

TMEA Region 20 Vocal Division Bylaws & Audition Handbook

Statement of Purpose: The following rules and guidelines, adopted by Region 20 Vocal Division, are intended to be comprehensive and adequate for the association officers to administer association activities. These rules supersede all previous written rules and precedents that may have existed prior to the adoption of this document. These rules are intended to be compatible with the TMEA philosophy, thus enabling our students to be accepted with credibility at state level competitions.

I. GENERAL OPERATIONS

- A. Definition of Membership
 1. Region 20 Vocal Division shall comprise of any active TMEA member, including but not limited to, homeschool parents, teachers and private lesson teachers who are located within the geographical boundaries as set forth by TMEA as Region 20.
 2. There shall be two Sub-Divisions: High School and Middle School.
 3. Membership in a Sub-Division is determined by the member's employment.
 4. Members may attend and participate in the meetings of either Sub-Division
 5. Members who teach both Middle School and High School students may vote in both Sub-Divisions.
- B. Officers of the Vocal Division
 1. Vocal Division Chair
 2. High School Sub-Division
 - a. High School Coordinator
 - b. High School Coordinator-Elect
 - c. High School Secretary
 - d. High School Treasurer
 3. Middle School Sub-Division
 - a. Middle School Coordinator
 - b. Middle School Coordinator-Elect
 - c. Middle School Secretary
 - d. Middle School Treasurer
- C. Meetings and Agendas
 1. Formal Meetings
 - a. There shall be two formal meetings each academic year: a Fall Meeting and a Spring Meeting.
 - b. The dates for the formal meetings are set by the entire Region 20.
 - c. Proposals for agenda items must be submitted to the Coordinators no later than two weeks before the date of the respective meeting.
 - d. Agendas for the formal meetings, including proposed action items, shall be distributed to the Vocal Division by the Vocal Division Chairperson no less than one week before the date of the respective meeting.
 - e. Agendas for formal meetings shall have the following format:
 - i. Vocal Division General Meeting
 - a) Call to Order
 - b) Open forum for professional concerns
 - c) Reading and approval of minutes from previous meetings
 - 1) Vocal Division General Meeting
 - 2) Middle School Sub-Division
 - 3) High School Sub-Division
 - d) Treasurer's Reports
 - e) Approval of honorariums and/or reimbursements (Spring Meeting only)
 - f) UIL Music Advisory Committee Report
 - g) TMEA State information/nominations
 - h) Bylaw Amendments (if applicable)
 - i) Other discussions and/or action items as decided by the Vocal Division Chairperson
 - j) Adjournment to Sub-Division Meetings
 - ii. High School Sub-Division Meeting
 - iii. Middle School Sub-Division Meeting
 - f. The Vocal Division Chairperson, after consultation with the Coordinators, shall decide where items should be placed on the agenda.
 - g. Once distributed, agendas may not be modified.
 - h. Proposals not appearing on distributed agendas may not be considered at the respective meeting but may be addressed during the Open Forum at the Vocal Division General Meeting.
 - i. Open Forum
 - i. There shall be an Open Forum at the Vocal Division General Meeting during which time any member may have an opportunity to comment on any professional issue not listed on the agenda.
 - ii. Vocal Division members must register their desire to speak during the Open Forum with the Vocal Division Chairperson before the General Meeting is called to order.

