

Maine Music Educators Association

Handbook

2024 - 2025



- State Unit of the [National Association for Music Education](#) (NAfME)
- MMEA is a 501(c)(3) non-profit organization
- 300 members including working educators, retired teachers, and collegiates
- Formally founded in 1917, MMEA is the oldest recognized state music educator association in the USA.

Mission Statement:

*Mission: To advance, advocate for, and expand access to music education in
Maine.*

Vision: Advancing music education for all.

www.mainemea.org

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MMEA MISSION

***Mission: To advance, advocate for, and expand access to Music Education in
Maine.***

Vision: Advancing Music Education for all.

MMEA BY-LAWS

(Revised May 2020)

By-law 1 - NAME, OBJECTIVE, RELATIONSHIPS, TAX EXEMPT STATUS

Section 1 - NAME

The name of this Association shall be the Maine Music Educators Association (hereinafter referred to as MMEA).

Section 2 - OBJECTIVE

- To work for all the Maine Music Educators and for all Music Education.
- To develop and promote the adoption of practices, policies, and standards which align with both the Maine Learning Results and the National Standards for Music Education.
- To unify and strengthen the music-teaching profession and to secure and maintain through advocacy the existence of school music programs within the school day in the State of Maine.
- To provide members with a forum and 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 when appropriate and necessary.

Section 3 - RELATIONSHIPS

The MMEA shall have a close relationship with the Maine Educators Association (MEA), the Maine Principals' Association (MPA), the Maine State Superintendents Association (MSSA), the Maine Department of Education (DOE), Maine Alliance for Arts Education, Maine Arts Commission, and all music associations relating to the development of studied programs that correlate with music in the areas of performance, composition, and listening (NAfME, Maine Chapters of ACDA, ASTA, MBDA, and Orff Schulwerk)

Section 4 - TAX EXEMPT STATUS

The Maine Music Educators Association qualifies as an exempt organization described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

By-law 2 - [MEMBERSHIP](#)

Section 1 - ACTIVE MEMBERSHIP

An individual membership open to full-time teachers and faculty (most music educators fit into this category). Active members receive all benefits provided by both the National Association for Music Education (NAfME), and your selected [federated state music educators association](#). Membership term is one year from the initial join date. 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 - COLLEGIATE MEMBERSHIP

An individual membership specially designed for college students. Collegiate members receive all benefits provided by both the National Association for Music Education (NAfME) and your selected [federated state music educators association](#). Collegiate memberships expire each year on June 30.

Section 3 - RETIRED MEMBERSHIP

Open to individuals retired from music teaching. Retired members have the right to vote and hold office and receive a subscription to Music Educators Journal and Teaching Music. Retired members in the U.S. hold concurrent membership in their respective federated state association of NAfME. Membership term is one year from the initial join date.

By-law 3 - GOVERNMENT AND ELECTIONS

Section 1 - GOVERNMENT

The government of this Association shall be vested in the MMEA Board which shall consist of the Executive Committee (as listed in Section 2), Officers (as listed in Section 3), Presidential Appointments (as listed in Section 4), the Affiliate Advisory Committee (as listed in Section 5), and the Collegiate Advisory Council (as listed in Section 6).

Section 2 - EXECUTIVE COMMITTEE

The Executive Committee of this Association shall be the President, the President-Elect, the Immediate Past President, and the Executive Director. The President, the President-Elect, and the Immediate Past President shall be voting members of the MMEA Board and the Executive Director shall be a non-voting member. All must be an MMEA member.

Section 3 - OFFICERS

The Officers of this Association shall be the Secretary; the Treasurer; six (6) Vice-Presidents: General Music PK-5, General Music 6-12, Choral, Band, Orchestra, and Jazz and seven (7) District Chairs. These Officers shall be voting members of the MMEA Board and must be MMEA members.

Section 4 - PRESIDENTIAL APPOINTMENTS

Appointments will be made by the President, subject to approval by a majority vote of the Board: Editor, Webmaster, Collegiate Advisory Council Members, All-State Managers and a Chair for each of the following: Large Group Festival, Solo and Ensemble Festival, All-State Auditions, BOC All-State Festival, Instrumental Jazz, Vocal Jazz, MMEA Conference, Advocacy, Retired Music Teachers, Society of Music Teacher Education (SMTE)/Music Teacher Education, Tri-M, Collegiate Chapter Advisor, Music In Our Schools Month (MIOSM), Diversity Equity Inclusion and Access, Jazz All-State Coordinator, MMEA Historian, Social Media, Teacher Mentor, Modern Band Chair and any other position that is deemed necessary. These appointments shall be non-voting members of the MMEA Board and must be MMEA members.

Section 5 - AFFILIATE ADVISORY COMMITTEE

The Affiliate Advisory Committee shall consist of one (1) representative appointed from each of the following: the Maine Educators Association (MEA), the Maine State Principals' Association (MPA), the Maine State Superintendents' Association (MSSA), and the State Department of Education. The four (4) representatives shall serve in an ex-officio non-voting advisory capacity.

Section 6 - COLLEGIATE ADVISORY COUNCIL

The MMEA Collegiate Advisory Council is the collegiate voice at the state level and acquaints students with privileges and responsibilities of the music education profession within MMEA.

Collegiate Advisory Council members must be from sending colleges that have fulfilled the requirements of acceptance as an official NafME-Collegiate chapter. Local chapters are responsible for electing up to three (3) members to represent them on the council. The six (6) collegiate representatives shall serve in a non-voting advisory capacity and must be MMEA members.

See [MMEA Collegiate Advisory Council & Advocacy Summit](#)

Section 7 - ELECTION OF OFFICERS

The Officers of this Association shall be elected by the general membership of this association by online ballot (or postal mail ballot if a member does not have access to the internet) in the last

week of February. Each Officer shall assume office on June 1 and shall serve for a two (2) year term. See [MMEA State Election Policy & Timeline](#).

Section 8 - INCAPACITY OF THE PRESIDENT-ELECT

On June 1, the President-Elect shall assume the duties of the President. In the event of the incapacity 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 to elect a new President-Elect.

Section 9 - INCAPACITY OF MMEA OFFICERS

In the event of the incapacity of an MMEA Officer, the President shall appoint an individual to fulfill the responsibilities until the following February election.

Section 10 - ELECTION OF DISTRICT CHAIRS

MMEA Districts shall conduct their own, independent elections for District Chairs the last week of February. These elections should be facilitated by the current District Chair. If the current District Chair is running for re-election, it is suggested that a District-level Officer (Secretary, Treasurer, etc) facilitate the election. The results of the elections shall be reported to the MMEA Board at the beginning of March.

By-law 4 - GOVERNANCE & AUTHORITY OF THE MMEA BOARD

Section 1 - AUTHORITY OF MMEA BOARD

The MMEA Board is the representative body of the MMEA membership. The MMEA Board shall have the authority to administer the affairs of and formulate policies for the MMEA.

Section 2 - AUTHORITY OF EXECUTIVE COMMITTEE

The Executive Committee is the representative body of the MMEA Board. The Executive Committee shall have the authority to administer the affairs of and formulate policies for the MMEA Board between meetings. Emergency actions and all policy changes must be voted upon by the MMEA Board via email or at its next meeting. The Executive Committee is authorized to spend up to \$250 without prior MMEA Board approval.

Section 3 - HONORARIUM

Payment of any honorarium will be contingent upon fulfillment of the duties of office. Non-compliance may result in loss of such honorarium.

Section 4 - PRESIDENTIAL APPOINTMENTS

The President will send out a full job description for an open position to the entire membership soliciting letters of interest and candidate names. The President will confer with the VP of a particular area for recommendations and also to review candidates. Recommended name(s) will be brought to the full board for approval. Appointments are for two years, but may be renewed by the incoming President. Should a Presidential Appointment leave the Board, the current President shall appoint another individual to finish the two-year term.

See [Section 4 - APPOINTMENTS](#) & [By-law 11 – DUTIES OF APPOINTED MMEA BOARD MEMBERS](#)

By-law 5 - RULES OF ORDER

Section 1 - RULES OF ORDER

The parliamentary principles, as set forth in Robert's Rules of Order (Newly Revised), shall govern in all situations not covered by the MMEA By-laws.

By-law 6 - QUORUM

Section 1 - MMEA BOARD

Quorum at MMEA Board Meetings, regular or special, shall be ten (10) voting members.

By-law 7 - AMENDMENTS

Section 1 - AMENDMENTS

The By-laws and Policies in the MMEA Handbook may be amended by a majority vote of the MMEA Board. Changes must be presented at the March meeting. Each suggested revision will be listed in its current form with the proposed changes. This will be the first reading of proposed changes. A Board vote will take place at the May meeting to accept or deny the change(s). All proposed changes are presented to the membership at the All-Member Meeting and electronically following the meeting. Handbook revisions to By-laws are voted on by the membership after presentation and published in the MMEA Handbook by June 1.

By-law 8 - DUTIES OF THE EXECUTIVE COMMITTEE

Section 1 - PRESIDENT president@mainemea.org

[Executive Committee - voting member] The President shall preside at all meetings of the MMEA Board. They shall be an ex-officio member of all committees. They shall supervise the general administration of the affairs of the MMEA. They shall represent the MMEA at all NAFME Eastern, National Conferences, and other professional conferences (with the consent of the board). The President shall appoint a representative from the MMEA Board to attend these events if they are unavailable. Their direct function shall be to organize and supervise events primarily concerned with the professional growth of the members of this Association. The President shall be an advocate for music education and MMEA throughout the State both within and outside of the music education community. The President shall submit articles to the "Maine Motif." Prior to all board meetings, the President shall elicit agenda items from the MMEA Board. A finalized agenda shall be sent out to the board at least two days prior to the meeting date for review. Election Cycle - two (2) year position; even years.

Section 2 - PRESIDENT-ELECT presidentelect@mainemea.org

[Executive Committee - voting member] After serving as President-Elect for a two (2) year term, the President-Elect shall automatically become President according to By-law 3, Section 6. They shall attend all MMEA 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, National events, and other professional conferences (with the consent of the board). The President-Elect shall be a personal representative to all of the districts of MMEA and shall consult with the districts and the MMEA Board regularly. The President-Elect shall serve on the MMEA Conference Committee and Jazz Committee. The President-Elect shall submit articles to the "Maine Motif." Election cycle - two (2) year position; even years.

Section 3 - IMMEDIATE PAST PRESIDENT pastpresident@mainemea.org

[Executive Committee - voting member] The Immediate Past President shall attend all MMEA Board meetings and shall serve in an advisory capacity to the MMEA Board. They shall serve as Chair of the Standing Nomination Committee and as Parliamentarian for MMEA and shall be the liaison between the Executive Committee and the State Chairs of the following committees: Public & Government Relations, Website, and the Advocacy Committee. The Immediate Past

President shall also serve as the Scholarship and Awards Chair. The Immediate Past President shall submit articles to the “Maine Motif.” Election cycle - two (2) year position; even years.

Section 4 - EXECUTIVE DIRECTOR execdirector@mainemea.org

[Executive Committee - non-voting member] The Executive Director shall be a non-voting, salaried administrative member of the Board, shall attend all MMEA Board meetings, be an MMEA memory resource for the MMEA Board; serve as assistant treasurer to collect institutional fees and be the administrator of record for MMEA bank accounts, request checks from the accountant, analyze accounting on YTD statements, work with the Treasurer to look over finances for all state-wide festivals, and pay insurance premiums; be the Membership Chair; solicit bids for future site/host for BOC All-State Festival and MMEA Conference; communicate with NafME concerning dues; communicate with other Executive Directors; attend Eastern Division meetings/conference; and attend the National Executive Director’s Conference/National Assembly. The Executive Director shall submit articles to the “Maine Motif.”

The Executive Director will undergo a yearly performance evaluation conducted by the Executive Committee with full MMEA Board input. When hiring a new Executive Director, the position shall be advertised and candidates will follow a hiring process set forth by an interview committee. A recommendation from the interview committee will be put before the MMEA Board for approval.

By-law 9 – DUTIES OF MMEA OFFICERS

Section 1 - TREASURER treasurer@mainemea.org

[Officer - voting member] The MMEA Treasurer will be responsible for signing checks for expenditures that have been approved by the MMEA Board. The Treasurer will work with the Executive Director to assign the expenditures to the proper lines/categories of our MMEA Budget. The Treasurer will stay in contact with and communicate with the Accounting Firm and act as the liaison with the MMEA Board. The Treasurer is expected to attend all MMEA Board meetings. They shall provide financial reports covering all receipts and disbursements during the fiscal year (July 1 to June 30) at all MMEA Board meetings. Election cycle - two (2) year position; even years. The treasurer will oversee the MMEA bank accounts and provide statements to the board on a monthly basis. The Treasurer will work with the Executive Director to develop the MMEA budget each year.

Section 2 - SECRETARY secretary@mainemea.org

[Officer - voting member] The Secretary shall attend all MMEA Board meetings and shall keep an accurate record of all meetings of the MMEA Board. No later than two (2) weeks after the board meeting, they shall send a copy of the minutes to each board member. The secretary will also take charge of editing the handbook and submitting it for publication via the [MMEA website](#) by June 1st of every year. The secretary may also have other duties assigned to them by the President. Election cycle - two (2) year position; odd years.

