

**TENNESSEE SECONDARY SCHOOLS
BAND DIRECTORS ASSOCIATION, INC
2013**

<http://www.tssbda.org>

**Operating Procedures
Updated 2/13**

Officers

**Kevin Ross, President
John Gallagher, Past-President
Jim Hix, President-Elect
Kim White, Executive Secretary/Treasurer
David Westrich, Representative-at-Large**

Table of Contents

I. Statement of Purpose - p. 3

II. Senior Clinic - p. 4

- A. Date
- B. Clinicians
- C. Host Responsibilities
- D. Fees
- E. Seating
- F. Private Students
- G. Band Director Censure
- H. Scholarships
 - 1. Requirements for Application
 - 2. Deadline for Application
 - 3. Scholarship Amounts
 - 4. Scholarship Information
 - 5. Scholarship Committee

III. Junior Clinic - p. 7

- A. Date
- B. Clinicians
- C. Host Responsibilities
- D. Fees
- E. Seating
- F. Private Students
- G. Band Director Censure

IV. Concert Festival - p. 9

- A. Date
- B. Adjudicators
- C. Host Responsibilities
- D. Equipment
- E. Fees
- F. Entry/Eligibility
- G. Plaques

IV. General Operating Procedures - p. 10

- A. Board
- B. Scholarship Fund
- C. Dues
- D. Hospitality Rooms
- E. Miscellaneous
- F. Terms of Office
- G. Duties of Office

Statement of Purpose

Tennessee Secondary Schools Band Directors Association is a non-profit corporation registered in the State of Tennessee, #0160524. Our charter established in 1985 states that our purpose is "to promote achievement and performance in Tennessee Secondary Schools' band programs". TSSBDA exists as an organization solely to provide educational music events that will benefit participating students, and not for any private interest.

In the unlikely event of the demise of the organization, TSSBDA will request that another qualified tax-exempt organization devoted to the development of instrumental music in the state of Tennessee take possession of any monies accrued by TSSBDA, and therefore our assets are and permanently will be dedicated for tax-exempt purposes. The dissolution of TSSBDA could only be accomplished by 2/3 majority vote of the current (registered) membership at that time.

I. SENIOR CLINIC

A. DATE

The date for Senior Clinic shall be the fourth weekend in February (2013). In the event of inclement weather, the date will be rescheduled.

B. CLINICIANS

1. Clinicians are to be secured by the President-Elect, using the TSSBDA clinician/judge contract (2007).
2. Contact
 - a. The order of clinician contact for the next year is to be determined at Senior Clinic one year prior to the event.
 - b. A list of clinicians is to be amended periodically by vote of the association.
3. Compensation:
 - a. \$225 per day honorarium (2006)
 - b. Mileage commensurate with State of Tennessee mileage reimbursement (\$.50 per mile, 2008)
 - c. 2 (two) night's lodging (If needed)
 - d. \$30 per day for meals

C. HOST RESPONSIBILITIES

1. Secure housing for clinicians, as necessary.
2. Prepare music folders for clinicians.
3. Receive registration forms/checks from directors, and forward to Executive Secretary/Treasurer at clinic. Keep track of student numbers and instrumentation concerns, notify clinicians of these issues prior to event.
4. Arrange for judging rooms and judges for tryouts, and ensure that tryout sight-reading is available.
5. Establish clinic schedule and notify Executive Secretary/Treasurer before event so participating directors can be notified; include a list of area motels.
6. A report by the clinic host is to be made available to the Executive Secretary/Treasurer before the general meeting on Saturday of the clinic and should include:
 - a. Participating schools
 - b. Number of students
 - c. Amount of money turned in by each school
 - d. Number of students (if any) not selected due to instrumentation restrictions.
7. The clinic host is to receive a \$200 honorarium.

D. FEES

1. All fees for events will accompany application. Any refund will be at the discretion of the executive board(2008). The registration will be due 4 weeks before the event.

2. The clinic fee is \$25 per student (2013) which includes lunches on Friday and Saturday. If a director registers students late, there will be a \$5 penalty fee per student. (2008)

E. SEATING

1. Students in 9th -12th grades are eligible to participate. 9th grade students can participate in either Sr. Clinic or Jr. Clinic, but not both. (1999)
2. Student acceptance will be prioritized by the host and the board as needed to balance instrumentation.
3. Seating of wind students will be determined by a tryout consisting of 2 scales to be chosen from concert F, Bb, Eb, Ab, Db, C, or G scales; the chromatic scale, and a sight-reading piece. The tryout will be scored: Scales, 15 pts. each; chromatic scale, 20 pts.; and sight-reading, 50 pts. (2008)
4. Seating of percussion students will be determined by a tryout consisting of: Mallets: 2 scales to be chosen from concert F, Bb, Eb, Ab, Db, C, or G (up and down, any rhythm, more points for 2 octaves), the chromatic scale full range of instrument, (up and down, any rhythm), and sight reading. The tryout will be scored: Scales, 20 pts each.; chromatic scale 10 pts, and sight-reading, 50 pts. Snare: 2 rudiments chosen from single paradiddle, double paradiddle, flam, flam tap, flam accent, drag, single drag tap, lesson 25, (open to closed to open); Buzz roll (closed roll) soft to loud to soft (20 pts), and sight-reading (50 pts). The tryout will be scored: Rudiments, 15 pts. each; buzz roll , 20 pts.; and sight-reading, 50 pts. (2012)