- iii. Vocal Division members may have the opportunity to speak for two minutes on any professional issue during this section of the meeting.
 - iv. The Vocal Division is not required to respond, acknowledge or discuss the topics presented, but the Vocal Division Chairperson may choose to do so.
 - v. The topics presented will be recorded in the minutes.
 2. Informal Meetings
 - a. There shall be two informal meetings each academic year to take place during the TCDA and TMEA Annual Conferences.
 - b. Agendas need not be distributed in advance for the informal meetings.
 - c. Repertoire for the High School All-State Choir audition process shall be decided at the TCDA Meeting.
- D. Election of Officers
1. Election of Officers shall occur at Spring Meetings unless otherwise required by a vacancy.
 2. In even-numbered years, the members of the Vocal Division shall elect the Vocal Chairperson, the High School Coordinator-Elect, and the Middle School Coordinator- Elect.
 - a. The Vocal Division Chairperson shall be elected by the General Division Membership during the General Meeting.
 - b. Coordinators shall be elected by the members of their respective Sub-Divisions in their respective Sub-Division Meetings.
 3. In odd-numbered years, the members of the High School Sub-Division and the Middle School Sub-Division shall each elect a secretary at their respective Sub- Division Meetings.
 4. In odd-numbered years, the members of the High School Sub-Division and the Middle School Sub-Division shall each elect a treasurer at their respective Sub- Division Meetings.
 5. The Vocal Division Chairperson may serve concurrently in the Coordinator-Elect or Coordinator position in their respective Sub-Division.
 6. Vacancies which occur in Region Offices shall be filled through appointment by the Region Steering Committee. This appointment shall be for the unexpired term, or until the Region or Region division can meet and elect a successor.
- E. Terms of Office
1. The Vocal Division Chairperson shall serve a two-year term and may be reelected for another consecutive term.
 2. The Coordinator-Elects shall serve two years as Coordinator-Elect and then become Coordinator in their respective Sub-Division for the following two-year term.
 3. Secretaries and Treasurers shall serve two-year terms and may be reelected for another consecutive term.
 4. In the case that a Coordinator-Elect is unable to fulfill the duties of the Coordinator, the outgoing Coordinator may be re-elected for a second consecutive term.
 5. Outgoing Coordinators may run immediately for the office of Coordinator-Elect.
- F. Duties of Officers
1. Vocal Division Chairperson
 - a. Preside over meetings of the membership
 - b. Keep the membership informed of events and rules
 - c. Fulfill any duties assigned by the State Vocal Chair of TMEA
 - d. Attend Vocal Chair Meetings at TCDA and TMEA Annual Conferences.
 - e. Appoint or Attend Committee Member to attend UIL Music Advisory and/or TMAA Annual Meeting.
 - f. File necessary forms and reports with the State Chair
 - g. Attend Area Vocal Auditions
 - h. Oversee all Region 20 High School and Middle School Vocal Division activities
 - i. Work with UIL Region 20 Executive Secretary on UIL Matters
 2. High School Coordinator
 - a. Coordinate High School Sub-Division activities
 - b. Oversee the Region 20 Region Choir process as it coordinates with the TMEA All-State Choir audition process
 - i. Contact and secure services of Region Choir and District Choir clinicians
 - ii. Register entries and schedule auditions
 - iii. Work with host sites for all auditions
 - iv. Prepare and manage all auditions
 - v. Coordinate clinic rehearsals and concert performance
 - vi. Hire recording engineer for Region Choir Concert
 - vii. Oversee preparation of program in coordination with the High School Secretary
 - viii. Secure the services of any auxiliary performers as needed for the performance of the Region Choir at the Region Choir Concert
 - c. Work with Executive Secretary on High School UIL matters
 - d. Serve as UIL Solo/Ensemble Contest Chair
 - i. Hire judges for UIL Solo/Ensemble Contest
 - ii. Schedule UIL Solo/Ensemble Contest
 - iii. Distribute UIL Solo/Ensemble Schedule to the Vocal Division
 - e. Serve as UIL Concert/Sight-Reading Contest Chair
 - i. Hire judges for UIL Concert/Sight-Reading Contest
 - ii. Schedule UIL Concert/Sight-Reading Contest

3. High School Coordinator-Elect
 - a. Oversee the Region 20 Ninth-Tenth Grade Honor Choirs process.
 - i. Contact and secure the services of a clinician
 - ii. Oversee selection of music and making of learning/accompaniment CDs
 - iii. Have learning/accompaniment CDs prepared and ready for distribution to the membership at the Fall Meeting
 - iv. Work with host sites for all auditions
 - v. Prepare and run all auditions
 - vii. Coordinate clinic rehearsals and concert performance
 - b. Assist the High School Coordinator at all Region events and with all their duties
 - c. Assume the duties of High School Coordinator after the Spring Meeting of the even-numbered year
4. High School Secretary
 - a. If asked by the Vocal Division Chairperson, take minutes of the Division General Meeting and provide a report at the next Vocal Division General Meeting
 - b. Take minutes of High School Sub-Division Meetings and provide a report at the next Vocal Division General Meeting
 - c. Compile a directory of High School Sub Division members' contact information
 - d. Coordinate with the Middle School Secretary and prepare the handbook and directory for distribution
 - i. The handbook and directory shall be distributed no later than September 1 of that academic year.
 - ii. The handbook and directory may be distributed in print, on CD or by email.
 - e. Prepare High School Region Choir Concert program for printing
 - f. Distribute patches to student participants in the High School Region Choir Concert
 - g. Assist the High School Coordinator in his/her duties
5. High School Treasurer
 - a. Serve as custodian of all Region 20 Vocal High School Sub-Division funds.
 - i. Funds are generated by audition fees only.
 - ii. Funds remaining at the end of each year will be left in the account for use in succeeding years.
 - b. Prepare a report on the status of funds to be given to the membership at each Division General Meeting
 - i. The report should provide the following information:
 - a) Beginning balance
 - b) Total expenditures
 - c) Total received
 - d) Ending balance
 - ii. An itemized list of checks written need only be available upon request by the Vocal Division Chair or the High School Coordinator.
 - c. Provide the Region 20 President with bank statements and semi-annual financial reports as needed and directed by TMEA
6. Middle School Coordinator
 - a. Coordinate Middle School Sub-Division activities
 - b. Serve as Middle School Solo/Ensemble Contest Chair for one of the zones
 - i. Hire judges for both Middle School Solo/Ensemble Contests
 - ii. Schedule both Middle School Solo/Ensemble Contests
 - iii. Distribute Middle School Solo/Ensemble Schedules to the Middle School Sub-Division
 - c. Oversee the Region 20 Middle School All-Region Choir process
 - i. Appoint a Music Selection Chair and be an ad hoc member of the Music Selection Committee which shall have the following duties:
 - a) Schedule a meeting to select the Region Choir music
 - b) Order the Region Choir music
 - c) Prepare the learning/accompaniment CDs for all choirs
 - d) Distribute the Region Choir music and the Learning/accompaniment CDs at the Fall Directors' Workshop
 - ii. Contact and secure services of All-Region Choir clinicians to direct the following choirs:
 - a) Mixed Choir
 - b) Treble Choir
 - c) Tenor-Bass Choir
 - d) Sixth Grade Choir
 - iii. Register entries and schedule auditions
 - iv. Work with host sites for the auditions
 - v. Prepare and manage auditions
 - vi. Coordinate clinic rehearsals and concert performance
 - vii. Hire recording engineer for Region Choir Concert
 - viii. Oversee preparation of program in coordination with the Middle School Secretary