Section 3 - BAND VICE-PRESIDENT bandvp@mainemea.org

[Officer - voting member] The Band Vice-President (VP) 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 Board meetings and serve as a formal liaison with the Maine Chapter(s) of any Band Association(s). The Band VP shall submit articles to MMEAs “Maine Motif”, review the materials and literature in this field and shall be responsible for the Band clinics at the MMEA Conference. In conjunction with the MMEA Conference, the Band VP shall organize the All-State Director’s Band (rotating every three years with Orchestra and Chorus). The Band VP shall be a member of the BOC All-State Auditions Committee, which will allow for communication with the All-State Auditions Chair and the All-State Band Manager. This will also help the Band VP to learn about the student audition numbers as well as the ensemble instrumentation, slate of conductors, and proposed concert repertoire. Election cycle - two (2) year position; even years. See [MMEA Conference - Guide Book](#) and [VP Responsibilities/Timeline](#)

Section 4 - ORCHESTRA VICE-PRESIDENT orchestravp@mainemea.org

[Officer - voting member] The Orchestra-Vice-President (VP) shall serve as an advisor to the President in matters concerning professional growth of the string music educators of the state. The Orchestra VP shall attend all MMEA Board meetings and serve as a formal liaison with Maine string organizations, specifically Maine Chapter of American String Teachers Association and the Maine Suzuki Association. They shall submit articles to MMEAs “Maine Motif” and review the materials and literature in this field. They shall be responsible for the Orchestra clinics at the MMEA Conference. In conjunction with the MMEA Conference, the Orchestra VP shall organize the All-State Director’s Orchestra (rotating every three years with Chorus and Band). The Orchestra VP shall sit on the BOC All-State Auditions Committee which will allow for communication with the All-State Auditions Chair and the All-State Orchestra Manager. This will also help the Orchestra VP to learn about the student audition numbers as well as the ensemble instrumentation, slate of conductors, and proposed concert repertoire. Election cycle -

two (2) year position; odd years. See [MMEA Conference - Guide Book](#) and [VP Responsibilities/Timeline](#)

Section 5 - CHORAL VICE-PRESIDENT choralvp@mainemea.org

[Officer - voting member] The Choral Vice-President (VP) 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 Board meetings and serve as a formal liaison with the Maine Chapter ACDA. They shall submit articles to MMEAs “Maine Motif” and review the materials and literature in this field. They shall be responsible for the Chorus clinics at the MMEA Conference. In conjunction with the MMEA Conference, the Chorus VP shall organize the All-State Director’s Choir (rotating every three years with Orchestra and Band). The Choral VP shall sit on the BOC All-State Auditions Committee, which will allow for communication with the All-State Auditions Chair and the All-State Choir Managers. This will also help the Choral VP to learn about the student audition numbers as well as the vocal part cuts, slate of conductors, and proposed concert repertoire. Election cycle - two (2) year position; odd years. See [MMEA Conference - Guide Book](#) and [VP Responsibilities/Timeline](#)

Section 6 - JAZZ VICE-PRESIDENT jazzvp@mainemea.org

[Officer - voting member] The Jazz Vice-President (VP) 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 Board meetings and serve as a formal liaison with the Maine Chapter(s) of any Jazz Association(s), and with the assistance of the Instrumental Jazz Chair and the Vocal Jazz Chair, shall oversee the Jazz All-State Festival, the High School Instrumental Jazz Festival, the Middle School Instrumental Jazz Festival, the Vocal Jazz and Show Choir Festival, and the MMEA District Jazz Festivals. They may arrange for a Jazz educational clinic(s) at the Jazz All-State Festival. They shall submit articles to MMEAs “Maine Motif” and review the materials and literature in this field. Election cycle - two (2) year position; even years. See [MMEA Conference - Guide Book](#) and [VP Responsibilities/Timeline](#)

Section 7 - GENERAL MUSIC PK-5 VICE-PRESIDENT gmpk5vp@mainemea.org

[Officer - voting member] The General Music PK-5 Vice-President (VP) shall serve as an advisor to the President in matters concerning professional growth of the PK-5 general music educators of the state and shall be charged with arranging workshops, clinics and meetings for this purpose. They shall attend all MMEA Board meetings, submit articles to MMEAs “Maine Motif,” and review the materials and literature in this field. They shall be responsible for the PK-5 General Music clinics at the MMEA Conference. Election cycle - two (2) year position; even years. See [MMEA Conference - Guide Book](#) and [VP Responsibilities/Timeline](#)

Section 8 - GENERAL MUSIC 6-12 VICE-PRESIDENT gm612vp@mainemea.org

[Officer - voting member] The General Music 6-12 Vice-President (VP) 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 meetings for this purpose. They shall attend all MMEA Board meetings and shall submit articles to MMEAs “Maine Motif,” and review the materials and literature in this field. They shall be responsible for the 6-12 General Music clinics at the MMEA Conference. Election cycle - two (2) year position; odd years. See [MMEA Conference - Guide Book](#) and [VP Responsibilities/Timeline](#)

By-law 10 - DUTIES OF THE DISTRICT CHAIRS

Section 1 - DISTRICT CHAIR

[Officers - voting members] The elected Chair of each district of MMEA (as listed in By-law 13,) are charged with the following duties:

- A. They shall serve as a voting member of the MMEA Board.
- B. They shall compile and present to the Executive Director a complete and current list of all music educators (which includes emails, phone numbers and school mailing addresses) from all levels in the district in September of each year (see [By-law 13](#) for the list of high schools and towns in each district).
- C. They are responsible for furthering the professional growth and performance efforts of the district in coordination of these efforts to the state as a whole.
- D. They shall be responsible for the election of additional officers within the district.
- E. They shall oversee the district level activities such as: Solo and Ensemble Festival, Jazz Festival, Concert Festival, Clinics and any district festivals sponsored in whole or in part by MMEA.
- F. They will assist with MMEA Conference registration.
- G. They shall attend all MMEA Board meetings and shall present board reports prior to each meeting.
- H. All District Chair positions may serve two consecutive 2-year terms for a term limit of 4 years. The election cycle is as follows: Odd Years - District I, III, V, and VII; Even Years - District II, IV, and VI.

By-law 11 – DUTIES OF APPOINTED MMEA BOARD MEMBERS

Section 1 - EDITOR/MEDIA MANAGER editor@mainemea.org

[Appointed - non-voting member] The Editor/MEDIA MANAGER shall attend MMEA Board meetings *as needed* and shall present board reports prior to each meeting. The Editor shall serve as editor of the “Maine Motif” and, as such, will be responsible for assembling and distributing at least three (3) issues of the “Maine Motif” during each school year. The Editor shall also create a fall newsletter to be sent to all school teachers, superintendents, and state and federal representatives. The Editor/Media Manager shall also maintain a list of state media, print and TV contacts, and shall share relevant content and update online media accounts throughout the year as necessary. Technical proficiency in online media creation platforms (i.e. AdobeInDesign, Canva, others) is recommended. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 2 - WEBMASTER webmaster@mainemea.org

[Appointed - non-voting member] The Webmaster shall attend MMEA Board meetings *as needed* and shall present board reports prior to each meeting. The Webmaster shall maintain the MMEA Website (www.mainemmea.org). The Webmaster shall be appointed by the President and approved by the MMEA Board. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 3 - ALL-STATE AUDITIONS CHAIR

[Appointed - non-voting member] The All-State Auditions Chair shall arrange for the auditions in the Fall of each year. They shall attend MMEA Board meetings *as needed* and shall present board reports prior to each meeting. The All-State Auditions Chair, with the approval of the MMEA Board, shall arrange for two (2) BOC sites (Northern and Southern) on two (2) rotating dates and one (1) Jazz site; determine appropriate sites for individual school systems; hire appropriate judges (MMEA members will be given preference); schedule auditions; notify directors of auditions and results and notify the appropriate managers of audition results (email and the MMEA All-State website may be used for any or all of these functions). Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 4 - BOC ALL-STATE FESTIVAL CHAIR

[Appointed - non-voting member] The BOC All-State Festival Chair shall oversee the appointed ensemble managers of the All-State Band, Orchestra, SATB Chorus, SSAA Chorus, and the All-State Auditions Chair(s). They shall attend MMEA Board meetings *as needed* and shall present board reports prior to each meeting. The BOC All-State Festival Chair shall meet with the BOC Managers, consult with the respective VPs, and keep the Executive Committee informed of progress and issues related to the BOC All-State Festival. Upon the recommendation from each manager, the BOC All-State Festival Chair and the Executive Director shall hire the conductors for the Band, Orchestra, SATB Choir, and the SSAA Choir. In consultation with the Executive Director, current managers shall have the option of hiring conductors for two to three years in the future. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Jazz-All-State Festival Chair

[Appointed - non-voting member] The Jazz All-State Festival Chair shall oversee the appointed managers of the Jazz All-State Jazz Band, Honors Jazz Band, Jazz Combo, SATB Jazz Chorus, SSAA Jazz Chorus, and the Jazz All-State Auditions Chair(s). They shall attend MMEA Board meetings *as needed* and shall present board reports prior to each meeting. The Jazz All-State Festival Chair shall meet with the Jazz Managers, consult with the Jazz VP, and keep the MMEA Board informed of progress and issues related to the Jazz All-State Festival. Upon the recommendation from each manager, the Jazz All-State Festival Chair and the Executive Director shall hire the conductors for the Jazz All-State Jazz Band, Honors Jazz Band, Jazz Combo, SATB Jazz Chorus, SSAA Jazz Chorus, and the Jazz All-State Auditions Chair(s). In consultation with the Executive Director, current managers shall have the option of hiring conductors for two to three years in the future. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 5 - CONFERENCE CHAIR

[Appointed - non-voting member] The Conference Chair shall communicate with VPs about solicited clinicians, create the master schedule, book rooms for clinics to take place, and communicate with the host about needs for each clinic. (piano, risers, etc) Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 6 - ADVOCACY CHAIR

[Appointed - non-voting member] The Advocacy Chair shall bring the message of MMEA to the public, leadership organizations, and the state government in Maine which includes, but is

not limited to, the State Government, the Maine Principals' Association (MPA), the Maine Department of Education, the Maine Educators Association (MEA), the Maine Municipal Association, local Councils and Boards, and PTAs. The Advocacy Chair shall attend all MMEA Board meetings and shall oversee the chairs of Music in Our Schools Month (MIOSM). The Advocacy Chair shall also attend the NAFME Advocacy Leadership Force (ALF) meetings online and report out to the MMEA Board and membership. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 7 - COLLEGIATE ADVISORY COUNCIL CHAIR

[Appointed - non-voting member] The Collegiate Advisory Council Chair reports on activities and issues of our two Maine NAFME Collegiate Chapters (UMaine and USM) to the MMEA Board. Serves as liaison between the MMEA Board and the UMaine and USM Collegiate Chapters. The Chair will lead Collegiate representatives in work with the MMEA and NAFME on initiatives and projects that further music education. The Chair attends events for Collegiate members (such as the Leadership Breakfast for Collegiate Chapter Presidents at the Eastern Division NAFME Conference) when possible. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 8 - SOCIETY FOR MUSIC TEACHER EDUCATION/MUSIC TEACHER EDUCATION CHAIR

[Appointed - non-voting member] State of Maine representative to the Society for Music Teacher Education (SMTE); serves as liaison between this organization and the MMEA Board. Communicates news regarding the Music Education degree programs in our state to the Board. Also serves as state liaison for music education researchers and state-level research projects. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 10 - RETIRED MUSIC TEACHERS CHAIR

[Appointed - non-voting member] The Retired Chair shall maintain contact lists of retired members. The Chair will also keep retirees informed of opportunities to stay involved with music education and this Association. The Chair will meet with retirees as interest dictates. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 11 - INSTRUMENTAL JAZZ CHAIR

[Appointed - non-voting member] The Instrumental Jazz Chair shall assist the Jazz VP to oversee the Jazz All-State Festival Instrumental Ensembles, the High School Instrumental Jazz Festival, the Middle School Instrumental Jazz Festival, and District Jazz Festivals as requested. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 12 - VOCAL JAZZ CHAIR

[Appointed - non-voting member] The Vocal Jazz Chair shall assist the Jazz VP to oversee the Jazz All-State Jazz Choirs, the Vocal Jazz and Show Choir Festival, and the District Jazz Festivals as requested. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 13 - JAZZ CONFERENCE ASSISTANT

[Appointed - non-voting member] Jazz Conference Chair shall be responsible for any jazz clinics at the MMEA Conference and communicating with conference chair(s). Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval. See [MMEA Conference - Guide Book](#) and [VP Responsibilities/Timeline](#)

Section 14 - MUSIC IN OUR SCHOOLS MONTH (MIOSM) CHAIR

[Appointed - non-voting member] The MIOSM Chair shall coordinate NafME & MMEA MIOSM activities and shall gather and report local MIOSM activities to NafME. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 16 - BOC AND JAZZ ALL-STATE ENSEMBLE MANAGERS

[Appointed - non-voting member] The Managers will present a conductor to the Festival Chair and VPs who will then be presented to the Executive Committee for final approval. Once approved, the Executive Director will hire the conductors and negotiate travel arrangements. The Managers, in conjunction with the Vice-Presidents, will work with the conductors to determine balance and instrumentation problems and select a program. The Managers will also select the performers for BOC All State from a list of names submitted by the All-State Auditions Chair as a result of All-State auditions. Acceptance into a Jazz All State Ensemble is determined by the criteria in Policy #10 Section II of this document (Please refer to that criteria). In the event that a Manager should become a host to an All-State Festival, they may ask the MMEA Board to appoint a manager pro tempore to assume their duties. Managers may also submit a request to the President to appoint an Assistant Manager to help with their duties.

Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 17-TRI-M CHAIR

[Appointed--non voting member] The Tri-M Chair will serve as a member of the National Tri-M Advisory Council and will promote and coordinate activities of the Tri-M Music Honor Society at the state level. The chair will encourage the formation of Tri-M chapters in the state and will encourage leadership training for chapter advisors in the state to ensure proper operation and development of Tri-M Music Honor Society chapters. The chair will submit news, articles, and reports concerning Tri-M to the MMEA Board and/or the Motif for publication. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval. [Full Job Description Here](#)

Section 18-DIVERSITY, EQUITY, ACCESS AND INCLUSION (DEIA) CHAIR

[Appointed-non-voting member] The Chair of Diversity, Equity, Inclusion and Access Committee shall select up to (5) five members to serve. Members must be active MMEA members but do not need to be current Board members. The DEIA Chair will oversee the study of past and current practices of equity, inclusion, access and diversity as they relate to the MMEA in regards to organization, operation and administration of all activities. The chair will attend MMEA Board meetings as needed and shall present board reports prior to each meeting. The Chair and committee will provide relevant information and recommendations to the Board for approval addressing Equity and Inclusion best practices. Appointment cycle-two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 19-LARGE GROUP FESTIVAL CHAIR

[Appointed - non-voting member] The Large Group Festival Chair shall select two (2) members to serve. The Chair will oversee the organization, operation and administration of the Large Group Festival as set forth in the By-laws. They shall attend MMEA Board meetings *as needed* and shall present board reports prior to each meeting. With The Large Group Festival Committee, the Chair shall provide a list of all rules approved by the MMEA Board to the Secretary by the May Board meeting of each year for inclusion in the MMEA Handbook. The Chair, in collaboration with the Executive Director, will build and oversee a running budget for this event. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 20-SOLO AND ENSEMBLE CHAIR

[Appointed - non-voting member] The Solo and Ensemble Festival Chair shall select two (2) members to serve. The Chair will oversee the organization, operation and administration of the

Solo and Ensemble Festival as set forth in the By-laws. With the Solo and Ensemble Committee, the Chair shall provide a list of all rules approved by the MMEA Board to the Secretary by the May Board meeting of each year for inclusion in the MMEA Handbook. The Chair, in collaboration with the Executive Director, will build and oversee a running budget for this event. Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 21-CONFERENCE REGISTRAR

[Appointed - non-voting member] The Conference Chair shall work with members of the Conference Committee to ensure clear and manageable registration for the Conference for attendees, vendors, presiders and presenters. Duties include assisting with advertising for the conference, managing ticketing for events, assisting with registration issues and questions, and helping with set up and management at Registration during the Conference. See more here:

[Additional registrar information](#)

Appointment cycle - two (2) year position; opportunity for consecutive terms based on presidential appointment and Board approval.

Section 22- MMEA HISTORIAN

[Appointed - non-voting member] The duties of the historian include keeping record of the MMEA's accomplishments and activities throughout the years, and collecting photographs, news articles and other memorabilia important to the association

Section 23- TEACHER MENTORING

[Appointed - non-voting member] The Teacher Mentoring Chair will assign first year teachers and teachers new to the state of Maine with an experienced teacher in a similar area or teaching position. The chair will provide mentors and mentees with expectations for the mentor/mentee relationship.

Section 24- SOCIAL MEDIA

[Appointed - non-voting member] The Social Media chair will collect and post information regarding MMEA state and district events on MMEA's social media pages. The goal of the Social Media chair is to provide exposure to association events and accomplishments to our members, stakeholders, and the outside community.

By-law 12 – MEETINGS

Section 1 - BOARD MEETINGS

The MMEA Board shall meet at least six times per year (in October, January, March, May, June, and a summer retreat). All members of the MMEA Board (as defined in [By-law 3, section 1](#)) are expected to attend these Board meetings. Any member of the MMEA Board who is unable to

attend a meeting should contact the President, stating the reason for their absence and requesting to be excused, at least one week prior to the meeting.

Section 2 - MILEAGE REIMBURSEMENT

The members of the MMEA Board will be reimbursed for mileage for all on-site Board Meetings including the meeting held during the MMEA Conference.

Section 3 - SPECIAL MEETINGS

Special meetings of the membership or of the MMEA Board may be called whenever deemed necessary by the President.

