**Updated by the ILMEA Board of Directors on April 8, 2016, this document contains the operational policy of the organization. Material quoted directly from the Constitution and Bylaws is italicized.**

**Association**

*The organization shall be known as the Illinois Music Education Association, hereinafter designated as "ILMEA" or as the "Association."*

**Purpose**

I. *The purpose for which the ILMEA is organized is exclusively literary and educational, as defined in Section 501(c)3 of the Internal Revenue Code, and its regulations as they now exist or as they may hereinafter be amended. The purpose of ILMEA shall be the advancement of music education in Illinois, and in specific furtherance thereof:*
    a. *To influence the design, expand the scope and improve the quality of music education in Illinois schools, colleges and universities, both public and private.*
    b. *To promote music learning for persons of all ages.*
    c. *To foster the utilization of all resources and advancements in the field of music instruction.*

II. *To facilitate the achievement of these goals, ILMEA will:*
    a. *Have annual District and State meetings devoted to teacher improvement and student performance.*
    b. *Publish appropriate communication vehicles.*
    c. *Sponsor and/or administer, workshops, seminars or performances for the enlightenment of educators, students and the public either exclusively as an Association or in cooperation with other organizations, institutions or offices.*

III. *ILMEA may conduct any and all other activities in accordance with its Bylaws, which are designed to accomplish the foregoing purposes.*

IV. *ILMEA shall represent the National Association for Music Education (NAfME) as its affiliate organization in Illinois. It shall maintain, insofar as possible, a working relationship with all agencies of education in Illinois.*

V. *ILMEA shall be organized into geographic areas known as Districts. The number of Districts and their boundaries shall be determined by a majority vote of the elected members of the Board of Directors of the Association and a change may be made without amending the Constitution.*

**Government**

I. *AUTHORITY. Authority for management, policies and actions of the Association is vested in the Board of Directors. As presiding officer, the Association President is responsible for the leadership of the Association. The Board of Directors and individual members may make recommendations regarding management, policies and actions. The legislative power of the Association shall be vested in the active membership through the Board of Directors.*

II. *All Districts may elect no more than one voting representative to Band, Chorus, Elementary General Music, Instrumental Jazz, Orchestra and Vocal Jazz areas for each level (Elementary, Junior and Senior) provided for in the ILMEA Constitution. The term of office will be 1-year as representative elect and 2-year term as the district representative. Representatives can serve for two consecutive terms and may be returned to office after two years have lapsed. Elections shall take place during the District meeting of the Division, in November when the current representative is completing their 2nd term or in the first term if the current representative chooses not to run for reelection and assumption of office will take place at the conclusion of the next Illinois Music Education Conference. It is permissible for a district to choose to have a single representative represent multiple levels within a single division (i.e. junior and senior band).*

III. *Should a vacancy occur, the District President shall appoint a representative until such time as an election may take place.*

IV. *All elected Board Members, district representatives and chairpersons must be members in good standing of ILMEA/NAfME.*

**Membership, Affiliations and Relationships**

I. *Membership in the ILMEA shall be divided into classifications for membership dues, election of officers, voting privileges and for other purposes as the Bylaws may prescribe. The conditions, terms, privileges and rights of membership shall be stated in the Bylaws of ILMEA.*
    a. *Active Membership – Active membership shall be open to persons engaged in music teaching or other music related educational work in Illinois. Each active member shall have the right to vote and hold office. Each active member shall hold concurrent membership in the National Association for Music Education.*
    b. *Student Membership – Student membership shall be open to music students in teacher education programs at any Illinois college or university who are not employed as full time teachers. Student membership shall include the same privileges as Active membership except the right to vote or hold elective office. Each student member shall hold concurrent membership in the National Association for Music Education.*

c. *Retired Membership – Retired membership shall be open to former music educators who have retired from teaching or other music related educational work and who have been an active member prior to seeking retired membership status. Retired members shall have the same privileges as active members except the right to hold office. Each retired member shall hold concurrent membership in the National Association for Music Education.*
d. *Honorary Life Membership – Honorary Life Membership in the Association may be conferred by a unanimous vote of the Board of Directors. Such membership shall be awarded to individuals outside the field of professional music education in recognition of distinguished ser to music education.*

II. *All ILMEA office holders, including representatives and chairpersons, are required to be ILMEA/NAfME members.*

**Responsibility**

I. **All agents of ILMEA will adhere to and uphold all policies and procedures determined by Board of Directors and State Office of ILMEA.**

**Member Voting & Nomination Rights – Common Voting Situations**

I. Nomination of Guest Conductors – Members may nominate guest conductors for district and state festivals. Members and non-members may participate in discussion regarding the qualifications of guest conductors. Only members may vote to generate a rank list of guest conductors to contact to be a guest conductor. In the case of a district level conductor, the division representative makes initial contact, but the district president is charged with making the official contract with guest conductors.
II. Changes in District Level Policies – Members may make a proposal and non-members may engage in the discussion of changes in district policies. Only members may vote on a proposal to change a district level policy. However, the district president is charged with ensuring that districts are fiscally balanced and to that end may need to override a motion if it causes a deficit. The ILMEA Board of Directors also reserves the right to review and revise all district policies to make sure they do not conflict with state policy or the ILMEA constitution.
III. Election of District-Level leaders (District Representatives or Organization Chairs) – Only members may be nominated and/or vote in these elections. Non-members are welcome to contribute to the discussion regarding district level elections. Individuals must be members to hold a district representative or organization chair position.
IV. Changes in State Level Policies – Members may propose changes in state-level policies and non-members may engage in discussion of those policies. In addition, the ILMEA Board of Directors may request members discuss and vote on an issue proposed by the Board. Only members may vote but these votes are advisory in nature. The ILMEA Board of Directors may use the results of these votes to help them decide how the membership feels about a specific topic.
V. Changes in the ILMEA Constitution – Members may propose changes in the constitution and non-members may engage in discussion of these changes at an ILMEA meeting, but only members may vote on a constitutional change.
    a. Election of Board of Directors – Only members may be nominated and/or vote via ballot.
    b. Nomination to Student Programs – Beginning in the fall of 2016, only members may nominate students for participation in ILMEA Student Programs.

**Member Policy Change Process**

I. Formal written proposal made by ILMEA Member should have a written, structured idea. Information and rationale are as crucial as discussion points.
II. Proposal is given to an ILMEA Board Member.
III. Proposal Brought to the Executive Committee for vetting/edits. One of four action steps will be taken:
    a. Proposal returned to originator to be edited (to step #1)
    b. Proposal can be terminated
    c. Proposal can be brought to full ILMEA board for vote (to Step #8)
    d. Proposal can be passed on for discussion (to Step #4)
IV. Proposal given to full ILMEA Board for discussion.
V. Proposal Presented to Divisions
    a. Discussion
    b. Data accumulation (fall meetings and/or electronic response)
    c. Recommendation made on proposal as presented
VI. Discussions with the division reps or councils
    a. Presentation of recommendations of districts/areas
VII. Proposal brought back to Executive Committee
    a. Edits need to be made by originator to reflect data received and recommendations of division representatives (Return to step #4) OR Proposal goes to Full Board.
VIII. Fully-vetted proposal brought to full ILMEA Board for final discussion.
IX. Proposal approved or voted down by Board of Directors.

**Dues and Fees**

I. *Amount of Dues – The Board of Directors shall set the amount of annual dues for membership. Changes in the amount of dues may not be enacted more frequently than once per year. Any increase shall be approved by a majority vote of the members voting. Voting may be at a meeting of the Association, by mail or by digital means. Notice of such proposed increase shall be published in an official publication, or otherwise made known to the membership, not less than thirty (30) days prior to voting.*
II. *Concurrent Membership – All members shall hold concurrent membership in the National Association for Music Education, with the exception of Honorary membership.*
III. *Remittance of Dues – Dues for all membership shall be paid to the national headquarters office of the National Association for Music Education. NAfME will remit the appropriate State dues to the Association.*
IV. *Fees – All fees for receiving Association services or for participating in Association activities shall be set by the Board of Directors.*

**Participating School Policies**

I. Participating School Fee Structure – ILMEA must receive one form and one fee for each level of participation.
II. Fee Structure – Fees for participation in ILMEA events is set yearly by the ILMEA Board of Directors.
III. District Festival Performing Groups
    a. The purpose of ILMEA activities shall be to provide a unique musical performance experience for selected students at the district level.
    b. Each district will organize a band, chorus, and orchestra at the junior and senior levels. The junior level shall consist of seventh and eighth grade students except where ninth grade is a part of the junior high school. The ILMEA Board of Directors directs each District to individually determine and administer policy governing 9th grade participation at the District level. Any school participating at the senior level will be counted in determining All-State representation.
    c. Each public school and each private school nominating students for District Band, Chorus or Orchestra is guaranteed a minimum of one participant in each Division (Band, Chorus or Orchestra), in which at least one student from that school completes the audition process and, in the opinion of the District Division Representative and the District President, demonstrates the minimum competency necessary for festival participation. The District President will communicate any decisions to disqualify a singleton participant directly with the respective director. The Jazz Division is exempt from this policy.
IV. Elementary Participation
    a. Board recognition is given to all District elementary performance activities as an ILMEA function. The State Office administers receipts and disbursements. The Elementary Level schools are included in the Participating School procedures.
    b. ILMEA must receive an Elementary Information Form for each school participating in elementary activities.
V. Delinquent District Festival Fees – A school that has not paid their student participating fees by the close of the ILMEA fiscal year will be prohibited from participating in student ILMEA activities the following school year. Said school will not be able to participate in the future until all fees are paid. This policy will affect the individual school, not a school district. However, this policy will affect the entire school, not just a specific division. A probationary letter will be sent to remind the delinquent school of this policy.