- ix. Secure the services of any auxiliary performers as needed for the performance of the Region Choir at the Region Choir Concert
 - d. Work with Executive Secretary on Middle School UIL matters
 - e. Serve as Concert/Sight-Reading Contest Chair
 - i. Hire judges for UIL Concert/Sight-Reading Contest
 - ii. Schedule UIL Concert/Sight-Reading Contest
 - 7. Middle School Coordinator-Elect
 - a. Serve as Middle School Solo/Ensemble Contest Chair for one of the zones
 - b. Assist the Middle School Coordinator, as needed, in the following areas
 - i. Hire judges for both Middle School Solo/Ensemble Contests
 - ii. Schedule both Middle School Solo/Ensemble Contests
 - iii. Distribute Middle School Solo/Ensemble Schedules to the Middle School Sub-Division
 - c. Oversee the Region 20 Sixth Grade Choir process and assist Middle School Coordinator, as needed, with Middle School All-Region Choir activities
 - i. Contact and secure the services of the clinician
 - ii. Register entries and schedule auditions
 - iii. Work with host sites for all auditions
 - iv. Prepare and run all auditions
 - v. Coordinate clinic rehearsals and concert performance
 - d. Assist the Middle School Coordinator at all Region events and with all their duties
 - e. Assume the duties of the Middle School Coordinator after the Spring Meeting of the even-numbered year
 - f. Assume the duties of the Middle School Coordinator in the event of the Middle School Coordinators leave or vacancy.
 - 8. Middle School Secretary
 - a. If asked by the Vocal Division Chairperson, take minutes of the Vocal Division General Meeting and provide a report at the next Vocal Division General Meeting
 - b. Take minutes of Middle School Sub-Division Meetings and provide a report at the next Vocal Division General Meeting
 - c. Compile a directory of Middle School Sub-Division members' contact information
 - d. Coordinate with the High School Secretary and prepare the handbook and directory for distribution
 - i. The handbook and directory shall be distributed no later than September 1 of that academic year.
 - ii. The handbook and directory may be distributed in print, on CD or by email.
 - e. Prepare Middle School Region Choir Concert program for printing
 - f. Distribute patches to student participants in the Middle School Region Choir Concert
 - g. Assist the Middle School Coordinator-Elect in the event of leave or vacancy of the Middle School Coordinator.
 - 9. Middle School Treasurer
 - a. Serve as custodian of all Region 20 Vocal High School Sub-Division funds.
 - i. Funds are generated by audition fees only.
 - ii. Funds remaining at the end of each year will be left in the account for use in succeeding years.
 - b. Prepare a report on the status of funds to be given to the membership at each Division General Meeting
 - i. The report should provide the following information:
 - a) Beginning balance
 - b) Total expenditures
 - c) Total received
 - d) Ending balance
 - ii. An itemized list of checks written need only be available upon request by the Vocal Division Chair or the Middle School Coordinator.
 - c. Provide the Region 20 President with bank statements and semi-annual financial reports as needed and directed by TMEA
- G. Honorariums for Region Officers
 - 1. All Vocal Division and Sub-Division financial obligations shall be met before any honorariums or reimbursements are paid to Region Officers.
 - a. The Vocal Division shall decide as a whole as to payment of Vocal Division Chairperson honorarium and the cost shall be divided evenly between the two Sub-Divisions, Middle School and High School, unless otherwise approved.
 - b. Each Sub-Division shall decide independently as to the payment of honorariums to their Sub-Division officers.
 - 2. Honorarium Amounts
 - a. Vocal Division Chairperson -\$400
 - b. Coordinators - \$200 each
 - c. Coordinators-Elect - \$100 each
 - d. Secretaries - \$100 each
 - e. Treasurer's - \$100 each