Section 4 - EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet at least once between full MMEA Board meetings to prepare recommendations to the full board.

Section 5 - ALL-MEMBER MEETING

The All-Member Meeting will take place during the MMEA Conference in May. The purpose of this meeting is to reflect on the current year, previous year, and plan for the future. No decisions will be made at the All-Member meeting. Following the All-Member Meeting, an electronic ballot will be sent to the membership regarding items which need to be voted on.

By-law 13 - DISTRICTS OF MMEA

Section 1 - DISTRICTS

The MMEA shall be comprised of seven (7) districts. Each district shall elect officers and conduct business according to the By-laws of the MMEA. These districts shall be designated as District I - VII and may be modified from time to time by the MMEA Board and reported to the membership during the annual conference.

District I

district1@mainemea.org

<https://sites.google.com/site/mainemead1/>

Acton	MSAD 6 - Bonny Eagle	RSU 21
Berwick Academy	<ul style="list-style-type: none"> ● Buxton ● Hollis ● Standish ● Steep Falls 	<ul style="list-style-type: none"> ● Arundel ● Kennebunk ● Kennebunkport
Biddeford		RSU 23
Cape Elizabeth	MSAD 55 - Sacopee Valley	<ul style="list-style-type: none"> ● Old Orchard Beach
Dayton	<ul style="list-style-type: none"> ● Baldwin ● Cornish ● Hiram ● Parsonsfield ● Porter 	RSU 35 - Marshwood
Gorham		<ul style="list-style-type: none"> ● Elliot ● Rollinsford, NH ● South Berwick
Kittery School District	MSAD 60 - Noble	RSU 57 - Massabesic
<ul style="list-style-type: none"> ● Mitchell Primary School ● Shapleigh School ● Traip Academy 	<ul style="list-style-type: none"> ● Berwick ● Lebanon ● North Berwick 	<ul style="list-style-type: none"> ● Alfred ● Limerick ● Lyman ● Newfield ● Shapleigh ● Waterboro
Saco		
Sanford		
Scarborough		
South Portland		
Thornton Academy		
Thornton Academy MS		
Wells-Ogunquit		
Westbrook		
York		

District II

district2@mainemea.org

<https://sites.google.com/mainemea.org/mmeadistrict2/home>

Auburn	MSAD 15	MSAD 61 - Lake Region
Baxter Academy	<ul style="list-style-type: none"> ● Gray ● New Gloucester 	<ul style="list-style-type: none"> ● Bridgton ● Casco ● Naples ● Sebago
Bridgton Academy	MSAD 17 - Oxford Hills Comprehensive HS	
Central Maine Christian Academy	<ul style="list-style-type: none"> ● Harrison ● Hebron ● Norway ● Otisfield ● Oxford ● Paris ● Waterford ● West Paris 	MSAD 72
Cheverus HS		<ul style="list-style-type: none"> ● Brownfield/Denmark ● Fryeburg ● Lovell ● Stoneham ● Stow ● Sweden
Falmouth		
Fryeburg Academy		
Gould Academy		RSU 10 - Buckfield Jr/Sr HS
Hebron Academy	MSAD 44 - Telstar	<ul style="list-style-type: none"> ● Buckfield ● Hartford ● Sumner
Lewiston	<ul style="list-style-type: none"> ● Bethel ● Greenwood ● Newry ● Woodstock 	
North Yarmouth Academy		RSU 14 - Windham HS
Portland	MSAD 51 - Greely HS	<ul style="list-style-type: none"> ● Windham ● Raymond
St. Dominic Academy	<ul style="list-style-type: none"> ● Cumberland ● North Yarmouth 	RSU 16 - Poland Regional HS
Waynflete	MSAD 52 - Leavitt Area HS	<ul style="list-style-type: none"> ● Minot ● Mechanic Falls ● Poland
Windham Christian Academy	<ul style="list-style-type: none"> ● Greene ● Leeds ● Turner 	
Yarmouth		

District III

district3@mainemea.org

<https://sites.google.com/site/mmeadistrict3/>

Augusta	MSAD 8	RSU 12 - Sheepscoot Valley
Brunswick	<ul style="list-style-type: none"> • Vinalhaven 	<ul style="list-style-type: none"> • Alna • Chelsea • Palermo • Somerville • Westport Island • Whitefield • Windsor
Five Towns CSD	MSAD 65	
<ul style="list-style-type: none"> • Appleton • Camden • Hope • Lincolnville • Rockport 	<ul style="list-style-type: none"> • Matinicus 	
Georgetown	MSAD 75	
Isleboro	<ul style="list-style-type: none"> • Bowdoin • Bowdoinham • Harpswell • Topsham 	RSU 13
Kent's Hills School	RSU 1	<ul style="list-style-type: none"> • Rockland • Thomaston • Owls Head • Cushing • St. George • Tenants Harbor • South Thomaston
Lincoln Academy	<ul style="list-style-type: none"> • Arrowsic • Bath • Phippsburg • West Bath • Woolwich 	
Lisbon	RSU 2 - Kennebec Intra-District Schools	RSU 38
St. John's Parish School	<ul style="list-style-type: none"> • Dresden • Farmingdale • Hallowell • Monmouth • Richmond 	<ul style="list-style-type: none"> • Manchester • Maranacook MS/HS • Mt. Vernon • Readfield • Wayne
St. Michael's School		MSAD 40
Wiscasset School Department		<ul style="list-style-type: none"> • Friendship • Union • Waldoboro • Warren • Washington
Winthrop Public Schools	RSU 4	
Chop Point School	<ul style="list-style-type: none"> • Litchfield • Sabattus • Wales 	
Maine Coast Waldorf School	RSU 5	RSU 71
AOS 93 - Central Lincoln County School System	<ul style="list-style-type: none"> • Freeport • Durham • Pownal 	<ul style="list-style-type: none"> • Belfast • Belmont • Montville • Morrill • Searsmont • Frankfort • Northport • Searsport • Stockton Springs
<ul style="list-style-type: none"> • Bristol • Great Salt Bay • Jefferson • Nobleboro • South Bristol 	MSAD 11	
AOS 98	<ul style="list-style-type: none"> • Gardiner • Pittson • Randolph • South Gardiner 	
<ul style="list-style-type: none"> • Boothbay 		

<ul style="list-style-type: none"> Boothbay Harbor Edgecomb Southport Georgetown <p>MSAD 7</p> <ul style="list-style-type: none"> North Haven 	<ul style="list-style-type: none"> West Gardiner 	<ul style="list-style-type: none"> Swanville <p>Union 69</p> <ul style="list-style-type: none"> Appleton Hope Lincolntonville
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District IV

district4@mainemea.org

<https://sites.google.com/mainemea.org/mmeadistrict4/home>

<p>Andover</p> <p>Vassalboro</p> <p>Waterville</p> <p>Winslow</p> <p>Erskine Academy</p> <p>MSAD 12</p> <ul style="list-style-type: none"> Jackman <p>MSAD 13 / RSU 83</p> <ul style="list-style-type: none"> Bingham Caratunk The Forks Moscow <p>MSAD 53</p> <ul style="list-style-type: none"> Burnham Detroit Pittsfield <p>MSAD 58</p> <ul style="list-style-type: none"> Avon Kingfield Phillips Strong <p>MSAD 59</p> <ul style="list-style-type: none"> Madison <p>MSAD 74</p>	<p>RSU 3</p> <ul style="list-style-type: none"> Brooks Freedom Jackson Knox Liberty Monroe Montville Thorndike Troy Unity Waldo <p>RSU 9 - Mt. Blue</p> <ul style="list-style-type: none"> Chesterville Farmington Industry New Sharon New Vineyard Starks Temple Vienna Wilton <p>RSU 10</p> <ul style="list-style-type: none"> Byron Hanover Mexico Roxbury Rumford <p>RSU 18</p> <ul style="list-style-type: none"> Oakland China 	<p>RSU 49</p> <ul style="list-style-type: none"> Albion Benton Clinton Fairfield <p>RSU 54</p> <ul style="list-style-type: none"> Canaan Cornville Mercer Norridgewock Skowhegan Smithfield West Forks <p>RSU 56</p> <ul style="list-style-type: none"> Canton Carthage Dixfield Peru <p>RSU 73</p> <ul style="list-style-type: none"> Jay Livermore Livermore Falls Spruce Mountain <p>Union 37</p> <ul style="list-style-type: none"> Dallas Pt Lincoln Pt Magalloway Rangeley Rangeley Pt
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<ul style="list-style-type: none"> ● Anson ● Embden ● New Portland ● Solon 	<ul style="list-style-type: none"> ● Belgrade ● Sidney ● Rome 	Union 60 <ul style="list-style-type: none"> ● Greenville
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District V

district5@mainemea.org

<https://sites.google.com/site/mainemeadistrictv/home>

All-Saints Catholic School	MSAD 30	RSU 20
Bangor Christian School	<ul style="list-style-type: none"> ● Lee ● Winn 	<ul style="list-style-type: none"> ● Searsport ● Stockton Springs
Foxcroft Academy	MSAD 31	RSU 22
Glenburn School Department	<ul style="list-style-type: none"> ● Edinburg ● Enfield ● Howland ● Maxfield ● Passadumkeag 	<ul style="list-style-type: none"> ● Frankfort ● Hampden ● Newburg ● Winterport
Hermon School Department		
Indian Island School	MSAD 41	RSU 26
John Bapst High School	<ul style="list-style-type: none"> ● Atkinson ● Brownville ● LaGrange ● Milo 	<ul style="list-style-type: none"> ● Orono
Milford		RSU 34
Millinocket Public School		<ul style="list-style-type: none"> ● Alton ● Bradley ● Old Town
Veazie School Department	MSAD 68	RSU64
AOS 94 - SAD 46: Harmony Regional School District	<ul style="list-style-type: none"> ● Sebec ● Dover Foxcroft ● Monson ● Charleston ● Atkinson 	<ul style="list-style-type: none"> ● Bradford ● Corinth ● Hudson ● Kenduskeag ● Stetson
<ul style="list-style-type: none"> ● Athens ● Harmony ● MSAD 46: Dexter 	RSU 19	
MSAD 4	<ul style="list-style-type: none"> ● Corinna ● Dixmont ● Etna ● Hartland ● Newport ● Palmyra ● Plymouth ● St. Albans 	RSU 87
<ul style="list-style-type: none"> ● Abbott ● Cambridge ● Guilford ● Parkman ● Sangerville ● Wellington 		<ul style="list-style-type: none"> ● Carmel ● Levant
		Union 113
		<ul style="list-style-type: none"> ● East Millinocket ● Medway ● Woodville

District VI

district6@mainemea.org

<https://sites.google.com/site/mainemmedistrictvi/home>

<p>Brewer</p> <p>Calais School Department</p> <p>Cherryfield</p> <p>East Machias</p> <p>East Range CSD</p> <p>Ellsworth</p> <p>George Stevens Academy</p> <p>Greenbush</p> <p>Orrington</p> <p>Washington Academy</p> <p>AOS 47</p> <ul style="list-style-type: none"> ● Aurora (Airline) ● Orrington ● Dedham <p>AOS 91: Mount Desert Island Regional School System</p> <ul style="list-style-type: none"> ● Bar Harbor ● Cranberry Isles ● Frenchboro ● Islesford ● Mount Desert ● Swans Island ● Southwest Harbor ● Tremont ● Trenton <p>AOS 96</p> <ul style="list-style-type: none"> ● Cutler ● Jonesboro ● East Machias ● Machiasport 	<p>MSAD 14</p> <ul style="list-style-type: none"> ● Danforth <p>MSAD 19</p> <ul style="list-style-type: none"> ● Lubec <p>MSAD 37</p> <ul style="list-style-type: none"> ● Harrington ● Milbridge ● Addison ● Columbia ● Columbia Falls <p>MSAD 63</p> <ul style="list-style-type: none"> ● Flanders Bay CSD ● Holden <p>RSU 24</p> <ul style="list-style-type: none"> ● Eastbrook ● Waltham ● Sullivan ● Franklin ● Gouldsboro ● Winter Harbor ● Steuben ● Mariaville ● Sorrento <p>RSU 25</p> <ul style="list-style-type: none"> ● Bucksport ● Prospect ● Orland ● Verona Island <p>Union 76</p> <ul style="list-style-type: none"> ● Brooklin ● Sedgwick ● Isle au Haut ● Deer Isle - Stonington <p>Union 93</p>	<p>Union 103/Moosabec CSD</p> <ul style="list-style-type: none"> ● Beals ● Jonesport <p>Union 104</p> <ul style="list-style-type: none"> ● Charlotte ● Dennysville ● Eastport ● Pembroke ● Perry <p>Union 106</p> <ul style="list-style-type: none"> ● Alexander ● Baring Pt ● Calais ● Crawford ● Robbinston <p>Union 107</p> <ul style="list-style-type: none"> ● Baileyville ● Cooper ● Grand Lake Stream ● Meddybemps ● Princeton ● Talmadge ● Waite <p>Union 108</p> <ul style="list-style-type: none"> ● Bancroft ● Glenwood Pt ● Orient ● Vanceboro <p>Union 110</p> <ul style="list-style-type: none"> ● Carroll Pt ● Drew Pt ● Lakeville ● Macwahoc
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<ul style="list-style-type: none"> ● Machias ● Marshfield ● Northfield ● Roque Bluffs ● Wesley ● Whiting ● Whitneyville 	<ul style="list-style-type: none"> ● Blue Hill ● Brooksville ● Castine ● Penobscot ● Surry 	
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District VII

district7@mainemea.org

<https://www.nmmeaonline.org/>

<p>Easton</p> <p>Katahdin</p> <p>Madawaska</p> <p>Maine School of Science and Mathematics (MSSM)</p> <p>Southern Aroostook</p> <p>MSAD 1</p> <ul style="list-style-type: none"> ● Castle Hill ● Chapman ● Mapleton ● Presque Isle ● Westfield <p>MSAD 20</p> <ul style="list-style-type: none"> ● Fort Fairfield <p>MSAD 24</p> <ul style="list-style-type: none"> ● Cyr Plantation ● Hamlin ● Van Buren <p>MSAD 25</p> <ul style="list-style-type: none"> ● Mount Chase ● Patten ● Sherman ● Stacyville 	<p>MSAD 27</p> <ul style="list-style-type: none"> ● Allagash ● Eagle Lake ● Fort Kent ● New Canada ● St. Francis ● St. John Plantation ● Wallagrass ● Winterville Plantation <p>MSAD 32</p> <ul style="list-style-type: none"> ● Ashland ● Garfield ● Masardis ● Oxbow ● Portage <p>MSAD 33</p> <ul style="list-style-type: none"> ● Frenchville ● St. Agatha <p>MSAD 42</p> <ul style="list-style-type: none"> ● Blaine ● Bridgewater ● Mars Hill <p>MSAD 45</p> <ul style="list-style-type: none"> ● Perham ● Wade ● Washburn 	<p>MSAD 70</p> <ul style="list-style-type: none"> ● Amity ● Haynesville ● Hodgdon ● Linneus ● Ludlow ● New Limerick <p>RSU 29</p> <ul style="list-style-type: none"> ● Hammond ● Houlton ● Littleton ● Monticello <p>RSU 39</p> <ul style="list-style-type: none"> ● Caribou ● Limestone ● Stockholm <p>Union 122</p> <ul style="list-style-type: none"> ● New Sweden ● Westmanland ● Woodland
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By-Law 14 - FESTIVALS

Section 1 - 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 Chair's report at MMEA Board meetings. MMEA will not be held financially responsible for any district or regional festival(s).

