

**EASTERN DISTRICT BAND DIRECTOR' ASSOCIATION  
CONSTITUTION  
Revised August 2023**

**ARTICLE I. NAME**

The name of this association shall be the Eastern District Band Directors' Association: hereafter called EDBDA.

**ARTICLE II. PURPOSES**

The purposes of EDBDA shall be to secure and maintain cooperation among the band directors in Eastern Oklahoma in order to:

1. promote All-District bands in both junior and senior high levels.
2. provide judging for the first All-State tryouts.
3. improve the quality of teaching done by providing educational clinics.
4. improve communication among the various band programs in our area.

**ARTICLE III. MEMBERSHIP**

Any person who is actively engaged in the supervision or teaching of band music in Eastern Oklahoma and who accepts the purposes of this organization, and who desires to contribute to the achievement of these purposes, and who desires to receive the publications and attend the business meetings of this association; shall be entitled to do so. Members shall have such duties as described in the by-laws. Any school not in the Eastern District as assigned by OSSAA, but who wants to participate in our district must send a written request signed by the school principal or superintendent and be approved by the current membership at a regular meeting.

**ARTICLE IV. OFFICERS**

Officers shall be elected or appointed at the January meeting. Election to office shall be by a majority of the membership present. Duties of office shall be as described in the by-laws.

Elected officers shall be:

President: 2 year term.

Vice-President (president elect): 2 year term.

Secretary-Treasurer: indefinite term with a 2 year minimum.

Auditions Manager: indefinite term with a 2 year minimum.

All-District Band chairmen: one for each band.

Host Site Chairman: one for each site.

**ARTICLE V. EXECUTIVE BOARD**

The President, Vice-President, Executive Secretary, and Auditions Manager shall compose the Executive Board. It shall be the duty of the Executive Board to provide for the general good and welfare of EDBDA. They shall make plans for carrying out the ideals and purposes of EDBDA. It shall transact such business as is referred to it by EDBDA in scheduled meetings.

**ARTICLE VI. MEETINGS**

There shall be scheduled meetings of EDBDA held/hosted prior to the first deadline for audition registrations, November (day of auditions), and January. The Executive Board shall meet in separate meetings as needed and other regular meetings may be called as needed. The secretary shall notify all members of the meetings by email, letter or postcard no later than one week before the meeting

**ARTICLE VII. ALL-DISTRICT BANDS OF THE EDBDA WILL CONSIST OF THE FOLLOWING GROUPINGS:**

1. A seventh grade band consisting of seventh grade students only.
2. An 8<sup>th</sup>/9<sup>th</sup> grade band consisting of only 8<sup>th</sup> and 9<sup>th</sup> grade students.
3. A high school band consisting of 10, 11, and 12 grade students only.
4. A high school jazz band consisting of 9<sup>th</sup> thru 12<sup>th</sup> grade students only.
5. A high school percussion ensemble. All aspects of the ensemble will be directed by the percussion coordinator including personnel, scheduling during clinic, music selection, equipment needs, etc. This ensemble shall not interfere with the needs of the main ensemble.

**ARTICLE VIII. AMENDMENTS**

Proposed amendments shall be presented to the secretary in writing and read only at scheduled meetings. The vote shall be taken no earlier than one month after its proposal. The vote may be approved by mail. If a mail vote is used, the voting time should be open for a time not to exceed 2 or 3 weeks. This should be plenty of time for mail to run both ways. If two-thirds of the members vote in favor, the constitution shall be amended.

**ARTICLE IX. BY-LAWS**

The By-Laws shall be the rules of business of EDBDA. These rules shall be made and approved by a majority of members present at a scheduled meeting. By-Laws changes may be voted on by mail in the same manner as an amendment if a motion states. This could be because of the nature of the discussion and committee actions. Any changes made will be sent in writing no later than 14 days after the meeting or final vote.

