



ILLINOIS MUSIC EDUCATION ASSOCIATION

Operational Policy Manual
2021-2022

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I. Association

- A. The organization shall be known as the Illinois Music Education Association, hereinafter designated as “ILMEA” or “The Association.”

II. Purpose

- A. The purpose for which ILMEA is organized is exclusively literary and educational, as defined in Section 501(c)3 of the Internal Revenue Code, and its regulations as they now exist or as they may hereinafter be amended.
- B. The purpose of ILMEA shall be the advancement of music education in Illinois, and in specific furtherance thereof:
 - i. To include the design, expand the scope, and improve the quality of music education in all Illinois schools, public and private, including colleges and universities.
 - ii. To promote music learning for persons of all ages.
 - iii. To foster the utilization of all resources and advancements in the field of music instruction.
- C. To facilitate the achievement of these goals, ILMEA will:
 - i. Have annual district and state meetings devoted to professional development and student performance.
 - ii. Publish appropriate communication vehicles.
 - iii. Sponsor and/or administer workshops, seminars, or performances for the enlightenment of educators, students, and the public either exclusively as ILMEA or in cooperation with other organizations, institutions, or offices.
- D. ILMEA may conduct any and all activities in accordance with its Bylaws, which are designed to accomplish the foregoing purposes.
- E. ILMEA shall be organized into geographic areas known as districts. The number of districts and their boundaries shall be determined by a majority vote of the elected members of the Board of Directors and a change may be made without amending the constitution.

III. Government

- A. Authority for management, policies and actions of the Association is vested in the Board of Directors. As presiding officer, the Association President is responsible for the leadership of the Association. The Board of Directors and individual members may make recommendations regarding management, policies, and actions. The legislative power of the Association shall be vested in the active membership through the Board of Directors.
- B. Candidates for State Board of Directors must be active members of the organization who meet at least one of the following requirements:
 - i. A degree in music
 - ii. State certification in music education
 - iii. Significant school music teaching experience. In order to be eligible for the office of ILMEA State President, candidate(s) must have prior experience as a member of the ILMEA Board of Directors.
- C. The elected officers of the Association shall be a President, President-Elect, Past President, Division Presidents, and District Presidents. The President shall plan and preside at all State meetings and shall preside at meetings of the Board of Directors. The President shall have the power to appoint committees not otherwise provided for in the Bylaws, such committees will be responsible to the Board of Directors. The President shall have the power to make temporary rulings pending the approval of the Board of Directors. The President shall be an ex-officio member of all committees. The President-Elect shall assume the duties of the President in case of the disability or absence of the President and shall have such other duties as may be assigned by the President or the Board of Directors. The Division Presidents shall preside at meetings of their Division and at meetings of the Division’s District Representatives. The Division Presidents shall have the power to appoint ad hoc committees at the Division level. The Division Presidents shall provide for the planning and preparation of the State Conference program with the cooperation of the Association State Office. The Divisions of the Association shall consist of:

- i. Band Division: to represent all persons and organizations dealing primarily with wind and percussion instruments.
- ii. Orchestra Division: to represent all persons and organizations dealing primarily with stringed instruments.
- iii. Chorus Division: to represent all persons and organizations dealing primarily with choral performance.
- iv. Elementary General Music Division (EGM): to represent all persons and organizations dealing primarily with classroom instruction in grades K-6.
- v. Junior/Senior General Music Division (JSGM): to represent all music instruction in grades 6-12.
- vi. Music Teacher Education Division (MTE): to represent all areas pertaining to music teacher training and preparation at the collegiate level.
- vii. Jazz Education Division: to represent all areas of jazz instruction and performance.
- viii. Music Educator Development Division (MED): to represent all areas pertaining to music educator development.

The District Presidents shall preside at all meetings of the District and shall make provisions for meetings of the District's Divisions. The District President shall have the power to appoint ad hoc committees at the District level and shall provide for the preparation of District Conferences.