Section 2 - BOC ALL-STATE FESTIVAL

The MMEA shall sponsor an BOC All-State Festival according to the rules and regulations set forth in the By-laws of this Association.

Section 3 - MMEA JAZZ FESTIVALS

The MMEA shall sponsor the Jazz All-State Festival, a High School Instrumental Jazz Festival, a Middle School Instrumental Jazz Festival, and a Vocal Jazz and Show Choir Festival, according to the rules and regulations set forth in the By-laws of this Association.

By-law 15 - STANDING COMMITTEES

Section 1 - NOMINATING COMMITTEE

The Nominating Committee shall consist of five (5) members, including the Immediate Past President who shall serve as the Chair. The remaining four (4) members of the committee shall be appointed at the discretion of the Immediate Past President. The Nominating Committee shall actively request nominations from the membership. In the event no nominations 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 (10) elected positions. All nominees must be MMEA members in good standing. The nominating Committee shall publish on the [MMEA website](#) a slate of candidates for each of the following offices:

- MMEA President-Elect - even years
- District I - odd years
- District II - even years
- District III - odd years
- District IV - even years

- District V - odd years
- District VI - even years
- District VII - odd years
- General Music PK-5 - even years
- General Music 6-12 - odd years
- Band VP - even years
- Orchestra VP - odd years
- Chorus VP - odd years
- Jazz VP - even years
- Treasurer - even years
- Secretary - odd years

Section 2 - BY-LAW EVALUATION COMMITTEE

A By-Law-Evaluation Committee may be appointed by the President as needed. The By-Law Evaluation Committee shall be charged by the MMEA Board to present suggested revisions to the By-Laws in areas found to be inadequate either by the general membership or by the MMEA Board.

Section 3 - MEMBERSHIP COMMITTEE

The Membership Committee shall be appointed as needed with the Executive Director as chair. The Membership Committee shall investigate ways and means of encouraging persons interested in music education to participate in the activities of MMEA and NAFME.

Section 4 - CONFERENCE COMMITTEE

The Conference Committee shall be responsible for the organization, operation, and administration of the MMEA Conference. The President shall appoint the Conference Chair and Exhibits Chair. The Conference Committee is comprised of the President-Elect, all VPs (excluding Jazz), Jazz Conference Assistant, Exhibits Chair, and Executive Director. The Conference Committee shall be responsible for the following areas:

- Exhibitors
- Physical Arrangements
- Performing Groups Funding
- Clinicians

- Registration
- Conference Housing
- Luncheons/Banquets
- Continuing Education Units (CEUs)

Section 5 - BOC ALL-STATE AUDITIONS COMMITTEE

The BOC All-State Auditions Committee shall consist of the All-State Auditions Chair, the Band, Choral and Orchestral Vice-Presidents, the Ensemble Managers, BOC All-State Festival Chair, and additional members appointed by the President as needed. The BOC All-State Auditions Committee shall be responsible for the organization, operation, and administration of the fall BOC All-State Auditions as set forth in the By-laws. This committee is required to supply an updated audition list to the Board for the May meeting. Upon approval of the MMEA Board, the webmaster shall post the updated All-State audition requirements on the website by June 1st.

Section 6 - BOC ALL-STATE FESTIVAL COMMITTEE

The BOC All-State Festival Chair, the Executive Director, the Band, the Orchestra, and two (2) Choral Ensemble Managers (SATB and SSAA) shall serve on the committee, with additional members appointed by the Chair as needed. The BOC All-State Festival Committee shall be responsible for the organization, operation, and administration of the BOC All-State Festival as set forth in the By-laws. This Committee shall supply a list of all rules approved by the MMEA Board to the Secretary by the May Board meeting-of each year for inclusion in the MMEA Handbook. The executive director, treasurer, or MMEA Board designee, shall receive, record, and deposit all funds pertinent to this festival and shall present to the MMEA Board a complete accounting of the festival. All financial matters shall be completed no later than two (2) weeks following the festival date.

Section 7 - LARGE GROUP FESTIVAL COMMITTEE

The Large Group Festival Committee shall consist of a Chair appointed by the MMEA President and two (2) more members selected by the Chair. The Large Group Festival Committee shall be responsible for the organization, operation, and administration of the Large Group Festival as set forth in the By-laws. This Committee shall provide a list of all rules approved by the MMEA Board to the Secretary by the May Board meeting-of each year for inclusion in the MMEA Handbook. The Chair 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 (2) weeks following the festival date.

Section 8 - SOLO AND ENSEMBLE FESTIVAL COMMITTEE

The Solo and Ensemble Committee shall consist of a Chair appointed by the MMEA President and two (2) more members selected by the Chair. 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 By-laws. This committee shall provide a list of all rules approved by the MMEA Board to the Secretary by the May Board meeting-of each year for inclusion in the MMEA Handbook. The executive director, treasurer, or MMEA Board designee, shall receive, record, and deposit all funds pertinent to this festival and shall present to the MMEA Board a complete accounting of the festival. All financial matters shall be completed no later than two (2) weeks following the festival date.

Section 9 - INSTRUMENTAL JAZZ FESTIVAL COMMITTEE

The Chair of the Instrumental Jazz Festival Committee shall be the Jazz Vice-President. The Instrumental Jazz Festival Committee shall consist of the Jazz VP, Instrumental Jazz Chair, President Elect, and two (2) members selected by the Chair. The Instrumental Jazz Festival Committee shall be responsible for the organization, operation, and administration of the Instrumental Jazz Festival as set forth in the By-laws. This committee shall provide a list of all rules approved by the MMEA Board to the Secretary by the May board meeting of each year for inclusion in the MMEA Handbook. The executive director, treasurer, or MMEA Board designee, shall receive, record, and deposit all funds pertinent to this festival and shall present to the MMEA Board a complete accounting of the festival. All financial matters shall be completed no later than two (2) weeks following the festival date.

Section 10 - VOCAL JAZZ AND SHOW CHOIR FESTIVAL COMMITTEE

The Chair of theVocal Jazz and Show Choir Festival Committee shall be the Jazz Vice-President. The Vocal Jazz and Show Choir Festival Committee shall consist of the Jazz VP, Vocal Jazz Chair, President Elect, and two (2) members selected by the Chair. The Vocal Jazz and Show Choir Festival Committee shall be responsible for the organization, operation, and administration of the Vocal Jazz and Show Choir Festival as set forth in the By-laws. This committee shall provide a list of all rules approved by the MMEA Board to the Secretary by the May board meeting of each year for inclusion in the MMEA Handbook. The executive director, treasurer, or MMEA Board designee, shall receive, record, and deposit all funds pertinent to this festival and shall present to the MMEA Board a complete accounting of the festival. All financial matters

shall be completed no later than two (2) weeks following the festival date.

Section 11 - JAZZ ALL-STATE FESTIVAL COMMITTEE

The Chair of the Jazz All-State Festival Committee shall be the Jazz VP. The Jazz All-State Festival Committee shall be comprised of the Jazz Vice-President, Vocal Jazz Chair, Instrumental Jazz Chair, President Elect, Jazz All State Festival Manager, and the Jazz Vice-President shall select at least one (1) more member. The Jazz All-State Festival Committee shall be responsible for the organization, operation, and administration of the Jazz All-State Festival as set forth in the By-laws. This committee shall provide a list of all rules approved by the MMEA Board to the Secretary by the May board meeting of each year for inclusion in the MMEA Handbook. The Chair 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 (2) weeks following the festival date.

Section 12- EQUITY AND INCLUSION COMMITTEE: DEIA

The Equity and Inclusion Committee shall consist of a Chair (a Board member) appointed by the MMEA President and up to (5) five more members selected by the Chair. Members must be active MMEA members but do not need to be current Board members. The Equity and Inclusion Committee is tasked with studying past and current practices of equity, inclusion, access and diversity as they relate to the MMEA in regards to organization, operation, and administration of all activities. This committee shall provide assessment of current MMEA practices and make recommendations to the Board for approval as well as provide current, relevant information addressing Equity and Inclusion best practices.

By-law 16 - NATIONAL & REGIONAL CONFERENCES ATTENDANCE

Section 1 - EXECUTIVE COMMITTEE & OFFICERS

The President, President-Elect, Immediate Past President, Executive Director, and other Officers shall be funded to attend NAFME National and Regional Conferences and meetings as appropriate and as approved by the MMEA Board.

Section 2 - VICE PRESIDENTS

The BOC All-State Festival Chair along with the Band, Orchestra, Chorus, Jazz, General Music PK-5, and General Music 6-12 Vice-Presidents will have \$500 (five hundred dollars) per year budgeted for the purpose of attending conferences to scout and procure clinicians for the MMEA

Conference. This money will be made available in one of two ways: \$500 (five hundred dollars) each year OR \$1000 (one thousand dollars) every OTHER year.

By-law 17 - BOARD OF APPEALS

Section 1 - APPEALS PROCEDURE

The MMEA Board of Appeals shall be composed of the MMEA President and four (4) members of the MMEA Board. The following procedures shall be followed when an MMEA member in good standing has a complaint against another member, a committee, this Association, or any event run by MMEA.

- The complaint must be submitted in writing 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 MMEA Board of Appeals.
- Such an appeal must be submitted no 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.
- If the complainant is still not satisfied, that person may appear before the full MMEA Board at the next regularly scheduled board meeting for a final appeal. At that time, the decision of the MMEA Board shall be final.
- Communication may be via email. If email is used, all communications must be acknowledged by the recipient. Time limits mentioned above start at the time of acknowledgment, not at the time of sending the email.

By-law 19 - DISPOSITION OF ASSETS IN CASE OF DISSOLUTION

Section 1 - PURPOSE

The Maine Music Educators Association (MMEA) is organized exclusively for charitable, religious, educational, and scientific purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

Section 2 - DISSOLUTION

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

MMEA POLICIES

(Revised May 2024)

These policies are designed to meet this Association's mission and are primarily operational in nature. These policies may be modified from time to time by a vote of the MMEA Board and notification to the membership at the annual conference. Any such modifications shall be consistent with the MMEA By-laws.

POLICY #1: MMEA AWARDS

All award nomination forms can be found on the MMEA website (www.mainemea.org). Online nominations should be completed by March 1st.

I. MMEA OUTSTANDING NEW MUSIC EDUCATOR

A. PURPOSE - To give recognition for outstanding accomplishments by one to no more than two MMEA member(s) within their first five (5) years of service as a new teacher of music education

B. ELIGIBILITY

1. One who is a current MMEA Member.
2. One who is within the first five (5) years as a new teacher of music education.
3. A full-time or part-time music teacher who is, or has been employed by a school or college in Maine.
4. One who has demonstrated effectiveness in teaching young people through music, and the ability to inspire positive attitudes among students, school, and community.
5. One who has developed and maintained an effective and balanced program in music education.
6. One who has demonstrated interest in, and application of educational innovation.
7. One who has recognized the necessity for continued professional growth.
8. One who has demonstrated a concern for music education by active involvement at the district or state level.

C. NOMINATION PROCEDURE - Any member of MMEA or school administrator may fill out the online form by March 1st to nominate a person deemed worthy of this special recognition for contributions to music education. One nominee from each MMEA District will be presented to the MMEA Board for final selection.

- D. NUMBER OF AWARDS TO BE PRESENTED ANNUALLY - No more than two (2) MMEA Outstanding New Music Educator Awards will be given in one (1) year.
 - E. SELECTION: The Executive Committee members will individually rank nominees using rubrics before meeting to confer and determine the individual to be honored.
 - F. PRESENTATION - The award will be presented during the annual MMEA Conference.
- II. MMEA EDUCATOR OF THE YEAR**
- A. 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.
 - B. ELIGIBILITY -
 - 1. One who is a current MMEA Member
 - 2. A full-time, part time, or retired music teacher who is, or has been employed by a school or college in Maine.
 - 3. One who has demonstrated effectiveness in teaching young people through music, and the ability to inspire positive attitudes among students, school and community.
 - 4. One who has developed and maintained an effective and balanced program in music education.
 - 5. One who has demonstrated interest in, and application of educational innovation.
 - 6. One who has recognized the necessity for continued professional growth.
 - 7. One who has demonstrated a concern for music education by active involvement at the district or state level.
 - C. NOMINATION PROCEDURE - 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. *Deadline for submissions is March 1.*
 - D. NUMBER OF AWARDS TO BE PRESENTED ANNUALLY -An Educator of the Year Award will be given each year to one (1) recipient at each grade span: PK-5, Middle School, High School.
 - E. SELECTION: The Executive Committee members will individually rank nominees using rubrics before meeting to confer and determine the individual(s) to be honored.
 - F. PRESENTATION - The award or awards will be presented during the annual MMEA Conference.

III. MMEA OUTSTANDING SCHOOL ADMINISTRATOR AWARD

- A. 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.

IV. MMEA APPRECIATION AWARD

- A. **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.
- B. **ELIGIBILITY** - A nominee, living or deceased, active or retired, should be or should have been:
1. An individual or organization who has made a long-standing significant contribution to the school music programs in Maine.
 2. An individual or organization who has demonstrated a concern for music education by active involvement in local, district, regional, or national professional music organizations.
- C. **NOMINATION PROCEDURE** - Any member of MMEA may nominate a person deemed worthy of this special recognition for contributions to music education in the State of Maine. By filling out the online form by March 1st
- D. **SELECTION**: The Executive Committee members will individually rank nominees using rubrics before meeting to confer and determine the individual(s) to be honored.

V. MMEA HALL OF FAME AWARD

- A. **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.
- B. **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 NAFME for a period of not less than twenty (20) years.
- C. NOMINATION PROCEDURE- Any member of MMEA or a school administrator may nominate a person deemed worthy of this special recognition for contributions to this Association as stated above.
- D. NUMBER TO BE INDUCTED ANNUALLY - There is no limit to the number of inductees each year.
- E. SELECTION: The Executive Committee members will individually rank nominees using rubrics before meeting to confer and determine the individual(s) to be honored.
- F. PRESENTATION - New members will be inducted during the annual MMEA Conference.

VI. MMEA MUSIC EDUCATION 5 YEAR INCREMENT RECOGNITIONS

- A. PURPOSE - To recognize those who have given five (5) or more years (in increments of 5 years only - e.g. 5, 10, 15, 20, etc.) of service to music education.
- B. AWARD - Certificate

POLICY #2: RULES COMMON TO ALL MMEA SPONSORED STATE EVENTS

- A. All participating schools must have an institutional number or pay a \$100 (one hundred dollar) participation fee for each district/state MMEA sponsored event. Participation fees collected for district events will stay with the district. Participation fees collected for state events will go to the state MMEA.
- B. All hosts and managers of MMEA sponsored district/state events MUST be members in good standing of NAFME/MMEA through the date of the event and by a minimum of one (1) week prior to the event.
- C. All schools hosting a district or state event must pay the institutional fee.
- D. All state MMEA sponsored events, including but not limited to auditions and festivals, shall be NO PAY/NO PLAY.
- E. 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.
- F. All participating students must be considered by their sponsoring music teacher to be in good standing in their local school music program.
- G. A student who violates any MMEA policy at an All-State event is ineligible from participating in any remaining All-State event for the remainder of that school calendar

year and the following school calendar year, including auditions. The Executive Director or BOC All-State Festival Chair will notify the President of students who are disqualified.

