

Illinois Grade School Music Association Constitution & Bylaws

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ILLINOIS GRADE SCHOOL
MUSIC ASSOCIATION
Northern Division

CONSTITUTION

ARTICLE I - NAME

This Association shall be known as the ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION, NORTHERN DIVISION.

ARTICLE II - PURPOSE

The purpose of the Illinois Grade School Music Association, Northern Division, shall be to encourage, aid, and advance music education in the elementary, middle and junior high schools of the State of Illinois through all legitimate and effective means. The Association shall sponsor contests/festivals among school bands, orchestras, and choruses, including solos and ensembles, in Northern Illinois, and annually conduct final organization contests/festivals.

ARTICLE III - MEMBERSHIP

MEMBERSHIP: Active members of the Association shall be those public and/or private elementary, middle and junior high schools represented by one governing body, including those agencies and their representatives sanctioned by a given school to deliver instruction to students within the school, who have paid a school district membership fee of \$70.00 and a \$20.00 fee for each participating elementary, middle or junior high school director. These yearly dues will represent the school district's and individual music director's memberships from September 15 of the current year through September 14 of the following year and entitles each director to receive mailings and participate in contests. Individual music directors serving in two or more schools shall pay only one \$20.00 fee and be entitled to one vote in the Association business. Individuals serving on the Association's Executive Board shall be considered paid active members at the expense of the Association.

All membership fees shall be paid directly to the Secretary-Treasurer of the Association postmarked by September 15 of the current school year. A \$40.00 late fee will be imposed if the membership fee, or form of payment verification, is not received by October 1. The late fee shall not be imposed on new memberships. No memberships will be accepted after November 30th for the current school year participation.

Unprofessional behavior on the part of an Association member, as determined by the Executive Board, will result in sanctions which may include expulsion and criminal charges.

IGSMA membership lists may be used only for communication regarding IGSMA activities, whether by mail, phone or email.

Corporate and Educational Partner Memberships shall be permitted in the IGSMA, allowing them to receive all mailings. They shall be listed in the membership directory but shall not have voting privileges. Corporate and Educational Partner Membership may include a link on the IGSMA website at the Executive Board's discretion. The membership fee shall be \$75.00.

All retired directors and Board members will be given an honorary lifetime membership in IGSMA at the state level. This will include directors and Board members who are active in the Association at the time of retirement. They will be on the state mailing list and in the directory. They will be included in discussions at all meetings. However, they will not have voting privileges.

VOTING: Each dues paying member listed in the current "Active Membership List" shall be entitled to one vote. In order to be placed on the "Active Membership List" for the Fall Meeting, new and renewed memberships must be received by the Secretary-Treasurer of the Association no later than September 15.

In cases where a ballot vote is necessary, a record of those members receiving a ballot will be held by the Secretary-Treasurer, along with the results, until instructed by the Executive Board to dispose of them. Proxy votes shall not be allowed.

If a tie vote occurs when voting by ballot, a new vote will be taken with the vote of the President of the Association held in case it is needed to break another tie vote.

A vote by mail may occur if deemed necessary by a majority of the voting members of the Executive Board.

ELECTION OF OFFICERS: Election of officers of the Association shall take place at the Annual State Fall Meeting. The Nominating Committee shall be comprised of one delegate from each district. Delegates shall be the District Chairperson or an appointed representative. A chairperson shall be selected by the Executive Board, and shall serve in the capacity of presiding officer only. The Nominating Committee Chairperson shall be selected at the Annual Executive Board Meeting. This committee shall submit a slate of candidates for the various offices to the membership of the Association at the Annual State Fall Meeting. In the event the committee cannot agree unanimously on any one candidate for any one office, the slate submitted shall include the names of the two candidates (for each office) with the highest number of votes. Other nominations may be made from the floor.

ELECTION COMMITTEE: This committee shall be in place when voting by ballot occurs. The Election Committee shall be the Nominating Committee Chairperson, two Executive Board Members and two members from the floor, selected by the Nominating Committee Chairperson. This committee shall tally, record and report the election results. The Nominating Committee Chairperson shall read the names of the candidates and the number of votes for each. The Nominating Chairperson shall give all ballots and paperwork to the Secretary-Treasurer to be placed in storage.

ARTICLE IV - OFFICERS

The officers of the Association shall be: President, Vice President, and Executive Secretary-Treasurer and shall constitute the Executive Committee. The Executive Committee may transact business of this organization in an emergency. No action shall be in conflict with that having been taken by the voting body of this organization or the Executive Board.

The President and Vice President shall be elected by the active membership of the Association and shall assume their duties at the close of the State Annual Fall Meeting. The Executive Secretary-Treasurer shall be appointed by the Executive Board. The appointment shall be subject to annual review.

PRESIDENT: The President shall execute the provisions of this Constitution and the Bylaws of this Association. This office, in collaboration with the Executive Committee, shall be responsible for making emergency decisions on questions that may arise, the same to hold until the next meeting of the Executive Board or a stated meeting of the Association, when the decision shall be confirmed or rejected. The President shall administer and set the date of the State Festival, preferably the fourth Saturday in April, and the State Jazz Band Festival, preferably the first Saturday in May. It is the President's responsibility to select the sites of these Festivals. Adjudicators for the State Festival shall be hired and assigned by the President. A sufficient number of adjudicators shall be contracted as soon as possible based on the previous year participants. The suggested State Adjudicator list may be used. The President shall determine Fall meeting dates and locations, create the agenda for the meeting, send out and collect all contracts for the State Festival adjudicators and be responsible for scheduling sites. This position carries an annual salary as indicated in the current constitution addendum, plus a personal expense account that shall include mileage at the current IRS rate per mile, meals, and lodging, said expenses to apply only when the President's presence is required on Association business.

VICE PRESIDENT: The Vice President shall have full charge of the purchase, distribution and financial arrangements of all awards furnished by this Association. In the absence of the President, the Vice President shall assume the duties of the position. The Vice President shall maintain the website, assist with State Festival in securing and scheduling sites, as well as providing necessary technology at those sites, serve as Committee Chair for the Barbara Buehlman and Cloyd Myers awards, and help to grow membership in IGSMA. This position carries an annual salary as indicated in the current constitution addendum, plus a personal expense account that shall include mileage at the current IRS rate per mile, meals, and lodging, said expenses to apply only when the Vice President's presence is required on Association business.

EXECUTIVE SECRETARY-TREASURER: The Executive Secretary-Treasurer shall collect all dues of the Association and pay all bills. The Secretary-Treasurer shall assist the President in correspondence and the issuing of bulletins, act in the capacity of Secretary at all regular meetings of the Association or its Executive Board, care for the details in planning the Association meetings, contests, festivals and such other duties as the President may delegate. The financial reports of the association shall be distributed at the Annual State Fall Meeting and will be available to the membership upon request prior to this date. The Executive Secretary-Treasurer shall be bonded in the amount of \$100,000.00 at the expense of the Association. The Executive Secretary-Treasurer shall be provided an insurance policy in an amount to sufficiently cover equipment and materials being housed. It is the responsibility of the Executive Secretary-Treasurer to have an audit of the financial records prior to the Annual State Fall Meeting. The expense of such audit shall be borne by the Association. Shall be in contact with the printer to coordinate all forms and contest sheets that are to be printed and shipped. This position shall carry an annual salary as indicated in the current constitution addendum and an additional \$1,800.00 home rental, plus a personal expense account that shall include mileage at the current IRS rate per mile, meals, and lodging, said expense to apply only when the Executive Secretary-Treasurer's presence is required on Association business.