- D. The Board of Directors shall be composed of the President, President-Elect, Past President, Division Presidents and District Presidents. Certain Advisory members, without the right to vote, may be named by the Board of Directors. The Board of Directors shall have general jurisdiction over, and responsibility for, the functions of the Association. The Board of Directors shall (a) assume responsibility for management and operations of the Association and control of the funds thereof; (b) appoint an Executive Director, prescribe his/her duties and compensation, and have full control of his/her actions as Executive Director; and (c) appoint an Editor of the Association's official publications, prescribe the duties and compensation and have full control of his/her actions as Editor.
- E. The Executive Committee of the Association shall consist of the President, President-Elect, Past President, the Executive Director (without the power to vote), and four (4) members of the Board of Directors recommended by the President and approved by the Board of Directors as the President assumes his/her regular term of office. At least one of the four at large members shall be a District President and at least one a Division President. The Executive power of the Association shall be vested in the Executive Committee. The Executive Committee shall be vested with the power to make emergency decisions. The Executive Committee shall advise the Executive Director in situations not expressly covered by this Constitution.
- F. Terms of the President, President-Elect, and Past President shall be for two years, or until their successors shall be elected and installed. The President-Elect shall assume the office of President upon completion of the President's term of office. The President will assume the office of Past President upon completion of the President's term of office. Division Presidents and District Presidents shall be elected to serve a term of three years. They shall be elected one year prior to assuming active office. They will serve in "elect" positions for this year and should attend the Board of Directors meetings as observers.
- G. The President, President-Elect, and Past President shall assume their duties immediately following the State Conference. The Division Presidents and the District Presidents shall assume office immediately following the State Conference following their year of service as Division Presidents-Elect and District Presidents-Elect respectively.
- H. If the State President or Division President or District President should be unable to fulfill the specified term of office, the State President-Elect or the Division President-Elect or the District President-Elect, respectively, shall assume the unexpired portion of the office. If the State President-Elect is unable to fulfill the specified term of office, whether by reason of succession to the Presidency or for any other reason, the Board of Directors shall appoint a successor to complete the term of office or a special election may be held to fill the vacancy. If the Division President-Elect or the District President-Elect should be unable to fulfill the specified term of office, the State President shall select and appoint, with the approval of the Executive Committee, a person to fill the unexpired portion of the term.
- I. The State President may not be elected to serve consecutive terms but may be returned to office after two years have lapsed. Division Presidents and District Presidents may serve two consecutive terms and may be returned to office after two years have lapsed. Division Presidents or District Presidents may be elected to a different office on the Board of Directors upon completion of their expired term.

- J. The authority and responsibility for the management and maintenance of the good will and credit of the Association is vested in the Board of Directors, but it is expressly understood that neither the Board, nor any member thereof, nor any staff member, nor any member of the Association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigations that may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes and activities prescribed or authorized by the Constitution and Bylaws of the Association.
- K. Elections
- i. The Nominating Committee for the offices of State President and Division Presidents shall be composed of the District Presidents or other members of the Board of Directors recommended by the President and approved by the Board. The State President shall serve, or may appoint another officer to serve, as chairperson. The District President shall appoint a committee from within the District for the purpose of nominating a District President-Elect.
 - ii. The names of all candidates shall be made known to the membership at least thirty (30) days prior to the election.
 - iii. Voting in State and District elections shall be conducted by mail or by digital means. Ballots and necessary supporting information shall be mailed, or otherwise published, at least thirty (30) days prior to the close of voting, to all members who are eligible to vote. A majority of the votes cast shall constitute election.
 - iv. A simple plurality shall constitute election.
 - v. Authority for management, policies, and actions of the Association is vested in the Board of Directors. As presiding officer, the ILMEA President is responsible for the leadership of the Association. The Board of Directors and individual members may make recommendations regarding management, policies, and actions. The legislative power of the Association shall be vested in the active membership through the Board of Directors.
 - vi. All districts may elect one voting representative to band, chorus, elementary general music, instrumental jazz, vocal jazz, and orchestra areas for each level (elementary, junior, and senior) provided for in the ILMEA Constitution. The term of office will be one year as representative-elect and a two year term as the District Representative. Representatives can serve for two consecutive terms and may return to office after two years have lapsed. Elections shall take place during the district meeting of the division at the district festival when the current representative is completing their second term or in the first term if the current representative chooses not to run for reelection. Assumption of office will take place at the conclusion of the next Illinois Music Education Conference. It is permissible for a district to have a single representative for multiple levels within a single division (i.e. junior and senior band).
 - vii. Should a vacancy occur, the District President shall appoint a representative until such time an election may take place.
 - viii. All elected Board Members, District Representatives, and chairpersons must be members in good standing of ILMEA.

