

SANTA CLARA COUNTY BAND DIRECTORS ASSOCIATION HANDBOOK OF RULES AND REGULATIONS

1st Revision September 7, 1996

2nd Revision September, 2019

Table of Contents

I. Preface	Page 1
II. Purpose	Page 2
III. Membership	Page 2
IV. Meetings/Format	Page 2
V. Officers/Executive Board	Page 3
VI. Member Rules and Regulations	Page 5
VII. Student Rules and Regulations	Page 6
VIII. Student Tryout Procedure and Selection	Page 6
IX. Responsibility of Directors	Page 8
X. Guest Conductor Selection and Procedures	Page 9

I. Preface

This revision is a restatement of the previous handbook, compiled by Larry Marks and Steve Barnhill, and later amended by Don Miller (Los Altos HS) and approved in September 1996. No intentional changes in the intent of the membership or procedures were made. The intent of this revision is to compile and make clear the decisions of the membership, specifically over the past twenty-three years so that the bylaws match the current practice of the Association

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II. Purpose

- A. The Santa Clara County Band Directors Association was founded for the purpose of promoting school band activities for students of grades nine through twelve enrolled in the public and private schools of Santa Clara County.
- B. The primary activity is the annual honor band, convened each January. The honor band provides the most outstanding student musicians with the experience of rehearsing and performing quality band literature under the guidance of gifted conductors.

III. Membership

School band directors who are actively teaching in the public and private high schools of Santa Clara County are eligible to assist in the operations of the association. Said directors may then recommend outstanding students in their respective school music programs to audition for positions in the annual honor band. Directors must participate in the honor band process (as determined by the Board) in order for their students to be eligible to audition for, and participate, in the honor band.

IV. Meetings / Format

- A. An organizational meeting of all public and private school band directors is held in mid-September annually (currently alternating between Tuesday and Wednesday evenings yearly to accommodate fairness for those that have marching bands). The meeting is designed to welcome new and experienced members at the start of the school year, and lay the foundation for planning the audition weekend in December and the Concert weekend in January. All schools planning to have students audition for the Honor Band must be represented at the annual meeting. If a director cannot attend, they must send a proxy and notify the SCCBDA Board in advance. Only attending band directors may vote on items during the meeting. A Proxy represents a director that can't attend the annual meeting but still wish for their students to participate in the SC County Honor Band for that year. The Proxy, however, is not a voting member of the association.
- B. Soon after the annual September meeting, a packet of information is emailed by the Board to all participating county high schools, informing them of the auditions and subsequent rehearsals and concert dates for those selected to perform in the honor band.
- C. The annual SCCBDA County Honor Band Audition/Rehearsal weekend is in December and the Concert weekend is typically the 2nd or 3rd weekend in January depending on the host site's facility availability in coordination with the guest conductor's schedule.
- D. Any schedule adjustments that need to be made will be updated at the annual meeting and emailed to the membership at the earliest date possible. All information will also be available on the SCCBDA website – www.sccbda.org
- E. For parliamentary rules, the general guidelines of Robert's Rule of Order will apply

V. Officers/Executive Board

- A. Each September, the board shall convene the organizational meeting for the purpose of communicating information to membership and managing all business affairs connected with the development of the honor band.
- B. The executive board shall consist of 5 elected positions and 1 Past President. The elected positions are: President, Vice President, Secretary, Librarian, and Treasurer.
- C. Terms of offices are two years, but may be repeated with approval of the membership. In order to maintain continuity, terms of offices will overlap. The offices of Vice-President and Treasurer will be open in even numbered years, and the offices of President, Librarian and Secretary will be open in odd numbered years.

D. President

- a. The president shall serve as the primary officer and direct the activities of the association.
- b. He/she shall serve as the spokesperson of the association and shall preside over meetings, direct communication and supervise the other officers in the completion of their assigned tasks.
- c. The President shall arrange meeting/ performance locations and coordinate with the guest conductor.
- d. The President shall arrange to have the concert recorded.
- e. Immediately after the auditions, the President shall send letters or emails of congratulations to the principals of all schools that participate.
- f. Upon leaving office, the President becomes Past-President and remains on the Board for their successor.
- g. If an office of the Board (other than President or Past President) opens prior to the end of a given term, the President shall appoint an officer from the membership to complete the current year. If after that, there is 1 more year remaining of that office's term, then an election will be held at the annual fall meeting for the completion of the 2nd year of that term.