**ILMEA District Online Registration Instructions**

Preparing for participating in ILMEA activities consists of 3 basic steps:

I. Register/Update contact information in the ILMEA Registration/Nomination/Section System (RNS)
II. Pay your school participation fee
III. Nominate your students in RNS and pay your audition fees

**Directions for Primary Contacts - New Schools**

I. Register yourself and your school**.** This must be done first before other teachers can register themselves and their students.
    a. Direct your browser to www.ilalldist.org
    b. Select your ILMEA District
    c. Select your school from the list
    d. If you can't find your school, go to the bottom of the list and select School Not Found
    e. Fill in the information to register yourself as the primary contact and register your school
    f. Once registered in the system and the Participating School Fee has been submitted, you may select your District, your school and your name, enter your new password and begin nominating students
    g. When you arrive at the Forms page, click on your name at the top of the screen to update or change your profile (passwords, phone numbers, etc.) at any time. This is also where you will go to enable your e-mail address when prompted by the e-mail test page you will receive from the District President.

II. The Participating School Form and fee (there is no fee for Elementary Level Participation) must be submitted and paid in order to activate your online registration ability. The Participating School Form can be found each spring on the ILMEA website, www.ilmea.org. The form and payment can be submitted to the State Office by mail, fax or e-mail. After the Participating School Form and payment are received and processed at the ILMEA State Office, your school will be activated in RNS.

III. Students can only be nominated if the primary contact person has registered your school online, you have registered yourself as a director online, and the Participating School Form and fee has been submitted.
   a. Direct your browser to www.ilalldist.org
   b. Select your District
   c. Select your school from the list
   d. Find your name and log-in
   e. When you reach the Forms page, follow the steps below to register your students in any of the Junior or Senior categories (they are almost all identical except for the Chorus and Vocal Jazz Ensemble forms which include a space to enter the student height, the Senior Winds form which has a space for Auxiliary Instruments, and all of the Senior forms which include All-state selection preferences)
   f. First Name, Last Name (please capitalize only the first letter of both names), Grade and Gender
   g. Chorus and Vocal Jazz Ensemble Height in Feet and Inches
   h. Voice Part or Instrument (Senior Winds - Auxiliary Instrument choices are Piccolo, English horn or Eb Clarinet only)
   i. Additional Audition – if you select yes, please confer with another music teacher that may be involved in selecting this student for an audition in that area.
   j. Accept Assignment In? – Click on the yellow question mark for instructions
   k. Experience In? - Click on all relevant boxes
   l. Senior Forms - Participate in All-State? – If you click yes, and your student is eligible (in grade 11 or 12, 10 for strings), and additional Accept Assignment In? screen will appear. Click on the yellow question mark for instructions.
   m. Click Enter when you have completed your first student and a new screen will appear for your next student (this data can be modified or deleted as the screen grows).
   n. When all students have been entered, both by you and all the other teachers in your school, click on the Summary Billing Sheet tab at the top of the page and follow the next set of instructions:
   o. Every time you click on the Summary tab, a pop up screen will appear with printing instructions.
      - Printing Instructions – you can close this out, or choose not to see it, but remember to set your page margins as directed so that your summary sheet will print correctly.
      - Check all entries with the other music teachers in your school. The students who are entered in more than one audition have a red asterisk next to the name. To make changes, you'll need to go to the appropriate forms page and click the modify button next to the student's name.
      - Print the Summary form per instructions, sign it, and have your principal sign it.
      - Secure a check for the amount shown on the summary form.
      - Mail the signed form and check to the ILMEA State Office, 7270 W. College Drive, Suite 201, Palos Heights, IL 60463 by October 1.
      - Any modifications or deletion of student entries may be made online up until the district due date. After these dates, the online program will disable the entry functions. Changes after these dates can only be made by an e-mail request to the District President.

**Directions for Primary Contacts – Returning schools**

I. Update your school and your profile
   a. Direct your browser to www.ilalldist.org
   b. Select your district
   c. Select your School
   d. Select your Name
   e. Enter your password and click on **ENTER** (if you don't remember your password, email your district president)
   f. In the upper right portion of the screen, click on your name
      - Check all boxes that are a part of your teaching assignments. You may select more than one. This insures that you will receive information specific to each specialty you may teach.
      - Enter/update all phone numbers. Home and cell numbers are confidential and only to be used by the district president to contact you in the case of an emergency at a festival.
      - Enter/Update your e-mail information. The second e-mail address allows you to enter a secondary address where your school address may filter our attachments or that you would like a second copy of info sent home. ILMEA policy does not share member e-mails with third parties.

- If you are the primary contact, delete retiring teachers or teachers who are moving out of your building. If you are the primary contact and you do not see the Delete Directors box, email your district president. Near the bottom of the screen is a drop down box where you can delete staff from your building
- Click on UPDATE
- Click on EXIT

g. This ensures you and your colleagues will remain informed about ILMEA events and opportunities.

II. Jr/Sr Form and Fee – This form and fee (there is no fee for Elementary Level Participation) must be submitted and paid in order to activate your online registration ability. The Participating School Form can be found each spring on the ILMEA website, www.ilmea.org. The form and payment can be submitted to the State Office by mail, fax or e-mail. After the Participating School Form and payment are received and processed at the ILMEA State Office, your school will be officially "activated" and you may proceed to STEP 3.

III. Register your Students for Auditions – This can only be done if the primary contact person has registered your school online, you have registered yourself as a director online, and Step two has been fully completed.

a. Direct your browser to www.ilalldist.org
b. Select your District
c. Select your school from the list
d. Find your name and log-in
e. When you reach the "Forms" page, follow the steps below to register your students in any of the Junior or Senior categories (they are almost all identical except for the Chorus and Vocal Jazz Ensemble forms which include a space to enter the student height, the Senior Winds form which has a space for Auxiliary Instruments, and all of the Senior forms which include All-state selection preferences)
f. First Name, Last Name (please capitalize only the first letter of both names), Grade and Gender
g. Chorus and Vocal Jazz Ensemble Height in Feet and Inches
h. Voice Part or Instrument (Senior Winds - Auxiliary Instrument choices are Piccolo, English horn or Eb Clarinet only)
i. Additional Audition - if you select yes, please confer with another music teacher that may be involved in selecting this student for an audition in that area.
j. Accept Assignment In? - Click on the yellow question mark for instructions
k. Experience In? - Click on all relevant boxes
l. Senior Forms - Participate in All-State? - If you click yes, and your student is eligible (in grade 11 or 12, 10 for strings), and additional Accept Assignment In? screen will appear. Click on the yellow question mark for instructions.
m. Click Enter when you have completed your first student and a new screen will appear for your next student (this data can be modified or deleted as the screen grows).
n. When all students have been entered, both by you and all the other teachers in your school, click on the Summary Billing Sheet tab at the top of the page and follow the next set of instructions:
o. Every time you click on the Summary tab, a pop up screen will appear with printing instructions.
   - Printing Instructions - you can close this out, or choose not to see it, but remember to set your page margins as directed so that your summary sheet will print correctly.
   - Check all entries with the other music teachers in your school. The students who are entered in more than one audition have a red asterisk next to the name. To make changes, you'll need to go to the appropriate forms page and click the modify button next to the student's name.
   - Print the Summary form per instructions, sign it, and have your principal sign it.
   - Secure a check for the amount shown on the summary form.
   - Mail the signed form and check to the ILMEA State Office, 7270 W. College Drive, Suite 201, Palos Heights, IL 60463 by October 1.
   - Any modifications or deletion of student entries may be made online up until the district due date. After these dates, the online program will disable the entry functions. Changes after these dates can only be made by an e-mail request to the District President.

**Directions for Music Teachers – Other than the Primary Contact**

I. For New teachers who are not the primary contact – This can only be done if your primary contact person has registered your school online and given you a faculty password

a. Direct your browser to www.ilalldist.org
b. Select your District
c. Select your school from the list
d. Click on Add a New Director
e. Fill in the information requested to register yourself
f. Name
g. School and Home Phone Numbers (this information is secure and will not be published)

h. E-mail Address (this information is secure and will not be published)
i. Create a Password for yourself (please do not share this with students!!!)
j. Enter the Faculty Password (created by your primary contact person)
k. Click on the Enter Button
l. Select your District, your school and your name, enter your new password and you can begin registering your students (if your school fee has been paid, follow Step 3 procedures). When you arrive at the "Forms" page, click on your name at the top of the screen to update or change your profile (passwords, phone numbers, etc) at any time. Be sure to click on all of your specialties as this guarantees that you receive information pertinent to the areas that your teach.