IV. Membership, Affiliations, and Relationships

- A. Membership in ILMEA shall be divided into classifications for membership dues, election of officers, voting privileges, and for other purposes as the Bylaws may prescribe. The conditions, terms, privileges, and rights of members shall be stated in the Bylaws of ILMEA.
- i. Active Membership shall be open to persons engaged in music teaching and other music related educational work in Illinois. Each active member shall have the right to vote and hold office.
 - ii. Student Membership shall be open to music students in teacher education programs at any Illinois college or university who are not employed as full time teachers. Student membership shall include the same privileges as active membership, except the right to vote or hold office.
 - iii. Retired Membership shall be open to former music educators who have retired from teaching or other music related educational work. Retired members shall have the same privileges as active members, except the right to hold office.
 - iv. Honorary Life Membership may be conferred by a unanimous vote by the Board of Directors. Such membership shall be awarded to individuals outside the field of professional music education in recognition of distinguished service to music education.

- v. All ILMEA office holders, including representatives and chairpersons, are required to be members of ILMEA.
- vi. All agents of ILMEA will adhere to and uphold all policies and procedures determined by the Board of Directors and ILMEA State Office.

V. Nominations and Voting

- A. Members may nominate guest conductors for district and state festivals. Members and non-members may participate in discussion regarding the qualifications of guest conductors. At the district level, nominations will be presented to the appropriate District Division Representative. Representatives will collaborate with the District President to select a panel of guest conductors who represent gender and ethnic diversity. At the state level, nominations will be presented to the State Division Presidents, who will collaborate with the Executive Committee and Executive Director to select a panel who represents gender and ethnic diversity across All-State and Honors ensembles.
- B. Changes in district-level policies may be proposed by members. Members and non-members are welcome to contribute to the discussion of changes to district policies. Only members may vote on a proposal to change a district level policy. The District President is charged with ensuring that districts are fiscally balanced and, to that end, may need to override a motion if it causes a deficit. The Board of Directors also reserves the right to review and revise all district policies to make sure they do not conflict with state policy of the ILMEA constitution.
- C. Only members may be nominated and/or vote in the election of district-level leaders, including representatives and organization chairs. Non-members are welcome to contribute to the discussion regarding district level elections. Individuals must be members to hold a District Representative or organization chair position.
- D. Changes in state-level policies may be proposed only by members. Non-members are welcome to contribute to the discussion of those policies. In addition, the Board of Directors may request members to discuss and vote on an issue proposed by the Board. Only members may vote, but these votes are advisory in nature. The Board of Directors may use the results of these votes to help them decide how the membership feels about a specific topic.
- E. Changes to the ILMEA constitution or Bylaws may be proposed only by members. Non-members are welcome to engage in discussion of these changes, but only members may vote on a change to the constitution or Bylaws.
- F. Only members may be nominated and/vote via ballot in the election of the Board of Directors.

VI. Member Policy Change Process

- A. ILMEA members may submit a formal, written proposal that includes background information, pertinent data, and rationale for the change, to an ILMEA Board Member.
- B. The proposal is brought to the Executive Committee for vetting and/or edits. The following action steps will be taken:
 - i. Proposal returned to originator to be edited
 - ii. Proposal can be terminated
 - iii. Proposal can be brought to full ILMEA Board vote
 - iv. Proposal can be passed on for discussion

VII. Dues and Fees

- A. The Board of Directors shall set the amount of annual dues for membership; Changes in the amount of dues may not be enacted more than once per year. Any increase shall be approved by a majority vote of the members voting. Voting may be at a meeting of the Association, by mail, or by digital means. Notice of such proposed increase shall be published in an official publication, or otherwise made known to the membership, not less than 30 days prior to voting.
- B. All fees for receiving Association services or for participating in ILMEA activities shall be set by the Board of Directors.

