

# **Orchestra Division of the South Carolina Music Educators Association Handbook**

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## SOUTH CAROLINA ORCHESTRA DIVISION OFFICERS

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## ORCHESTRA DIVISION SCHEDULE OF ACTIVITIES– 2007-2008

|                     |   |
|---------------------|---|
| September 6         | 9:00 a.m. ASTA with NSOA Reading Session—Irmo High School<br>2:00 p.m. Orchestra Division Business Meeting—Irmo High School |
| <b>September 10</b> | <b>Deadline: Region Orchestra Application</b>   |
| September 12-13     | SC Cello Choir—Furman University  |
| October 11          | Region Orchestra Auditions (4 sites)  |
| <b>October 19</b>   | <b>Deadline: Region Orchestra Pre-registration</b>  |
| November 21, 22     | Region Orchestra Weekend (4 sites)  |
| <b>November 29</b>  | <b>Deadline: All-State Audition Application/Solo Application</b>  |
| January 10          | All-State Orchestra Auditions & All-State Solo Auditions—USC  |
| January 17          | Inclement Weather All-State Orchestra Auditions & All-State Solo Auditions  |
| January 16          | <b>Deadline: Concert Festival Registration (Drop box available at Auditions)</b>  |
| <b>January 30</b>   | <b>Deadline: All-State Orchestra Pre-registration</b>   |
| Feb. 27- March 1    | All-State Orchestra Weekend—Spartanburg   |
| <b>March 5</b>      | <b>Deadline: Solo &amp; Ensemble Registration</b>   |
| March 25-27         | Concert Festival—Regions 1 & 2  |
| April 24-25         | Solo Ensemble   |
| May 1-2             | Solo Ensemble   |
| June 1              | <b>Deadline: Conference Performing Group Application</b>  |

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### AUDITION MUSIC FOR JUNIOR AND SENIOR REGION ORCHESTRAS

Excerpts are located on our website: <http://www.scorchestra.net>

Junior Scales: 2 octaves

|         |   |
|---------|---|
| Violin: | C Major, F Major, E-flat Major, E Melodic Minor, D Melodic Minor      |
| Viola:  | F Major, B-flat Major, A Major, A Melodic Minor, G Melodic Minor      |
| Cello:  | B-flat Major, E-flat Major, A Major, A Melodic Minor, E Melodic Minor |
| Bass:   | F Major, A Major, A Melodic Minor, E Melodic Minor, G Melodic Minor   |

Senior Scales: C, F, Bb, G, D Major and a, d, g, e melodic minor. All instruments will perform two octaves. Violin, Viola, and Cello will perform the top two octaves of the three-octave scale.

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### AUDITION MUSIC FOR ALL-STATE ORCHESTRAS

Students who play in Region Orchestra are eligible to audition for All-State Orchestra. Audition materials are given to eligible students late in the fall semester, and auditions are held in January. Failure to participate in the Region event will result in the student being ineligible to audition for All-State.

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**BYLAWS OF THE ORCHESTRA DIVISION  
SOUTH CAROLINA MUSIC EDUCATORS  
REVISED FEBRUARY, 2004  
ARTICLE I-NAME**

The name of this organization shall be the Orchestra Division of the South Carolina Music Educators Association.

**ARTICLE II-PURPOSE**

The purpose of this organization shall be threefold.

Section 1. It shall be the purpose of this organization to promote and encourage the development of the orchestral programs in the state.

Section 2. It shall be the purpose of this organization to promote interest and activity in orchestral string instrument study and performance in the state.

Section 3. It shall be the purpose of this organization to establish and conduct activities that will serve to enhance, enrich and promote string programs in the South Carolina schools.

**ARTICLE III-MEMBERSHIP**

Any member, in good standing, of the South Carolina Music Educators Association meets the basic qualifications for the membership in the Orchestra Division of the South Carolina Music Educators Association. There shall be three types of memberships: active, associate and student.