ALL ILLINOIS JUNIOR BAND COORDINATOR: The AIJB coordinator will attend to all matters regarding the All Illinois Junior Band. The position will be appointed by the Officers of this Association and will carry an annual stipend to be determined by the board each year. The AIJB coordinator may attend the Executive Board Meetings but shall have no voting privileges.

SALARIES: The annual salary of the President shall be 40% of the Executive Secretary-Treasurer's salary. The annual salary of the Vice President shall be 35% of the Executive Secretary-Treasurer's salary.

VACANCIES: If a vacancy occurs in the office of President, the Vice President shall serve as President for the unexpired term. A vacancy occurring in any other office shall be filled for the unexpired term by a person appointed by a majority vote of the remaining voting members of the Executive Board, notice of such appointment having been given. In case a vacancy occurs in both the office of President and Vice President, the Executive Secretary-Treasurer shall call a special general membership meeting for the purpose of filling the vacant officer positions, prior notice having been given.

ARTICLE V – EXECUTIVE BOARD

EXECUTIVE BOARD: The Executive Board shall consist of the President, Vice President, Executive Secretary-Treasurer and the Chairperson or a representative of each of the nine districts. The Chairperson of each district shall be elected or appointed by their district and shall serve until their successor is elected or appointed.

The Executive Board shall perform such legislative duties as cannot properly be brought before the membership, due to the set time of meetings. However, at no time shall it have the power to change this Constitution or Bylaws. The Executive Board shall also assist the President in administering the State Contest/Festival. Expenses, including mileage at the current IRS rate per mile, meals and lodging, shall be allowed each member of the Executive Board, only when their presence is required on Association business, said expense to be paid by the Association. Each Executive Board member shall receive a \$125.00 stipend for State Executive Board Meeting participation. Each Executive Board member, with the exception of the advisors, shall be entitled to one vote on matters presented to the board for action.

The President may appoint Advisors to the Board with the approval of the Executive Board. The Advisors shall not have voting privileges. In the event that a specific music area (Band, Orchestra, Chorus) is not represented on the Executive Board, the President may appoint a consultant in that particular area.

ARTICLE VI - DISTRICTS

The NORTHERN DIVISION of the ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION shall be comprised of Districts divided geographically, as follows:

DISTRICT NUMBER ONE - Hancock, McDonough, Adams, Schuyler, Brown, Cass, Mason, Menard, Pike and Logan Counties.

DISTRICT NUMBER TWO - Henderson, Warren, Knox, Stark, Marshall, Peoria, Woodford, Tazewell and Fulton Counties.

DISTRICT NUMBER THREE - Piatt, DeWitt, McLean, Livingston, Champaign, Vermilion, Ford and Iroquois Counties.

DISTRICT NUMBER FOUR - including the Counties of Jo Daviess, Stephenson, Winnebago, Carroll and Ogle.

DISTRICT NUMBER FIVE - Lee, Whiteside, Rock Island, Mercer, Henry, Bureau and Putnam Counties.

DISTRICT NUMBER SIX - including all of Kankakee, Will, Grundy, Kendall, and LaSalle Counties and that part of DuPage, and Cook, including Chicago, which lies south of a line which includes Routes 12 and 20 west to Route 45, and a straight line west to Aurora and then west on Route 30.

DISTRICT NUMBER SEVEN - includes those parts of DuPage and Cook Counties which lies north of a line which includes Route 12 and 20 West of Route 45 and a straight line west to Aurora and then west on Route 30, and which lies south of a line which includes Routes 58, 20 and 72.

DISTRICT NUMBER EIGHT - including all of Lake County, that part of McHenry which lies north of Route 120 and Charles Road and east of Route 47, and that part of Cook County which lies north of a line which includes Routes 58, 20 and 72.

DISTRICT NUMBER NINE - includes the schools of Paw Paw, Earlville, Leland, Woodstock, Crystal Lake, West Chicago, Naperville, and Oswego and all schools in Boone County, DeKalb County, Kane County and all of McHenry County west of Route 47 and south of Route 120 and Charles Road.

ARTICLE VII – MEETINGS

The Annual State Fall Meeting of this association shall be held prior to October 1 at a time and site designated by the President. The Executive Board shall meet prior to the Annual State Fall Meeting. Special meetings of the Executive Board may be called by the President or a majority of the voting members of the Executive Board, including at least one officer, two weeks notice having been given. Special meetings of this Association may be called by a majority of the voting members of the Executive Board, including at least two officers, with two weeks notice having been given. An Executive Board meeting may be set for the spring by the President.

A quorum for the transaction of the business of this Association shall consist of 15 voting members including at least two officers. A quorum for the transaction of the business of the Executive Board shall consist of a majority of voting members including at least two officers.

ARTICLE VIII – FINANCE

The Association shall not incur debts for which there is no expected revenue. The operating expense of this Association shall be paid from the general fund of the Association, said fund to consist of all monies received from school membership fees, Festival fees, or any other source. This Association shall assume no responsibility for financing a District Contest.

ARTICLE IX – AMENDMENTS

Amendments to this Constitution and Bylaws may be made at the regular Annual State Fall Meeting of this Association by a two-thirds majority vote of the members present and voting. The Constitution and Bylaws shall be made available to the membership each year.

ARTICLE X – RULES OF PROCEDURE

- 1) A unanimous vote on a resolution at the District level shall automatically require presentation at the Annual State Fall Meeting.
- 2) The passage of a resolution requiring a rules change in the Constitution will automatically affect all places in the Constitution where the rule is discussed.
- 3) District Operational Procedures shall not be in conflict with the State Constitution and Bylaws.
- 4) Inurement of Income: No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.
- 5) Legislative or Political Activities: No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation. The Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- 6) Operational Limitations: Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal Income Tax under Section 501(c) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by an association, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).
- 7) Dissolution Clause: Upon the dissolution of the Association, the officers shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at that time qualify as an exempt organization or organizations under Section 501© (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the officers shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XI – CLOYD MYERS MEMORIAL AWARD

The Cloyd Myers Memorial Award shall be presented annually to a person who has demonstrated educational excellence in IGSMA activities such as:

- ◆ A director whose students consistently excel in IGSMA events.
- ◆ An adjudicator who consistently produces excellent comments and suggestions for improvement.
- ◆ An Executive Board member who consistently fulfills their duties and strives for IGSMA organizational improvement.

Logistics

- 1) Selection Committee: The Committee Chairperson for this award will be the Vice President and remaining committee members will be the executive board.
- 2) The nomination of the committee shall be decided on or before June 1 of each year.
- 3) Nominations from IGSMA members shall be given to the Vice President.
- 4) This award shall be presented annually at the recipient's IGSMA District level meeting and at the State Fall Membership meeting.
- 5) The award recipients shall receive a plaque.

C. CLOYD MYERS

C. Cloyd Myers devoted many years of his active career to the Illinois Grade School Music Association. A graduate of Manchester College, North Manchester, IN, he received his Master's Degree from the University of Michigan.