VIII. Participating Schools Policy

- A. The participating schools fee structure is one fee must be received for the oldest participating level in a school building.
- B. Fees for participation in ILMEA events are set yearly by the Board of Directors.
- C. District Festival Performing Ensembles
 - i. The purpose of ILMEA activities shall be to provide a unique musical performance experience for selected students at the district level.
 - ii. Each district will organize a band, chorus, vocal jazz ensemble, jazz band, and orchestra for the senior level. At the junior level, a band, chorus, jazz band, and orchestra will exist, and a vocal jazz ensemble will be encouraged, but optional.
 - iii. All ninth grade musicians will audition at the senior level, beginning in 2022.
 - iv. Each school nominating students for band, chorus, or orchestra is guaranteed at least one participant in band, chorus, or orchestra, in which at least one student from that school completes the audition process and, in the opinion of the District Division Representative and the District President, demonstrates the minimum competency required for festival participation. The District President will communicate any decisions to disqualify a singleton participant directly with the respective director. The Jazz Division is exempt from this policy.
- D. Elementary Participation
 - i. Board recognition is given to all district elementary performance activities as an ILMEA function. The State Office administers receipts and disbursements. Elementary level schools are included in the participating school procedure.
- E. Delinquent District Festival Fees
 - i. A school that has not paid their student participating fees by the close of the ILMEA fiscal year will be prohibited from participating in student ILMEA activities the following school year until all fees are paid. This policy will affect the individual school, not a school district. However, this policy will affect the entire school, not just a specific division.

IX. ILMEA District Online Registration Instructions

- A. Preparing for participating in ILMEA activities consists of four basic steps:
 - i. Register/update contact information in the nomination platform
 - ii. Pay participating school fee
 - iii. Nominate students in the nomination platform
 - iv. Pay audition fees

X. Audition Eligibility

- A. Schools must register in the nomination platform and pay their participating schools fee in order to audition.
- B. All schools must attend auditions and festivals within their assigned ILMEA district.
- C. A student may not participate in district or All-State activities unless they are a member of a valid performing organization in their school, if in fact such an organization exists. Participating in ILMEA festival performance activities is restricted to student musicians that are active and eligible performing members of their school ensembles as determined by the local director or school district. If such a program does exist at the student's school, the student **MUST** be a member of the appropriate organization in order to be eligible for ILMEA nomination. The term "appropriate organization" means that a student nominated for ILMEA chorus auditions/participation must, for example, be a member of a chorus at their school; a student nominated for ILMEA jazz auditions/participation must be a member of a jazz ensemble at their school (band memberships at their school will not qualify for ILMEA chorus auditions/participation, etc.). If the appropriate musical program (string, for example) does **NOT** exist at the student's school, the student may be nominated for ILMEA participation by any music teacher in the school.
- D. Senior level eligibility is limited to eight semesters.
- E. Students are required to attend the entire district festival. Failure to participate in the entire festival will result in the student being ineligible for All-State.

- F. A student is permitted to be a member of only one organization at the district level, except that they may be permitted to participate in jazz band or vocal jazz when the festival is held on a separate day from the concert festival.
- G. Students will not be allowed to participate in auditions if their school is on strike. However, because All-State is an ongoing process, students will be allowed to participate in district and All-State festivals while their school is on strike, as long as they have started the process by participating in auditions prior to the beginning of their school strike. In the case of a strike, student supervision is still the responsibility of the school or their adult designee.
- H. Students will be considered for All-State only if they audition within their own geographic ILMEA district and attend all rehearsals and the performance of their assigned organization in the ILMEA district in which they auditioned.
 - i. The structure of the Association allows for the following variance: District 2 and District 8 string nominees will be combined and the orchestra performance will be hosted, alternating between Districts 2 and 8 each year. String auditions in both districts will be combined in one location. The entire audition, rehearsal, and performance must be attended by the student to be eligible for All-State consideration.