II. For all returning teachers
   a. Direct your browser to www.ilalldist.org
   b. Select your district
   c. Select your School
   d. Select your Name
   e. Enter your password and click on ENTER (if you don't remember your password, email your district president)
   f. In the upper right portion of the screen, click on your name
      - Check all boxes that are a part of your teaching assignments. You may select more than one. This insures that you will receive information specific to each specialty you may teach.
      - Enter/update all phone numbers. Home and cell numbers are confidential and only to be used by the district president to contact you in the case of an emergency at a festival.
      - Enter/Update your e-mail information. The second e-mail address allows you to enter a secondary address where your school address may filter our attachments or that you would like a second copy of info sent home. ILMEA policy does not share member e-mails with third parties.
      - If you are the primary contact, delete retiring teachers or teachers who are moving out of your building. If you are the primary contact and you do not see the Delete Directors box, email your District President.
      - Click on UPDATE
      - Click on EXIT
   g. This ensures you and your colleagues will remain informed about ILMEA events and opportunities.

III. Jr/Sr Form and Fee (This fee should be managed by your primary contact.)

IV. Register your Students for Auditions – This can only be done if the primary contact person has registered your school online, you have registered yourself as a director online, and your participation fee.
   a. Direct your browser to www.ilalldist.org
   b. Select your District
   c. Select your school from the list
   d. Find your name and log-in
   e. When you reach the "Forms" page, follow the steps below to register your students in any of the Junior or Senior categories (they are almost all identical except for the Chorus and Vocal Jazz Ensemble forms which include a space to enter the student height, the Senior Winds form which has a space for Auxiliary Instruments, and all of the Senior forms which include All-state selection preferences)
   f. First Name, Last Name (please capitalize only the first letter of both names), Grade and Gender
   g. Chorus and Vocal Jazz Ensemble Height in Feet and Inches
   h. Voice Part or Instrument (Senior Winds - Auxiliary Instrument choices are Piccolo, English horn or Eb Clarinet only)
   i. Additional Audition - if you select yes, please confer with another music teacher that may be involved in selecting this student for an audition in that area.
   j. Accept Assignment In? - Click on the yellow question mark for instructions
   k. Experience In? - Click on all relevant boxes
   l. Senior Forms - Participate in All-State? - If you click yes, and your student is eligible (in grade 11 or 12, 10 for strings), and additional Accept Assignment In? screen will appear. Click on the yellow question mark for instructions.
   m. Click Enter when you have completed your first student and a new screen will appear for your next student (this data can be modified or deleted as the screen grows).
   n. Any modifications or deletion of student entries may be made online up until the district due date. After these dates, the online program will disable the entry functions. Changes after these dates can only be made by an e-mail request to the District President.

**Home School Policy**

I. Home schools shall be subject to all ILMEA requirements for eligibility, entry procedures and deadlines as determined by the ILMEA Board of Directors, Executive Director and/or individual District Presidents. The designated home school contact will receive all Association information and materials as any public or private school.

II. The Participating School Form must be submitted to the ILMEA State Office by the required deadline.
III. The Student Nominee Form must be submitted to the appropriate District President by the required deadline. The parent or private music instructor may sign the form as required.
IV. The eligibility requirement of school music organization membership is waived for home school students. However, active participation in school, church or community music ensembles is strongly encouraged.
V. All ILMEA State and District participation and audition fees as approved by the ILMEA Board of Directors or the individual District must be paid.
VI. All ILMEA audition and festival participation policies including the requirement for punctual attendance and active participation in Festival activities must be followed.
VII. A home school representative (parent or other designated responsible adult) is required to attend District and All-State events to serve as chaperone.
VIII. Public School/Home School Affiliation: All home schools located within the attendance boundaries of an Illinois public school shall be considered affiliated with that public school.
IX. All-State Selection Quotas: ILMEA uses a ranking system based on the number of schools at the district level to prepare a quota from the districts to select student participants. For the purposes of determining All-State selection quotas on an equitable basis, the maximum number of participating schools from any ILMEA District shall be equal to the total number of public and private schools within that District's geographic boundaries. All home schools within the attendance boundaries of an Illinois public school shall be considered affiliated with that public school and, therefore, shall NOT be counted as an additional participating school in the determination of All-State representation.

**Audition Eligibility**

I. ILMEA/NAfME Membership – All directors sending students to District and State Festivals are required to be members of ILMEA/NAfME. *(This policy takes effect fall of 2017.)*
II. District Attendance – All schools must attend auditions and festivals within their assigned ILMEA districts.
III. Participating School Form – Any public, private, or home school in the state of Illinois must complete the ILMEA Participating School Form, and the ILMEA State Office must receive payment before students can be registered in RNS and allowed to audition.
IV. School Program Participation – A student may not participate in District or All-State activities unless he/she is a member of a valid performing organization in their school, if in fact such an organization exists. Participation in ILMEA Festival Performance activities is restricted to student musicians that are active and eligible performing members of their local school ensembles as determined by the local director or school district. If a band (string, chorus, jazz) program does exist in your school, the student MUST be a member of the appropriate organization in order to be eligible for ILMEA nomination. The term appropriate organization means that a student nominated for ILMEA chorus audition/participation must, for example, be a member of a chorus at their school; a student nominated for ILMEA jazz audition/participation must be a member of a jazz ensemble at their school, etc. (i.e. Band membership at their school will not qualify a student for ILMEA chorus audition/participation, etc.) If the appropriate musical program (string, for example) does NOT exist in your school, the student MAY be nominated for ILMEA participation by any music teacher in the school.
    a. Community Music Participation Variance Student members of community youth orchestras may participate in ILMEA activities if no orchestra program exists in their school. Students must be recommended by a music faculty person from the school in which they are in attendance. This applies only to string students and not wind or percussion, when there is an existing program offered for their participation in the school of their attendance.
    b. Senior Level eligibility is limited to eight semesters.
V. Attendance Requirements – No student may be excused from District participation for any reason. Failure to participate in the district festival in its entirety will result in the student being ineligible for All-State consideration.
VI. Participation in Multiple Divisions – A student is permitted to be a member of one organization only at the District level, except that he/she may be permitted to be a part of the Jazz Band or Vocal Jazz Ensemble when the festival is held on a date other than the District Concert Festival date.
VII. Strike Policy – Auditions are part of the entire All-State Process and therefore, students will not be allowed to participate in auditions if their school is on strike. However, since the All-State is an ongoing process, students will be allowed to participate in District and All-State Festivals while their schools are on strike as long as they have started

the process by participating in auditions prior to the beginning of their school strike. In the case of a strike, student supervision is still the responsibility of the school or their adult designee.

VIII. Inclusion Policy – Each public school (including affiliated home schools) and each private school nominating students for District Band, Chorus or Orchestra is guaranteed a minimum of one participant in each Division (Band, Chorus or Orchestra) in which at least one student from that school completes the audition process and, in the opinion of the District Division Representative and the District President, demonstrates the minimum competency necessary for festival participation. The District President will communicate any decisions to disqualify an inclusionary participant directly with the respective director. The Jazz Division is exempt from this policy.

IX. All State Eligibility **–** Students will be considered for All-State only if they (1) audition within their own geographic ILMEA District and (2) attend all rehearsals and performance of their assigned organization in their own geographic ILMEA District. The structure of the Association allows for the following variance: District 2 and 8 string nominees will be combined and the orchestra performance will be hosted by alternating Districts each year. String auditions in both Districts will be conducted in one location. Attendance is required at all orchestra rehearsals and the performance in the host ILMEA District 2/8 to qualify for All-State consideration. A student cannot be selected for All-State on a specific voice or instrument part on which they have not performed at the District festival.

**Audition Fees**

I. Audition fees will be a minimum of $8 for all students in all divisions.

II. Student audition fees should be paid by the date of the audition.

**Responsibility for Obtaining Audition Materials**

I. It is the responsibility of the individual music teachers to obtain the proper audition materials for each of their auditioning students. ILMEA is not responsible for providing audition materials except in providing a list of materials that will be used in the auditions.

**Confidentiality of Sight Reading and Excerpts**

I. All materials will be distributed from the Division Presidents to the District Presidents and should be maintained in the highest level of confidentiality prior to the audition. Following the audition, it is the responsibility of the District President to collect all excerpts and sight-reading and return it back to the Division President.

II. Sight Reading e-mails should be sent two working days prior to each district audition day. Included with the material must be instructions to make only enough copies as necessary, and that the material should be accounted for and destroyed immediately following the district audition.

III. Any individual found in breach of the confidentiality of these materials is subject to consequences up to and including disqualification of audition or auditioned students. In addition, ILMEA will inform the school administration of any breaches in confidentiality.