3. If funds are available, the Vocal Division Chairperson may request reimbursement for convention attendance for an amount not to exceed \$300 per convention. Said reimbursement shall be approved by a simple majority of the members of the Vocal Division in attendance at the Spring Meeting.

II. AUDITION RULES AND PROCEDURES

A. Director's Responsibilities

1. The State Manual, AUDITION PROCEDURES MANUAL, TMEA VOCAL DIVISION, distributed by the State Vocal Chair as revised for the current year, is the final authority for all procedures and processes. Directors are responsible for being familiar with all material in the State Manual, whether or not it appears in this local handbook.
2. In accordance with the TMEA Constitution, any director whose student participates must be a member of TMEA and shall be required to provide proof of membership prior to the first audition.
3. Once a director enters a student in the competition, all directors at that school are expected to judge at the round in which they have students participating.
4. In the event a proxy judge is needed, the following procedure should be followed:
 - a. The director unable to fulfill the judging commitment must notify the coordinator in charge of that competition no later than three weeks prior to the day of the competition.
 - b. The respective Sub-Division Coordinator shall secure an acceptable proxy.
 - c. The director unable to fulfill the judging commitment will reimburse the Sub-Division the amount paid to the proxy, meals included.
5. Directors within the region shall be used in all sections. Outside judges from neighboring regions and from our private voice faculties may be used as needed as determined by the respective Sub-Division Coordinator.
6. A director must be present at any event in which his/her students are participating. The Sub-Division Coordinator must approve any necessary deviation at least 48 hours in advance.
7. The appropriate Sub-Division Coordinator shall send an information letter via email with the judging assignments, site information and times at least one week prior to the audition date.
8. All judges are expected to attend all stated Judges' Meetings the day of the audition. All judges shall proceed directly to their judging assignments following the Judges' Meeting. No judge shall have any contact with registered students until all tabulations and scores have been verified from all rooms and sections.
9. The Region/Area Chair shall designate a chair for each judging panel.
10. No volume changes will be allowed during the audition. The judging panel is responsible for setting the volume level before the audition begins. Judges should listen to the entire recording to determine the best level for all students. The volume level shall not be changed once the audition has begun.
11. There shall be no discussion between judges during the audition process.
12. After completing their final audition, judges must report to and remain in the "judge's holding room" until released by the Sub-Division Coordinator. Judges are not allowed in the tabulations room or the student holding area and shall not discuss the students' auditions at any time until all tabulations and scores have been verified.
13. Judges are expected to refrain from using electronic communication devices throughout the audition day.
14. Directors who fail to adhere to rules, policies, or guidelines will be subject to terms of TMEA Grievance Process.
15. Any other conflicts shall be reported to the Sub-Division Coordinator and/or the Division Chair and the TMEA Appeals Process shall be followed.
16. School programs should be represented by their top students, not necessarily evenly divided among sections. Only well-prepared students should be allowed to participate in auditions.
17. Directors shall provide adult supervision for their students during all event.

B. Student Participation and Entry

1. High School All-State/All-Region Choir
 - a. Students will audition for placement in one of four All-State Choirs: Mixed Choir, Treble Choir, Tenor Bass Choir and Small School Mixed Choir.
 - b. High school students in Region 20 participate in four separate auditions to qualify for one of the Texas Large School All-State Choirs.
 - i. District Round Audition
 - a) Using the TMEA Audition formula, the top-ranked thirty-four (36) students from each voice part (S1, S2, A1, A2) shall be selected to advance.
 - b) Using the TMEA Audition formula, the top-ranked thirty (30) students from each voice part (T1, T2, B1, B2) shall be selected to advance.
 - c) There shall be no alternates for advancement.
 - ii. Region Round Audition
 - a) Using the TMEA Audition formula, the top-ranked ten (10) students and two (2) alternates per section shall be selected as members of the All-Region Mixed Choir.
 - b) The remaining students in each voice part who complete the audition will comprise the District Choir.