**EASTERN DISTRICT BAND DIRECTORS' ASSOCIATION**  
**BY-LAWS**  
**Revised August 2023**

**I. MEMBERS IN GOOD STANDING**

A member shall remain in good standing if he/she attends at least one regular meeting each school year.

**II. DUTIES OF OFFICERS**

1. The President shall preside at all meetings of the association; shall appoint special and standing committees; shall be an ex-officio member of all committees; shall call meetings of the Executive Board and other committees to transact the necessary business of the EDBDA between general meetings; and shall be responsible for the general welfare of the association. He/she shall serve as chairman of the Executive Board. It has been the custom of EDBDA to give a small gift to the selected office position after the event for their service in the amount of \$100.00. He/she will keep a record of all duties performed and pass this record to the next president.
2. The Vice-President shall be the President-Elect. He/she shall perform the duties of the President in the event of the President's absence. It will be the responsibility of the Vice-President to correspond and communicate with the Band Chairman and aid in any necessary duties. For Seventh grade and JH Bands only – select an appropriate length and level of sightreading for auditions and make three copies for each instrument. HS sightreading is based on OKMEA audition material. It has been the custom of EDBDA to give a small gift to the selected office position after the event for their service in the amount of \$100.00. He/she will keep a record of all duties performed and pass this record to the next vice-president.
3. The Secretary-Treasurer shall be responsible to the Executive Board. The Secretary-Treasurer will be elected for an indefinite term of office with a minimum of two years of service. He/she shall keep an accurate record of all proceedings during regular or special meetings of the Executive Board. He/she shall mail minutes of each meeting to all paid members with 14 days of the meeting. He/she shall see that the programs and patches for the clinic are ordered and delivered. It has been the custom of EDBDA to give a small gift to the selected office position after the event for their service in the amount of \$100.00. He/she shall collect all dues, shall keep an accurate record of all receipts and expenditures, and shall make an accurate and faithful financial report to the association officer who succeeds him/her along with a revised set of By-Laws.
4. The Auditions Manager shall be responsible for corresponding and coordinating with OkMEA regarding All-State Auditions and requirements (which includes receiving the etude selections to be played for auditions and the sightreading music and making the appropriate number of copies for audition day). The Auditions Manager will be elected for an indefinite term of office with a minimum of two years of service. He/she shall coordinate

with the Executive Board and prepare for the auditions based on the determined and voted upon procedures for EDBDA district auditions (i.e., G-toms audition system). The Auditions Manager will work with the Secretary/Treasurer to generate audition counts per school in order to invoice and collect fees for auditions. He/She is responsible for preparing all necessary documents needed for auditions, coordinating with the site host for auditions and assigning judges for the audition day. For Seventh grade and JH Bands only – choose a major scale for auditions and select an appropriate length and section to be used as the “cuts” for the auditions (not to be made public until the day of auditions). The scale and etude “cuts” should represent an adequate level of material to be judged and scored accordingly. He/She shall make an accurate and faithful report to the membership and provide detailed instructions for the officer who succeeds him/her. It has been the custom of EDBDA to give a small gift to the selected office position after the event for their service in the amount of \$100.

5. The Host Site Chairman shall provide all audition rooms and rehearsal facilities necessary for the clinic. He/she shall work with the Band Chairmen to see that all arrangements for necessary equipment are made. It has been the custom of EDBDA to give a small gift to the selected office position after the event for their service in the amount of \$100.00.
6. The Percussion Coordinator shall work with the host site chairman and band chairman to coordinate the percussion needs and equipment necessary to produce a successful event. The Percussion Coordinator shall perform the following duties:
  - a. Arrange for all necessary percussion equipment to be at the clinic. The directors with percussion students in the band are to help with this but need to be told what to bring.
  - b. He/she shall assign parts based on chair placements within each of the three ensembles.
  - c. He/she shall help manage the percussion section in one of the three ensembles and assign two directors to help manage the percussion section in the remaining two ensembles.
  - d. He/she shall organize and manage the Percussion ensemble (i.e. music selection, conducting, clinician request, etc.). All aspects and times of the Percussion ensemble are subject to change depending on the demands of the main concert group. The ensemble rehearsal will include 1 hour of time during each rehearsal block (morning-afternoon-morning). The ensemble will open the concert. Staging will be between the stage and auditorium seating. All aspects and times are subject to change depending on the demands of the main concert group.
7. The Band Chairman shall be elected at the January meeting. It is suggested that the chairman will move from one band to the next band level. If the elected chairman moves from the district, a chairman may be appointed by the President or elected at the next meeting. It has been the custom of EDBDA to