**Special Needs Form**

I. To provide appropriate district and All-State audition procedures for students with special needs, the Illinois Music Education Association utilizes a form to be signed by the District President, after consultation with the State Office, establishing the specific needs and how best to accommodate these needs for the student audition. Forms will be housed at the State Office. Copies are to be sent the State Office, District President, the Division President, and the District Representative.

**Instrumentation/Voicing**

I. Band and Orchestra Wind/Percussion Ensemble Size – District Band and Orchestra Representatives are strongly encouraged to select an orchestra wind and percussion section of approximately 40 players and a festival band of approximately 150 players, including all students that must be selected to guarantee school representation. (See Band Division Instrumentation Guidelines below for specific instrument recommendations.)

a. Instrumentation – ILMEA promotes the highest standards of musical excellence within the District and All-State festival experience. To that end, students are required to audition on standard/traditional wind-band instruments. Students MAY NOT audition on non-standard instruments such as mellophone, valve trombone, marching baritone, or any others that are not traditionally called upon in contemporary literature. Band directors are encouraged to contact their District Band Representative if they need assistance in facilitating these requirements.
   - Tuba – If a student does not have access to a concert tuba, the sousaphone will be permitted as an alternate for audition purposes only. If the student is selected to the District or All-State, it becomes the responsibility of the school to provide a concert tuba for the festival performance. Band directors are encouraged to contact their District Band Representative if they need assistance in facilitating this requirement.

b. Auxiliary Instruments – Piccolo, English Horn, Eb Clarinet, Soprano Saxophone, Contra-Bassoon and Bass Trombone players are selected for District and All-State Bands and Orchestras on the basis of their etude audition scores as performed on the auxiliary instrument. A student cannot be selected for All-State on an auxiliary instrument if that student has not auditioned on that auxiliary instrument at the District level. Consequently, District audition judges should not utilize another means of selecting auxiliary instrument musicians without prior approval from the District Band Representative.
   - Bass Trombone – Students interested in receiving consideration for an assignment on bass trombone should be prepared to perform the bass trombone scale sheet, etudes, and sight-reading. Should a student desire consideration on both tenor and bass trombone, that student must perform two complete auditions – scales, etudes and sight-reading on both instruments. In such a case, two complete sets of auditions scores must appear on the nomination form with the bass trombone scores in the auxiliary instrument column. The District Band Representative will select bass trombonists on an as needed basis with first consideration going to those students receiving audition scores commensurate with the top tenor trombone scores of other students. If in the opinion of the District Band Representative and District President, the bass trombone audition scores are not appropriate for appointing a student to a solo chair position, the District Representative may select additional tenor trombone players in order to complete the instrumentation of the section. NOTE: For a student to be selected for All-State as a bass trombonist, the student must have: 1. Auditioned on bass trombone at the district level 2. Performed on bass trombone at the district festival District Representatives intending to nominate a student as an All-State bass trombonist are strongly encouraged to discuss that option with the student's director prior to the November All-State Selection meeting. It is quite possible that a director might feel that it would not be in the best interest of their student to be nominated for All-State on bass trombone.

c. Band Division Instrumentation Guidelines

| Instrument | Band | Orchestra |
|---|---|---|
| ● Piccolo | 1 | 1 |
| ● Flute | 20-22 | 4 |
| ● Oboe | 4 | 4 |
| ● English Horn | 1 (if needed) | 1 (if needed) |
| ● Eb Clarinet | 1 (if needed) | 1 (if needed) |
| ● Bb Clarinet | 34-38 | 4 |
| ● Bass Clarinet | 6 | 1 (if needed) |
| ● Contra-Clarinet | 2 | |
| ● Bassoon | 8 | 4 |
| ● Contra-Basson | 1 (if needed) | 1 (if needed) |
| ● Alto Sax | 6 | |
| ● Tenor Sax | 3-4 | |
| ● Baritone Sax | 1-2 | |
| ● Trumpet | 16 | 4 |
| ● French Horn | 8 | 8 |
| ● Trombone | 9 | 6 |
| ● Bass Trombone | 1 | 1 (if needed) |
| ● Euphonium | 6 | 2 |
| ● Tuba | 7 | 1 (if needed) |
| ● Percussion | 6-9 | 2-4 (if needed) |

II. Chorus Ensemble Size – The District Senior Chorus is constructed with a recommended configuration of a ratio of 3 sopranos/altos to 2 tenors/basses. (For a 300-voice chorus—180 sopranos/altos and 120 tenors/basses.) This choral balance, however, is not mandatory; the final decision will be left to the District President in consultation with the District Chorus Representative.
    a. Vocal Ranges – The Illinois Music Education Association strives to provide equal opportunity for all students. Voicing will be set using the following ranges: Soprano, Alto, Tenor, and Bass.
III. Orchestra String Ensemble Size – The recommended basic instrumentation of the string section is 48 Violins, 24 Violas, 20 Cellos and 12 Basses. Add students to this number as needed per the school inclusion policy.
IV. Jazz Ensemble Instrumentation
    a. All-State Jazz Band selection is figured on percentage by number of schools participating in the top two bands. Districts with an additional jazz combo will derive their selection from a selected list of instrumentation of the top audition scores before placement is considered as follows: 5 alto saxophone, 5 tenor saxophone, 2 bari saxophone, 10 trumpets, 10 trombones (or combination of the top 10 scores of trombone and bass trombone), 3 each of piano, guitar, bass, drum set, and up to 2 vibraphone players.
    b. All top players should be in the top band or combo. With the occasional exception of lead trumpet players and bass bone players, the top audition scores are assigned to Band 1 by rating/ranking the next audition scores in Band 2, and so on through however many bands a District can support.
    c. The instrumentation in the top band is one player per part. The District Jazz representative MAY decide to double a part if a tie occurs and/or an extra trumpet or trombone doubles the 4th part.
    d. The implication of manipulating the instrumentation and student selection for Band 2 in order to maximize District representation at All-State is unethical and unprofessional.
    e. Vocal Jazz Ensemble selection for All-State is figured on percentage of schools participation in the top 32 voices, 8 per voice part and as auditioned at the District level. In districts where the Vocal Jazz Ensemble cannot be filled to a total of 32 voices, the selection is determined by the school participation of the students that are selected. In districts that have more than one Vocal Jazz Ensemble, the school participation from the 8 highest scores of each voice part is determined first before the students are placed in ensembles.
    f. The implication of manipulating the voicings and student selection for multiple vocal jazz ensembles in order to maximize District representation at All-State is unethical and unprofessional.

**Audition Procedures**

I. Leadership – These processes and procedures will be organized and coordinated by the Division Presidents, District Presidents, and District Representatives.
    **a. Materials used for district auditions are set by the Division Presidents with oversight from the Board of Directors. Districts may supplement audition materials but may not remove materials set by the division.**
II. Use of Prepared Music – Students may audition from the All-State required music that contains prepared markings without any deduction in score. The use of clean sheets is the student's option and may not be required by the audition judge or audition host.
    a. Sight-reading materials are not to be marked or altered by a student in any manner.
    b. District Representatives and/or judges may mark the music prior to the audition if they feel that the notation needs clarification, or to indicate a particular passage in an effort to facilitate the audition procedure.
III. Audition Material – In order to keep the audition process moving in a timely manner, audition material may be excerpted, as long as this procedure is started with the first audition. Each student must be given an equal opportunity to perform the exact same portion of the prepared pieces and sight-reading material. Judges are strongly encouraged to evaluate a student's ability to demonstrate expressivity in performance rather than adherence to a specific interpretation.
IV. Identification of Students – Students entered into the RNS system will be assigned an ID Number. Only audition number will identify Senior Level students, and auditions will be blind where judges should be unable to identify the student visually.
V. Teacher Responsibilities
    a. Teachers, or their adult designee, must be in attendance while their students are participating in auditions.

b. Teachers may be utilized as monitors at the discretion of the District President and District Representatives.

VI. Use of Electronic Devices – The student use of all electronic and/or mechanical devices, to include, but not limited to, metronomes, tuners, cell phones, and audio/video recording devices shall be prohibited in all ILMEA audition rooms.

VII. Release of Results – The ILMEA Board of Directors does not condone the release of any scores, ranking or evaluative feedback material relative to the district and all-State audition/selection/ranking process. The primary function of the audition process is to determine which students are best suited to effectively participate in the performance organizations at the district and state levels and to rank those students as necessitated by standard organization processes within each division (i.e. part assignments, solo assignments, seating, etc.). While the Board recognizes the pedagogical value of feedback to auditionees to help them identify areas for improvement, the limited amount of time available during district auditions does not reasonably allow auditioners to focus on their primary responsibility to identify qualified students AND also provide valid feedback on the relative strengths and weaknesses of each student's performance.