- c) In case of a vacancy in the Region Choir, students will not be advanced out of the District Choir.
 - iii. Pre-Area Audition
 - a) The top ten (10) students selected for the All-Region Mixed choir will audition.
 - b) Using the TMEA Audition formula, the top-ranked five (5) students per sections shall be designated as Area Candidates.
 - c) Chairs 6 and 7 will be identified as alternates for the Area Candidates.
 - d) In the event that a vacancy occurs in the top seven in any section, that section's ranks shall be adjusted upwards accordingly.
 - iv. Area Audition
 - a) Region 20 combines with other Regions according to the Region Alignment established by TMEA.
 - b) At this audition, students will be selected for All-State Choirs according to the guidelines set forth by the State.
 - c. High school students in Region 20 participate in three separate auditions to qualify for the TMEA Small School Mixed All-State Choir.
 - i. Small School Choir District Round Audition (This contest runs in tandem with Large School Choir District Round auditions.)
 - a) Using the TMEA Audition formula, the top-ranked six (6) students from each voice part (S1, S2, A1, A2) shall be selected as members of the All-District Mixed Choir.
 - b) Using the TMEA Audition formula, the top-ranked six (6) students from each voice part (T1, T2, B1, B2) shall be selected as members of the All-District Mixed Choir.
 - c) There shall be no alternates for advancement.
 - ii. Small School Pre-Area Round Auditions
 - a) The top six (6) students in each voice parts selected for the All-District Mixed choir will audition.
 - b) Using the TMEA Audition formula, the top-ranked two (2) students per sections shall be designated as Area Candidates.
 - c) Chairs 3 and 4 will be identified as alternates for the Area Candidates.
 - d) In the event that a vacancy occurs in the top six in any section, that section's ranks shall be adjusted upwards accordingly.
 - iv. Area Audition
 - a) Region 20 combines with other Regions according to the Region Alignment established by TMEA.
 - b) At this audition, students will be selected for All-State Choirs according to the guidelines set forth by the State.
 - c. Entry Fees
 - i. The entry fee of \$20.00 per students plus a \$25.00 school fee must accompany the entry cover sheet, to be given to the High School Treasurer no later than the day of the first audition.
 - ii. Directors must plan ahead if paying by purchase order. In the event of problems, the director must provide a photocopy of the check or P.O. request.
 - iii. No personal checks will be accepted.
 - iv. Do not send fees to the UIL Region 20 Executive Secretary.
 - d. Online Entry Procedures
 - i. TMEA guidelines supersede any procedures contained in the Region 20 Bylaws.
 - ii. First Entry Deadline
 - a) This deadline is at midnight 14 days prior to the event.
 - b) All entries must be entered by this deadline.
 - c) Entries after this deadline will incur significant additional fees and a grievance will be filed with the state office automatically.
 - d) Entries may not be deleted by the director after this deadline and the fees associated with these entries must be paid to the Region.
 - iii. Final Entry Deadline
 - a) This deadline is at midnight 7 days prior to the event.
 - b) No changes or substitutions may be made by the director after this deadline.
 - c) Directors must contact the High School Coordinator about any changes to their school's entry.
 - d) Directors will be allowed to add or change student entries the day of the audition. The 50% additional campus and 100% additional student late fees will be assessed.
 - iv. Directors should be sure to understand all deadlines, fees, and procedures.
 - v. Directors should make and keep a hard copy of all online entries.