- H. All students must be in attendance at all MMEA district/states rehearsals and activities.
- I. Consumption or possession of tobacco, intoxicating beverages, or drugs; by students at any time or anywhere during the event, is cause for immediate dismissal and will forfeit any and all fees paid for that event.
- J. Students are expected to cooperate with the event host and conform to all regulations established by the event's committee.
- K. All checks for registration and the gate at state events are to be made out to "MMEA." All checks for registration and at the gate for MMEA district events are to be made out to MMEA followed by the district in which the event takes place.
- L. At the conclusion of a statewide festival, a representative of the MMEA and a representative of the host school boosters will count the proceeds from registration and the gate together. The information will be entered on the official form found on the MMEA website and shared with the Treasurer of MMEA and the treasurer of the host school boosters organization. Booster organizations will write a check to MMEA for the total of all cash collected, less start up cash. All bills will be paid by the MMEA Treasurer from the gate and registration fees, and then the sum stated in the festival host guidelines (found in the MMEA handbook) will be sent to the host school booster organization.
- M. Directors are reminded that student/performer dress should be modest in nature, neither revealing too much skin nor lingerie.

POLICY #3: DUES AND FEES

I. MMEA SCHOOL INSTITUTIONAL FEE

- A. The fees are in a tiered structure based on the population of high schools using data taken from the MPA. The fee structure will have periodic increases and will be published in three-year cycles. Fees should be paid by each school administrative unit by **September 30** of each school year for eligibility of participation in MMEA sponsored events. ~~with a minimum fee of \$50.00 (fifty dollars) and a maximum fee of \$250.00 (two hundred and fifty dollars).~~ This fee should be sent to the MMEA Executive Director and should not be confused with individual festival fees. In lieu of this fee, a charge of \$100 (one hundred dollars) must be paid to the district or state MMEA at each sponsored event in which a school district wishes to participate. After October 1st, a \$50 late fee will be assessed.

- MMEA sponsored events are:
 - BOC All-State (Band, Orchestra, Chorus) Auditions
 - BOC All-State (Band, Orchestra, Chorus) Festival
 - Jazz All-State Auditions
 - Jazz All-State Festival
 - Solo and Ensemble Festival
 - Large Group Ensemble Festival
 - Middle School Instrumental Jazz Festival
 - High School Instrumental Jazz Festival
 - Vocal Jazz and Show Choir Festival
- MMEA qualifying events:
 - District Jazz Festivals

POLICY #4: BOC ALL-STATE PROCEDURES - AUDITIONS

I. FESTIVAL POLICIES

- A. BOC ALL-STATE (Band, Orchestra, SATB & SSAA Choirs) FESTIVAL - The MMEA shall sponsor BOC All-State Festival according to the rules and regulations as set forth in the By-laws of this Association.

II. BOC ALL-STATE FESTIVAL AUDITION RULES

A. ELIGIBILITY

1. Any student regularly enrolled in grades 9 - 12 (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 BOC 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 BOC All-State Festival must meet the following requirements:
2. Only regularly enrolled members of a school sponsored vocal or instrumental ensemble or school approved private study may audition for

and participate in BOC All-State Auditions, unless no such organization or private study exists in their school.

- A. The student must be considered a member in good standing of their local music program by their sponsoring school music teacher.
 1. A student shall only audition on an approved instrument or vocal part as published annually on the [MMEA website](#). In the event specialty instruments are required in any ensemble, the All-State Auditions Chair may choose to have that part assigned to a qualified accepted student, hold a special audition, or contract professionally for that part.
 2. A student may audition on more than one instrument and/or voice part, but must pay for each audition.
 3. A student who violates any MMEA policy at an all-state event is ineligible from participating in any remaining all-state event for the remainder of that school calendar year and the following school calendar year, including auditions.

III. APPLICATION PROCEDURES

- A. The MMEA BOC All-State Auditions Application Form, submission deadline date, and audition fee shall be published annually on the [MMEA website](#).
- B. The school music teacher is responsible for submission of the completed online form to the All-State Auditions Chair by the deadline.
- C. The non-refundable application fee shall be set annually by the MMEA Board and published on the [MMEA website](#). A single check for the total made payable to "MMEA" 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.
- D. After all complete and timely applications are scheduled, late, incomplete or unpaid applications may be added to the schedule at the discretion of the All-State Auditions Chair.

IV. AUDITION DATES AND SITES

- A. Auditions shall be held at two physical, in-person, BOC All-State audition sites. The audition sites and dates shall be published annually on the [MMEA website](#).
- B. School music teachers shall notify the All-State Auditions Chair to request the hosting of BOC All-State Auditions for their area.
- C. The All-State Auditions Chair shall make a recommendation for sites and dates to the MMEA Board after determining which sites and dates would be most suitable.

V. SCHEDULING

- A. Upon receipt of an application, the All-State Auditions Chair shall assign the students an identification code. This code may be referenced by the All-State Auditions Chair to identify the student's school and the application's date of receipt but will otherwise render the applicants anonymous for the purpose of scheduling.
- B. The MMEA Board shall assign schools to specific audition sites. The All-State Auditions Chair shall schedule all students for the site assigned to their school. Exceptions may be made at the discretion of the All-State Auditions Chair and may require an additional fee. Assigned schools will be determined based upon two audition sites when the sites are selected. Equitable distance and travel time will be heavily considered.
- C. Special requests for Friday/Saturday or specific times of day will be scheduled at the discretion of the All-State Auditions Chair. Special requests will be honored when possible, however it may not be possible to honor all requests.
- 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 All-State Auditions Chair 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.
- 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 All-State Auditions Chair and may require an additional fee.

- 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 All-State Auditions Chair without incurring an additional fee. In the case of unforeseen circumstances forcing the All-State Auditions Chair to cancel all auditions on a given day, the All-State 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.

VI. MUSIC

- A. The All-State Auditions Chair shall prepare the list of audition pieces, including the specific segments to be performed, with the aid of the BOC All-State Auditions Committee and may solicit recommendations from specialists and subcommittees.
- B. The All-State Auditions Chair shall make the official list of audition pieces available at the All-Member Meeting. The All-State Auditions Chair shall submit a copy of this list, including the specific segments to be performed, to the MMEA Webmaster by the submission deadline for inclusion on the [MMEA website](#).
- C. The All-State Auditions Chair 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 a score of zero for a particular section at the discretion of the judges.

VII. AUDITION PROCEDURES

- A. The All-State Auditions Chair 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 BOC All-State Auditions Committee. Percussion auditions will only be offered on one of the two audition days for each site (Friday OR Saturday) for the 2022-2023 school year.

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.

E. Procedures for all Students

1. Students shall perform the required segments of a prepared solo as published annually on the [MMEA website](#). The solo does not need to be memorized.
2. The instrumental solo shall be unaccompanied. The vocal solo shall be accompanied by the official recording.
3. 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. Sight reading/singing will be suspended for the 2022-2023 school year.
4. 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 on the [MMEA website](#). Scales shall be performed memorized and in a required pattern and number of octaves as published annually on the [MMEA website](#).
2. Students shall perform the chromatic scale over the required range of the instrument and in the required pattern as published annually on the [MMEA website](#).
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.
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.

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, Meredith Music Publications. The chosen solos will be listed under "Approved Instruments and Special Requirements."
2. Each student shall perform a selection from *8 (+4) Three Minute Solos for Multiple Percussion* by Tanner.
3. Each student shall sight read on their major instrument. Mallet players shall play the same scale requirements as winds (qv).

H. Procedures Specific to Voice

1. Students shall demonstrate their ability to sing their voice part in a five-part chorale as published annually on the [MMEA website](#). All sopranos shall sing the soprano-2 part. Students shall perform their part with the official part-missing recording.
2. Students shall demonstrate their ability to perform an Italian Art Song as published annually on the [MMEA website](#).
3. Students shall demonstrate their ability to sing an unaccompanied Major scale in the key, pattern, style, and number of octaves as published annually on the [MMEA website](#).
4. Sight-reading shall consist of eight (8) measures of melody beginning and ending on the tonic, and may be sung on any syllables of the student's choice.

I. Procedures Specific to Strings

1. Students shall perform a prepared Solo, for which they may use their own fingerings, bowings and edition, and an orchestral Excerpt selected from

BOC All-State concert repertoire for which all markings (fingerings, bowings, etc.) must be followed. The Excerpt shall be announced by the Orchestra VP no later than four weeks prior to the first audition.

2. Students shall be required to play one Major and one relative melodic minor scale, selected from the scales listed in the MMEA website. The students 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.

VIII. ACCEPTANCE

- A. As soon as possible after the last audition, the All-State Auditions Chair shall provide the All-State Managers with a confidential list of audition results in numerical order from high score to low score, by instrument. Also, the All-State Auditions Chair shall present any recommendations from the adjudicators to aid the Managers in selecting students.
 1. Students shall be accepted according to their scores and placed in ensembles to fill the required instrumentation at the discretion of the All-State Managers. Whenever possible, placement for band and orchestra, woodwind, brass, and percussion players shall be as follows: 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.
 4. SSAA PROCEDURE - The SATB choir will be selected first. After the SATB Choir has been selected, the SSAA Choir will be chosen from the remaining pool of students.
- B. School music teachers shall be notified of the results as soon as possible after the final selection.

- C. After selection, students may accept placement in the ensemble to which they have been assigned, or may choose to decline participation in BOC All-State without penalty. The completion and submission of the online Acceptance Form by the deadline, 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.
- D. The BOC All-State Festival Acceptance Form and accompanying Medical Form, with appropriate signatures, as well as the BOC All-State Participation Fee, must be received and confirmed by the BOC All-State Festival Chair or designee by the Friday after Martin Luther King Jr. Day.
- E. A late fee of \$150 dollars per school will be assessed if acceptance forms and fees are received after the due date.
- F. 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 can be found on the [MMEA website](#). The Participation Fee will be made available as soon as it can be determined.
- G. After acceptance, any student who is unable to fully participate in all activities, rehearsals and concerts shall be disqualified from the following year's BOC All-State Auditions and BOC All-State Festival.
- H. A student who violates any MMEA policy at an All-State event is ineligible from participating in any remaining All-State event for the remainder of that school calendar year and the following school calendar year, including auditions.
- I. Replacements shall be chosen from the official ordered list of qualified alternates at the discretion of the Managers. School music teachers may not choose their own alternate for a student who cannot participate in the festival.

IX. BOC ALL-STATE AUDITION APPEAL PROCEDURE

[See By-law 18 - BOARD OF APPEALS](#)

XI. BOC ALL-STATE AUDITION PREPARATION

- A. Approved Instruments, Audition Pieces, and Special Requirements can be found on the [MMEA website](#) under the BOC All-State section of the website.

- B. Click [HERE](#) for scale patterns, tempos, ranges and other scale requirements for auditions.
- C. [BOC All-State Chorus Website: http://maineallstatechorusauditions.com/](http://maineallstatechorusauditions.com/)

POLICY #5: BOC ALL-STATE PROCEDURES - FESTIVAL

I. DESCRIPTION

- A. **PURPOSE** - The MMEA 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 MMEA 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 four (4) performing groups:
 - 1. An SATB choir of approximately 240 voices
 - 2. A band of approximately 100 players
 - 3. An orchestra of approximately 80 players
 - 4. An SSAA choir, of approximately 100 voices
 - 5. The exact size is to be determined by the BOC All-State Festival Chair, All-State Auditions Chair, and the four (4) Managers.
- E. **MANAGEMENT** - The management of the festival is in the hands of the BOC All-State Festival Committee.
 - 1. The Managers will present a conductor candidate to the MMEA Executive Committee for approval. Once approved, the Executive Director will hire the conductors and negotiate travel arrangements. The Managers, in conjunction with the Vice-Presidents will work with the conductors to determine balance and instrumentation problems and select a program. The Managers will also select the performers from a list of names submitted by the All-State Auditions Chair as a result of BOC All-State

auditions. In the event that a Manager should become a host to the BOC All-State Festival, they may ask the MMEA Board to appoint a manager pro tempore to assume their duties. Managers may also request the President to appoint an assistant manager to help with their duties.

F. FEES - Participation fee:

1. \$255 for instrumentalists and vocalists
 - i. Upon acceptance, the fee, determined by the MMEA Board, must be submitted to the MMEA Treasurer. The cost of room and board during the Festival, the cost of conductors/accompanists, and cost of music determine this fee.
 - ii. Participation Fees must be paid by January 31.
 - iii. A late fee of \$150 dollars per school will be assessed if acceptance forms and fees are received after the due date.

G. GENERAL RULES:

1. All students must be in attendance for all rehearsals and activities.
2. Any student withdrawing from BOC All-State without a valid excuse (determined by the BOC All-State Committee) will be ineligible for the following BOC All-State Festival. Application for withdrawal must be received two (2) months prior to the 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 BOC All-State Festival Committee.

II. ELIGIBILITY

A. Students:

1. Age level: All students participating shall be enrolled in Maine public, private or parochial schools or sponsored homeschool grades 9 - 12 (nine through twelve).
2. All students must be regularly enrolled members of organized school groups, unless no such organization exists in their schools.
3. School Music Teachers (SMT) must fill out the online applications and mail in the non-refundable audition fees to the All-State Auditions Chair by the stated deadline. Students may audition on more than one instrument and/or voice part.
4. Students who have not upheld the rules and regulations of the previous year will be ineligible. The BOC All-State Festival Chair will notify the

All-State Auditions Chair 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.
2. All schools of auditioning students are required to submit the institutional fee (See Policy #1) or pay the Event Fee of \$100 (one hundred dollars).
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 found online in the fall and must be filled out by the deadline which is set by the All-State Auditions Chair.
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 BOC All-State Festival Chair for permission to transfer care of their 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 student(s) at all times.
8. SMTs and students are responsible for personal property at all times.
9. There shall be no substitution of students at the festival.
10. Be familiar with the re-audition policy. (See Section VIII)
11. In the event that an SMT commits an infringement of the BOC All-State Festival rules, a letter of reprimand will be sent to the SMT from the BOC All-State 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 BOC All-State for a minimum of one (1) year and a maximum to be determined by the MMEA Board.

C. Festival Housing Rules

1. All students must stay in the festival provided housing for the duration of the festival.

D. Dorm Chaperones

1. MMEA Dorm Chaperone Policy
 - i. Dorm chaperones will be coordinated and approved by the BOC Festival Manager.

- ii. Sending Schools will be notified by February 1st of their required number of chaperones and will have until March 1st to fill their spots. The requirements will be based on the following:
 - (1) BOC All-State Festival Dorm Chaperone Ratios
 - (a) 1 - 10 Students = 1 Dorm Chaperone
 - (b) 11 - 20 Students = 2 Dorm Chaperones
 - (c) 21 - 30 Students = 3 Dorm Chaperones
 - (d) 31 - 40 Students = 4 Dorm Chaperones
 - (e) 41 - 50 Students = 5 Dorm Chaperones
 - iii. Sending Schools with 1-9 students will be grouped together
 - iv. If the dorm chaperone expectation is not met, the SMT forfeits the opportunity for students to participate in the BOC All-State Festival for the current year
2. Dorm Chaperone Requirements and Benefits
- i. You must hold a current CHRC in the state of Maine.
 - ii. MMEA/NAfME members who serve as chaperone will receive housing, meals, and complementary MMEA Conference Registration.
 - iii. Non-MMEA/NAfME members will receive housing and meals.
3. Dorm Chaperone Duties
- iv. Evening Attendance Check-in (at the Dorm)
 - v. Lights Out Check (Thursday & Friday Night)
 - vi. Supervision at Mealtimes in the Dining Commons
 - vii. Working with Nurses and Lead Chaperones in case of emergencies or disciplinary issues.