VIII. Breaking Ties – When there is a tie, judges will meet to break those ties by considering the following categories in order as deciding factors for breaking those ties: sight reading score, tone quality, scales/tonal skills, and expression. Judges should then return to the audition system and alter one category by .1 (per student) to mathematically break the tie. Ties broken in this manner will then be reported to the district representative and district president.

**IX. Adjudicators at all ILMEA events will listen to every audition live (with the exception of harp auditions) including all components, according to the procedures in the ILMEA Policy Handbook. Scores will be assigned and then students will be ranked based on their total score.**

**Scoring**

Winds

- Tone Quality: 10 Points
- Intonation: 10 Points
- Technical Facility: 10 Points
- Rhythmic Accuracy: 10 Points
- General Musicianship: 10 Points
- Scale Studies: 10 Points
- Sight Reading: 10 Points
- Total Possible: 70 Points

Auxiliary Winds addendum

- Tone Quality: 10 Points
- Intonation: 10 Points
- Technical Facility: 10 Points
- Total Possible: 30 Points

Percussion

- Snare Drum: 15 Points
- Tympani: 15 Points
- Mallets: 15 Points
- Auxiliary Percussion: 10 Points
- Sight Reading: 15 Points
- Total Possible: 70 Points

Chorus

Prepared Selections

- Note Accuracy: 8 Points (4 Points for Each Piece)
- Rhythmic Accuracy: 8 Points (4 Points for Each Piece)
- Intonation: 8 Points (4 Points for Each Piece)
- Diction: 8 Points (4 Points for Each Piece)
- Musicianship: 8 Points (4 Points for Each Piece)
- Tone Quality: 28

Tonal Skills: 16 Points

Sight Reading: 16 Points

- Total Possible: 100 Points

Strings

- Tone – 10 points
- Intonation – 10 points
- Rhythm – 10 points
- Technique – 10 points
- Musicianship – 10 points
- Scales – 10 points
- Sight reading – 10 points
- Total Possible – 70 Points

Instrumental Jazz - Winds

Prepared Selection

- Part Accuracy: 10 Points
- Technical Facility: 10 Points
- Rhythmic Accuracy: 10 Points
- Interpretation: 10 points

Sight Reading: 10 points
Stylistic Accuracy: 10 points
Improvisation: 20 Points
Tone Quality: 10 Points
Intonation: 10 Points
- Total Possible: 100

Instrumental Jazz - Rhythm Section

Prepared Selection
- Part Accuracy: 10 Points
- Technical Facility: 10 Points
- Rhythmic Accuracy: 10 Points
- Interpretation: 10 points

Sight Reading: 10 points
Stylistic Accuracy: 10 points
Improvisation: 20 Points
Rhythmic Stability: 20 Points
- Total Possible: 100

Vocal Jazz

Prepared Selections
- Pitch Accuracy: 10 Points
- Rhythmic Accuracy: 10 Points
- Intonation: 10 Points
- Diction: 5 Points
- Interpretation: 10 Points
- Tone Quality: 20 Points

Sight Reading: 10 Points
Scales: 10 Points (Blues Scale 5, Chromatic 5)
Improvisation: 15 Points
- Total Possible: 100

**Judges**

I. Qualification Recommendation – Whenever possible, qualified judges that do not have a direct relationship to the students should be hired as adjudicators. Sources for judges can include private music teachers, retired music educators, college faculty and/or graduate students.
II. Multiple Judges – The use of multiple judges is recommended for instruments/voices that traditionally have a large number of auditioning students.
    a. When utilizing 2 judges, it is recommended that one judge evaluate scales and sight-reading while the other evaluates etudes/prepared literature.
    b. When utilizing 3 judges, it is recommended that one judge be assigned the scales, the second judge the etudes/prepared literature, and the third judge sight-reading.
    c. In the case of flutes and clarinets, some districts may want to consider 4 judges: one for scales, one for sight-reading and one for each of the etudes/prepared literature.
    d. Students who do not perform all components of the audition will be disqualified.
    e. Splitting students alphabetically or by some other means, which results in some students auditioning for one judge while other students audition for another judge, should not be employed.
III. Remuneration – Judges will be paid according to the pay scales set by the Board of Directors.
IV. Confidentiality – Anyone with access to scores at any time will be asked to sign and abide by the ILMEA Confidentiality Agreement. It is the position of ILMEA that all results are confidential and are not to be shared. Any variance from this can lead to consequences up to and including removal as a judge or representative.

**Logistics**

I. Site Selection – Site selection is the responsibility of the District President. Securing the venue and all communication with the host site(s) will also fall under the purview of the responsibilities of the District President.
II. Management – The District President, with support and coordination by the District Division Representatives, will host and administer auditions for the Districts. There are division-specific instructions that will be communicated from the State Office and Division Presidents
III. Concessions – Are the responsibility of the host site. Previously, the host site will use this as a possible fundraiser. These funds will be the responsibility of the host site and are in no way owed to ILMEA.
IV. Meals – Are also the responsibility of the host school. This option should be discussed with the District President, as not all auditions are held during a time of day where a meal would be either well-attended or appropriate.

**Band Division Audition Procedures**

I. Purpose – Wind instrument auditions are designed to evaluate a student's technical and musical abilities in all registers with both prepared music and sight reading. Percussion auditions are designed to evaluate a student's technical and musical abilities in the major facets of concert percussion performance (i.e., timpani, keyboards, snare drum and auxiliary percussion) with both prepared music and sight reading. Audition materials are intended to challenge the very best of the 10$^{th}$, 11$^{th}$ and 12$^{th}$ grade wind and percussion instrumentalists throughout the state.
II. Scale Sheet Time Limit – Students have a maximum of 3 minutes to perform the scale sheet after which time a judge may stop the student. A student will be allowed to continue his/her performance of the scales until the time limit has expired regardless of the performance level. All scales must be tongued.
III. Etude/Sight Reading Time Limit – Excerpts of the etudes and/or the sight-reading material are permissible as long as this procedure is started with the first audition. Every student must be given an equal opportunity to perform the etude and sight-reading portions of the audition.
IV. Call-Backs – If call-backs are to be utilized in determining the final ranking of students, information concerning the specific time and place for call-backs must be clearly posted and/or distributed to all students at the start of auditions. Call-backs will not begin until all students have had the opportunity to complete the initial audition within the pre-announced audition time.
V. Percussion Equipment
    a. Percussionists may perform on their own equipment, particularly snare drums, auxiliary percussion instruments, and keyboards.
    b. Whenever possible, percussionists should be given a choice between performing the keyboard etude on either xylophone or marimba. Though performance on marimba is preferable, many schools do not have access to this instrument and, in fairness, no student should be required to audition on the larger keyboard without

prior preparation/experience. Under no circumstances will percussionists be required to perform the keyboard etude on orchestra bells or vibraphone.

VI. All-State Wind and Percussion Selection Procedures

a. Whenever discussing the selection of students for the District and All-State ensembles, it is important to understand that the philosophy of the Illinois Music Education Association has always been founded on a balance between high quality student performance and representation from across the district or state.
b. The All-State Selection Meeting is held in late November immediately following the last District Festival. The District President, the District Band Representative and the State Band Division President are the people directly involved in nominating and selecting woodwind, brass, and percussion musicians for the All-State Conference. In addition, the Band Division selection process incorporates input from both the District Orchestra Representative and the District Jazz Representative.
c. All-State Personnel – The Division Presidents (band, chorus, jazz and orchestra) and the District Division Representatives of the band, chorus, jazz and orchestra shall be responsible for selecting the personnel for All-State. The District Presidents are responsible for getting the materials to the meeting. District Presidents are obliged to attend the meeting and in the event that a District Division Representative is unable to attend, it will be the duty of the District President to assist the committee in selecting All-State personnel in order to insure equal representation for all Districts.
d. Prior to the Selection Meeting, District Band Representatives receive a database, which lists, by instrument, the number of sophomore, junior or senior year students that may be nominated for the All-State Bands and Orchestras wind sections from that District. These quotas are based on percentages of District representation as determined by the Executive Director. For example, if District X has 38 schools participate in the District Band out of a total of 292 schools participating statewide, District X would qualify for 13% of the All-State Band Division musicians. Normally, a total of 40 flutes and 72 Bb clarinets are selected for the All-State Bands. Consequently, the District Band Representative would be able to nominate the top 5 flutists and the top 9 clarinetists from District X for All-State. The District level audition score is the sole determiner of the student ranking for All-State selection. Part/chair assignment for the District festival does not affect a student's ranking for All-State nomination.
e. Selection Numbers and Percentages – For the purpose of All-State Student Selection, the knowledge of district school participation numbers and percentages are restricted to the ILMEA President, Executive Director, professional staff and District President, as well as the four performing Division Presidents (band, orchestra, chorus, and jazz).
f. Selection Meeting Leadership – The Selection Committee Meeting in November will be supervised and controlled by the Division Presidents. The State Office will make substitutions for All-State participation. If a student is not available from the district in which the drop occurred a selection will be made of the top rated student in the same division.
g. All-State wind and percussion students are not pre-assigned to the Honors or All-State groups. Students audition for ensemble and chair placement upon arrival at the All-State Conference. District audition scores are not considered in the Honors or All-State ensemble placement.
h. Student Selection Notification – No announcement of selectees is to be made prior to the official notification from the ILMEA State Office.