F. PRIVATE STUDENTS

Private students of TSSBDA members, who are not students of a TSSBDA member's band program WILL be allowed to participate in clinics, provided that their participation does not cause a student of a TSSBDA member's band program to be excluded (due to instrumentation restrictions).

G. BAND DIRECTOR CENSURE

Any director sending a student to a clinic without attending or sending an appointed adult (made known to the host in advance), will be sent a letter of reprimand stating that neither the director, nor his/her students will be allowed to participate in TSSBDA events for one year. A copy of this letter will be sent to the director's principal and supervisor. The student exclusion will not be in effect if the director leaves that school within the next year.

H. SCHOLARSHIPS

Students who are High School Seniors at the time of Senior Clinic are eligible to apply for the Bob Rush or the Tom Bailey scholarship if they plan to major in Music Education.

1. REQUIREMENTS FOR APPLICATIONS

Applications should include:

- a. Financial status
- b. GPA and class rank

- c. Participation in TSSBDA functions
- d. Interview with scholarship board
- e. Performance tape (if requested by board)

2. DEADLINE FOR APPLICATION

The deadline for scholarship applications shall be noon on the Friday of Senior Clinic.

3. SCHOLARSHIP AMOUNTS

Scholarships shall be awarded in the amount of \$1000 per recipient. This will be divided into two checks. One is to be delivered at the beginning of the Sophomore year and the other to be delivered at the beginning of the Senior year of university study as long as the student is still majoring in Music Education. (2006)
The money will be disbursed to the student's account at their parent educational institution upon receipt of the student's official academic transcript. It is incumbent upon the student to keep TSSBDA informed of his/her progress. (2008)

4. SCHOLARSHIP INFORMATION

Scholarship information is to be included in the first Senior Clinic mail out.

5. SCHOLARSHIP COMMITTEE

The presiding officer will appoint a committee to interview and select the scholarship recipients. (2008)

I. CLINIC SCHEDULE (2009)

Clinic Hosts will endeavor to stay with this schedule for Senior and Junior clinic.

Friday

9:00 a.m - Start auditions (directors/students should be ready to audition at 9:00)

45 minute lunch, with staggered lunch suggested

4:30 p.m - Dismiss rehearsal

Saturday

9:00 a.m. - Start rehearsals

45 minute lunch, with staggered lunch suggested

4:00 Rehearsal ends, students dress for concert

5:00 Concert

II. JUNIOR CLINIC

A. DATE

Junior Clinic shall be the fourth weekend in January. In the event of inclement weather, the date will be rescheduled.

B. CLINICIANS

1. Clinicians are to be secured by the President-Elect, using the TSSBDA clinician/judge contract (2007).
2. Contact
 - a. The order of clinician contact for the next year is to be determined at Junior Clinic one year prior to the event.
 - b. A list of clinicians is to be amended periodically by vote of the association.
3. Compensation:
 - a. \$225 per day honorarium (2006)
 - b. Mileage commensurate with State of Tennessee mileage reimbursement (\$.50 per mile, 2008)
 - c. 2 (two) night's lodging (If needed)
 - d. \$30 per day for meals

C. HOST RESPONSIBILITIES

1. Secure housing for clinicians, as necessary.
2. Prepare music folders for clinicians.
3. Receive registration forms/checks from directors, and forward to Executive Secretary/Treasurer at clinic. Keep track of student numbers and instrumentation concerns, notify clinicians of these issues prior to event.
4. Arrange for judging rooms and judges for tryouts, and ensure that tryout sight-reading is available.
5. Establish clinic schedule and notify Executive Secretary/Treasurer before event so participating directors can be notified; include a list of area motels.
6. A report by the clinic host is to be made available to the Executive Secretary/Treasurer before the general meeting on Saturday of the clinic and should include:
 - a. Participating schools
 - b. Number of students
 - c. Amount of money turned in by each school
 - d. Number of students (if any) not selected due to instrumentation restrictions.
7. The clinic host is to receive a \$200 honorarium.