XI. Audition Fees

- A. Audition fees will be at least \$8 for all students in all divisions.
- B. Audition fees should be paid by the audition date.

XII. Audition Material, Excerpts, and Sight Reading Confidentiality

- A. It is the responsibility of the individual music educators to obtain the proper audition materials for each of their auditioning students. ILMEA is not responsible for providing audition materials except in providing a list of materials that will be used in auditions.
- B. All sight reading materials will be distributed by Division Presidents to District Presidents and should be maintained in the highest level of confidentiality prior to the audition. Following the audition, it is the responsibility of the District President to collect all excerpts and sight reading and return it to the Division President.
- C. Sight reading material will be sent via email two working days prior to each district audition day. Included with the materials must be instructions to make only enough copies as necessary and that the materials should be accounted for and destroyed immediately following the district audition.
- D. Any individual found in breach of the confidentiality of these materials is subject to consequences up to and including the disqualification of audition or auditioned students. In addition, ILMEA will inform the school administrator of any breaches in confidentiality.

XIII. District Audition Procedures

- A. Whenever discussing the selection of students for district ensembles, it is important to understand that the philosophy of the Illinois Music Education Association has always been founded on a balance between high quality student performance and a representation from across the district.
- B. The processes and procedures will be organized and coordinated by the Division Presidents, District Presidents, and District Representatives.
 - i. Materials used for district auditions are set by the Division Presidents with oversight from the Board of Directors. Districts may supplement audition materials but may not remove materials set by the Division Presidents.
- C. Students may use prepared music without any deduction in score. The use of clean sheets is the student's option and is not required.
 - i. Sight reading materials are not to be marked or altered in any manner by a student.
 - ii. District Representatives and/or judges may mark the music prior to the audition if they feel the notation needs clarification or to indicate a particular passage in effort to facilitate the audition procedure.
- D. In order to keep the audition process moving in a timely manner, audition material may be excerpted, as long as this procedure is started with the first audition. Each student must be given an equal opportunity to

- perform the exact same portion of the prepared pieces and sight reading material. Judges are strongly encouraged to evaluate a student's ability to demonstrate expressivity in performance rather than adherence to a specific interpretation.
- E. At the senior level, students will be assigned an ID number and only this number will be used to identify students to ensure blind auditions.
 - F. Students who do not perform all components of the audition will be disqualified.
 - G. Teacher Responsibilities
 - i. Teachers, or their adult designee, must be in attendance while their students are participating in auditions.
 - ii. Teachers may be utilized as monitors at the discretion of the District President and District Representatives.
 - H. The use of electronic and mechanical devices is not permitted in all ILMEA audition rooms. This includes, but is not limited to, metronomes, tuners, cell phones, and audio/video recorders.
 - I. Scores, ranking, or evaluative feedback material relative to the district and All-State audition, selection, and ranking process will not be released. The primary function of the audition process is to determine which students are best suited to effectively participate in the performance organizations at the district and state levels and to rank those students as necessitated by standard organization processes within each division (i.e. part assignments, solo assignments, seating, etc.).
 - J. Ties will be broken considering the following categories in order: sight reading score, tone quality, scales/tonal skills, and expression. Ties will be broken by the District Representative confirmed by the District President.
 - K. Adjudicators at all ILMEA events will listen to every component of an audition live, according to the procedures in the ILMEA Policy Handbook. Scores will be assigned and then students will be ranked based on their total score.
 - i. In special circumstances, the Board of Directors may move to have all auditions recorded and submitted online.
 - ii. Harp, piano, piccolo, English horn, Eb clarinet, and contrabassoon auditions will be recorded by a District Division Representative or their designee during the live audition. The District Representatives will provide taping equipment. The District President will forward the recording(s) of the selected instrumentalists (from the above list) to the State Division President for the purpose of All-State Selection.
 - L. Judges
 - i. Whenever possible, qualified judges that do not have a direct relationship to the students who are auditioning should be hired as adjudicators. Sources for judges can include private music teachers, retired music educators, college faculty, and/or graduate students.
 - ii. The use of multiple judges is recommended for instruments/voice parts that traditionally have a large number of auditioning students.
 - a) When utilizing two judges, it is recommended one judge evaluates scales and sight reading while the other evaluates etudes/prepared literature.
 - b) When utilizing three judges, it is recommended one judge be assigned scales, the second judge etudes/prepared literature, and the third judge sight reading.
 - c) In the case of flutes and clarinets, some districts may want to consider four judges: one for scales, one for sight reading, and one for each etude/prepared literature.
 - iii. Splitting students alphabetically or by some other means which results in some students auditioning for one judge and other students for another judge, should not be employed.
 - iv. Judges will be paid according to the pay scales set by the Board of Directors.
 - v. Anyone with access to scores at any time will be asked to sign and abide by the ILMEA Confidentiality Agreement. All results are confidential and are not to be shared. Any variance from this can lead to consequences up to and including removal as a judge or representative.
 - M. Senior Level Scoring
 - i. Winds (70 points possible)
 - a) 10 points possible in each of the following categories: Tone quality, intonation, technical facility, rhythmic accuracy, general musicianship, scale studies, and sight reading.
 - ii. Percussion (70 points possible)

