11 to Area auditions.
11. The Region Coordinator, with input from the Region, will secure Region Band clinicians.
12. The Region Band Coordinator will select literature for each group with the assistance of the Region Clinicians.
13. The Region Coordinator will oversee all ATSSB All-Region clinics in matters such as dates, sites and hosts.
14. The Region Coordinator or his proxy will preside as Master of Ceremonies at the All-Region concerts.
15. The Region Coordinator will oversee program preparations for the All-Region Concerts.
16. The Region Coordinator may arrange for t-shirt, plaque and recording sales for the All-Region bands.
17. The Region Coordinator will oversee OPS (Outstanding Performance Series) judging in all matters regarding date, time and site.
18. The Region Coordinator will fulfill the duties assigned by ATSSB as a part of the OPS.
19. The Region Coordinator will present to the Region membership at each Fall and Spring Meeting, a financial statement outlining the Region's

financial collections and expenditures that have occurred since the previous report.

20. The Region Coordinator will communicate with members of the region.
21. The Region Coordinator will organize and set the agenda for meetings.
22. The Region Coordinator will maintain and update the website as necessary.
23. The Region Coordinator will attend State Board meetings.

C. Duties of the Assistant Coordinator/Secretary

1. Conduct called Region Meetings, with the agenda set forth by the Region Coordinator in absences of the Region Coordinator.
2. Perform the duties of the Region Coordinator in the event of his/her absence.
3. Assist the officers as needed.
4. Communicate with members of the region.
5. Take and maintain the minutes of each meeting. Email or mail region minutes to the region members for their review for the next meeting. Pass on the minutes to the next secretary.

D. Duties of the Jazz Coordinator

1. Secure audition site, recording equipment, assist Region Coordinator in auditions.
2. Have all materials ready for auditions.
3. Secure Clinic site, clinician, music and be there to assist clinician during clinic.
4. Assist the officers as needed