D. FEES

1. All fees for events will accompany application. Any refund will be at the discretion of the executive board (2008). The registration will be due 4 weeks before the event.
2. The clinic fee is \$25 per student, (2013) which includes lunches on Friday and Saturday. If a director registers students late, there will be a \$5 penalty fee per student. (2008)

E. SEATING

1. Students in 6th - 9th grades can participate. 9th grade students can participate in either Sr. Clinic or Jr. Clinic, but not both. (1999)
2. Student acceptance will be prioritized by the host and the board as needed to balance instrumentation.
3. Seating of wind students will be determined by a tryout consisting of 2 scales to be chosen from concert F, Bb, Eb, Ab, or C scales; the chromatic scale and a sight-reading piece. The tryout will be scored: 1st scale, 15 pts.; 2nd scale 15 pts.; chromatic scale, 20 pts.; and sight-reading, 50 pts. (2008)
4. Seating of percussion students will be determined by a tryout consisting of: Mallets: 2 scales to be chosen from concert F, Bb, Eb, Ab, or C (up and down, any rhythm, more points for more than 1 octave, the chromatic scale full range of instrument, (up and down, any rhythm), and sight reading. The tryout will be scored: Scales, 20 pts each.; chromatic scale 10 pts, and sight-reading, 50 pts. Snare: 2 rudiments chosen from single paradiddle, flam, flam tap, drag, single drag tap, (open to closed to open); Buzz roll, soft to loud to soft (20 pts); and sight-reading (50 pts). The tryout will be scored: Rudiments, 15 pts. each; buzz roll , 20 pts.; and sight-reading, 50 pts. (2012)

F. PRIVATE STUDENTS

Private student of TSSBDA members, who are not students of a TSSBDA members band program, WILL be allowed to participate in clinics, provided that their participation does not cause a student who is in a TSSBDA member's band program to be excluded (due to instrumentation restrictions).

G. BAND DIRECTOR CENSURE

Any director sending a student to a clinic without attending or sending an appointed adult (made known to the host in advance), will be sent a letter of reprimand stating that neither the director, nor his/her students will be allowed to participate in TSSBDA events for one year. A copy of this letter will be sent to the director's principal and supervisor. The student exclusion will not be in effect if the director leaves that school in the next year.

I. CLINIC SCHEDULE (2009)

Clinic Hosts will endeavor to stay with this schedule for Senior and Junior clinic.

Friday

9:00 a.m - Start auditions (directors/students should be ready to audition at 9:00)

45 minute lunch, with staggered lunch suggested

4:30 p.m - Dismiss rehearsal

Saturday

9:00 a.m. - Start rehearsals

45 minute lunch, with staggered lunch suggested

4:00 Rehearsal ends, students dress for concert

5:00 Concert

III. CONCERT FESTIVAL

A. DATE

The date for the music festival shall be the fourth Saturday in April.

B. ADJUDICATORS

1. Adjudicators will be secured by the President-Elect, using the TSSBDA clinician/judge contract (2007).
2. The order of adjudicator contact will be determined at Junior Clinic.
3. Compensation:
 - a. \$225 per day honorarium (2006)
 - b. Mileage commensurate with State of Tennessee mileage reimbursement (\$.50 per mile, 2008)
 - c. 1 (one) night's lodging (If needed)
 - d. \$30 per day for meals

C. HOST RESPONSIBILITIES

1. Mail festival information to area band directors with the assistance of the Executive Secretary.
2. Arrange logistics of equipment necessary for festival, i.e.: chairs, stands and percussion equipment.
3. Provide tapes and adequate tape recorders or digital recorders for adjudicators.

D. EQUIPMENT

TSSBDA will provide the following percussion equipment: Concert Bass Drum, Timpani, Xylophone, Vibraphone, Orchestra Bells, marimba, Chimes, and Gong. Individual bands are responsible for their own small equipment, including, but not limited to the following: Snare Drum, Cymbals, Triangles, Mallets, etc.

E. FEES

1. Fees for the Festival shall be \$100 per band (due 4 weeks before the event) to include a recording fee. (per vote of the membership September 10, 2011)
2. The festival host is to receive a \$200 honorarium.

F. ENTRY / ELIGIBILITY

1. Deadline for entry will be two weeks prior to the festival.
2. Concert Festival is open to ALL middle and High School bands, orchestras, and instrumental ensembles, including jazz bands and woodwind, brass or percussion ensembles, regardless of membership in TSSBDA. In the event that there are too many ensembles for the festival, TSSBDA members will have first priority in attending.

G. PLAQUES

Bands receiving a I or II rating will receive a plaque.

IV. GENERAL OPERATING PROCEDURES:

A. BOARD

1. All board members should be present at all functions
2. The president and the Executive Secretary/Treasurer shall sign all checks. In the absence of one of these officers, the Past-President may sign.
3. All incidental expenses beyond normal operation of association events will be paid by the association through the Executive Secretary/Treasurer only on majority approval of the board.