Having taught instrumental music in Osceola, Iowa, Mr. Myers began teaching in Sterling, IL, in 1939. It was during his first year of teaching there that the Illinois Grade School Band Association was formed. The entire state was divided into five districts. Cloyd Myers was appointed Chairman of the Northwest Division and elected Vice President in 1949. At the fall meeting of the Association held at the Kaskaskia Hotel in LaSalle in 1957 he was elected President. He was inducted as a charter member of the Band Masters Hall of Fame at Northwestern University in 1984.

In 1988 Mr. Myers was named President Emeritus of the Illinois Grade School Music Association and given a lifetime membership to the Executive Board. A plaque was presented honoring his 50 years service to the Association.

Mr. Myers was a World War II Navy veteran. He conducted the Sterling Municipal Band for 25 years. He was a member of the American School Band Directors Association, the Sterling Noon Rotary Club, the Sterling Elks Club, the Rock River Country Club, and a Paul Harris Fellow. Following his retirement in 1975 he directed the Singing Strings Ensemble. Mr. Myers passed away on June 30, 1991.

ARTICLE XII – BARBARA BUEHLMAN YOUNG CONDUCTOR AWARD

The Barbara Buehlman Young Conductor Award shall be presented annually to a person who has demonstrated the following qualifications:

- ◆ A director with a minimum of 5 years experience teaching music and a maximum of 10 years; majority of teaching must be in the State of Illinois.
- ◆ A director who is actively involved in IGSMA events, and shows growth as a music educator.
- ◆ A director whose students consistently excel in IGSMA events.
- ◆ A well-rounded person who belongs to professional organizations and is respected by their peers.

Logistics

- 6) Selection Committee: The Committee Chairperson for this award will be the Vice President and remaining committee members will be the executive board.
- 7) The nomination of the committee shall be decided on or before June 1 of each year.
- 8) Nominations from IGSMA members shall be given to the Vice President.
- 9) This award shall be presented annually at the recipient's IGSMA District level meeting and at the State Fall Membership meeting.
- 10) The award recipients shall receive a plaque.

BARBARA BUEHLMAN

Barbara Buehlman received Northwestern University's Bachelor of Music Education degree in 1959 and Masters degree in 1960. Upon graduation from Northwestern, she began teaching in the Round Lake, Illinois schools. Under her direction, Round Lake School Bands received national recognition with first division ratings in District, State and National competitions, and through numerous performances at conventions and clinics. She served the Round

Lake School District as Director of Bands and Coordinator of Fine Arts until June, 1983 when she left to assume full-time responsibilities as Executive Administrator of the Midwest Clinic. In addition to her duties with Midwest, Barbara was also Secretary-Treasurer of the Illinois Grade School Music Association and Business Manager and Assistant Conductor of the Northshore Concert Band. Her band arrangements and method books are widely acclaimed, and she served as guest conductor, clinician, and adjudicator throughout the United States and Canada. She was featured in *The School Musician's "They Are Making America Musical,"* was a recipient of Tau Beta Sigma's Outstanding Service to Music Award, the Phi Beta Mu National Outstanding Contributor to Bands Award, the Citation of Excellence Award from the National Band Association, the Sudler Medal of the Order from the John Philip Sousa Foundation, and the Cloyd Meyers Memorial Award from the Illinois Grade School Music Association. In 1995, she received Northwestern University's Alumni Merit Award for the School of Music and the Midwest Clinic Medal of Honor. In 1996, she was awarded an Honorary Doctorate from VanderCook College of Music, was named the first recipient of the Quinlan and Fabish John P. Paynter Lifetime Achievement Award, and received the Association of Convention Operations Management's *Meeting Professional of the Year* award. Ms. Buehlman passed away on September 25, 1997.

ARTICLE XIII – FISCAL YEAR

The fiscal year for the Association will be July 1 through June 30.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

The current edition of "The Standard Code of Parliamentary Procedure" by Alice Sturgis governs this organization in all parliamentary situations that are not provided for in the law or in its charter, bylaws, or adopted rules.

ARTICLE XV – COPYRIGHT LAWS

The Illinois Grade School Music Association supports and follows the copyright laws.

BYLAWS

DISTRICTS

1. Districts shall abide by the current Constitution and Bylaws of the State Association when conducting business within the Districts. "Operational Procedures" may be established to reflect the manner of operation in the individual districts.
2. No District shall have the authority to deny participation of individual schools without the approval of the Executive Committee, other than for failure to meet established deadlines. In the event an attempt to deny participation occurs, documentation describing the circumstances shall be forwarded to the Executive Committee who in turn shall determine the need for consideration by the Executive Board as a whole.
3. This Association shall have the power to legislate in matters that concern the administration of the individual districts. It shall be the duty of its officers to adjust differences that concern a District specifically. The general policy in the conduct of District Contests shall follow that of the State insofar as it concerns the qualifying of contestants for the State Festival.
4. A music director will notify the District Chairperson of the school's intention to join the Illinois Grade School Music Association, Northern Division. The District Chairperson shall, in turn, notify the State Office of new memberships.
5. No later than August 15 of the current school year, enrollment forms shall be mailed to directors of past member schools and interested new schools. The official enrollment form is returned to the Executive Secretary-Treasurer of the Association with the annual dues of seventy dollars (\$70.00) per school district and twenty dollars (\$20.00) per individual participating director prior to the date of the Annual State Fall Meeting. The official membership list for the IGSMA, Northern Division, is made of all paid school districts and members. The members in these districts are entitled to enter all District Contest and State Festival activities of the Association.
6. District Contests shall be held at least five weeks prior to the State Festivals. Exceptions will be made for those Districts having participants not wishing to participate at the State level.
7. All District financial obligations to the State Office of the Association must be completed by May 31 of the current school year.
8. In order to have uniformity in the Districts, the Association recommends that each District appoint or elect a chairperson to manage District affairs as well as represent the individual District at the Executive Board Meetings and Annual State Fall Meeting of the Association. The District Chairperson appointment or election should not be contingent upon whether or not this person is a contest host of any particular year.
9. The Annual State Fall Meeting is held during the month of September. District directors and administrators are encouraged to attend the Annual State Fall Meeting to assist in the forming of policies and business for the current year.
10. District Chairpersons shall provide entry information and procedures to all participating members.
11. The District Chairperson shall submit a notice of meetings to all directors and administrators of the District at least two weeks prior to the date of the meeting. District Fall Meetings shall be held prior to the Annual State Fall Meeting. It is urged that directors and administrators attend their District meetings. It shall be the duty of the chairperson to stimulate participation in the District Contests. The Chairperson shall preside at all District meetings and shall administer the District Contests. Each Chairperson shall submit a financial report to all active members of the District and it is recommended this report be made prior to the Annual District Meeting.

12. It shall be the responsibility of all District Chairpersons to forward, in writing, all District resolutions adopted at the District Meeting to the State Secretary-Treasurer, who in turn shall edit such resolutions to the extent of eliminating repetition and prepare a tentative agenda for the Annual State Fall Meeting. Further, the usual rules and regulations governing the adoption of resolutions shall be in effect at all District Meetings.
13. District Chairpersons shall notify all member schools by December 15 of the contest site assignment and date for the current school year.