Section 1. Any active member of the South Carolina Music Educators Association, who has designated "Orchestra Division" on his membership form, qualifies as an active member of the Orchestra Division.

Section 2. Any associate member of the South Carolina Music Educators Association, has designated "Orchestra Division" on his membership form, qualifies as an associate member of the Orchestra Division. Associate members may not vote or hold office in the division activities, but may sponsor the participation of others.

Section 3. Any student member of the South Carolina Music Educators Association, has designated "Orchestra Division" on his membership form, may be a member the Orchestra Division.

**ARTICLE IV-OFFICERS**

The officers of the Orchestra Division shall be president, president-elect, vice-president, secretary, treasurer and festival chairmen. The term of office shall be for two years. The executive committee shall consist of the above named officers together with two members appointed annually by the president. Officers shall be elected in the odd-numbered years during the Orchestra Division meeting to be held at the South Carolina Music Educators In-Service Conference.

Section 1. The president shall preside at all meetings of the division and of the Executive Committee; serve as a voting member of the Executive Board of the South Carolina Music Educators Association; be responsible for writing or appointing someone to write articles for the *South Carolina Musician*; appointing all special committees, historian and two Executive Committee members at large; serve as ex-officio member of all committees; and in general, with the assistance of the Executive Committee, formulate and coordinate the work of the division as a whole. The president shall become vice-president at the end of his/her term.

Section 2. The president-elect shall act as an aide to the president and shall perform the duties of that office in the event of the disability, absence or resignation of the president. The president-

elect shall succeed to the presidency at the conclusion of his term of office. The president-elect shall serve in coordinating activities and perform other duties as directed by the president.

- Section 3. The vice president shall serve as a voting member of the Executive Board of the South Carolina Music Educators Association and shall assume the duties of the president only if the president elect be also absent or disable. It shall also be the duty of the vice-president to serve as parliamentarian at each meeting.
- Section 4. The secretary shall keep the minutes of the meetings of the division and the Executive Committee, keep a record of attendance, and take care of correspondence for the division as directed by the president. He/She shall also serve as editor of newsletters or other publications of the division.
- Section 5. The treasurer shall receive and disburse all monies of the division according to the fiscal policies of the association and the divisions, make a financial statement at each meeting, and present a detailed financial report at the spring meeting. It shall also be the duty of the treasurer to take attendance and check membership at each meeting. The treasurer will be bonded.
- Section 6. The festival chairman shall coordinate the annual Concert Festival and appoint an assistant to coordinate the annual Solo and Festival. The festival chairperson shall maintain a scrapbook of festival results to include: music performed by each group at concert festival, local chairpersons, sites, and ratings for each year. This collection will be passed to future chairpersons.
- Section 7. The Executive Committee of the Orchestra Division shall exercise control over the general direction of the division. The Executive Committee shall consist of the officers of the division, and two members at large.
- Section 8. The president shall appoint the All-State and Region Chairpersons. Both chairpersons shall keep a record of all pertinent data and documents related to the All-State and Region activities. The Region chairperson shall co-ordinate all Region activities with the local chairpersons. The All-State chairperson shall serve as the librarian and coordinate All-State activities with local chairpersons.
- Section 9. The president shall appoint two Executive Committee Members-at-Large. The president and vice president shall be voting members of the Executive Board of the South Carolina Music Educators Association.

## **ARTICLE V – VACANIES IN OFFICE**

Vacancies in any office, except that of president, may be filled for the remaining of the term by appointment of the president with the approval of the Executive Committee.

- Section 1. In the event of the disability, absence, or resignation of the president, another officer shall perform his/her duties in the following sequence: president-elect, vice-president, secretary, treasurer, and festival chairman.

## **ARTICLE VI – MEETINGS**

There shall be a minimum of three meetings a year, which the president shall call with the approval of the Executive Committee. These meetings shall be held at the beginning of the school year, during the All-State weekend and during the SCMEA In-Service Conference.