give a small gift to the selected office position after the clinic for their service in the amount of \$50.00.

**The Band Chairman shall perform the following duties (a,b,c):**

- a. **Preparation for the Auditions:**
  1. Discuss with clinician how instrument parts are to be divided within each instrument section as well as discuss any special needs for the percussion section.
  2. Obtain the music and prepare folders for all band members who earned a position in the honor band – to be distributed on the day of auditions (copies are recommended).
  3. Coordinate with the Percussion Coordinator percussion equipment and music in order to properly assign parts for the percussion chairs within their ensemble.
  4. Obtain and provide all biographical information regarding guest clinician, program list, and correct spellings to Secretary/Treasurer.
  5. Send copies of the scores to the clinician if needed.
  6. Contact the voted upon clinician for the upcoming year within two weeks and obtain a signed contract.
  
- b. **Preparation for the Clinic and Concert:**
  1. Contact the clinician and find out how many nights lodging is needed. (usually Thursday and Friday) Then contact the secretary so hotel arrangements can be made. This needs to be done by December 1<sup>st</sup>.
  2. Obtain a detailed band set-up from the clinician.
  3. Contact the percussion coordinator in regards to percussion equipment and other needs prepared for the clinic/concert.
  4. Contact and communicate needs of ensemble and clinician to the the host site school.
  5. Arrive at the host school at least 30 minutes before the students are to arrive to set up the chairs.
  6. Contact alternates as needed.
  7. Prepare name cards to place in the seats prior to the first rehearsal.
  
- c. **Duties at the Clinic and Concert**
  1. Seat the band for the first rehearsal and take roll.
  2. Introduce the clinician to the band and start first rehearsal.
  3. Have extra copies of the scores and parts.
  4. Contact any alternates and their directors, if needed. No alternates should be used until all schools have arrived and all students have been seated. A good rule of thumb is to wait until the first break and then contact the director of the missing student and then the alternate's director.
  5. Be present and assist the clinician during all rehearsals.
  6. Take roll at all rehearsals.
  7. Give a clinic report at the business meeting.

8. Get round-trip mileage from the clinician and tell the secretary as soon as possible.
9. Introduce the clinician at the concert.
10. Obtain the fee check from the secretary and give to the clinician after his/her part of the concert.

### **III. CLINIC DATES AND CANCELLATION**

The clinic shall be held on the first Friday and Saturday in January unless the 1<sup>st</sup> is on a Wednesday through Friday.

In the case of inclement weather and schools are canceled, the executive board will decide if all or part of the clinic and/or concert will be canceled. If it is canceled it will not be made up. This is due to the probable lack of availability of clinicians, upcoming school activities at several schools, clinic site and possible other factors.

### **IV. SITE OF CLINIC**

The site of the district tryouts and clinic shall be the first order of business at the January meeting.

### **V. GUEST CLINICIANS**

The guest clinicians shall be chosen at the January meeting for the next year. Nominations will be accepted from the floor: each director may vote for two, and the nominees shall be ranked in order. The Band Chairman will then contact the first person on the list to see if he/she is available. If not, the chairman will then proceed to contact the next person on the list until a clinician agrees to clinic the band. The procedure shall be the same for all bands. The High School clinician should be contracted two years in advance if at all possible.