CONTESTS/FESTIVALS – GENERAL INFORMATION

AWARDS

1. All district medals must be purchased by the District Chairperson and their distribution shall be determined by the District.
2. The State Association shall make available Festival Participation medals and Plaques at each State Festival site. These medals and plaques have been prepaid as a part of the contest entry fees.
3. An individual purchase of State medals for replacement purposes only may be made from the Secretary-Treasurer's office at a cost of \$2.00 per medal.
4. All State sites shall conduct their Festivals in a uniform manner and present only the awards designated by the Association.

CONTEST/FESTIVAL FEES

1. District organization and solo and ensemble fees shall be determined by the individual District and shall be paid to the District Chairperson or other properly constituted District officer.
2. State Festival fees shall be sent directly to the Executive Secretary-Treasurer of the Association and shall be paid immediately after the District Contest. The entry fee for State Festivals shall be \$6.00 per student, to include medals and awards.
3. No refunds of any contest fees shall be made unless an error of over-payment is made or an inadequate number of rooms is found to host entries.
4. A standard gate fee of \$1.00 shall be collected at all State Festival venues.

ELIGIBILITY

1. Members of participating organizations, soloists and ensembles, including home schooled students, must be bona fide students of the organization they represent and shall be certified as such by their principal or superintendent. However, directors shall have sole responsibility to accept, reject, or cancel entries into solo and ensemble contests: all students must be a member of band, orchestra, chorus, swing/show choir or jazz band in their member school, if such organizations exist, in order to participate.
2. All reference to 9th graders shall refer to those 9th grade students attending an Elementary/Junior High or Middle School configuration.
3. Band, Orchestra, and Choral students living in communities where district supported school instrumental and/or choral programs do not exist will be allowed to perform as members of neighboring school district music programs in all sanctioned contests.
4. Students who graduate in mid-year prior to the State Festival may participate in the Association Festival.

5. To become eligible for the State Festival, all bands, orchestras, jazz bands, swing/show choirs, and choruses must receive a First Division rating at the District Contest. A State Festival information packet will be presented to the directors of organizations receiving a Division I rating at the District Contest.
6. A member school may enter more than one band, orchestra, jazz band, swing/show choir or chorus in the contest in compliance with Association rules. Each organization will be considered as a separate entry and subject to all rules and provisions governing such an entry.
7. A student may participate in a total of five Organization events, but is limited to two Concert Bands, two Orchestras, two Jazz Bands, two Choirs and two Swing/Show Choirs.
8. An organization may elect to perform "For Comment Only" at a District Contest, in which case Eligibility items 6 and 7 above do not apply.

SPECIAL NEEDS STUDENTS

No adjudicator shall hold the behavior of a Special Needs student against the performance of the entire ensemble/organization. In order for this consideration to be given, a written note of sufficient explanation shall be submitted the day of contest/festival and attached to the copies of music for the adjudicators, using the form provided on the IGSMA website under Contests/Festivals.

STUDENT DISCIPLINE – CONTEST/FESTIVAL CENTERS

Student behavior at IGSMA events is the responsibility of the participating directors. It is required that all participating students are supervised at all times by directors and chaperones.

1. Any damage to property must be paid for either by the student/s committing the damage or by the school that the particular student/s represents. Students committing property damage or offering behavior problems will be reported to the host chairperson who will report the student's name to the music director and to the President of the Association in writing. The particular student/s will be excluded from any future activities of the Illinois Grade School Music Association, Northern Division, for the remainder of the school year. The Executive Board will review the student/s eligibility for future participation in Association activity at the next Executive Board Meeting.
2. In the case of disciplinary problems from a particular school, that school may be excluded from Association affairs for one school year.

VIOLATIONS FOR DISTRICT CONTESTS

For any violation of the rules and regulations, the adjudicator and/or designated Contest official shall lower the rating of an individual or group by one step. Violations of the contest rules of this Association, other than those listed, shall be presented to the President, whose duty it shall be to present the same to the members of the Executive Board for action.

RULES GOVERNING SOLO AND ENSEMBLE CONTESTS

1. A student may participate in a total of five (5) solo and ensemble events, but is limited to two vocal ensembles, two instrumental ensembles, one vocal solo, and one instrumental solo unless additional solos are performed on different instruments. A student may participate in not more than four (4) instrumental events.
2. Directors must provide a condensed or full score for solos and ensembles for the use of the adjudicator. Measures must be numbered.
3. Photocopied music may be provided to adjudicators only in an "emergency." An emergency shall be defined as a case in which music is out-of-print with no new score available or purchased music copies are backordered. Written evidence in the form of a school purchase order and/or a written statement from the supplier shall be required to document the "emergency." The penalty for violation shall be lowering of the rating by one step. E-Print Music may be used but must be labeled or a receipt shown to indicate it is not a photocopy. Public

Domain music may be used but must have the Public Domain copyright date clearly displayed and a note indicating the source.

4. The performance time of a composition must not exceed six minutes.
5. Instrumental Solos and Ensembles may be read from a score. Vocal Solos and Ensembles must be memorized.
6. No student shall be allowed to perform a given selection as both a solo and with an ensemble in the same year.
7. Solo participants and ensembles must perform a minimum of 28 measures of music from one composition, excluding any form of repeats. Vocal Solos may count repeats as additional measures if the lyrics are different.
8. A soloist shall not perform a composition that they performed in a previous contest and an ensemble shall not repeat a composition previously performed in any contest by that school until all members of that ensemble have changed.
9. A student shall not perform the same selection more than once at any District Solo and Ensemble or Organization Contest during the same school year.
10. Unpublished original compositions will be allowed in Contests. A full score is to be presented for the use of the adjudicators.
11. When performing a composition at Solo and Ensemble Contest for which a full score is not available, the director is to prepare a full score for the use of the adjudicator and include a letter from the publisher/music supplier indicating that a score does not exist.
12. Participating schools will be permitted an unlimited number of solo and ensemble entries.
13. Directors are allowed to enter the solo/ensemble contest rooms during performance by their students for the purpose of accompanying or listening. The coaching of performers by the director is not allowed. Directors will not be allowed to discuss the rating given to a student with the adjudicator.
14. Students shall not wear medals, uniforms, and/or apparel with any logos or markings identifying the participating school when performing a solo or ensemble.
15. The use of electronically recorded accompaniment shall be prohibited in contests.

RULES GOVERNING SOLOISTS

1. Soloists shall be identified by grade in school, number of years played (instrumental students), number of years in school choral organization (choral students) and scheduled accordingly. In completing the solo entry, the number of years' experience at the end of the current year shall be indicated.
2. Solo instruments acceptable shall include all instruments used in bands or orchestras and handbells/choir chimes, electronic instruments and acoustical guitar. Vocal solos shall be included for vocal solo adjudication.
3. Piano soloists must be members of a school sponsored piano program, or a member of the instrumental or vocal program. Piano soloists shall be allowed two (2) minutes for warm-up purposes on the contest room piano.
4. A private teacher shall be allowed to play an accompaniment for their own student.
5. All solos must be performed with an accompanist unless the accompaniment is listed as optional on the score or is listed as unaccompanied. No student shall accompany their own solo.
6. In the electronic instrument composition transcription, or arrangement contest, the following shall apply:

- a) Compositions for Solo Electronic Instruments may have either electronic or acoustic accompaniment. Combinations are allowed.
- b) In Compositions for Electro-Acoustic Computer, traditional acoustic accompaniment is optional.
- c) In the transcription/arrangement of a traditional vocal/instrumental solo, the accompaniment may be electronic or acoustic instruments, or a combination of both.