- Section 1. All meetings shall be conducted by *Robert's Rules of Order, Revised*, except when they are in conflict with the South Carolina Music Educators Association Constitution and Bylaws, or the Bylaws of the Orchestra Division.
- Section 2. In the absence of any officer other than president, an acting officer shall be appointed by the president for that meeting. This acting officer shall fulfill the duties of the vacant office to the best of his/her ability for that specified meeting of the Orchestra division only.
- Section 3. A quorum shall consist of those present at a duly called meeting.
- Section 4. Executive Committee meetings shall be called at the option and discretion of the president.

## **ARTICLE VII – FISCAL POLICY**

All disbursements shall be made according to the fiscal procedures approved by the Executive Committee. The division shall assume no obligation without adequate money in the treasury for full payment.

- Section 1. The Executive Committee shall review division accounts prior to the business meeting at the South Carolina Music Educators Association In-service Conference.
- Section 2. Money shall be provided, if possible, to assist the president, or his alternate, in attending one national or regional meeting a year.
- Section 3. The Orchestra Division shall turn over to the South Carolina Music Educators Association whatever funds are required by the South Carolina Music Educators Association Constitution and Board Policy.
- Section 4. All fees and forms must be paid by deadlines placed on forms for all Orchestra Division events and mailed to the person designated on the form. All monies should be paid by check to SCMEA Orchestra Division. Deadlines will be extended only in the event of inclement weather requiring out-of-school time. The day(s) extension will be equal to the number of out-of-school day(s) the school system experiences.

## **ARTICLE VIII-AMEMDMENTS**

These bylaws may be amended by a two-thirds majority of the members present, provided that notice of such intended amendment is sent to each member at least two weeks beforehand.

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## STANDING RULES AND PROCEDURES FOR SPONSORSHIP and PARTICIPATION WITH ORCHESTRA DIVISION EVENTS

The membership is expected to follow all rules and procedures as outlined by rules and procedures for sponsorship and participation for any SCMEA Orchestra Division activity. Failure to comply will result in penalization by the Orchestra Division Executive Board by means of the following: a letter of warning, a letter to their superintendent, or an order precluding participation by the teacher in the Orchestra division activities for one year.

### RULES GOVERNING ALL-STATE AND REGION ORCHESTRAS

1. All students must be enrolled for 1 unit of credit in their school string orchestra class if the same is offered at the school they attend.
2. Sponsorship for Orchestra Division activities, including Solo and Ensemble and Concert festivals, is the responsibility of the school string orchestra class teacher. In schools where there is no such class offered, sponsorship may be assumed by the private teacher providing this teacher is a member, in good standing, of the SCMEA Orchestra Division. An orchestra conductor who conducts an orchestra outside of a school situation may assume responsibility for sponsoring if there is no string or orchestra class offered in that student's school, and if that student does not study privately with an SCMEA Orchestra Division member. The sponsoring teacher in all cases must be a member of the SCMEA Orchestra Division by the date the application is submitted and participate at the All-State and/or Region Event where the student is performing.
3. **All sponsoring string teachers will serve as chaperones for their students at all activities: NO Exceptions. String teachers from the same district may serve as chaperones for students within their district with School and Orchestra Division Executive Board approval provided no person chaperones more than ten students.**
4. Students must be eligible to attend school in the state of South Carolina.
5. Students must be in the 9-12 grades (age14+) for Senior All-State and/or Region Orchestra. Junior Region Orchestras will be open to students in grades 6-9 (age11+). The All-State Orchestras will be organized as:
  - Junior All-State- grades 6-8
  - Senior All-State- grades 9-10
  - Senior Honors All-State- grades 11-12
6. The orchestras will be limited to 18 first violins, 18 second violins, 14 violas, 12 cellos, 10 basses, plus the necessary wind and percussion players.
7. All participants including wind and percussion players must be chaperoned. (The string teacher at the wind student's school may be permitted to serve as chaperone in lieu of the band director.)
8. The directors will house their students in accommodations of their choosing. The local chairperson will provide a list of local accommodations. Directors must inform the local chairperson of their students' housing plans at registration.
9. **Any student who has been accepted into the orchestra must attend and participate in the concert and all rehearsals. Failure to participate in the event's entirety will mean ejection from the orchestra event and forfeiture of that student's rights to participate in subsequent Orchestra Division activities for one full year. Illness and family emergency are exceptions.**