**Chorus Division Audition Procedures**

I. The audition consists of a performance test totaling 100 points, and MUST be administered with these procedures:
   a. Two prepared selections
   b. Sight-reading
   c. Tonal skills
   d. Tone quality
II. A brief vocalization is permitted, depending on the time factor of the District.
III. All districts will use the electronic prompts provided by the Chorus Division President.
IV. Prepared Selections
   a. The Chorus Division President will select a passage from one of the required selections.

b. The District Chorus Representative will select a passage from one of the District selections (or a required selection).
c. Performance Descriptors
   - Superior – Performance with minor error(s), outstanding preparation, excellent musicianship demonstrated. Categorically clean and accurate with attention to musical detail.
   - Good – Solid performance with a few minor errors, some details overlooked. Good preparation but not as defined musically as it could be.
   - Fair – Lacking musical definition; more frequent errors, exhibiting little attention to musical details.
   - Poor – Demonstrating little attention to musical details and probably a lack of preparation by the student; many errors.

V. Sight Reading
   a. Judges will be provided with two exercises of four measures each, allowing two points for each measure sung correctly. Partial credit may be given, but do not use decimals or fractions.
   b. Play ONLY a tonic chord and the starting note before asking the student to begin. A reasonable amount of time may be allowed so the student may survey the complete exercise before singing it. Do not play any portion of the exercise.
   c. The student may use a neutral syllable, solfeggio, numbers, or letter names, but is not permitted to hum.

VII. Tonal Skills
   a. Each student will sing the Major triad ascending and descending on E
   b. Each student will sing two of the other three root position triads (minor, diminished, augmented ascending and descending), selected by the Chorus Division President. It is suggested that F and D are used as the root tones of these triads. Partial credit is not allowed for triads. The student must sing the triad correctly to receive any points.
   c. Each student will sing one major scale and one minor scale ascending and descending. Soprano/Tenor will sing F Major and d minor. Alto/Bass will sing Db Major and bb minor.
   d. The minor scale will be selected from any one of the natural, harmonic or melodic forms. The student is responsible for all three minor forms though ONLY ONE will be performed for the audition. That form will be selected annually by the Chorus Division President and will be consistent throughout the State.
   e. The scales will be sung one octave up and down with the top note sung only once. Two Points per scale ascending and two points per scale descending. Partial credit may be given.
   f. Numbers, solfeggio, or a neutral syllable may be used. Humming is not allowed.

VIII. Tone Quality – This item represents a total evaluation by the judge of the vocal quality the student has presented throughout the audition.
   a. Performance Descriptors
      - Superior – Well developed tone, clear, controlled, well-supported throughout the vocal range showing consistent beauty.
      - Excellent – Pleasant and clear tone, lacking some refinement of control; still solidly supported through most of the range but occasionally less control at the extremes of the vocal range of the music.
      - Good – Average vocal production, lacking focus of tone, clarity or support.
      - Fair – Airy, harsh, or unpleasant tone quality which may be unsupported, lacking control of the range; immature.
      - Poor – Under-developed voice.

**Jazz Division Audition Procedures**

I. Audition Rubrics and State Audition Guidelines – Numeric rubrics (matching the entry categories on the RNS system), descriptive rubrics for judges, and specific guidelines for the auditions at the State level are all available on the Jazz Division website. Whenever possible, the district auditions should reflect these standards. Districts may choose to include supplemental materials for their district auditions, but they must include the basic structure as indicated below.

II. Instrumental Jazz Wind and Rhythm Auditions
   a. Students will be asked to perform selected excerpts from the All-State required music.
   b. Students will be asked to sight-read selected musical excerpts. The Jazz Division President will provide these excerpts two days prior to each district audition date.
   c. Students will be asked to demonstrate improvisational ability with the required Blues in F; Aebersold, vol. 1, track 8, or if the district has chosen, Billie's Bounce (with more rigorous chord changes): Aebersold, vol. 6, track 2, instead. This information must be posted on specific district web pages for clarity.
   d. Some districts have chosen to add a supplemental etude as part of their district audition procedure as well. This information must also be posted on specific district web pages.
   e. (Optional) Students auditioning for the Honors Jazz Combo at All-State will be asked to perform "I Got Rhythm" chord progression in Bb at medium and up-tempos.

III. Rhythm Section Specific Auditions (Piano, guitar, vibes, bass, drum set)
    a. Students on rhythm section instruments must be heard individually for their district auditions. Having one room with all instruments being heard together in tandem is not appropriate for District auditions because of the large number of students on each instrument that are auditioning. If an Instrumental Jazz District Representative has a small number of students auditioning in a given year and would like to implement combined auditions (as is the practice at the state level), please inform the Jazz Division President prior to your district audition date.
    b. Drum students will be asked to demonstrate a functional approach to a variety of rhythmic styles including medium swing, medium Latin (bossa nova), up-tempo swing (bebop), and up-tempo Latin (samba and funk).
    c. Drum Set Improvisation – Demonstrate improvisational ability by playing a medium fast swing drum solo in a 12 bar blues format. The student should play 4 measures of swing followed by 4 measures of solo, going through at least 2 choruses.
IV. Vocal Jazz Auditions
    a. Students will be asked to perform selected excerpts from the All-State required music as directed by the Jazz Division President.
    b. Students will be asked to sight-read selected musical excerpts. The Jazz Division President will provide these excerpts, two days prior to each district audition date.
    c. Students will be asked to perform two tonal skills exercises: the Blues Scale and the Chromatic Scale.
    d. Students will be asked to demonstrate improvisational ability with the required Blues in Bb; Aebersold, vol. 1, track 7.
    e. (Optional for selected vocal jazz students at their District Festival ) Students that are chosen by their District Vocal Jazz Representative for a second call-back audition for the Honors Vocal Jazz Ensemble at the IMEC will be asked to perform 2 different excerpts from the required selections, and to improvise 1 chorus of Bb Blues.

**Orchestra Division Audition Procedures**

I. Strings District Auditions
    a. All violin players, in all districts, are to be nominated for violin (not for violin I or violin II).
II. Wind and Percussion District Auditions
    a. Follow Band Division Audition Procedures.
    b. Only District Orchestra participants will be considered for assignment to the All-State Orchestras.
    c. Winds and percussionists not chosen for the All-State Orchestras MAY BE assigned to All-State Bands.
    d. If the All-State orchestra repertoire calls for an instrument that was not used in a District Festival orchestra, then a participating band student will be assigned to that part.
III. Harp District Auditions
    a. Harp auditions will be held at the District site. Harpists will be expected to perform the etude and orchestral excerpt as indicated in the listing of required audition materials (See Orchestra Division Required Music). Orchestra Representatives will provide taping equipment. An auditioner will record the audition and submit the recording to the District Representative. They, in turn, will forward the recording(s) of the selected harpist(s) to the State Orchestra Division President for the purpose of All-State Selection.
    b. The harpist must perform with a District performance organization in order to remain eligible for All-State.
IV. All-State Auditions
    a. Strings, Winds, Percussion and Harp
        - All District Orchestra participants are eligible to be recommended for the All-State organizations, provided they have indicated a desire to participate and are eligible in every other way.
        - Each District is allowed a percentage of participants, based on the number of schools in their District that participated in the District Orchestra.
        - Audition requirements for STRING players will include excerpts from EACH of the major works to be performed by the Honors and All-State Orchestras. Excerpt music will be sent to the director of each All-State string selectee. In addition, each student must prepare the 7 Major AND 2 melodic minor scales listed in the required audition materials (See Orchestra Division Required Music). At least one Major and one melodic minor will be chosen. Sight reading is also required at the All-State Conference audition.
        - Four string bass players will be assigned to the All-State Bands at the Selection Meeting. They will audition on only the required two-octave Major and melodic minor scales and excerpts, or complete parts, from the All-State Bands' Concert Selections. The Division Presidents will send band repertoire excerpts to the director of each All-State Bands string bass selectee. Sight reading is also required at the All-State Conference audition.
    b. Orchestra Wind Seating Assignments – Placement of students into the two orchestras and chair assignments within each orchestra will be based on the performance of the following.
        - ILMEA required scales
        - Excerpts of each of the ILMEA required etudes

- Sight reading

c. Excerpts from the current all-state orchestra repertoire [Students will be sent applicable excerpts (not complete parts) along with the All-State invitation. This policy is subject to the constraints of copyright law and permission granted by the copyright holders.]

d. Solo Passage Assignments – Solo passages (in any part) are assigned to the player who earns that chair. However, if needed to assure a quality performance, parts may be reassigned among the players in that section. Audition judges and orchestra division leadership may suggest changes of solo assignments. The final decision regarding assignment of solo passages for any instrument rests with the conductors.