RULES GOVERNING ENSEMBLES

1. Ensembles shall be classified by type of ensemble and number of ensemble members and scheduled accordingly.
2. All ensembles with a written accompaniment must be performed with an accompanist unless the accompaniment is listed as optional on the score.
3. Any ensemble missing instrumental or voice parts shall be heard and rated on the performance presented.
4. Woodwind ensembles: Groupings may be made of any combination of woodwind instruments as follows: Duets, Trios, Quartets, Quintets, Sextets, Septets, and Octets.
5. Brass ensembles: Groupings may be made of any combination of brass instruments as follows: Duets, Trios, Quartets, Quintets, Sextets, Septets, and Octets.
6. String ensembles: Groupings may be made of any combination of string instruments as follows: Duets, Trios, Quartets, Quintets, Sextets, Septets and Octets.
7. Woodwind, Brass, or String Ensembles consisting of 9-24 members may be entered. The instrumentation of these ensembles shall follow the instrumentation of the score and may be conducted.
8. Percussion Ensembles: Groupings may be made of any combination of percussion instruments as follows: Duets, Trios, Quartets, Quintets, Sextets, Septets and Octets. Percussion Ensembles consisting of 6-24 members may be entered. The instrumentation of these ensembles shall follow the instrumentation of the score and may be conducted.
9. Snare drum duets must be played on two (2) snare drums.
10. Ensembles of mixed instrumentation shall be acceptable if the instrumentation meets the intentions of the score.
11. Vocal ensembles shall be classified as Duets (2-Part Music), Trios (3-Part Music) and Quartets (4-Part Music) and may include up to three voices on each part. In grouping vocal ensembles (not including Madrigals or Chamber Choir) classify as Duet, Trio or Quartet (the number of parts for which the selection is written).
12. A Madrigal group shall be comprised of a mixed group of not more than 16 performers singing in madrigal style without accompaniment. A Chamber Choir shall have nine to 16 members and may be accompanied by piano and conducted by the director. Choirs must present three-part music in any style, except that those choirs composed only of students below seventh grade level may present two-part music.
13. A piano duet shall be classified as an ensemble. The music chosen shall be written to be played on one piano.
14. Handbells/Choir Chimes shall be given a minimum of ten minutes setup time.
15. There shall be no minimum or maximum number of performers in the Handbell/Choir Chime ensembles.
16. One adjudicator shall be required to adjudicate a Handbell/Choir Chime ensemble.

17. Electronic Instrument Ensembles may choose either Jazz, Jazz-Rock, Rock, Soul, or other combo or grouping style for performance.

RULES GOVERNING THE DISTRICT ORGANIZATION CONTESTS AND STATE FESTIVALS

ALL ORGANIZATIONS

1. Organizations may change selections between District Contests and State Festivals.
2. Directors must furnish three scores of each selection to be performed. The measures shall be numbered.
3. Photocopied music may be provided to adjudicators only in an “emergency.” An emergency shall be defined as a case in which music is out-of-print with no new score available or purchased music copies are backordered. Written evidence in the form of a school purchase order and/or a written statement from the supplier shall be required to document the “emergency.” The penalty for violation at the District Contest shall be lowering of the rating by one step. E-Print Music may be used but must be labeled or a receipt shown to indicate it is not a photocopy. Public Domain music may be used but must have the Public Domain copyright date clearly displayed and a note indicating the source.
4. No organizations shall warm-up in homerooms or the performance area.
5. Adjudicators shall be supplied with a comment sheet upon which they shall record helpful criticism. Personal comments to the director shall be placed on a provided “optional” sheet.
6. Adjudicators shall be instructed to give ratings consistent with their markings on the adjudication sheets.
7. Organizations shall not be marked down for stage entrance or exit.
8. Students participating in District Contests and State Festivals shall be identified by nametags or some such manner so that they may enter the performing area to hear other groups without paying an admission fee.
9. Students shall not wear medals while performing in District Contests and State Festivals.
10. Selections previously used in District Contests and State Festivals by an organization may not be used again until two years have intervened.
11. The use of electronically recorded accompaniment is prohibited in District Contests and State Festivals with the exception of instrumental accompaniment for a Swing/Show Choir.
12. At District Contests and State Festivals, directors may proceed through the three selections at their own prerogative. This will include bands, orchestras, choirs, swing/show choirs, and jazz bands. There need not be a pause or waiting period between numbers for adjudicators to write comments.
13. Commercial videotaping of organizations at District Contests and State Festivals must have the written prior permission of the director. Placement of video cameras must be indicated in advance of the contest.

BAND, JAZZ BAND, ORCHESTRA

1. Bands, Jazz Bands and Orchestras will not exceed 30 minutes in the warm-up or performance areas.
2. The performance of a piano part by an adult in an instrumental organization shall not be allowed at Contests/Festivals.

Concert Bands

- a. All Concert Bands will be required to play a march and two selections other than marches.
- b. Risers shall not be used at Band sites at the District or State level.
- c. The use of electronic equipment by the Concert Band is prohibited unless indicated by the score.

Orchestras

- a. Orchestras will play three selections, one of which may be a string selection.

- String Orchestras shall be permitted to participate as an organization.
- b. Risers shall not be used at Orchestra Sites at the District or State level.
- c. The use of electronic equipment by an Orchestra is prohibited unless indicated by the score.

Jazz Bands

- a. Jazz Bands shall perform three selections, two of which shall be in contrasting styles (swing, ballad, rock, Latin, etc.).

CHORUS, SWING/SHOW CHOIR

- 1. Chorus and Swing/Show Choirs will not exceed 20 minutes in the warm-up or performance areas.
- 2. Chorus and Swing/Show Choirs will perform three memorized selections. All selections will be judged.

Chorus

- a. Choral Organizations shall be classified by grade level.
- b. Fourth-ninth grade groups must sing at least two-part music with these exceptions: groups including exclusively 8th and 9th grade groups must perform at least one selection in three or more parts; groups including exclusively 4th-6th grade groups may sing one unison selection.
- c. The accompaniment is optional.

Swing/Show Choirs

- a. Of the three selections, Swing/Show Choirs perform two selections of varying style, with choreography.
- b. Swing/Show Choir music must be at least two parts and may be three or four parts except for those choirs composed of sixth grade and younger students who may perform in unison.
- c. Swing/Show Choirs may be accompanied by a combo consisting of adults and/or students. The combo shall not be judged or presented medals.
- d. Swing/Show Choirs may use recorded instrumental accompaniment at Organization Contests/Festivals. Swing/Show Choirs choosing to use recorded instrumental accompaniment are responsible for providing their own audio equipment.

DISTRICT CONTEST RATINGS

- 1. All organizations shall be rated in three divisions: Division I, Division II, Division III.
- 2. Although no specific rating will be given by the adjudicator for instrumentation, any wide deviation from the norm in that respect will affect the general rating to the extent it affects the balance and general effect of the performance.
- 3. The final rating for all organizations shall be the majority of the adjudicators' final rating. Organizations receiving a Division I, II, and III will be rated Division II.
- 4. The posting of organization ratings shall be uniform. Only the final Roman numeral rating shall be posted.