- e. Students must be academically eligible at the time of each contest in order to audition. It is the director's responsibility to check on each student's eligibility and alert the High School Coordinator if a student is ineligible.
 - f. Sight-reading shall be included at all high school auditions and shall count as twenty (20) percent of the maximum possible score.
 - g. The High School Coordinator shall send an information letter via email with the judging assignments, site information and times at least one week prior to the audition date.
 - h. Director's Responsibilities: See AUDITION RULES AND PROCEDURES, Section A.
2. Ninth and Tenth Grade Treble Honor Choir
- a. Unless specifically stated below, procedures and rules shall be the same as for the High School All-State/All-Region Choir.
 - b. The Ninth and Tenth Grade Treble Honor Choir shall perform on the same concert as the All-Region Choir and all rules listed above for this event apply to this group.
 - c. Director's Responsibilities: See AUDITION RULES AND PROCEDURES, Section A.
 - d. Only ninth and tenth grade students may participate in this audition.
 - e. There is no limit to the number of entries allowed from any school.
 - f. Selection of Students
 - i. Using the TMEA Audition formula, the top-ranked twenty (20) Soprano Ones shall be selected to participate.
 - ii. Using the TMEA Audition formula, the top-ranked twenty (20) Soprano Twos shall be selected to participate.
 - iii. Using the TMEA Audition formula, the top-ranked twenty (20) Altos shall be selected to participate.
 - iv. There shall be no alternates selected.
 - v. On the day of the audition, the High School Coordinator-Elect, with consultation with the High School Coordinator and the affected judges, may decide to allow a greater number of students to be selected for the Ninth and Tenth Grade Treble Honor Choir.
 - g. Entry Fees
 - i. The entry fee of \$20.00 per student plus a \$25.00 school fee must accompany the entry cover sheet, to be given to the High School Treasurer no later than the day of the audition.
 - ii. Directors must plan ahead if paying by purchase order. In the event of problems, the director must provide a photocopy of the check or P.O. request.
 - iii. No personal checks will be accepted.
 - iv. Do not send fees to the UIL Region 20 Executive Secretary.
 - h. Online Entry Procedures
 - i. TMEA guidelines supersede any procedures contained in the Region 20 Bylaws.
 - ii. First Entry Deadline
 - a) This deadline is at midnight 14 days prior to the event.
 - b) All entries must be entered by this deadline.
 - c) Entries after this deadline will incur significant additional fees and a grievance will be filed with the state office automatically.
 - d) Entries may not be deleted by the director after this deadline and the fees associated with these entries must be paid to the Region.
 - iii. Final Entry Deadline
 - a) This deadline is at midnight 7 days prior to the event.
 - b) No changes or substitutions may be made by the director after this deadline.
 - c) Directors must contact the High School Coordinator about any changes to their school's entry.
 - d) Directors will be allowed to add or change student entries the day of the audition. The 50% additional campus and 100% additional student late fees will be assessed.
 - iv. Directors should be sure to understand all deadlines, fees, and procedures.
 - v. Directors should make and keep a hard copy of all online entries.
 - i. Students must be academically eligible at the time of each contest in order to audition. It is the director's responsibility to check on each student's eligibility and alert the High School Coordinator if a student is ineligible.
 - j. Sight-reading shall be included at all high school auditions and shall count as twenty (20) percent of the maximum possible score, in compliance with the TMEA formula.
 - k. The High School Coordinator shall send an information letter via email with the judging assignments, site information and times at least one week prior to the audition date.
3. Ninth and Tenth Grade Tenor Bass Honor Choir
- a. Unless specifically stated below, procedures and rules shall be the same as for the All-Region Choir.
 - b. The Ninth and Tenth Grade Tenor Bass Honor Choir shall perform on the same concert as the All-Region Choir and all rules listed above for this event apply to this group.

- c. Director's Responsibilities: See AUDITION RULES AND PROCEDURES, Section A
 - d. Only Ninth and Tenth Grade students may participate in this audition.
 - e. There is no limit to the number of entries allowed from any school.
 - f. The following number of students may be selected in each section:
 - i. Fifteen (15) Tenor Ones
 - ii. Fifteen (15) Tenor Twos/Bass Ones
 - iii. Fifteen (15) Bass Twos
 - iv. There shall be no alternates selected.
 - v. On the day of the audition, the High School Coordinator-elect with consultation with the High School Coordinator and the affected judges may decide to allow a greater number of students to be selected for the Ninth and Tenth Grade Tenor Bass Honor Choir.
 - g. Entry fees
 - i. The entry fee of \$20.00 per students plus a \$25.00 school fee must accompany the entry cover sheet, to be given to the High School Treasurer no later than the day of the audition.
 - ii. Directors must plan ahead if paying by purchase order. In the event of problems, the director must provide a photocopy of the check or P.O. request.
 - iii. No personal checks will be accepted.
 - iv. Do not send fees to the UIL Region 20 Executive Secretary.
 - h. Online Entry Procedures
 - i. TMEA guidelines super-cede any procedures contained in the Region 20 Bylaws
 - ii. First Entry Deadline
 - a) This deadline is at midnight 14 days prior to the event
 - b) All entries must be entered by this deadline
 - c) Entries after this deadline will incur significant additional fees and a grievance will be filed with the state office automatically.
 - d) Entries may not be deleted by the director after this deadline and the fees associated with these entries must be paid to the Region.
 - iii. Final Entry Deadline
 - a) This deadline is at midnight 7 days prior to the event
 - b) No changes or substitutions may be made by the director after this deadline.
 - c) Directors must contact the High School Coordinator about any changes to their school's entry.
 - d) Directors will be allowed to add or change student entries the day of the audition. The 50% additional campus and 100% additional student late fees will be assessed.
 - iv. Directors should be sure to understand all deadlines, fees, and procedures.
 - v. Directors should make and keep a hard copy of all online entries.
 - i. Students must be academically eligible at the time of each contest in order to audition. It is the director's responsibility to check on each student's eligibility and alert the High School Coordinator if a student is ineligible.
 - j. Sight-reading shall be included at all high school auditions and shall count as twenty percent of the maximum possible score.
 - k. The High School Coordinator shall send an information letter will be sent via email with the judging assignments and site information and times at least one week prior to the audition date.
4. Middle School Region Choir
- a. Unless specifically stated below, procedures and rules shall be the same as for the High School All-State/All-Region Choir.
 - b. Director's Responsibilities: See AUDITION RULES AND PROCEDURES, Section A.
 - c. The Middle School Region Choirs shall perform together on the same concert.
 - d. Only students in grades six, seven, and eight may participate in this audition.
 - e. There is no limit to the number of entries allowed from any school.
 - f. A school should be represented by their top students, not necessarily evenly divided among sections. Only well prepared students should be allowed to participate.
 - g. Middle school students will audition for placement in one of three Middle School All-Region Choirs: Mixed, Treble, and Sixth Grade.
 - h. Selection of Students
 - i. All-Region Mixed Choir (treble voices)
 - a) The top-ranked 22 students (chairs 1-22) from each of the voice parts (S1, S2, A) will be selected as members of the All-Region Mixed Choir treble section for a total of 66 qualifying voices.
 - b) If needed, the 22 voices may be chosen from two judging rooms per voice part with 11 voices chosen from each room.
 - ii. All-Region Mixed Choir (tenor-bass voices)