**Festival Policies and Procedures**

**Securing Facilities for Traditional Festival**

I. Check with Athletic Director for practice schedules the day of, and the day before the festival
II. Check with Activities Director for conflicting events
III. Check with Facilities Manager/head custodian, for concerts/needs of the festival including
    a. Rooms
    b. Chairs
    c. Fire/emergency plan
    d. Cafeteria availability
    e. Parking
    f. Necessary rooms
    g. Gym-performance/rehearsal
    h. Large rehearsal rooms
    i. 3 rooms for division meetings
    j. 2-3 rooms to hold participants' personal belongings
    k. Faculty lounge area
IV. Get tables for check-in and concert admission volunteers
V. Check with administrators – to give opening address of concert
VI. Conferences with facilities manager and custodian(s) on duty to facilitate the day
VII. Three rehearsal areas are needed (one of them being the performance area)
    a. Band and Orchestra Areas – It should be large enough to fit groups in excess of 150 students, with decent acoustics where the room is not too loud. Each area needs to have the following equipment:
        - Percussion set-up for both groups
        - Podium and director stand
        - Chairs (about 165)
        - Extra chairs for observers
        - PA for conductor if needed
        - Piano (if necessary)
        - Bottled water for conductor
    b. Chorus Area – It should be large enough to fit a group in excess of 200 students and be organized in a way that students can either sit or stand. It should also have room enough to hold/store choir robes for the day before performance. This area needs the following equipment:
        - Conductor stand/podium
        - Piano (grand/baby grand if possible)
        - Chairs (about 175)
        - Extra chairs for observers
        - PA for conductor if needed
        - Bottled water for conductor
    c. Jazz Festivals – Each District should decide whether or not a Jazz Festival should be held at the same time as other festivals. Expenses will be covered by District Festival funds should a second date be used. Senior jazz festivals will need to provide for a minimum of two jazz bands and one vocal jazz ensemble. In some districts, the junior and senior divisions are combined, so please check with the District President to confirm the number of groups and rehearsal spaces needed. This area needs the following equipment:
        - Pianos for each rehearsal/performance room, the best being placed in the performance venue
        - Vocal Jazz Ensemble risers
        - Chairs (approximately 20 per performance group)
        - Access to music stands as needed for students who forget their own
        - Extra chairs for observers in each rehearsal room
        - Performance area sound system for instrumental jazz groups including microphones for piano, and at least two solo mics
        - Vocal Jazz Ensemble sound system requirements for an ideal performance would include microphones for each performer, or a minimum of one microphone per two students, and one vocal floor monitor per 4 students
        - In a typical gym performance area for a jazz festival, the vocal jazz ensemble can occupy one half of the space, and the instrumental groups can occupy the other half, rotating in and out.
        - All rhythm section players must be responsible for bringing drumsets, amplifiers, and instruments.

d. Performance Area – (Usually a gym). It should be large enough to house all three performance groups on the floor at once. Audience seating will be determined by size and configuration of the room, but usually one side concert seating. This area needs the following equipment:
   - Three conductor stands/podiums
   - Piano (grand/baby grand if possible)
   - PA/lectern
   - Chairs (about 315 - for performers)
   - Extra chairs/benches for overflow seating
   - Tables, etc. for volunteers

V. Parking – This is a major issue. Some groups have buses that stay all day – make sure there is enough room for buses and parent/director cars. Parents who help facilitate this are wonders! It is a good idea to have a committee of parking attendants. Police involvement in traffic direction flow for after the concert is strongly suggested.

VI. Lunches – This is the biggest part of the preparation. Menus and cost need to be decided early and included in the outgoing correspondence. Vegetarian options are suggested as well and standard fare. Snacks and concessions are options that you might want to explore. Catering is an option.

VII. Signage
   a. Guide students/directors to rehearsal area, restroom, cafeteria, changing rooms
   b. Guide directors to meet rooms
   c. Reinforce school policies (e.g. "Food/Drink may only be in the Cafeteria")
   d. Remind students/director of rehearsal and lunch schedules
   e. Organize parking

VIII. Correspondence – The ILMEA District President will handle correspondence concerning the festival. The host will provide site-specific information to the district president for dissemination.
   a. Information that should sent out by the beginning of October, prior to auditions:
      - Schedule for day including rehearsal schedule and rotation for lunches
      - Map/directions to host school
      - Map layout of host school
      - Parking information
      - Concert information (times, admission charge, etc.)
      - Concert dress/uniform
      - Reminder to bring wire stands
      - Order forms for lunch/t-shirts
      - Relevant host school information/rules
      - Information sheets - suggested contents
      - Number of students participating per ensemble
      - Number of directors attending
      - Bus information
      - Lunch information
      - T-shirt information
   b. Once the ensembles have been selected, contact the chairperson of each group for the following:
      - Size of the group
      - Set-up/seating chart
      - Equipment (percussion) needs
      - Miscellaneous needs

IX. Parent Volunteers
   a. Contacting facilities managers
   b. Director information sheets, lunch (the BIGGEST PART of the day)
   c. Parking
   d. Admission to the concert
   e. Signage
   f. T-shirts
   g. Concessions
   h. Check-in
   i. Concert ushers
   j. Crowd control throughout the day
   k. Copying
   l. Director packets should include:
      - Nametags for directors
      - Schedule for the day
      - Maps of the school layout

- Lunch tickets (if necessary)
- Reminder of host schools rules

**Conductors and Accompanists**

I. District Conductor Selection – In the choosing of conductors of District Festival performing groups, first consideration is to be given to public or parochial music teachers from Illinois.
II. Conductors In District – District Festival directors are allowed to conduct in their own geographic District.
III. Number of Conducting Appearances – The contract for conductors allow for one All-State, and two District Festivals in any given year.
IV. District and All-State Conductor Membership – ILMEA requires all District and All-State conductors, who are engaged in music education, to be members of ILMEA/NAfME.
V. District and All-State Accompanist Membership – Accompanists serving ILMEA in any capacity need not be members of ILMEA/NAfME.
VI. Accompanist Participation – The ILMEA contract for accompanist allows for ``two District Festivals per year.

**District Festival Management Policies**

I. District Selection Announcement – All announcements regarding selection to any district ensembles is the exclusive responsibility of the District President. Audition results are to be released via the RNS system. No other representative may release this information without the expressed permission of the district president.
II. District Festival Information – All information on District sites and music lists are to be posted on the ILMEA web site.
III. Participating School Responsibilities – Each school participating in any ILMEA event is responsible for:
    a. Providing adult supervision of their students for the duration of the event
    b. Student behavior at that event
    c. Health and welfare of its students at that event
    d. Transportation to and from ILMEA events
    e. Providing materials or equipment needed for the festival, unless those items are expressly provided by the host or ILMEA
    f. Providing appropriate communication regarding the event to students and parents
    g. Any other necessary items not expressly provided by ILMEA
IV. National Anthem Policy – The National Anthem is to be performed at all Junior and Senior District Band, Orchestra, and Chorus Festivals and All-State Conference All State and Honors Concerts.
V. Jazz Festival Dates – District jazz festivals are to be held prior to the state selection meeting.
VI. Sacred Music in Schools – It is the position of NAfME that the study of religious music is a vital and appropriate part of the total music experience in both performance and listening. To omit sacred music from the repertoire or study of music would present an incorrect and incomplete concept of the comprehensive nature of the art.

**District Festival Financial Policies**

I. Concert Gate Fee – All districts will charge a fee to attend district festival concerts. The ILMEA Board of Directors sets this fee.
II. District Bills – The District President is the only person authorized to incur any expenses in relation to the District Festival. All District bills must be channeled and approved through and by the District President or Division President prior to payment by the Executive Director. Only Board of Director members are authorized to make contractual agreements or order music. Vouchers must be very detailed and should be accompanied by an explanation and/or receipt where applicable. In consultation with the District Representative the District President is responsible with ordering music and submitting contracts to the accompanists and guest conductors for the district festival.
III. Conductors' Fees – All District Festival conductors who are issued a contract from a District President are paid by the ILMEA State Office.

**All-State Ensemble Policies and Procedures**

**Leadership Participation**

I. Auditioner Membership – ILMEA/NAfME membership is required for All-State Auditioners.
II. Assistant Audition Chair – An Audition Wind & Percussion Assistant Chair will assist the Audition Chairperson.
III. ILMEA/NAfME Director Membership – ILMEA requires the director of any school or university group performing at the Illinois Music Education Conference to be an ILMEA member.

IV. All-State Conductor Selection – Division Presidents shall contact All-State Conductors and clinicians directly and submit selected people to State Office.