STATE FESTIVAL RATINGS

- 1. All groups shall be rated as "Superior" or "Excellent". Any group receiving perfect scores from all three adjudicators shall be designated "Superior with High Honors."
- 2. The final rating for organizations shall be the majority of the adjudicators' ratings.
- 3. The posting of Festival ratings shall be uniform. Only the final rating shall be posted "S" for Superior, "E" for Excellent and "S+" for Superior with High Honors.

DISTRICT CONTEST PROCEDURES

- 1. District Chairpersons will request estimates of the number of entries directors plan to send to District activities. (Band, Orchestra, Chorus, Swing/Show Choir, Jazz Band, Solos, Ensembles)

2. District Chairpersons will send each school the requested number of entry forms.
3. The deadline date for District entries is set by the District Chairperson. Entry Forms and District Contest fees are sent to the District Chairperson.
4. Each District sets its own dates and sites for its contests. A LOCAL District Contest chairperson will organize the particular contest and send the directors a detailed brochure including date, time schedule, site location and directions to the site.
5. Each District shall be allowed to organize clinic sessions in accordance with the wishes of the District directors.
6. Immediately upon conclusion of a District Organization Contest, the Contest Host shall fax the results of said contest to the Secretary-Treasurer, using the forms provided. The results shall include a full summary sheet of adjudicators' scores and final ratings. Organizations receiving a First Division rating at the District Contest are eligible to participate in the State Festival.

STATE FESTIVAL PROCEDURES

1. Immediately following the District Contests, all directors receiving a Division I rating will receive a State Festival packet including a registration form, which must be completed and returned to the State Secretary-Treasurer's Office.
2. The State Entry Form and fees shall be sent to the Executive Secretary-Treasurer's Office by the postmark deadline date. Member schools failing to meet the postmark deadline date will not be allowed to participate in the State Festival.
3. Each participating director shall be provided an opportunity to evaluate Adjudicators. Additions or deletions to the State Adjudicator list may be made by the Executive Board at the Annual State Fall Executive Board Meeting.
4. All three adjudicators shall record comments as well as writing.
5. All groups shall receive a clinic.
6. When feasible and possible, at the discretion of the State Festival Host, Friday night performance times shall be made available at State Festivals.
7. Information regarding State Festivals is to be provided by the Festival Hosts to the participating directors 10 to 14 days in advance of the State Festival date.
8. Medals are to be provided by the Festival Host the day of the Festival. Festival results shall be immediately forwarded to the Executive Secretary-Treasurer of the Association by the Festival Host.
9. State Festival Hosts whose performing groups did not receive a Division I rating at their District Contests may perform in exhibition for "Comments Only" at the State Festival they host.
10. Choral groups, including Show Choirs, shall not exceed 30 minutes in warm-up or performance areas.
11. Instrumental groups shall not exceed 40 minutes in warm-up or performance areas.
12. Concert Bands may perform two or three selections, with a march being optional.
13. Orchestras may perform two or three selections.

PERCUSSION SOLO PERFORMANCE REQUIREMENTS

Snare Drum Rudiments:

Students in their first year of playing will perform the following three rudiments:
Single stroke roll, Double stroke roll, Flam

Students in their second and third year of playing will perform, at the discretion of the adjudicator, three of the following rudiments:
Single stroke, Double stroke roll, Flam, Single paradiddle, Drag (ruff), 5-stroke roll, 9-stroke roll

Students in their fourth and fifth year of playing will perform, at the discretion of the judges, three of the following rudiments:
Single stroke roll, Double stroke roll, Flam, Single Paradiddle, Drag (ruff), 5-stroke roll, 9-stroke roll, Flam accent # 1, Flam tap, 7 -stroke roll

Rudiments are to be judged on quality, accuracy and speed and must be memorized.

Mallet Instrument Scales:

Students in their first year of playing will perform the following three scales:
One octave Bb Chromatic (alternate sticking), Bb, Eb

Students in their second and third year of playing will perform, at the discretion of the judges, three of the following scales:
One octave Bb Chromatic (alternate sticking), Bb, Eb, C, F, Ab

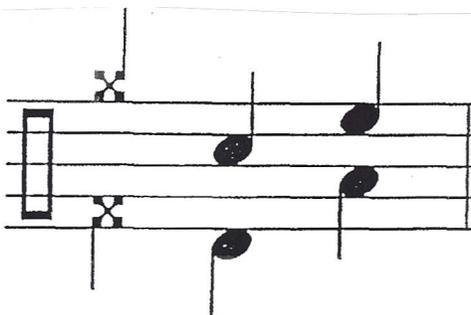
Students in their fourth and fifth year of playing will perform, at the discretion of the judges, three of the following scales:
Two octaves Bb Chromatic (alternate sticking), Bb, Eb, C, F, Ab, G, D

Scales are to be judged on accuracy and speed and must be memorized.

Drum Set Rhythmic Patterns:

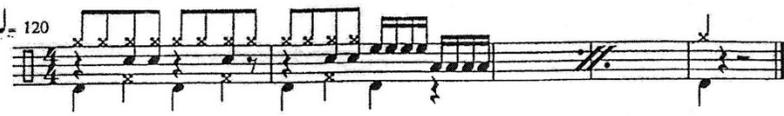
All drum set soloists will perform the following three drum set rhythmic patterns:
Swing time, Rock time, Latin time
The following Drum Set Notation is used in all examples.

Ride Cymbal
Small Tom Tom
Snare Drum
Large Tom Tom
Hi Hat Cymbal
Bass Drum



Students in their first year of playing (example):

Swing Rhythm 

Rock Rhythm 

Latin Rhythm 

Students in their second and third year of playing (example):

Swing Rhythm 

Rock Rhythm 

Latin Rhythm 

Students in their fourth and fifth year of playing (example):

Swing Rhythm 

Rock Rhythm 

Latin Rhythm 

Rhythmic patterns are to be judged on steady time keeping, accuracy, and speed, and must be memorized.

ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION
Northern Division

SOLO AND ENSEMBLE CONTEST
INSTRUCTIONS FOR ADJUDICATORS

You have been invited to serve as an adjudicator for the Illinois Grade School Music Association, Northern Division. It is our hope that you will do everything in your power to make the contest day a wholesome and worthwhile experience for our young musicians.

Below you will find listed some of the rules of our Association; also some suggestions and explanations to aid you. Please follow them carefully so that we may maintain consistent standards throughout all of our contest activities.

1. Solo Identification: Soloists shall be identified by grade in school, number of years played (instrumental students), or number of years in school vocal organization (vocal students).
2. Adjudicators shall rate all soloists primarily on the quality of performance. A soloist's grade in school and number of years' experience are to be used as secondary adjudication tools.
3. Rating the Contestant – The Point System: The Comment Sheets by the Association require each adjudicator to evaluate and score each contestant on seven aspects of the performance: such things as Intonation, Tone Quality, Interpretation, Technique, etc., are to be scored from 1 to 3 on the sheets. After each item is scored, the points are totaled and this figure determines the final adjudicator's rating. Adjudicators must be sure that the total number of points and the final rating agree. Unless it is absolutely necessary, do not erase or change any ratings after you have entered them on the sheet. Final ratings must be in ink.