E. VICE-PRESIDENT

- a. The Vice-President will assist the President in the operation of the honor band.
- b. The Vice-President will organize and execute the auditioning of students and the assignment of teacher members to help in the audition process.
- c. The Vice-President will arrange and manage sectionals for the band during the weekends the honor band convenes.
- d. The Vice-President shall organize the audition committee of musicians, (can be either band directors or approved musicians such as retired teachers, professional musicians or college faculty) to assign students to the various sections of the band.

- e. The Vice-President shall verify all results and ensure their accuracy before results are posted.
- f. If the office of President does not complete its term, the Vice President will assume the role of President to complete the term

F. SECRETARY

- a. The secretary shall serve as the corresponding and recording secretary for the organization.
- b. The Secretary shall be responsible for informing the school directors of meeting dates and audition and rehearsal procedures.
- c. An Informational letter about the September meeting shall be mailed at the beginning of September in accordance with the opening of school. An informational email announcing the September meeting will be sent toward the end of August in accordance with the opening of the school year.
- d. In October, a packet containing rehearsal dates, locations and procedures for auditions (scale sheets and band regulations) will be mailed, along with the minutes of the September meeting. Soon after the annual September meeting, a packet of information is emailed to all participating county high schools, informing them of the auditions and subsequent rehearsals and concert dates for those selected to perform in the honor band.
- e. The Secretary shall create, duplicate and distribute concert programs.
- f. The secretary maintains the meeting notes and member directory.

G. TREASURER

- a. The treasurer shall supply a report to the membership each September.
- b. Treasurer will submit a bill to each participating school in January, following the audition and selection of students. The Treasurer will submit an invoice to each participating school in January after the concert weekend and student participation is finalized. **The current rate is \$40 per student accepted.*
- c. The Treasurer will maintain all band accounts and handle required payments. It is the Treasurer's responsibility to handle audition fees and ticket sales, including the cash box through the concert weekend.
- d. It has been shown that pre-selling admission tickets has increased revenue and audience size. Therefore, the Treasurer will maintain and execute the pre-selling of tickets. Tickets may only be sold (money in hand before issuance of a ticket) and not distributed to students for collection of money later. Tickets may be available at the door. The Treasurer will maintain and execute the pre-selling of tickets. Tickets may only be sold (money in hand before issuance of a ticket) and not distributed to students for collection of money later. Tickets will also be available at the door.

H. LIBRARIAN

- a. The Librarian will maintain the supply of music purchased for the annual use of the honor band. The Library may be maintained at the school in which the librarian is employed or at a more centralized location.
- b. The Librarian is responsible for ordering the designated music selected by the guest conductor and legally duplicating scores and parts as needed to serve the needs of the students and conductors.
- c. The Librarian will set up all of the musician folders for all of the Honor Band rehearsals.
- d. The Librarian provides sight reading music for the adjudicators in cooperation with the Vice-President or Board designee as part of the audition process.
- e. In lieu of maintaining an SCCBDA library, the Board will determine where any bought music goes after the honor band weekend. (Typically with the current librarian's school or the host school)

I PAST-PRESIDENT

- a. The Past-President is implied to be the immediate Past President. In the event that the current Past-President leaves the Board, the President shall appoint a Past-President from a previous term.
- b. The Past-President shall serve as an advisor to the President.
- c. The Past-President will assist where needed with the general operations of the association.
- d. The Past-President will prepare the Election Ballots and Tally the results for the annual Fall Meeting.

VI. Member Rules and Regulations

- A. All Santa Clara County Band Association members must be actively teaching at a public or private high school located in Santa Clara County, maintaining students in grades nine through twelve.
- B. Members are required to attend all meetings and designated activities of the association, or send a proxy, before their students are eligible to participate. This includes the meeting in September and auditions.
- C. A director may only submit a student enrolled in his/her school band program. He/she may not represent a student from another school, or a student not regularly performing in the director's school band program.

- D. Each director is expected to keep his/her students fully informed of all audition procedures and rules of membership in the activities of the Santa Clara County Band Directors Association.
- E. If a school has only one student auditioning, the student will be accepted into the band if the student is competent to perform, without compromising the musical integrity of the section. However, the school's director must inform the Board prior to auditions that his/her student is seeking inclusion under this rule. Should this student be allowed to perform, his/her seat will be added to the number in that section so that another student is not bumped in the process.