**All-State Consideration**

I. Student Attendance Requirements – Student attendance is required at all rehearsals of the All-State Conference in order for the student to be allowed to perform in the final concert. An exception will be allowed, at the discretion of the Division Presidents, in "emergency" situations only. Members of All-State groups who also are from groups performing for ILMEA may be excused from rehearsal for the performance(s). A student may be excused from All-State rehearsals for a total of 90 minutes.
II. All-State Student Eligibility – All-State groups (band, chorus, jazz, vocal jazz ensemble, and orchestra) are to be selected from sophomore, junior, and senior participants in district festival groups for performance at the State Conference or at such other time as may be approved. This process will begin in the Fall of 2016 in preparation for the 2017 All-State ensembles. The purpose shall be to provide the highest level of performance experience possible for the most talented and capable high school musicians in the state. Selection of participating students shall be on the basis of demonstrated ability in district auditions.
III. Curfew for All-State Participants – There is a curfew of midnight for All-State participants.
IV. Student Conduct – It is the responsibility of the adult chaperones from each school to supervise their students in accordance with their school rules. In the event of a violation of said rules or other major misconduct, ILMEA reserves the right to remove the student from the current year's All-State experience and/or notify the student's parents/guardians and school administration.

**All-State Management Policies**

I. Lobby Sing – There will be a Lobby Sing at an appropriate time at the Illinois Music Education Conference organized and implemented by the Chorus Division.
II. Session-Free Exhibit Time – The Executive Director will be given the latitude for scheduling session-free exhibit time, in order to get more industry exhibit exposure.
III. Concert Length – Presidents are instructed to inform All-State conductors that each All-State program (Band, Orchestra, and Chorus) will perform twenty-five minutes of music including required numbers. The Jazz Night includes all Jazz Bands and the Vocal Jazz Ensemble with a maximum program length of one hour thirty minutes.
IV. Composition Contest Student Eligibility – Any 6th-12th grade student who composes is eligible. It is not necessary to be a formal theory student.
V. All-State Clinician Equipment – The Board will make every effort to provide basic materials and equipment for All-State clinicians, but will not be liable for unusual or costly equipment.
VI. Recording Companies – The Executive Director is to deal with recording companies for All-State.
VII. Exhibitor Badges – Exhibitors are to be provided only four complimentary badges per booth purchased.

**All-State Financial Policies**

I. Exhibitor Fees – All exhibitors must pay for exhibit space at the All-State Conference at the discretion of the Executive Director.
II. Selection Meeting Lunch – District Division Representatives (band, orchestra, chorus, jazz, and professional development) will have their noon meal provided by ILMEA.
III. Retired Member Registration Fees – The Conference registration fee for retired members at the All-State Conference is waived.
IV. Auditioner Registration Fees – The Conference registration fee is waived for All-State auditioners.
V. All-State Chairpersons Compensation – All-State Chairpersons will be compensated with an honorarium and complimentary hotel accommodations as determined by the board of directors.
VI. Percussion Equipment Chair – An All-State Percussion Chairperson will be given the same financial fee as other All-State division chairs.
VII. Percussion Equipment – ILMEA will periodically purchase percussion equipment to be used at the All-State Conference.
VIII. IMEC Clinicians Fees – IMEC clinicians will not be paid or reimbursed except in special negotiated circumstances and then only from resources provided in the annual budget.
IX. Conductor Travel Expenses – ILMEA will provide travel expenses for All-State Conductors in all divisions if requested.
X. EGM Clinician Fee – ILMEA supports the concept of paying IMEC clinicians for the EGM Division as necessary.
XI. Clinician Fees – Finances will be made available to each professional division, the Music Teacher Education, Music Educator Development and Junior/Senior General Music Divisions to bring in nationally known clinicians.

XII. General Sessions Fees – A line item will be included in the budget for General Session expenses including payment for keynote speakers.
XIII. JSGM Division Entry Fee – The ILMEA Executive Director and the Junior/Senior General Music Division President will implement a fee per entry for the Composition Competition to be determined by the Finance Committee.
XIV. Commissioned Works – ILMEA will investigate, through the performing Division Presidents, the cost of commissioning a work for various performing organizations.

**Awards**

I. Awards Deadline – The nomination of candidates for awards has been moved from July 1 to the third Friday in October. The selection of candidates is made at the All-State Selection meeting in November.
II. Award Nominations – The primary nominator for any ILMEA award must be an ILMEA/NAfME member.
III. Selection of Awards – Selection of the Awards is to be made by the Executive Committee with the President Elect as Chair or their designee.
IV. Distinguished Service Award – The Distinguished Service Award is presented to a person "who has given very special service to ILMEA or to the goals and purposes of ILMEA". The recipient is "clearly recognizable statewide and the service for which the award is given represents a long range commitment that in every way can be considered extraordinary and distinguished."
V. Presidential Award – The Presidential Award is presented to an individual, without restriction as to state or country, who is deserving of very special recognition for outstanding ser to music and music education. It is designed to salute and recognize an individual and is given only under special circumstances and is not necessarily an annual presentation.
VI. Honorary Life Membership – Honorary Life Membership is awarded to individuals outside the field of professional music education in recognition of distinguished ser to music education. This award may be conferred only by a unanimous vote of the Board of Directors.
VII. College Chapter Award Accepted – Collegiate Membership Award is a part of the ILMEA Awards.
VIII. 25-Year Award – The ILMEA recognizes members who have taught music for 25+ years. A certificate is to be presented at the All-State Conference.
IX. Board Member Recognition Pin – The ILMEA will present a recognition pin to retiring Board members upon leaving office.
X. Mary Hoffman Award – ILMEA awards the Mary Hoffman Award of Excellence to be presented to outstanding music educators.
XI. Legislative Award – A Legislative Award will be awarded to a state legislator, United States legislator or other member of government who is deserving of special recognition for outstanding ser to music and music education. This award is not necessarily an annual presentation and is to be a Board decision.

**Whistle-Blower Policy**

I. In keeping with the policy of maintaining the highest standards of conduct and ethics, ILMEA will investigate any suspected fraudulent or dishonest misuse of ILMEA's resources or property by officers, board members, staff, consultants or volunteers. ILMEA is committed to maintaining the highest standards of conduct and ethical behavior and promotes a working environment that values respect, fairness and integrity. All officers, board members, staff, and volunteers shall act with honesty, integrity and openness in all their dealings as representatives for the organization. Failure to follow these standards will result in disciplinary action including possible termination of employment, dismissal from one's board or volunteer duties and possible civil or criminal prosecution if warranted.
II. Reporting – A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the Executive Director or the Chair of the ILMEA Board of Directors, or if suspected by a volunteer, to the board or staff member supporting the volunteer's work. If for any reason a person finds it difficult to report his or her concerns to a board or staff member supporting the volunteers' work, the person may report the concerns directly to the Executive Director or the Chair of the ILMEA Board of Directors. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.
III. Definitions
    a. Baseless Allegations: Allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to disciplinary action by ILMEA, and/or legal claims by individuals accused of such conduct.
    b. Fraudulent or Dishonest Conduct: A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:
        - forgery or alteration of documents;
        - unauthorized alteration or manipulation of computer files;
        - fraudulent financial reporting

- pursuit of a benefit or advantage in violation of ILMEA's *Conflict of Interest Policy*
- misappropriation or misuse of ILMEA resources, such as funds, supplies, or other assets
- authorizing or receiving compensation for goods not received or sers not performed; and
- authorizing or receiving compensation for hours not worked

c. Whistle-Blower: An officer, board member, staff member, consultant or volunteer who informs a supervisor, the Executive Director, or the President of the Board of Directors about an activity relating to ILMEA which that person believes to be fraudulent or dishonest.

**Rights and Responsibilities**

I. Individuals are required to report suspected fraudulent or dishonest conduct to the Executive Director or the Chair of the Board of Directors. Reasonable care should be taken in dealing with suspected misconduct to avoid:
   - baseless allegations;
   - premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct or others not involved with the investigation; and
   - violations of a person's rights under law

II. Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Individuals reporting, while appropriately concerned about getting to the bottom of such issues, should not in any circumstances perform any investigative or other follow up steps on their own. Accordingly, an individual who becomes aware of suspected misconduct:
   - should not contact the person suspected to further investigate the matter or demand restitution.
   - should not discuss the case with attorneys, the media or anyone other than the Executive Director or Chair of the Board of Directors
   - should not report the case to an authorized law enforcement officer without first discussing the case with the Executive Director or Chair of the Board of Directors.

III. Investigation – All relevant matters, including suspected, but not unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated back to an independent person such as auditors and/or attorneys.

**Whistle-Blower Protection**

I. ILMEA will use the best efforts to protect whistle-blowers against retaliation. Whistle-blowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally this means that whistle-blower complaints will only be shared with those who have a need to know so that ILMEA can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. Should disciplinary or legal action be taken against a person or persons as a result of a whistle-blower complaint, such persons may also have the right to know the identity of the whistle-blower.

II. Officers, board members, staff, consultants and volunteers of ILMEA may not retaliate against a whistle-blower for reporting information about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistle-blower's employment, including but no limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees. Whistle-blowers who believe that they have been retaliated against may file a written complaint with the Executive Director or Chair of the Boards of Directors. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit those in authority from taking action, including disciplinary actions, in the usual scope of their duties and based on valid performance-related factors.

III. Whistle-blowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).