### **VI. FEES FOR CLINICIANS**

The Seventh grade and JH Band clinicians shall each be paid at a rate of no less than \$300.00 per day plus a per diem of \$25.00 per day, plus round-trip mileage as set by the membership. The high school clinician shall not be paid more than \$500.00 per day plus a per diem of \$25.00 per day, plus round-trip mileage as set by the membership unless other arrangements are made with the approval of the executive board. Air fare shall be coach fare. A rental car may be approved for a clinician coming in by air.

EDBDA will provide a professional development session in the afternoon of the first day of the clinic. The president will select individuals to arrange for a clinician to come and choose the topic based on membership recommendations. The professional development fee will not exceed \$250 + mileage.

### **VII. CLINIC MUSIC, CONCERT LENGTH AND ADMISSION**

1. The music for each band will be chosen by the clinician.
2. The length of the music performed shall not exceed 20 minutes for the Seventh grade and junior high band and 25 minutes for each high school group.

3. The band chairman will have the music ready to distribute at the tryouts.
4. At the end of each concert, each student must turn in his/her music to receive the honor band patch.
5. The cost of the concert admissions is to be set by a vote of the membership and changed as necessary.

#### **VIII. DIRECTORS ATTENDANCE RULING**

Before a student is allowed to audition, his/her director must be a member and be present to help with the judging. The director must be a member in good standing. Attendance will be checked by the secretary or president. Any exceptions to this must have Executive Board approval before students may audition.

#### **IX. STUDENT ATTENDANCE AT REHEARSALS**

At the first rehearsal the band chairman shall check the roll and, following this rehearsal, shall notify the alternate needed to fill vacancies. If a student is tardy to two rehearsals, that student will not receive a patch or participate in the honor band. If a student leaves a rehearsal for any reason other than dire illness or discretion of a quorum of the Executive Board, he/she shall no longer participate or receive a patch. In the event of a single school closure and that school is unable to participate in the clinic, the Executive Board shall determine whether or not the students will receive their honor band patches.

#### **X. ALTERNATES**

1. Only two alternates will be chosen for each section at the All-District Tryouts, with the exception of the High School Percussion, in which there will be 4 alternates will be posted.
2. Directors are encouraged to leave alternates at home unless that director has been contacted by the chairman or other officer in advance of the clinic. No alternates (except those who have been called in advance to fill a vacancy) will be seated until at least 30 minutes after the first rehearsal has begun and all schools have arrived.
3. Alternates for each band can only be placed by the band chairman. The clinician or other directors do not have the authority to place alternates without the approval of the chairman and Executive Board.
4. No alternate shall play unless specifically seated in the band by the band chairman.

#### **XI. AUDITION MATERIAL**

1. Audition material for the high school band shall be the same material as required for OKMEA all-state First Round Auditions.
2. The junior high music will be rotated between two sets (A & B) as was composed for the EDBDA district. The specific selection will be chosen by the auditions manager and posted on the day of auditions. The students will play the concert chromatic scale and one other major scale from the scale page (selected by the auditions manager prior to the day of auditions) and the audition selections. Students do not have to play scales from memory. The

sightreading music for the junior high bands will be chosen by the vice-president.

3. The seventh grade band music will be the set composed for the EDBDA district. The specific selection will be chosen by the auditions manager and posted on the day of auditions. The students will play the Concert Bb chromatic scale and one other major scale from the scale page (selected by the auditions manager prior to the day of auditions). Students do not have to play scales from memory. The sightreading music will be chosen by the vice-president.