III. HOST SITE/COMMUNITY

- A. Request to Host: A request to host the BOC All-State Festival may be extended by any community that can fulfill the requirements. The request should be submitted to the BOC All-State Festival Chair by June 1st to host the BOC All-State Festival and MMEA Conference for the following year. Host selection will be determined by the MMEA 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 MMEA Collegiate Chapter shall receive a \$500 (five hundred dollar) honorarium for assisting with host duties.

IV. CONDUCTORS, MUSIC & ACCOMPANIST

A. Conductors

1. Conductors shall be recommended by the Manager of each ensemble and approved by the Vice-Presidents and the MMEA Executive Committee.
2. Conductors shall receive a stipend of \$700 (seven hundred dollars) per day, for a total of \$2,100 (two thousand one hundred dollars) They will also be paid expenses according to their All-State Conductor Contract.

B. Music

1. Conductors may choose music to be performed, subject to the approval of Managers of the ensemble and the Executive Committee. Music will be sent out to bid through the BOC All-State Festival Chair, opened and accepted at a MMEA Board meeting and paid for by the student registration fee.
2. The program time for each performing group should not exceed twenty-five (25) minutes of music; total stage time, thirty-five (35) minutes.

C. Chorus Accompanist

1. The Chorus Accompanist shall be appointed by the Choral Managers and approved by the MMEA Board. The accompanist shall receive a stipend of \$350 (three hundred fifty dollars) per day, for a total of \$1050 (one thousand fifty dollars) and expenses according to their All-State Accompanist Contract.

V. BOC ALL-STATE FESTIVAL APPEALS PROCEDURE

See [By-law 18 - BOARD OF APPEALS](#)

VI. AUDIT

- A. A complete report of financial transactions of the BOC All-State Festival Committee shall be included in the annual report of the MMEA Treasurer.

VII. BOC ALL-STATE FESTIVAL STUDENT RULES

- A. Each student is responsible for their 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 BOC All-State 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 BOC All-State Festival Committee.
- E. Students must be in designated areas as specified by dorm 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 BOC All-State Registration to the conclusion of the BOC All-State Concert(s). Students are expected to be in their dorm or motel rooms at the curfew times set by the BOC All-State Festival Committee.
- F. Students are to eat all meals at the provided dining areas. 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).
- G. Any student withdrawing from the BOC All-State may be ineligible to audition the following year.
- H. Gum chewing is forbidden in rehearsal areas. No tobacco, vaping, intoxicating beverages, or drugs will be allowed anytime or anywhere. Infringement of the smoking, vaping, 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.
- I. Additional dormitory rules:
 1. Students are financially responsible for any room damage or theft.
 2. Students are only allowed in the room they are assigned. Students must stay on their assigned floor. Common areas will be designated.
 3. No practicing, radios, or other loud noises between 11 PM and 6 AM.
 4. All curfews, as set by the Host, Managers, or BOC All-State Festival Chair, must be adhered to.
- J. Students are required to have BOC All-State identification tags with them at all times.
- K. Dress Code:
 1. Shirt: Solid Black formal dress shirt with sleeves that are $\frac{3}{4}$ length or longer.

2. Pants/Skirt: Solid Black formal ankle length dress pants or ankle length black skirt.
3. Black Concert Dresses: If your school provides formal ankle length black dresses for your students these are acceptable for concert attire provided the sleeves are $\frac{3}{4}$ to full length. If your dresses are short sleeved the addition of full sleeved cardigan or bolero jacket is acceptable.
4. Shoes: Solid Black formal dress shoes
5. Socks/Nylons: Solid Black
6. Ties: Solid black long tie
7. *Please note that leggings, yoga pants, and jeans are not considered appropriate concert attire. Also Solid Black means Solid Black, no patterns!

VIII. RE-AUDITION POLICIES

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

1. Students will spend one (1) hour in sectional rehearsals during the first day led by a specialist on each instrument.
2. Students will be seated according to the BOC All-State 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 Manager.
 - i. The student will play excerpts of the BOC All-State music for the Band Manager.
 - ii. 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.
 - iii. After the festival, the Band Manager 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).
 - iv. Any student who fails their re-audition for two (2) consecutive years will be sent home and will not be allowed to participate in the following BOC All-State Festival.

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

1. Singers will spend the first hour in re-auditions. 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 Manager.

2. 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.
3. After the festival, the Chorus Manager 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 their re-audition for two (2) consecutive years will be sent home and will not be allowed to participate in the following BOC All-State Festival.

C. RE-AUDITION POLICY FOR BOC ALL-STATE 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 BOC All-State Band member re-auditions.
3. After the festival, the Orchestra Manager 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 their re-audition for two (2) consecutive years will be sent home and will not be allowed to participate in the following BOC All-State Festival.

POLICY #6: LARGE GROUP FESTIVAL

The MMEA shall sponsor a Large Group Festival according to the rules and regulations as set forth in the By-laws of this Association.

I. TITLE

- A. The festival shall be entitled, "MMEA Large Group Festival."

II. ELIGIBILITY

- A. Bands, orchestras, and choirs from any school holding the MMEA Institutional membership for the current school year or paying the individual activity fee of \$100 (one hundred dollars) for the Large Group Festival, may be eligible to participate.

III. LEVEL OF ENTRY

- A. A band, orchestra, or choir may enter any of the six (6) 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.

1. Grade I: Easiest level of proficiency generally for groups from small schools with 8th grade limit or an elementary school performing grade 1, 1½ literature or less.
2. Grade II: Generally for Junior High Schools, or Middle Schools performing grade 2 or 2½ literature.
3. Grade III: Generally for large Junior High/Middle Schools, Junior High School select group, or small High School performing grade 3 or 3½ literature.
4. Grade IV: Generally for medium sized High Schools or large Junior High School select group performing grade 4 literature.
5. Grade V: Generally large High Schools or High School select group performing grade 5 literature.
6. Grade VI: Generally large High School select group performing grade 6 literature.

IV. ENTRY FEE

- A. All groups entering shall pay a registration fee of \$100 (one hundred dollars). Fees shall be reviewed annually.

V. FESTIVAL SITE

- A. The festival shall be operated in one (1) site.

VI. DEADLINE FOR ENTRIES

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

VII. SCHEDULING OF PERFORMANCE

- A. The order of performance will be determined by the Festival Chair and forwarded to participating groups within one (1) week of the Festival date. The Host 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 AM. 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

- A. All ensembles will perform three (3) compositions of the director's choice that display a variety of styles for the adjudicators. Literature recommendations are:
 - 1. Bands and Orchestras
 - a) A march or concert march.
 - b) A selection of festival literature in the grade level entered.
 - c) Any significant work of the director's choice.
 - 2. Choirs
 - a) A chorale.
 - b) A selection of festival literature in the grade level entered.
 - c) Any significant work of the director's choice.

IX. REPERTOIRE LISTS

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

X. SIGHT-READING

- A. 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% (twenty percent) of the Festival Score.

XI. TIME LIMITS

- A. Ensemble will be allowed total stage time as follows:
 - 1. Setup - 5 minutes
 - 2. Performance - 20 minutes
 - 3. Sight-reading - 10 minutes
 - 4. Clinic - 10 minutes
- B. 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

- A. 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 (1-2-3-4-etc.). The number of adjudicators will be included with the schedule.
PLEASE OBSERVE COPYRIGHT LAWS.

XIII. SIZE OF GROUPS

- A. Minimum limit of sixteen (16) students.
- B. No maximum limit.

XIV. EQUIPMENT

- A. The Host will provide choral risers, two (2) tuned pianos, music stands, three (3) 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 photography to be taken while music is in performance.
- B. Parents and friends are encouraged to attend and listen to the performance.
- C. The audience will not be allowed to enter or leave the performance room while music is in progress.
- D. The local Host in the building may provide meals and snacks at reasonable prices.
- E. An announcer, provided by the Host, will introduce groups to the audience.
- F. The 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.
- H. Unacceptable behavior or damage to property may result in ineligibility 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 Host 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

- A. Groups may enter in one of two categories:
 - 1. **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 1 to 10 scale in ten

(10) categories. Each adjudicator's scores will be totaled and averaged with the others. The performance score counts as 80% (eighty percent) of the total festival score. A division rating of 1 to 5 will be assigned as follows:

Average Score Division Rating:

I =85-100; II= 65-84; III= 45-64; IV= 25-44; V= 0-24

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.

- 2. 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. RATING AND NUMERICAL SCORES

- A. 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

- A. All ensembles will receive awards as follows:

1. 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. They 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 their instruments (clap, sing, tap, etc.); thirty (30) and ten (10) second warnings will be given.
- E. Choir: The director, students, and/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. Playthrough: Director may sing, call out letters, count or 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 to the assistants.

XXI. WARM-UP

- A. 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 (1) person to lock and unlock homerooms and maintain security of rooms and property.
- B. One (1) guide for each group to meet the bus, show to homerooms, show to warm-up, and performance area.

- C. Two (2) assistants for the performance judges to sharpen pencils, bring refreshments, distribute and collect scores and rating forms, etc.
- D. One (1) announcer/timekeeper for each group.
- E. One (1) doorkeeper for each performance area to prevent noise and persons from entering rooms while music is in performance.
- F. Two (2) clerks to compute and post ratings, fill out certificates, and return judge's copies and ratings form to ensemble directors.

POLICY #7: SOLO AND ENSEMBLE FESTIVAL

The MMEA shall sponsor a Solo and Ensemble Festival according to the rules and regulations as set forth in the By-laws of this Association.

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 instrument and ensemble configurations will be considered for acceptance by the Festival Chair.
- 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

- A. Registration forms for the Maine State Solo and Ensemble Festival will be available on the MMEA website. Registration must be filled out no later than the first week in March. Participation checks shall be hand delivered the day of the festival. Late registration will be accepted at the discretion of the Festival Chair.

III. CATEGORIES

- A. Performances will be adjudicated and rated sensitive to the graded level I-VI of the music only (see Section VIII below). Age or grade level of participating students will be irrelevant to the rating process.

IV. SOLO PARTICIPANTS

- A. Students will be expected to perform with piano accompaniment. Pending further review, alternate accompaniment systems may be allowed. Contact the Festival Chair 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 fifteen (15) minutes in which to perform their piece and for the Master Teacher to make comments.

V. ENSEMBLE PARTICIPANTS

- A. More than one (1) 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.

VI. MUSIC SELECTION

- A. 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](#) list of repertoire, the publisher of the piece or a resource such as the [J.W. 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 Festival Chair. The Chair will then determine the level of the piece, consulting with other members of the MMEA. Memorization will not be required.
- B. One to three (1-3) different compositions may be chosen for performance which will have a total performance time of three to seven (3-7) minutes in order 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.

VII. 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

A. The NAFME 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 to 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

- A. The fee for a solo performance shall be \$15 (fifteen dollars) and the fee for an ensemble performance shall be \$30 (thirty dollars). Fees are nonrefundable.

XI. ADMISSION

- A. 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

- A. 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. RECORDING OF EVENTS

- A. Under no circumstances are recordings allowed to be made of any event during a festival performance.

XIV. TAKING OF PICTURES

- A. No still or motion pictures shall be taken during an adjudication event.

XV. AUTHORITY

- A. 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 Chair's name) State Solo and Ensemble

Festival Chair, and with the approval of the Maine State Principals Association (SPA). The local host is (host's name) of (site name).”

XVI. PROFITS

- A. 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

- A. 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. FESTIVAL CHAIR

- A. The Festival Chair 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

- A. All participants in the MMEA 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

- A. 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 (fifty dollars) per soloist and/or ensemble.

XXI. MASTER TEACHERS

- A. Master Teachers are selected by the Festival Chair. 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 \$22 (twenty-two dollars) per hour of adjudication (\$75 minimum). A meal and mileage reimbursement shall be provided.

XXII. CERTIFICATES AND JUDGES RATING SHEETS

- A. Certificates and sheets shall be given to the teacher within two (2) hours of the audition or mailed to the teacher within one (1) week following the Festival (whichever is most convenient for the Festival Chair).

XXIII. SOLO & ENSEMBLE APPEALS PROCEDURE

[See By-law 18 - BOARD OF APPEALS](#)

POLICY #8: ENSEMBLE JAZZ FESTIVALS

The MMEA shall sponsor a Middle School Instrumental Jazz Festival, a High School Instrumental Jazz Festival, and a Vocal Jazz and Show Choir Festival according to the rules and regulations as set forth in the By-laws of this Association.

I. ENSEMBLE CLASSIFICATION, DIVISION CLASSIFICATION, AND ELIGIBILITY OF JAZZ ENSEMBLES

- A. An “Intent to Participate Form” will be created and sent out to the membership at large no later than September 15 of each school year. This form needs to be filled out by all directors who are interested in being involved in any State Jazz Festival no later than October 31st of each school year. This way the jazz committee can start to hire judges and help host schools plan festivals accordingly based on numbers.
- B. High School Jazz Band Classification: Grades 9 - 12 (nine to twelve).
 - a) Doubling of parts will be allowed.

- b) Pre-recorded music such as drum machines or sequencers are not allowed at either the District or State Festivals.
 - c) Performers are not permitted to perform in the audience and judges area. (The audience area is defined as the seating area or “house” of the performance space). Violation of this rule will result in disqualification.
- C. Middle School Jazz Band Classification: Grades 4 - 8 (four to eight).
- d) Doubling of parts will be allowed.
 - e) Pre-recorded music such as drum machines or sequencers are not allowed at either the District or State Festivals.
 - f) School enrollment numbers are based on grades 6 - 8 (six to eight) for all schools participating in ensemble.
 - g) Performers are not permitted to perform in the audience and judges area. (The audience area is defined as the seating area or “house” of the performance space). Violation of this rule will result in disqualification.
- B. High School Jazz Combo Classification: Grades 9 - 12 (nine to twelve).
- 1. Combo size is at the discretion of the director.
 - 2. Performers are not permitted to perform in the audience and judges area. (The audience area is defined as the seating area or “house” of the performance space). Violation of this rule will result in disqualification.
- C. High School Jazz Choir Classification: Grades 9 - 12 (nine to twelve).
- 1. Horns may be used.
 - 2. Middle school students, high school students, and/or adults may play in the rhythm section.
 - 3. There shall be a maximum of twenty-four (24) vocalists.
 - 4. Performers are not permitted to perform in the audience and judges area. (The audience area is defined as the seating area or “house” of the performance space). Violation of this rule will result in disqualification.
- D. Middle School Jazz Choir Classification: Grades 4 - 8 (four to eight)
- 1. Horns may be used.
 - 2. Middle school students, high school students and/or adults may play in the rhythm section.
 - 3. There shall be a maximum of twenty-four (24) vocalists.
 - 4. Performers are not permitted to perform in the audience and judges area. (The audience area is defined as the seating area or “house” of the performance space). Violation of this rule will result in disqualification.
 - a) Please Note - Until we have at least 5 Middle Jazz Choir Ensembles, it is not required that the ensemble participates in the

appropriate District Jazz Festival. However, MMEA strongly encourages these ensembles to participate in the District Festival to gain valuable adjudication, performance, and educational value.