4. Rating Divisions: All contestants are to be rated in one of three divisions:

Division I – Represents the best conceivable performance for the event being judged; worthy of being recognized as first place winners. (7 to 10 points)

Division II – Represents a performance which is good to excellent, but has minor defects in some aspects of the performance which mar the overall effect. (11 to 15 points)

Division III - A performance not worthy of a Division II rating. A rather poor performance showing much need for improvement. (16 to 28 points)

Note: Some districts may include scales as a component in determining the final rating, in which case the point total listed above will vary.

5. Distribution of Ratings: The Association does not specify any particular distribution of ratings. Some adjudicators gain the reputation of being too "rough", too severe; other adjudicators have the reputation of being "too soft", too generous. It would seem that the best adjudicators are those who have neither reputation. We ask you to use your very best judgment in the distribution of your ratings.
6. Written Comments: It is the obligation of each adjudicator to make written comments, helpful and critical as well as commendatory. These comments should be as thorough and detailed as time will allow. Some of the solo and ensemble contests will be programmed on a 7 or 8 minute schedule. The 6-minute performance limit still applies. The additional time is for the adjudicator's benefit and should be used to make written comments.
7. Written comments are of much greater value than oral comments. Young musicians are too "keyed up" to properly understand the adjudicator's oral comments and cannot accurately relay these comments to their teachers.
8. Directors must provide a condensed or full score for solos and ensembles for the use of the adjudicator. Measures must be numbered.
9. Time Limit: The performance time of a composition must not exceed six minutes. If a performer exceeds the 6-minute time limit, the adjudicator may stop the performance. If this happens, the event should be adjudicated based on the portion that has been performed. Piano contestants are allowed an additional 2-minute warm-up.

10. All solos must be performed with an accompanist unless the accompaniment is listed as optional on the score or is listed as unaccompanied.
11. All ensembles with a written accompaniment must be performed with an accompanist unless the accompaniment is listed as optional on the score.
12. The use of an electronically recorded accompaniment shall be prohibited in Solo/Ensemble Contests.
13. Unpublished original compositions will be allowed in Contests. A full score is to be presented for the use of the adjudicators.
14. When performing a composition at Solo and Ensemble Contest for which a full score is not available, the director is to prepare a full score for the use of the adjudicator and include a letter from the publisher/music supplier indicating that a score does not exist.
15. Photocopied music may be provided to adjudicators only in an "emergency." An emergency shall be defined as a case in which music is out-of-print with no new score available or purchased music copies are backordered. Written evidence in the form of a school purchase order and/or a written statement from the supplier shall be required to document the "emergency." E-Print Music may be used but must be labeled or a receipt shown to indicate it is not a photocopy. Public Domain Music may be used but must have the Public Domain copyright date clearly displayed and a note indicating the source.
16. Instrumental Solos and Ensembles may be read from a score. Vocal Solos and Ensembles must be memorized.
17. Solo and Ensemble participants must perform a minimum of 28 measures of music from one composition, excluding any form of repeats. Vocal Solos may count repeats as additional measures if the lyrics are different.
18. Any ensembles missing instrumental or voice parts shall be heard and rated on the performance presented.
19. Percussion: Please see percussion solo performance requirements for detailed information. Snare drum duets must be played on two (2) snare drums.
20. Students may not wear medals, uniforms, and/or apparel with any logos or markings identifying the participating school when performing a solo or ensemble. The Association does not wish the adjudicators to know the school or town of participating students in the solo and ensemble contest.
21. Directors are allowed in a contest room during performance by their students for the purpose of accompanying or listening. The coaching of performers by the director is not allowed. Directors will not be allowed to discuss the rating given to a student with the adjudicator.
22. Woodwind, Brass, or String ensembles consisting of 9-24 members may be conducted. Percussion ensembles consisting of 6-24 members may be conducted.
23. No adjudicator shall hold the behavior of a Special Needs student against the performance of the whole ensemble/organization. In order for this consideration to be given, a written note of sufficient explanation shall be submitted the day of contest and attached to the copies of music for the adjudicators, using the form provided on the IGSMMA website under Contests/Festivals.

VIOLATIONS

For any violation of the rules and regulations, the adjudicator and/or designated contest official shall lower the rating of an individual or group by one step. Violations of the contest rules of this Association, other than those listed, shall be presented to the President, whose duty it shall be to present the same to the members of the Executive Board for action.

Adjudicator's Conduct: An adjudicator shall do whatever possible to put the contestant at ease. Some children are quite "on edge" and any outward signs of pain, annoyance, impatience, boredom or disinterest on the part of the adjudicator can easily spoil the performance. Adjudicators will please refrain from unnecessary discussion with contestants prior to the student's performance.

Adjudicators must report to the local contest office before departure. We sincerely hope you will enjoy yourself and that the experience will be worthwhile for you.

ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION
Northern Division
DISTRICT ORGANIZATION CONTEST
INSTRUCTIONS FOR ADJUDICATORS

You have been invited to serve as an adjudicator for the Illinois Grade School Music Association, Northern Division. It is our hope that you will do all in your power to make the contest day a wholesome and worthwhile experience for our young musicians.

Below you will find listed some of the rules of our Association; also some suggestions and explanations to aid you. Please follow them carefully so that we may maintain consistent standards throughout all of our contest activities.

1. In the Organization Contests, three adjudicators are used. These adjudicators shall not consult with each other concerning final ratings to be given the organization.
2. At Organization Contests, directors may proceed through the three selections at their own prerogative. This will include bands, orchestras, choirs, swing/show choirs, and jazz bands. There need not be a pause or waiting period between numbers for adjudicators to write comments.
3. Adjudicators should be instructed at District Contests to complete and turn in an adjudication sheet for each group before hearing the next group; the purpose being to ensure judging against a standard rather than another group.
4. In the adjudication of organizations, all adjudicators' negative comments pertaining to the director, literature, and general procedure shall be given to the director on a separate enclosure. A prepared sheet will be furnished for this purpose.
5. No adjudicator shall hold the behavior of a Special Needs student against the performance of the whole ensemble/organization. In order for this consideration to be given, a written note of sufficient explanation shall be submitted the day of contest and attached to the copies of music for the adjudicators, using the form provided on the IGsMA website under Contests/Festivals.
6. Keep the contest schedule running on time by writing as many of your comments as possible after the final number has been performed by the organization.
7. No organizations shall warm up in the performance area.
8. Directors must furnish three scores of each selection to be performed. The measures shall be numbered.
9. Students shall not wear medals while performing.
10. An organization may elect to perform "For Comment Only" at a District Contest.
11. A Concert Band, Jazz Band, or Orchestra will not exceed 30 minutes in the warm-up area or the performance area.
12. The performance of a piano part by an adult in an instrumental organization shall not be allowed at Contests/Festivals.
13. Concert Bands are to play a march and two selections other than marches. Jazz Bands shall perform three selections, two of which shall be in contrasting styles (swing, ballad, rock, Latin, etc.). Orchestras will play three selections, one of which may be a string selection. Choruses will perform three memorized selections. All numbers will be judged.
14. Choruses and Swing/Show Choirs will not exceed 20 minutes in the warm-up or performance areas.