B. SCHOLARSHIP FUND

1. The Scholarship Fund and General Fund are to be separate.
2. The Scholarship Fund is a self-perpetuating fund established exclusively for providing the funds for scholarships awarded by the association.

C. DUES

1. **COST:** \$15 per year for directors, free for collegiate members, \$30 per year for associate members. Associate members are defined as groups interested in advancement of music in Tennessee schools. They are barred from using their membership for personal gain, i.e., setting up displays around students at association events. (1992)
2. **DEADLINE:** The deadline for payment for existing members is October 31 (voted on in 1984), with a \$10 late fee to be assessed by December 1 (added in 1987).
3. **NEW MEMBERS:** New members may join at any time as long as it is not past the deadline of an event in which they wish to participate.

D. MISCELLANEOUS

1. A financial report is to be given at all meetings and made available to members.
2. The association will pay for clinicians, judges, and hospitality rooms only -- no director's rooms.
3. TSSBDA Minutes, Operating Procedures and other documents will be kept on the TSSBDA website. (2008)

E. TERMS OF OFFICE

1. The term of each office shall be 2 (two) years.
2. Elections will be held at the Senior Clinic general meeting every two years.
3. Officers will take office at the Junior Clinic general meeting following an election.

F. DUTIES OF OFFICE

1. **President**
 - a. Preside over meetings
 - b. Call meetings
 - c. Set date, time, and place for meetings

- d. Hold order
- e. Coordinate all activities
- f. Serve as master of ceremonies
- g. Public relations
- h. Take appropriate action on any absences of board members
- i. The president shall appoint a band chairman for each band at junior and senior clinic to help coordinate needed activities. (2009)

2. President-Elect

- a. Preside in the absence of the President
- b. Work closely with the President to learn about his/her duties
- c. Secure clinicians and site for Senior Clinic
- d. Secure clinicians and site for Junior Clinic
- e. Secure judges for Concert Festival.
- f. Assist hosts with accommodations, music, equipment, etc.

3. Executive Secretary/Treasurer

- a. Compile a list of rules/procedures and amend as needed.
- b. Complete all mail-outs and emails on association events.
- c. Record minutes of meetings.
- d. Duplicate minutes and distribute to the membership.
- e. Coordinate and pay all finances.
- f. Order materials for association events.
- g. Provide financial reports for all meetings.
- h. Maintain and file yearly financial reports with the Tennessee Secretary of State to maintain the non-profit corporation designation held by TSSBDA.
- i. File required documents with IRS. (2008)

4. Past-President

The past president serves as a member of the board for two years after his presidential term. The past president assists the president and president-elect in carrying out their responsibilities.

5. Representative at Large

The Representative at Large is elected every two years and serves on the board as the fifth voting member.

List of Addenda

Addition of student membership to membership list.....	p. 11
Change in dates of Jr. and Senior Clinic, and raise of student fee to \$25..	2013, p. 5, 8.
Due dates for events changed to 4 weeks before events.....	2012, p. 4, 8, 10.
Meal compensation for clinicians increased.....	2012, p. 4,7,9
Change in percussion auditions for clinics.....	2012, p. 5, 8
Increase of concert festival fee to offset added recording costs.....	2011, p. 10
Clinic Schedule standardized.....	2009, p. 6, 8
President to appoint band chairman for clinic bands.....	2009, p. 11
Mileage compensation increase for clinicians.....	2008, p. 4, 7, 9
Change in percentages for tryouts at clinics.....	2008, p. 5, 8
Statement of Purpose/Dissolution Plan.....	2008, p. 3
Clinic Host Responsibility addenda.....	2008, p. 4,7 (#3, 4, 5)
Clause dealing with possibility of fee refunds.....	2008, p. 4,7
Penalty for directors registering students late.....	2008, p. 5, 8
Specification as to how scholarship payments will be made.....	2008, p. 6
Scholarship Committee Definition.....	2008, p. 6
Clarification of date for Junior Clinic weekend.....	2008, p. 7
TSSBDA Documents to be kept on TSSBDA Website	2008, p. 10
Expanded definition of Executive Secretary/Treasurer responsibilities, (h, i),	.2008, p. 11
Adoption of TSSBDA clinician/judge contract.....	2007, p. 4,7,9
Clinician honorarium for Jr. and Sr. clinic raised to \$225.....	2006, p. 4,7
Amount of scholarships raised to \$1000 (2 \$500 increments).....	2006, p. 6
Addition of fee for recording to Concert Festival Fee.....	2002, p. 9
9 th graders able to participate in jr. or sr. clinic, but not both.....	1999, p. 5

Definition of audition requirements for clinics.....1993, p. 5,8

Definition of Associate Membership.....1992, p. 10

Addition of deadline for membership fee and late fee.....1984,1987