## **XII. INSTRUMENTATION OF THE BANDS**

The numbers should serve only as a guide. That is, some sections may or may not be properly filled with qualified students. Only those who qualify should be admitted. The EDBDA executive board and membership will do everything in its power to make sure that any audition-results list that is posted is accurate. Once the name of a student is posted publicly as having made an ensemble, including the alternates, EDBDA will honor those person/persons as having made that ensemble regardless of the actual audition results. This may not refer to the chair placement. The decision of the cut-off point of the qualified students shall be left to the discretion of the judges of that particular section in conjunction with the EDBDA president and vice-president. The judges can make the sections smaller but not larger. (for example: if there are 24 clarinets that tryout for 24 positions and 22 sound great but 2 cannot make it through their scale; the judges can choose to take 22 instead of the maximum of 24). The judges cannot make this decision without the approval of the president and vice president of EDBDA.

- a. The 7<sup>th</sup> grade band will consist of the following instrumentation:

Piccolo incl. w/flutes	
Flutes.....10	Trumpets.....10
Oboes.....1	Fr. Horns.....5
Bassoons.....2	Trombones.....8
Bb Clarinets....12	Baritones.....4
Bass Clarinets...2	Tubas.....6
Alto Sax.....5	Percussion.....8
Tenor Sax.....1	String Bass.....1
Bari Sax.....1	

- b. The 8<sup>th</sup>/9<sup>th</sup> grade band will consist of the following instrumentation:

Piccolo incl. w/flutes	
Flutes.....10	Tenor Sax.....2
Oboes.....2	Bari Sax.....1
Bassoons.....2	Trumpets.....10
Eb Clar.....1	Fr. Horns.....6
Bb Clarinets....18	Trombones.....8
Bass Clarinets...3	Baritones.....4
Contra Bs. Cl....1	Tubas.....6



Alto Sax.....5	Percussion.....8
	String Bass.....1

c. The High School Band will consist of the following instrumentation:

Piccolo incl. w/flutes	
Flutes.....12	Bassoons.....3
Oboes.....2	Trumpets.....12
Eb Clarinet.....1	Fr. Horns.....8
Bb Clarinets....18	Trombones.....8
Bass Clarinets...3	Baritones.....4
Contra Bs. Cl....1	Tubas.....6
Alto Sax.....5	Percussion.....8**
Tenor Sax.....2	String Bass.....2
Bari Sax.....2	

\*\* The High School Percussion Section will name 4 alternates instead of 3. If the need arises to increase the section per need of repertoire or request of the clinician, the decision can be made by the chairperson, clinician and executive board members.

d. If the All-State Band does not include a section listed above, that section will not be included in the All-District Band. (i.e. If the All-State Band does not include Alto Clarinets, neither will the All-District Band.

### **XIII. TRYOUT DATES, TIMES, AND PROCEDURES**

1. All students must be enrolled in band or orchestra and be academically eligible to compete and perform in the EDBDA bands.
2. The date for the tryout will be set by the All-State First Round Auditions for all bands as dictated by OkMEA.
3. The auditions will begin in the morning at a predetermined time set by the auditions manager, dictated by the number of auditions and available judges and rooms at the host site.
4. Students will be assigned a specific audition time according to a pre-drawn number, and like instruments will be blocked together. Students should report to the monitor 15 minutes before their scheduled time.
5. Specific procedures are minimally modified from year to year as needed.

### **XIV. TRYOUT FEES AND ENTRY FORMS**

1. Each director is responsible for registering their students online via the voted on process for the upcoming year.
  - a. School year 2021-2022 – gtoms online registration (see website)
2. No student will be allowed to audition until the student fees are paid or a P.O. has been sent to the secretary.
3. Deadlines and cut-off dates (final dates for registration) will be set from year to year and based on the OkMEA's deadlines. October 15 will be the late registration for EDBDA with the final deadline for registration being the morning of auditions.

4. As of August 2023, the tryout fee is set at \$15 per on time tryout. The fee for late entries will be \$25. It will be based on date of online registration (which will be restricted after 11:59pm on October 15). There will be a \$100 fee charged for any registration made after October 15 to the morning of auditions.