VII. Student Rules and Regulations

- A. All members of the Santa Clara County Honor Band must be enrolled in their school band program and be endorsed by their school band director, who is a member in good standing.
- B. Due to the short amount of time for rehearsal, all selected students are expected to attend each rehearsal of the honor band, for the full duration. Personal illness or a family emergency are the only reasons deemed feasible to be excused from a rehearsal. The decision to honor the absence rests with the Executive Board.
- C. Students must supply a written note or phone call in the event they are unable to attend for any reason. The decision to honor the absence rests with the Executive Board. The student should contact the President and the home school band director in the event of any problems.
- D. Students may be dismissed from the honor band for:
 - 1. Failure to attend required rehearsals for the full duration
 - 2. Behavior inappropriate to the honor band activity
 - 3. Band director membership regulations were not adhered to properly (See "Member Rules and Regulations.")

VIII. Student Audition Procedure and Selection Process

A. Auditions

- a. Students must attend a live audition in December.
- b. Students should be prepared to play a valid solo or etude for the instrument of their choice, characteristic of the repertoire. See the updated "Audition Instructions" for the specific requirements for each instrument in the Honor Band.
- c. The solo need not be memorized and should not exceed two minutes in length.
- d. Students should provide 2 copies of their solo for the judges. Mark the sections to be played on the judges' score. Copies will not be returned if left after audition. They will be destroyed.
- e. Auditions for bass trombone, Eb clarinet, and piccolo are not specified but are an outgrowth of the auditions for the primary instrument.
- f. In addition, students should be prepared to play the CIRCLE OF FOURTHS in major scales. The scales are available on the website: www.sccbda.org. Students should slur scales (trombones excepted). Students will play the

scales in eighth notes, quarter note equals 120. A more rapid tempo is permissible.

- g. The third phase of the audition shall include a SIGHT READING example. The material will be supplied by the Librarian, Vice-President or Designee for all instruments. Students may play the sight-reading material only once.

B Placement:

- a. The honor band has a specific instrumentation limit for student acceptance into the honor band. Each section will be filled with the most qualified students, by order of placement.
- b. If a school has only one student auditioning, the student will be accepted into the band if the student is competent to perform, without compromising the musical integrity of the section. However, the school's director must inform the Board prior to auditions that his/her student is seeking inclusion under this rule. Should this student be allowed to perform, his/her seat will be added to the number in that section so that another student is not bumped in the process.

C Percussion Auditions

- a. Percussion auditions will consist of skill demonstration on Snare Drum, Timpani, and Mallets using the CBDA All-State Excerpt list for that given year.
- b. All 12 Major Scales will be performed on mallets in the same circle of 4ths manner as all other instruments in the band.

D Audition Results

- a. Upon tabulation, audition results will be posted online after the conclusion of the last audition of the night. Students that make the Honor Band will receive their materials at the beginning of the first rehearsal.
- b. Results are final once placement sheets are posted. The seating of the students may be changed at the discretion of the guest conductor, but there may be no challenges among the students for reseating.

IX. Responsibility of Directors

- a. Directors are responsible for informing their students of all rules and procedures.
- b. Directors are required to attend the annual meeting or send a proxy.
- c. Directors are required to help with auditions, the concert or rehearsals.
- d. Directors who fail in their responsibilities will cause their students to be deemed ineligible to participate.

- e. The Board will discuss and decide all situations where a School may be deemed ineligible for any of the above reasons. The Board may also give a 1 year probation period to help a director/school get back on track and participating fully.

X. Guest Conductor Selection Process and Procedures

- a. The guest conductor for the honor band is selected by the membership at the September meeting two to three years prior to the January activities in which his/her services would be required.
- b. The individual selected should be someone of proven stature as a conductor, experienced in the school band field and known to a percentage of the membership.
- c. The conductor may be recommended from the general membership.
- d. If available, the conductor must sign a written agreement with the association for the agreed upon dates and fee.
- e. A guest conductor is normally expected to work with the students for a period not to exceed three days, and totaling not more than 12 hours of time on the podium.
- f. The guest conductor shall be paid a Fee for his/her directing services (2019 rate is \$2000-\$2500) plus lodging and airfare costs.
- g. It is the responsibility of the President to contact the persons chosen as candidates to guest conduct the honor band and secure the date and services with the chosen conductor.
- h. The President shall further work with the Guest Conductor to communicate the needs of the honor band to them, while finding out what the Conductor's requirements are in the mutually fulfilling task of developing an honor group.
- i. The President will arrange and attend to the personal needs of the conductor, including car transportation, meals and lodging arrangements.