- a) The top-ranked 24 students from each of the voice parts (T1, T2, B1 or T1, B1, B2) will be selected as members of the All-Region Mixed Choir tenor-bass section for a total of 72 qualifying voices.
- b) If needed, the 24 voices may be chosen from two judging rooms per voice part with 12 voices chosen from each room.
- iii. All-Region Treble Choir
 - a) The second 22 students (chairs 23-44) from each of the voice parts (S1, S2, A) will be selected as members of the All-Region Treble Choir for a total of 66 qualifying voices.
 - b) If needed, the second 22 voices will be chosen from the same two judging rooms per voice part as the voices who qualify for the All-Region Mixed Choir (treble section) with 11 additional voices chosen from each room.
- iv. All-Region Sixth Grade Choir
 - a) The top-ranked 40 voices from each of the voice parts (S, A or Part 1, Part 2) will be selected as members of the All-Region Sixth Grade Choir for a total of 80 qualifying voices.
 - b) If needed, the 40 voices will be chosen from two judging rooms per voice part with 20 voices chosen from each room.
- i. Entry Fees
 - i. The entry fee shall be \$15.00 per student plus a \$30.00 school fee.
 - ii. Directors must plan ahead if paying by purchase order. In the event of problems, the director must provide a photocopy of the check or proof of financial responsibility.
 - iii. No personal checks will be accepted.
 - iv. Do not send payment to the UIL Region 20 Executive Secretary.
- j. Online Entry Procedures
 - i. TMEA guidelines supersede any procedures contained in the Region 20 Bylaws.
 - ii. First Entry Deadline
 - a) This deadline is at midnight 14 days prior to the event.
 - b) All entries must be entered by this deadline.
 - c) Entries after this deadline will incur significant additional fees and a grievance will be filed with the state office automatically.
 - d) Entries may not be deleted by the director after this deadline and the fees associated with these entries must be paid to the Region.
 - iii. Final Entry Deadline
 - a) This deadline is at midnight 7 days prior to the event.
 - b) No changes or substitutions may be made by the director after this deadline.
 - c) Directors must contact the Middle School Coordinator about any changes to their school's entry.
 - iv. Directors should be sure to understand all deadlines, fees, and procedures.
 - v. Directors should make and keep a hard copy of all online entries.
- k. Students must be academically eligible at the time of each contest in order to audition. It is the director's responsibility to check on each student's eligibility and alert the Middle School Coordinator if a student is ineligible.
- l. Sight-Reading
 - 1. Sight-reading is not included as a part of the 6th Grade Region Auditions.
 - 2. Sight-reading shall be included in the 7th/8th grade Region Auditions and shall count as twenty percent of the maximum possible score.
 - a. The level of difficulty shall be that of current UIL standards for sight-reading material.
 - b. The sight-reading shall be in the key of F or G, in the meters of 2/4, 3/4 or 4/4 and shall be no more than 8 measures long.
 - m. The Middle School Coordinator shall send an information letter via email with the judging assignments, site information and times at least one week prior to the audition date.
- C. Music Selection
 - 1. Music for High School All-State/All-Region Choir auditions shall be selected from TMEA All-State repertoire for the current year. Round by round audition selections shall be determined at the TCDA Meeting.
 - 2. Music for the Ninth and Tenth Grade Treble Honor Choir audition and concert shall be selected by the clinician and the High School Coordinator-Elect.
 - 3. Music for the Middle School All-Region audition and concert shall be selected by the clinician and the Middle School Coordinator.
- D. Miscellaneous
 - 1. All auditions will be conducted in the same manner as the All-State Audition.
 - 2. Students are expected to be on time for all auditions. No late registrants will be accepted without prior approval by the Region Vocal Chair.
 - 3. A designated announcer will be selected to run the student call sheets at each audition. This announcer will coordinate the runners, keep the auditions flowing in a timely manner, and supervise the pre-audition holding area.