15. All choruses, including Swing/Show Choirs, will perform three memorized selections. All selections will be judged. Of the three selections, Swing/Show Choirs will perform two selections of varying style, with choreography. Swing/Show Choir music must be at least two parts and may be three or four parts except for swing choirs composed of sixth grade and younger students who may perform in unison.
16. Choral organizations shall be classified by grade level. Fourth-ninth grade groups must sing at least two-part music with these exceptions: 8th and 9th grade groups must perform at least one selection in three or more parts; 4th-6th grade groups may sing one unison selection. The accompaniment is optional.
17. Swing/Show Choirs may be accompanied by a combo consisting of adults and students. The combo shall not be judged or presented medals.
18. The use of electronic equipment in the Concert Band or Orchestra is forbidden unless required in the score.
19. The use of electronically recorded accompaniment shall be prohibited in contest with the exception of instrumental accompaniment for Swing/Show Choirs.
20. Photocopied music may be provided to adjudicators only in an "emergency." An emergency shall be defined as a case in which music is out of print with no new score available or when purchased music copies are backordered. Written evidence in the form of a school purchase order and/or a written statement from the supplier shall be required to document the "emergency." The penalty for violation shall be lowering of the rating by one step. E-Print Music may be used but must be labeled or a receipt shown to indicate it is not a photocopy. Public Domain Music may be used but must have the Public Domain copyright date clearly displayed and a note indicating the source.
21. Rating the Organization: Although no specific rating will be given for band and orchestra instrumentation, any wide deviation from the norm should affect the rating to the extent that it affects the balance and general effect of the performance. All organizations shall be rated in three divisions: Division I, Division II, Division III. The final rating for all organizations shall be the majority of the adjudicators' final rating. Organizations receiving a I, II, and III will be rated Division II. The posting of organization ratings shall be uniform. Only the final Roman numeral rating shall be posted.
22. Distribution of Ratings: The Association does not specify any particular distribution of ratings. Some adjudicators gain the reputation of being too "rough," too severe; other adjudicators have the reputation of being "too soft," too generous. It would seem that the best adjudicators are those who have neither reputation. We ask you to use your very best judgment in the distribution of your ratings.
23. Organizations shall not be marked down for stage entrance or exit.

_VIOLATIONS

For any violation of the rules and regulations, the adjudicator and/or designated contest official shall lower the rating of a group by one step. Violations of the contest rules of this Association, other than those listed, shall be presented to the President, whose duty it shall be to present the same to the members of the Executive Board for action.

Adjudicators must report to the local contest office before departure. We sincerely hope you will enjoy yourself and that the experience will be a worthwhile one for you.

ILLINOIS GRADE SCHOOL MUSIC ASSOCIATION

Northern Division

STATE FESTIVAL - INSTRUCTIONS FOR ADJUDICATORS

You have been contracted to serve as an adjudicator for the Illinois Grade School Music Association, Northern Division. It is our hope that you will do all in your power to make the Festival day a wholesome and worthwhile experience for our young musicians.

Listed below you will find some of the rules of our Association together with some suggestions and explanations to aid you. Please follow them carefully so we may maintain consistent standards throughout all of our Festival activities.

1. All groups participating in the State Festival shall receive a clinic following their performance.
2. The ratings for the State Festival shall be designated "Superior" or "Excellent." Those groups receiving a perfect score from all three adjudicators shall be designated "Superior with High Honors."
3. All three adjudicators shall record comments as well as writing.
4. State Festival Hosts whose performing groups did not receive a Division I rating at their District level Contests may perform in exhibition "For Comments Only" (FCO) at the State Festival they host.
5. Directors must furnish three scores of each selection to be performed. The measures shall be numbered.
6. A Concert Band, Jazz Band, or Orchestra shall not exceed 40 minutes in the warm-up or the performance area.
7. Choruses and Swing/Show Choirs shall not exceed 30 minutes in the warm-up or the performance area.
8. Students shall not wear medals while performing.
9. At State Festivals, directors may proceed through the selections at their own prerogative. This includes Bands, Orchestras, Choirs, Swing/Show Choirs, and Jazz bands. There need not be a pause or waiting period between numbers for adjudicators to write comments.
10. Adjudicators are instructed to complete and turn in an adjudication sheet for each group before hearing the next group to ensure adjudicating against a standard rather than another group.
11. In adjudicating organizations, all negative comments pertaining to the director, literature, and general procedure shall be given to the director on a separate enclosure. A prepared sheet will be furnished for this purpose.
12. No adjudicator shall hold the behavior of a Special Needs student against the performance of the entire ensemble/organization. In order for this consideration to be given, a written note of sufficient explanation shall be submitted the day of the event and attached to the copies of music for the adjudicators, using the form provided on the IGSMA website under Contests/Festivals.
13. Keep the schedule on time by writing as many comments as possible after the final number has been performed by the organization.
14. Concert Bands may perform two or three selections, with a march being optional. Orchestras may choose to perform two or three selections.
15. Choruses will perform three memorized selections. Swing/Show Choirs will perform three memorized selections. All selections will be adjudicated.
16. Of the three selections, Swing/Show Choirs will perform two selections of varying style, with choreography. Swing/Show Choir music must be in at least two parts. However, it may be three or four parts except for Swing Choirs composed of sixth grade and younger students who may perform in unison.

17. Choral organizations shall be classified by grade level. Groups which are 4th–9th grade must sing at least two-part music with these exceptions: 8th and 9th grade groups must perform at least one selection in three or more parts; 4th and 6th grade groups may sing one unison selection. Accompaniment is optional.
18. The use of electronic equipment by a Concert Band or Orchestra is prohibited unless required in the score.
19. The use of electronically recorded accompaniment shall be prohibited in Festivals with the exception of instrumental accompaniment for Swing/Show Choirs.
20. The performance of a piano part by an adult in an instrumental organization shall not be allowed at Festivals.
21. Photocopied music may be provided to adjudicators only in an "emergency." An emergency shall be defined as a case in which music is out of print with no new score available or when purchased music copies are backordered. Written evidence in the form of a school purchase order and/or a written statement from the supplier shall be required to document the "emergency." E-Print Music may be used with documentation of purchase. Public Domain Music may be used but must have the Public Domain copyright date clearly displayed and a note indicating the source.
22. Organizations shall not be adjudicated for stage entrance or exit.
23. No group shall warm-up in the Performance Room.
24. Although no specific rating will be given for band and orchestra instrumentation, any wide deviation from the norm should affect the rating to the extent that it affects the balance and general effect of the performance. The posting of organization ratings shall be uniform, using an "S", "S+" or "E."
25. The Association does not specify any particular distribution of ratings. Some adjudicators gain the reputation of being too "rough or severe"; other adjudicators have the reputation of being "too soft or generous." It would seem that the best adjudicators are those who have neither reputation. We ask you to use your very best judgment in the distribution of your ratings.

VIOLATIONS

Since the Association has taken action to remove consequences for rules violations at a State Festival, adjudicators are asked to react to any noted violations to the extent that said violation impedes the adjudication process. The adjudicator or designated Festival official may speak to the rules violation through comments but the participating group will not suffer consequences. Violations of the contest rules of this Association, other than those listed, shall be presented to the President, whose duty it shall be to present the same to the members of the Executive Board for action.

Adjudicators must report to the local contest office before departure. We sincerely hope you will enjoy yourself and that the experience will be worthwhile.