- E. High School Show Choir Classification: Grades 9 - 12 (nine to twelve).
 - 1. Choreography must be used.
 - 2. Horns may be used.
 - 3. Middle school students, high school students, and/or adults may play in the rhythm section.
 - 4. Accompaniment tapes are optional.
 - 5. There shall be no maximum number of vocalists.
 - 6. Performers are not permitted to perform in the audience and judges area. (The audience area is defined as the seating area or “house” of the performance space). Violation of this rule will result in disqualification.
- F. Middle School Show Choir Classification: Grades 4 - 8 (four to eight)
 - 1. Choreography must be used.
 - 2. Horns may be used.
 - 3. Middle school students, high school students and/or adults may play in the rhythm section.
 - 4. Accompaniment tapes are optional as well as adults playing in the rhythm section. Students in grades 4 - 12 (four to twelve) may also play in the rhythm section.
 - 5. There shall be a no maximum number of vocalists.
 - 6. School enrollment numbers are based on grades 6 - 8 (six to eight) for all participating schools.
 - 7. Middle school students may participate in the high school ensembles for their district if the total enrollment of the high school grades 9 - 12 (nine through twelve) is less than three hundred (300) students. Students that choose to participate in their high school ensemble may not perform in a middle school show choir.
 - 8. Performers are not permitted to perform in the audience and judges area. (The audience area is defined as the seating area or “house” of the performance space). Violation of this rule will result in disqualification.
- G. Eligibility to Perform at State Jazz Festival: 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.

II. ELIGIBILITY

- A. Districts that have purchased an annual Institutional Membership for the current year OR have paid a \$100 (one hundred dollar) non-member 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/Multiple Combos and Jazz Choirs/Multiple Jazz Choirs, and Show Choirs/Multiple Show Choirs.
- C. “All Star” groups (vocal and instrumental) made up of students from different schools shall NOT be allowed.
 1. Please Note - An “All Star” group is defined as follows: Any student enrolled in a school having a participating jazz ensemble can not be a member of another schools’ participating jazz ensemble. If a student is enrolled in a school that does not have a particular jazz ensemble or their schools’ jazz ensemble is not a participating ensemble, that student is eligible to be a member of a participating jazz ensemble. This includes the rhythm section of any ensemble, vocal and instrumental. The student also needs to fall in the proper classification guidelines for each ensemble and enrollment size. Please note: This does not apply to adults.

III. PERFORMANCE REQUIREMENTS

- A. Time Limits:
 1. All groups, vocal and instrumental, will be allowed a twenty-five (25) minute performance time to include setup and teardown 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. 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 take place in a separate room than the performance of the prepared music. One adjudicator will hear all sight reading. Sight reading will be worth a total of five (5) points.
- B. Ensemble Setup and Seating

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

IV. MUSIC GUIDELINES

- A. High School Jazz Bands, Multiple Jazz Bands, Jazz Combos, Multiple Jazz Combos, Jazz Choirs, Multiple Jazz Choirs, Middle School Jazz Bands, Middle School Jazz Choirs are recommended to perform music that is considered part of the jazz genre or jazz idiom.
- B. A ballad is recommended for High School Jazz Bands, Multiple Bands, Jazz Combos, Multiple Combos, Middle School Jazz Bands, High School Jazz Choirs, and Middle School Jazz Choirs.
- C. The MMEA is not responsible or liable for any music that is performed which violates any copyright or performance rights under federal law.

V. SCORING RUBRIC

- A. The decisions of the adjudicators shall be final.
- B. Adjudication scores
 1. District Level
 - a) In order to participate in the MMEA State Jazz Festival, the ensemble must participate in a District Festival, receive an average district score of 75, and must have filled out the intent to participate form by October 31st of that school year.
 - b) No group shall be allowed to participate in more than one (1) District Jazz Festival.
 - c) Only the Festival Director, Tabulator, and Ensemble Director shall know the final numerical score.
 - d) If a District Festival is canceled due to inclement weather, then the following procedure needs to be applied:
 - (1) 1. The ensemble must attend the makeup date for the district festival if one has been scheduled.
 - (2) 2. If a snow date is not available for the district then the ensemble must make a legitimate attempt to contact another district to see if they can attend their district jazz festival.
 - (3) If both of these options are exhausted and the ensemble is not able to attend then the ensemble affected will be eligible to attend the state festival
 - e) In order for the Jazz VP and Jazz Committee to have ample time to facilitate the State Jazz Events, all District High School Instrumental Jazz Festivals must be concluded by the first Saturday

of February break. All District Vocal and Middle School Instrumental Jazz Festivals need to be concluded by the Saturday after February Break. This includes make-up snow dates.

C. Director's Adjudication

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

VI. AWARDS

A. District Level

1. Individual talent citations for outstanding musicianship (must receive a one 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 Gold.

B. State Level

1. Individual talent citations for outstanding musicianship (must receive a one on their solo score).
2. Ensemble certificates will be awarded with the rating.
3. Scholarships, if available, can be awarded at all State Festivals during the afternoon/evening awards ceremonies.
4. Gold Medals, Silver Medals, Bronze Medals and Honorable Mention Awards (provided by MMEA) will be awarded in all categories (ensembles, instrumentals, and vocal).

a) Ensemble Awards:

Gold Medals: 95-100

Silver Medals: 90-94.99

Bronze: 85-89.99

Honorable Mention Awards: 80-84.99

5. Awards (provided by the MMEA) will be given for each session, and in the following parameters:
 - a) If a session has 8 or less ensembles then 5 Outstanding Musicianship awards will be given within the criteria listed below. If a session has 9 or more ensembles, 10 Outstanding Musicianship Awards will be given within the criteria below.

- b) No session will be more than 15 ensembles
 - c) A session is defined by the following criteria:
 - (1) Ensembles of the same classification
 - (2) Ensembles adjudicated by the same set of adjudicators and in the same performance venue
 - (3) The length of the session is between the first ensemble performing in that classification and the awards ceremony of that session.
 - d) Jazz Band/Jazz Ensemble: Musicianship awards will be given based on the number of groups in the session (as described above) with one exception: One “Dale F Huff Outstanding Musicianship Award” will be given regardless of size of session.
 - e) Jazz Combo: Musicianship awards will be given based on the number of groups in the session (as described above) with one exception: One “Dale F Huff Outstanding Musicianship Award” will be given regardless of size of session.
 - f) Jazz Choir: Musicianship awards will be given based on the following:
 - (1) A session that is 8 or smaller:
 - (a) 4 Outstanding Musicianship awards
 - (b) 1 Outstanding Student Rhythm Section Award
 - (2) A session with 9 to 15
 - (a) 8 Outstanding Musicianship awards
 - (b) 2 Outstanding Student Rhythm Section Awards
 - g) Show Choir: Musicianship awards will be given based on the following:
 - (1) A session that is 8 or smaller:
 - (a) 4 Outstanding Musicianship awards
 - (b) 1 Outstanding Choreography Award
 - (2) A session with 9 to 15
 - (a) 8 Outstanding Musicianship awards
 - (b) 2 Outstanding Choreography Awards
6. All awards will be given at the awards ceremony at the conclusion-of the session.
7. Three (3) adjudicators will be used in all sessions who will each give numerical scores and written, as well as recorded, comments.
8. The host and the Jazz VP will provide thumb drives and/or facilitate digital access for ensembles to receive their feedback.

VII. ADJUDICATION SELECTION AND PAYMENT PROCESS

A. District Level

1. The Jazz VP along with the jazz committee (Jazz VP, Instrumental Chair, Vocal Chair, and President Elect), 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. District Festivals must have at least 2 adjudicators to qualify for MMEA States.
4. The rate of pay is suggested at least \$20 (twenty dollars) 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) \$22.00/hr. plus negotiated mileage, food, and housing.

C. Contracts, Travel, and Reimbursement Procedure

1. Once adjudicators have been contacted and confirmed by the Instrumental and Vocal Jazz Chairs, the contract of pay will be issued and processed only by the Executive Director.
2. All air travel arrangements and lodging arrangements for adjudicators will be completed by the Executive Director.
3. Mileage and other expenses reimbursement must have itemized receipts and the correct reimbursement form must be filled out within two weeks after the event. Any reimbursement requests that are requested after the two (2) week period will not be processed.

VIII. APPLICATION FEES

A. District Level - All fees suggested at \$75 (seventy-five dollars).

B. State Level - \$135.00

C. State Ensemble Festival applications are sent directly to the host. All registration fees are hand carried to the appropriate State Ensemble Festivals. No pay, no play.

IX. ADMISSION FEES (State Ensemble Festivals)

A. Admission fees:

1. \$10.00 for Adults
2. \$5.00 (five dollars) for Students, and Senior Citizens
3. \$30.00 family cap of 4 or more (family consists of parents and children)

X. REQUESTS TO HOST FESTIVAL

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

B. State Level

1. Requests to host the State Jazz Festival must be submitted in writing to the MMEA Jazz VP prior to the May MMEA Conference.
2. State Jazz Festivals will be held at the same site for two (2) consecutive years.
3. Site Rotation will try to follow a North, South, and Central Pattern. This is all in the willingness of hosts for our festivals. Below is the suggested pattern.
 - a) High School Instrumental Two-Year Rotation:
 - (1) 2023-24/2024-2025: Central
 - (2) 2025-2026/2026-2027: North
 - (3) 2027-28/2028-2029: South
 - b) Middle School Instrumental Rotation:
 - (1) 2023-24/2024-2025: North
 - (2) 2025-26/2026-2027: South
 - (3) 2027-28/2028-2029: Central
 - c) Vocal Jazz Festival Rotation:
 - (1) 2023-24/2024-2025: South
 - (2) 2025-26/2026-27: Central
 - (3) 2027-28/2028-2029: North

XI. JAZZ ADMINISTRATION

- A. The Jazz Committee will be made up of the Jazz VP, the Vocal Jazz Chair, the Instrumental Jazz Chair, and the President Elect.
- B. The Jazz VP is elected by the full MMEA membership, serves a two (2) year term and is a member of the MMEA Board.
- C. The Vocal Jazz Chair and Instrumental Jazz Chair will be appointed in a staggered manner so that one (1) position will be named each year.

- D. The Jazz VP, the Vocal Jazz Chair and the Instrumental Jazz Chair shall be present at all State Jazz Festivals.
- E. There shall be a MANDATORY meeting of all District and State Jazz Festival Hosts, the Jazz VP, the Vocal Jazz Chair, and the Instrumental Jazz Chair held on the Saturday of Jazz All-State weekend.

XII. JAZZ FESTIVAL APPEALS PROCEDURE

See [By-law 18 - BOARD OF APPEALS](#)

POLICY #9: JAZZ FESTIVAL HOST REQUIREMENTS

The host of the MMEA Jazz Festivals shall abide by the rules and regulations set forth in the By-laws of this Association. Please refer to the "[Jazz Festival Host Guideline](#)" document for more specific information regarding hosting.

I. NEEDS

- A. Warm up room (One for each performance room)
- B. Adjudicating Areas
- C. Adults in charge
- D. Music stands (for all areas)
- E. Public Address System (See Article IV below)
- F. Acoustic pianos in adjudication areas
- G. Choral Risers (if needed).

II. PROCEDURES

A. DISTRICT RESPONSIBILITY

- 1. Issue correct MMEA jazz forms and information to District Host which can be found directly on the state MMEA website.

B. DISTRICT HOST RESPONSIBILITY

- 1. Issue the MMEA jazz application and operate their festival.
- 2. Provide those ensembles who have qualified for the State Festival with the appropriate information regarding that festival.
- 3. The District Host needs to keep a District Tally Sheet that identifies the ensembles that have qualified for the state festival, and this District Tally

sheet must be sent to the Jazz VP within 24 hours of the conclusion of 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.

III. SCHEDULING

A. *District:*

1. 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.
2. Send schedules as soon as possible.

B. *State:*

1. District Jazz Festival Hosts, must share a district Tally Sheet to the Jazz VP within 24 hours of completing your festival. This tally sheet will provide the information needed for the Jazz VP to create and Verify Division Breakouts, and start to do scheduling.
2. The Jazz VP and the Jazz Committee will create the schedule based on the start and end times provided by the host, and based on the needs of the schools with attention to distance of travel as well as any considerations of the participating ensemble (For example: An accompanist for multiple groups, director of multiple groups, etc...)
 - a) *Please Note - It is recommended that thirty (30) minutes is allowed for each group of a performance time. This will allow a little room for technical issues of each performance space. It is also recommended that each performance room be staggered by fifteen (15) minutes, when possible, to allow audience members to see multiple groups in different performing areas.*
3. Ensembles will be scheduled on a Division and District rotation.
 - a) The District Rotation procedure will be as follows (this will take into account travel time and distance as much as possible):
 - (1) If a Southern Site:
 - (a) Year One: 1, 2, 3, 4, 5, 6, 7
 - (b) Year Two: 2, 3, 1, 4, 5, 6, 7
 - (2) If a Central Site:
 - (a) Year One: 4, 5, 6, 7, 3, 2, 1
 - (b) Year Two: 5, 6, 4, 7, 3, 2, 1
 - (3) If a Northern Site:

- (a) Year One: 7, 5, 6, 4, 3, 2, 1
- (b) Year Two: 5, 6, 7, 4, 3, 2, 1
- b) Check scheduling for conflicts with directors, school, and equipment.
- c) Schools within each district will be scheduled by alphabetical order by school name. No school will be the first school scheduled within a particular division two years in a row.
- d) if a particular session is made up of the majority of one or two districts, specific attention will be paid to rotation of ensembles to make it as fair as possible
- 4. The Festival Host and Jazz VP will keep copies of Festival Schedules to ensure that these guidelines are met.
- 5. Scheduling of State Jazz Festival
 - a) Scheduling for State Jazz Festivals is the responsibility of the Jazz VP with input from the host school and the jazz committee.
 - b) Number of days for each festival will be based on the needs of each festival, as well as the financial viability of the festival based on ensemble numbers.
 - c) Ensembles will be scheduled based on District rotation and distance from the festival site.
 - d) Scheduling conflicts will be considered with enough notice, but it is the responsibility of the individual ensemble directors to communicate with their ensembles and schools about when the dates are, and that the times of their warm-ups and performances are outside of their control.

IV. THE PUBLIC ADDRESS SYSTEM

- A. Two (2) monitor speakers, shall be provided by the Host.
- B. Jazz Festival Hosts shall provide:
 - 1. Show Choirs
 - a) Six (6) vocal microphones with stands, one of which is a wireless handheld.
 - b) Two (2) additional mics for stereo miking the piano
 - c) Two (2) additional condenser microphones for general choral group sound reinforcement.
 - 2. Jazz choirs
 - a) Thirteen (13) vocal microphones with stands, one of which is a wireless handheld.
 - 3. Jazz Bands and Combos

- a) Six (6) instrumental mics with stands, one of which is a wireless handheld.
- b) Two (2) additional mics for stereo miking the piano
- C. The director of each ensemble is responsible for any additional sound reinforcement.
- D. 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.

V. ADJUDICATION

- A. Adjudication forms
 - 1. One form for each adjudicator
 - 2. Each adjudicator must sign his or her form
- B. Application forms
 - 1. Only one (1) copy (write soloist's names on adjudication sheets ahead of time to save adjudicator's time).
 - 2. This is the total sheet (keep all adjudicator's forms and application forms together to give to the director).
- C. Please refer to the "Adjudicator Handbook" for specific guidelines and details about adjudication.

VI. PROCESSING OF SCORES

- A. Adult in charge should average total prepared selections.
- B. **DO NOT ADD SOLOISTS SCORE TO THE ENSEMBLE SCORE!**
- C. Be sure to give soloist(s) a certificate if any adjudicator gives them a score of One (1).
- D. The same Three (3) adjudicators will be used in all sessions within one performance space. All will give numerical scores and written as well as recorded comments.