4. At all auditions, students will receive audition numbers at registration and will remain in designated holding areas until time to sing. If the audition cuts have not been distributed in advance, they shall be distributed at registration.
5. Student audition numbers shall be randomly pre-assigned by the Sub-Division Coordinator or designee utilizing the TMEA computer program.
6. Tabulated results shall be available for inspection by directors for one hour following the conclusion of the entire audition. At the end of this period the results are subject to the TMEA Appeals Process.
7. In accordance with state policy, electronic devices (including but not limited to phones, electronic games, computers, camera phones, and playback systems) may not be used or accessed by a student participant until results have been announced or posted. Failure to comply with this regulation may result in student disqualification. The Region may set up an adult-monitored "call station" where students may access their phones in emergency situations without penalty.
8. Students are to remain in the holding area until their number is called.
9. For high school auditions, separate pre-audition and post-auditions audition areas will be provided to protect the integrity of the sight-reading portion of the audition.
10. Students who have completed their audition may leave but may not return to the contest site.
11. Judges will be behind screens. Only one student at a time will be permitted in the audition room, and the student is expected to sing the entire cut.
12. Once the audition has begun, it may not be paused or interrupted.
13. Students may not serve as helpers inside the audition room.
14. Host schools are encouraged to call other schools to bring additional support personnel to run the auditions, including additional student and parent helpers as needed.
15. Middle school students auditioning may be assigned a morning or an afternoon audition time. This designation does not change the judging expectation for the director.
16. High school students may request a morning or an afternoon time.

III. ALL REGION CLINIC AND CONCERT

A. Attendance Guidelines

1. Students must be academically eligible at all rehearsal and performance times in order to participate. It is the director's responsibility to check on each student's eligibility and alert the Coordinator if a student is ineligible.
2. Excused absences from the rehearsal shall require a written explanation to be submitted in advance from the student's director to the Coordinator for approval.
3. Unexcused absence shall cause a student to forfeit membership in the All-Region Choir and all privileges attached thereto. Being present at the site but not in the assigned rehearsal area shall be counted as an absence.
4. Patches shall be distributed only to those students who complete the rehearsal/performance obligations.
5. Any student who participates in the All-Region Choir Clinic and Concert must be accompanied at all times by his/her director or an appointed proxy. The Vocal Division Chair shall be informed as to who the proxy will be at least forty-eight hours in advance. Under certain circumstances, the region officers may deem it necessary to file a grievance through the appropriate TMEA process.

B. Clinicians

1. A slate of potential clinicians will be discussed at the Spring Meeting during the Sub-Division Meetings. All choral directors, regardless of sub-division, are eligible for consideration to clinic in our region. If from Region XX, Candidates must have earned Superior Ratings for Concert Performance in two of the three most recent years with the same voicing as the proposed honor choir (Treble or Tenor-Bass) or a Mixed Choir at an annual choral evaluation or UIL Concert/SR Contest. Clinicians shall be chosen no later than the Fall meeting of the previous year.
2. The honorarium for a clinician shall be \$500.00. The region UIL schedule shall be used for travel and per diem for meals.

C. Additional musicians

1. The Coordinators shall arrange for an accompanist for each choir. Clinicians should be given the opportunity to select their own accompanist.
2. The honorarium for an accompanist shall be \$300.00. The region UIL schedule shall be used for travel and per diem for meals if they are from outside the region.
3. If a piece of music requires specialized skills, the Coordinator, upon consultation with the Division Chair, may increase the honorarium to \$400.
4. The Coordinators are responsible for securing all additional instrumentation and/or soloists, as required by the repertoire.

V. AMENDMENTS TO THE BYLAWS

- A. Amendments to the Bylaws may be presented at the Fall or Spring Meetings but will not go into effect until after the Spring Meeting, unless otherwise specified in the proposal.
- B. Proposal Procedure
 1. An amendment to the Bylaws of the Region 20 Vocal Division may be proposed by any three active members by submitting it in writing to the Vocal Division Chairperson at least two weeks prior to a scheduled meeting.
 2. The Vocal Division Chairperson shall publish and notify members of the proposed amendment at least one week before a scheduled meeting along with the scheduled agendas.

3. A simple majority of the attending members is needed for passage.
 4. Voting by proxy is allowed if said member indicates their vote in writing to the Vocal Division Chairperson at least 24 hours prior to the meeting.
- C. A Bylaw Review Committee may be called by the Vocal Division Chairperson or a majority vote of the attending members.