10. NO smoking, alcoholic beverages, or drugs will be tolerated.
11. Students may participate in Senior All-State and/or Region or Junior All-State and/or Region Orchestras, but not in both, on a stringed instrument. The All-State or Region Chairman will decide exceptions in reference to instrumentation.
12. The audition fee must accompany the student application and is non-refundable.
13. All entries for Orchestra Division activities must be submitted on the official application form or facsimile, in score order (violin, viola, cello, and bass).
14. The pre-registration fee for participation in Region Orchestra will be \$25.00 when paid by the pre-registration deadline. After that deadline, registration will be \$40.00. Pre-registration fee for All-State Orchestra will be \$30.00 when paid by the pre-registration deadline. After that deadline, registration will be \$50.00. Wind students will pay the fee of \$20.00 at the All-State site. The Executive Board makes exclusive decisions on all or partial refund of prepaid fees.
15. All chaperones should register upon arriving at an event and should list the students for whom they are responsible.
16. Any exceptions to rules must be presented in writing to the Orchestra Division Executive Board two weeks prior to the performance.
17. Seating auditions will be blind and students should be allowed to use their own music. Callbacks may be viewed at the committee's discretion. The decision of the judges will remain final.
18. All teachers/parents registering students will be required to judge or work in some capacity at the Region Audition for their assigned region unless released IN ADVANCE by the Region Chairman who is overseeing the tryouts. Students attending the school(s) or private studio of those teachers refusing to work in some capacity will be ineligible to audition and will forfeit audition fees. **Any teacher who leaves the audition site without permission from the chairman will have the audition results of the students from the school at which he/she teaches removed from the audition process.** Students who attend the school(s) at which this teacher teaches will forfeit their audition fees and lose the right to participate in the Region or All-State audition process for the remainder of the school year. It should also be noted that in schools with two or more directors/teachers, that ALL teachers and assistants MUST comply with these guidelines in order for students from that school to remain eligible to compete in the audition process.

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## REGION AND ALL-STATE ORCHESTRA AUDITION PROCEDURES

The state has been divided into four regions for the purpose of conducting the Region and All-State auditions. The regions are Upstate East (Region 1), Upstate West (Region 2), Midlands (Region 3), and Lowcountry (Region 4). In the fall, string students will audition in each region for the opportunity to participate in a Junior or Senior Regional String Orchestra. The Regions are identified as follows:

| <b>Region 1<br/>Upstate East</b> | <b>Region 2<br/>Upstate West</b> | <b>Region 3<br/>Midlands</b> | <b>Region 4<br/>Lowcountry</b> |
|----------------------------------|----------------------------------|------------------------------|--------------------------------|
| Laurens                          | Anderson                         | Aiken                        | Beaufort                       |
| Spartanburg County               | Greenville                       | Lexington                    | Berkeley                       |
| Union                            | Pickens                          | Richland                     | Charleston                     |
| York                             | Oconee                           |                              | Darlington                     |
|                                  |                                  |                              | Dorchester                     |
|                                  |                                  |                              | Florence                       |
|                                  |                                  |                              | Georgetown                     |
|                                  |                                  |                              | Horry                          |
|                                  |                                  |                              | Kershaw                        |
|                                  |                                  |                              | Orangeburg                     |
|                                  |                                  |                              | Sumter                         |