VII. REIMBURSEMENT PROCEDURE FOR STATE JAZZ FESTIVAL HOST

- A. All host expenditures that are able to be reimbursed must be submitted within two (2) weeks after the event. Any expenditure that is submitted after this two (2) week period will not be reimbursed.
- B. The proper reimbursement form is found on the [MMEA website](#). Only reimbursements that are submitted with this form will be processed.

VIII. MMEA FINANCIAL INVOLVEMENT COMMITTEE

- A. Hosts of the following festivals: State HS Instrumental Jazz Festival, State MS Instrumental Jazz Festival, State Vocal Jazz and Show Choir Festival will send 100% of the Gate to the MMEA, via the Executive Director. The host of the same festival will then receive reimbursement of the gate, once all expenses have been met, by the following criteria:
1. If the members of the MMEA board are at the festival only in an advisory capacity, then the split will be 80% for the host and 20 % to the MMEA
 2. If the members of the MMEA board at large are directly involved in working the festival, in various capacities, then the split will be 70% to the host and 30% to the MMEA after all expenses have been paid.

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

- A. 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.
- B. This meeting is scheduled by the Jazz VP who will notify the two (2) Assistant Chairs and all District and State Jazz Festival Hosts when and where the meeting will take place.

POLICY #10: JAZZ ALL-STATE AUDITION RULES

I. AUDITION ELIGIBILITY

- A. Any student enrolled in grades 9-12 (nine through twelve), private or parochial school for the full school year may apply through their school music instructor to participate in the corresponding Jazz All-State group. All students desiring to audition and participate in Jazz All-State must meet the following rules and regulations:
1. Only regularly enrolled members of an organized school group may audition for and participate in an Jazz All-State 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 All-State Auditions Chair upon being informed of the reason for the lateness. The fee should be paid in one check made payable to “MMEA”
 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 Jazz All-State 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 (1) instrument or voice part. If qualified in more than one (1) 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.)
 - (1) Included for combo inclusion ONLY.
 - (2) Non-traditional instruments are accepted if their overall score and improv score are above the cut off of their respective rooms and receive recommendation from the adjudicator.
- B. Students who have not upheld the rules and regulations from the previous year will be disqualified from auditioning. The All-State Chair will notify the Executive Director of students who are disqualified from auditioning.

II. ACCEPTANCE INTO A JAZZ ALL-STATE GROUP

- A. Immediately after the last audition is successfully adjudicated, the All-State Auditions Chair will provide the Jazz Committee with the list of audition results. The Jazz Committee will then meet with the Adjudicators to go over the room results and any presented recommendations from the adjudicators.
- B. Students will be assigned to ensembles according to the following guidelines:
 1. SELECTION INTO ANY ENSEMBLE WILL BE DETERMINED IN A HIERARCHY OF SCORES ABOVE THE CUTOFF SCORE. (TIES MUST BE INCLUDED IN THE ENSEMBLE)

a) SELECTION FOR INSTRUMENTAL ENSEMBLES

(1) Selection into the Combo:

(a) FOR JAZZ ENSEMBLE INSTRUMENTS (See list below): Student score must be within the top 2 scores of the instrument within the room, AND, must be at least tied as the top score in the category of Improvisation and 80% or better in the category of Improvisation. (Example: An audition room with highest improv score was a 6 out of 10, that would indicate that the instrument from that room should not be placed in the combo).

(b) List of Instruments: Alto Sax, Tenor Sax, Bari Sax, Trumpet, Trombone/Euphonium, Bass Guitar, Guitar, Piano, Drum Set

(c) FOR NON TRADITIONAL JAZZ INSTRUMENTS (See list below): Students scores must be at least tied or above the top 3 scores in the adjudication room, AND IMPROVISATION SCORE must be at least tied with the top 2 scores in the category of Improvisation..

(d) List of Instruments: Violin, Viola, Cello, Clarinet, Flute, Bassoon, Bass Clarinet, Oboe.

b) Selection of a Lead Chair in the Jazz Bands:

(1) Students must score above the cutoff score

(2) It is the mission of the MMEA to have two balanced sections between both the Honors Jazz Band and the Jazz Band

(3) Lead Chairs will be determined by stylistic and technical Proficiency as demonstrated on the performance of the Etude as well as the Scales presented.

(4) Throughout the audition process students demonstrate a sustained and consistent proficiency of tone and intonation in the upper range of their instrument

(5) The adjudicator will indicate a lead player by adding 5 points as a bonus.

c) Selection of Drums, Bass Guitar, Jazz Guitar to Vocal Ensemble Rhythm Sections:

(1) Once the Jazz Combo, Honors Jazz Band, and Jazz Band has been completed the 2 Highest Remaining Scores in the

rooms of the Bass Guitar, Jazz Guitar, and Drums will be placed in the Rhythm Section of the Vocal Ensembles.

- (2) Highest Remaining Score in each room will be rotated between the two ensembles based on the following criteria:
 - (a) Odd Years - SSAA Jazz Chorus
 - (b) Even Years - SATB Jazz Chorus

2. DISTRIBUTION OF SOPRANO VOICE AND ALTO VOICE BETWEEN SSAA JAZZ CHORUS AND SATB JAZZ CHORUS:

- a) Once Scores have been validated, put in order from highest to lowest, and verified by the Jazz Committee and by the Adjudicators; Soprano Voice and Alto Voice will be placed into each ensemble by the following criteria and in this hierarchy of order
 - (1) Student Preference as much as possible
 - (2) 3 Top Scoring remaining students in each room will be placed in the SSAA Jazz Chorus.
 - (3) 3 Top Scoring remaining students in each room will be placed in the SATB Jazz Chorus.
 - (4) Remaining Top Scoring Students will alternate between each ensemble until size requirement is met.
 - (5) Ties will be accepted.
- C. Once this selection process meeting has been completed, the raw scores and the other data will be shared with the Managers of the Ensemble, the Jazz All State Festival Manager, the Executive Director, and the Executive committee for a final review of the process.
- D. Once the selection process has been reviewed, the Jazz All State Festival Manager will share the results publicly and oversee registration and paperwork of the selected students, with oversight from the Jazz Committee and the Executive Committee. This process should be concluded within 10 business days (14 calendar days) of the successful conclusion of the adjudication process.
- E. 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.
- F. Any student who is unable to attend Jazz All-State after acceptance must inform the Jazz All State Festival Manager, and then must be excused from the festival by the Jazz VP in writing on or before the notification deadline. Failure to do so may result in the student being disqualified from future Jazz All-State Festivals. OR BOC All State Festivals.
- G. Alternates will be chosen from the official ordered list of audition results unless the students are considered unqualified.

- H. Sending Schools Music Director/Teacher may not choose an alternate for a student who cannot participate in the festival.
- I. The Sending School's Music Director/Teacher 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 in by November 1st.

II. APPLICATION PROCEDURES

- A. School Music Teachers (SMT) must return all applications on or before the published registration deadline.
- B. Applications must be accompanied by the audition fee. All necessary signatures must be on the applications. Applications without proper signatures will be returned to the music supervisor.
- C. Late Fee - \$20 per student.
- D. Students will not be scheduled until the audition fee and complete application are received by the All-State Auditions Chair.

III. AUDITION DATE AND SITE

- A. Auditions will be held at one site solicited and approved by the MMEA Board at the May Meeting.
- B. Auditions will be held on the first Friday after Indigenous Peoples' Day.

IV. SCHEDULING

- A. Upon receipt of the applications and audition fee, the All-State Auditions Chair 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 All-State Auditions Chair will be scheduled as soon 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.

V. JAZZ ALL-STATE AUDITION APPEALS PROCEDURE

See [By-law 18 - BOARD OF APPEALS](#)

VI. AUDITION MUSIC LIST

A. All audition materials are provided and available on the MMEA website.

VII. JAZZ AUDITION COMMITTEE

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

B. The Jazz Auditions Committee will consist of the Jazz VP, the Instrumental Jazz Chair, the Vocal Jazz Chair, the Managers of the Jazz All-State Ensembles, the President Elect, and the All State Auditions Chair.

VIII. AUDITION PROCEDURES FOR JAZZ ALL-STATE

A. All auditions will be conducted by an adjudicator which is hired by the Instrumental and Vocal Jazz Chairs with oversight by the Jazz VP.

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.
 - a) Included for combo inclusion ONLY.
 - b) Non-traditional instruments are accepted if their overall score and improv score are above the cut off of their respective rooms and receive recommendation from the adjudicator.

3. There shall be two (2) adjudicators in each room.

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

5. All audition material and recordings are available and posted on the MMEA website.

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 website 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 [MMEA website](#) 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. Sight reading/singing will be suspended for the 2022-2023 school year.
 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 [MMEA website](#).
 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 [MMEA website](#) and/or in the handbook.
 3. Improvisation will be attempted.
- D. Rhythm Section
1. Piano/Vibes
 - a) Required tune–melody
 - b) C instrument etude
 - c) Piano etude (written comping to the etude’s chord changes)
 - d) Improvisation
 - e) Comping in appropriate styles
 - f) Sight Reading: Sight reading/singing will be suspended for the 2022-2023 school year.
 2. Guitar
 - a) Required tune–melody
 - b) C instrument/vocal etude
 - c) Comping on required tune
 - d) Improvisation
 - e) Comping in appropriate styles
 - f) Sight Reading: Sight reading/singing will be suspended for the 2022-2023 school year.
 3. Bass
 - a) Required tune–melody
 - b) Bass Clef etude
 - c) Written bass line etude

- d) Improvisation
 - e) Comping in appropriate styles
 - f) Sight Reading: Sight reading/singing will be suspended for the 2022-2023 school year.
4. Drums
- a) Accompany the required tune
 - b) Written drum etude
 - c) Improvisation (“trading” as in CD example)
 - d) Comping in appropriate styles
 - e) Sight Reading: Sight reading/singing will be suspended for the 2022-2023 school year.

IX. MANAGEMENT

- A. The Jazz VP shall oversee the Jazz All State Festival with help from the Jazz Committee and the Jazz All State Festival Manager.
- B. The Host's responsibilities:
 - 1. Arrange rehearsal space, music stands, risers, and adequate and appropriate Public Address systems for four (4) performing groups.
 - 2. Arrange meals and housing at hotels or dormitories for the participating Conductors, Managers and Jazz VP (paid by the Jazz All-State 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 a packet of information to the participating directors which will include the following: a schedule, a map, motels, and restaurants (for parents), and ticket information.
 - 7. All expenditure reimbursements must be submitted via the correct form on the [MMEA website](#). These reimbursement requests must be submitted within two (2) weeks after the event. Any reimbursement requests beyond this two (2) week period will not be processed.
- C. The Manager’s responsibilities: (Managers will be nominated at the January Jazz Meeting then approved by the MMEA board at the January Board Meeting)
 - 1. Hire a competent conductor with an honorarium of \$1,000 (one thousand dollars) each by the Spring Jazz meeting in May.
 - a) *Please Note - All contracts, travel arrangements, and lodging for conductors will be made by the Executive Director, no exceptions.*

2. Each year, one (1) ensemble will be allowed \$1,300 (one thousand three hundred dollars) for a specialized conductor/director.
3. Specialized Conductor Rotation:
 - a) 2025: All State Jazz Ensemble
 - b) 2026: All State SSAA Jazz Choir
 - c) 2027: All State SATB Jazz Choir
 - d) 2028: All State Jazz Band
 - e) 2029: All State Jazz Combo
4. Obtain a requested or suggested instrumentation and program prior to auditions.
5. Attend selection meeting immediately following auditions.
6. Send music to chosen personnel immediately after auditions.
7. Equipment needs.
8. Manager terms will be two (2) years in length.

POLICY #11: JAZZ ALL-STATE FESTIVAL

I. DESCRIPTION

- A. PURPOSE - The MMEA 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 will take place in January. Schedule will avoid JEN Conference (Jazz Educator Network) and any other MMEA event to the best of our ability, but we can't guarantee that there will not be a conflict.
- C. SITE - The site of the Festival is determined at the MMEA Spring Jazz Meeting (in May at the MMEA Conference) by invitation to bid. Direct bids to the Jazz VP in writing by May 1. The decision will be governed by 1) the number of bids received, 2) the facilities offered, and 3) possible geographical rotation. Results of an informal poll of the meeting attendees regarding the festival location is brought to the MMEA Board to also inform the Board's finalized decision at the June Meeting.
- D. SIZE - There will be five (5) performing groups:
 1. All State Jazz Combo, rhythm section and various horns
 2. All State SATB Jazz Choir, 32 voices (8 per part), SATB; student guitarist, student bassist and student percussionist

3. All State Jazz Band, rhythm section, at least five (5) saxes, four (4) trombones, and four (4) trumpets
 4. All State Jazz Ensemble, rhythm section, at least five (5) saxes, four (4) trombones, and four (4) trumpets. Added instruments will be worked out between the Managers, the Conductors, and the Vocal or Instrumental Jazz Chair.
 5. All State Jazz SSAA Jazz Choir, The size of the SSAA Jazz Chorus shall be 16 Voices (4 for each divisi), Student Guitar, Student Jazz Bass, and Student Percussion
- E. MANAGEMENT - The Jazz All State Festival Committee will be in charge of the festival with assistance from the Jazz All State Festival Manager.
- F. FEES
1. The audition application fee for each student shall be \$25 (twenty-five dollars). 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 \$255 (two hundred fifty-five dollars), which does not include housing.
 3. A late fee of \$150 dollars per school will be assessed if acceptance forms and fees are received after the due date.
- G. STUDENT RULES
1. Each student is responsible for their personal property at all times. All equipment, instruments, and personal property should be marked with identification.
 2. Students are expected to cooperate with the local committee and managers, and to conform to all regulations laid down by the Jazz All-State Festival Committee.
 3. Students will not be allowed to drive cars to, from, or during the festival.
 4. All students are expected to be in attendance at every rehearsal, concert and all other activities scheduled by the Jazz All-State Festival Committee.
 5. Students must be in designated areas as specified by ~~form~~ chaperones and festival staff at all times. No students are allowed to leave the hotel or festival grounds for any reason from the time of Jazz All-State Registration to the conclusion of the Jazz All-State Concert. Students are expected to be in their hotel rooms at the curfew times set by the Jazz All-State Festival Committee.
 6. Students are to eat all meals at the provided dining areas

7. 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).
8. Any student withdrawing from the Jazz All-State Festival may be ineligible to audition the following year.
9. 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.
10. All students shall be housed in the official festival hotel. Schools will pay to house their Jazz All-State students. Schools that choose the option to commute must use school administration-approved transportation.
Students are not allowed to drive themselves. No exceptions.
11. Additional hotel rules:
 - a) Students are financially responsible for any room damage or theft.
 - b) Students are to be in their assigned room only. Additional spaces will be designated where students can be social with people who are not their assigned roommate.
 - c) No practicing, radios, or other loud noises between 11 PM and 6 AM.
 - d) All curfews, as set by the Host, Managers, or Jazz VP, must be adhered to.
12. Students are required to have Jazz All-State identification tags with them at all times.

II. FESTIVAL ELIGIBILITY

- A. Students (see ELIGIBILITY in the Jazz Audition By-laws)
- 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 By-laws.
 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 VP for permission to transfer care of their 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 prepare the music to be performed, both for auditions and the Festival itself. The Jazz All-State Festival 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 Jazz All-State Festival rules on the part of a supervisor will result in the forfeiting of their membership in the MMEA for the remainder of the school year and disbarment from the Jazz All-State Festival the following year, on action of the MMEA Board. Notification of disbarment will be sent to said supervisor's superintendent and principal by the MMEA Board.

III. CHOOSING OF HOST(S)

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

IV. AUDIT

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