1. All forms and monies to register for audition will be sent to the All-State Audition Chairman. Auditions will be live at the various locations throughout the state.
2. Students will be allowed to have their scales out during the audition. Each student will be given 30 seconds to review the sight-reading prior to playing.
3. The chairmen of the region auditions will determine the site, assign the judges, select a conductor and be in charge of the event set-up and audition design.
4. Every student will audition in his/her respective region on a predetermined day in October.
5. Region audition results will be posted in alphabetical order by section the same day as the audition. Chair auditions will be held at each respective performance event for specific seating assignments.
6. Students who play in a Region Orchestra will be eligible to audition for All-State Orchestra. Auditions for All-State will be held live on a pre-determined date in January. Two senior full orchestras (Senior All-State, grades 9-10, and Senior Honors All-State, grades 11-12) and one junior orchestra (Junior All-State, grades 6-8) will be selected from the auditions. Failure to participate in the Region event will result in the student being ineligible to audition for All-State.
7. Students in grades 9-12 are eligible to audition for the All-State Solo. The appropriate Senior All-State Orchestra will perform the chosen solo.

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## RULES GOVERNING SOLO AND ENSEMBLE AND CONCERT FESTIVAL

1. All students must be pre-registered and have all fees paid.
2. All students must be enrolled in their school string or orchestra class if such a class is offered at the school they attend.
3. Students should arrive 30 minutes before their assigned time of performance.
4. One copy of the music must have measures numbered and be presented to the judge ahead of time.
5. It is recommended that all solos be memorized.
- 6. No photocopies.**
7. No adults may perform with the groups.
8. No students may be added to the group who are not regular members of the same group.
9. Large ensembles with 9 or more students performing will register for Concert Festival and small ensembles with 8 or less students performing will register for Solo and Ensemble.
10. It is strongly recommended that large ensembles have two varied selections –one must be from the graded music list.
11. A description of group and solos will be included for judges' information. (This form will be at the registration area.)
12. The judges' decision is final.
13. Rating scale for Concert Festival-I Superior (trophy or plaque and certificate-large ensemble), Solo and Ensemble-I Superior (medal and certificate), II-Excellent (certificate). III Good (comments only), IV Fair (comments only), Poor (comments only).
14. There will be a twenty-minute time limit for large ensembles, entry–playing–exit.
15. It is recommended that solos be accompanied.
16. Sponsoring is the same as rule 2 for All-State/Region Orchestras.
17. Sight-reading at Concert Festival is a part of the rating for orchestral groups in grades 9-12. Grades 7 and 8 may choose to sight-read for comments only provided they circle **yes** on the registration form to sight-read. Groups will sight-read two grade levels beneath the performance level indicated on the registration form.
18. Recorded comments will be provided to the directors at Concert Festival.

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## **CONCERT FESTIVAL SIGHT-READING GUIDE SCMEA ORCHESTRA DIVISION**

1. Each group proceeds to the sight-reading room as soon as the concert performance is completed.
2. SCMEA Orchestra Division will provide sight-reading music. Music selected will be 2 grades lower than the highest rated prepared music performed by the group.
3. 25 minutes will be allowed for sight-reading. The site chairman will ensure that an adequate number of assistants are available to keep the time spent handling music to a minimum. The time is divided as follows:
  - 10 minutes – entry, seating, tuning
  - 10 minutes – music study
  - 5 minutes – performance
4. The following procedures will be observed in the sight-reading room:
  - a. One judge will be provided to listen to the sight-reading portion of the Festival.
  - b. Students from other groups will be prohibited in the area until their turn to sight-read to avoid students listening to passages they may be playing.
  - c. Music will be in folders, which will be opened at a signal from the judge.
  - d. The director will be allowed a total of ten minutes to study the score and make any necessary comments to the group. The director will be advised when five minutes have passed and when to begin performing at the end of the ten minutes. The director may take as much of the ten minutes as he wishes to discuss the selection. The director is free to point out particular rhythmic or melodic concerns during the ten minutes. At no time should students play passages on their instruments. Clapping, “ghost” bowing or vocalizing rhythms is permitted.
  - e. Once a group has begun to play the music, the director should not stop, rehearse, call out rehearsal numbers or letters, or give further vocal instructions to the group.
  - f. Judge’s comments will be recorded on Orchestra Division forms and on cassette tapes and distributed in the same manner as the comments from the concert festival judges.

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