- a) 15 points possible in each of the following categories: snare drum, timpani, mallets, and sight reading.
 - b) Auxiliary percussion has ten points possible.
 - iii. Chorus (100 points possible)
 - a) Prepared selections (40 points possible)
 - (1) Eight points possible, four per piece, in the following categories: note accuracy, rhythmic accuracy, intonation, diction, and musicianship.
 - (2) 28 points possible for tone quality.
 - b) Tonal skills (16 points possible)
 - c) Sight reading (16 points possible)
 - iv. Strings (70 points possible)
 - a) 10 points possible in each of the following categories: tone, intonation, rhythm, technique, musicianship, scales, and sight reading.
 - v. Instrumental Jazz
 - a) Winds (100 points possible)
 - (1) 10 points possible in the following categories: part accuracy, technical facility, rhythmic accuracy, interpretation, sight reading, stylistic accuracy, tone quality, and intonation.
 - (2) 20 points possible in improvisation.
 - b) Rhythm Section (100 points possible)
 - (1) 10 points possible in the following categories: part accuracy, technical facility, rhythmic accuracy, interpretation, sight reading, and stylistic accuracy.
 - (2) 20 points possible in improvisation and rhythmic stability.
 - vi. Vocal Jazz (100 points possible)
 - a) Prepared selections (65 points possible)
 - (1) 10 points possible in the following categories: pitch accuracy, rhythmic accuracy, intonation, and interpretation.
 - (2) Five points possible in diction.
 - (3) 20 points possible in tone quality.
 - b) Sight Reading (10 points possible)
 - c) Scales (10 points possible)
 - (1) Five possible points for both the blues scale and chromatic scale.
 - d) Improvisation (15 points possible)
- N. Senior Level Band Division Audition Procedures
 - i. Wind instrument auditions are designed to evaluate a student's technical and musical abilities in all registers with both prepared music and sight reading. Percussion auditions are designed to evaluate a student's technical and musical abilities in the major facets of concert percussion performance (i.e. timpani, mallet percussion, snare drum, and auxiliary percussion) with both prepared music and sight reading. Audition materials are intended to challenge the very best senior-level wind and percussion instrumentalists.
 - ii. The scale sheet time limit is three minutes. After three minutes, a judge may stop the student. A student will be allowed to continue their performance of the scales until the time limit has expired regardless of the performance level. All scales must be tongued.
 - iii. Percussion Equipment
 - a) Percussionists may perform on their own equipment, particularly snare drums, auxiliary percussion instruments, and keyboards.
 - b) Whenever possible, percussionists should be given a choice between performing the keyboard etude on xylophone or marimba. Under no circumstances will percussionists be required to perform the keyboard etude on orchestra bells or vibraphone.
- O. Senior Level Chorus Division Audition Procedures
 - i. The audition consists of a performance test totaling 100 points and must be administered with these procedures: two prepared selections, sight reading, tonal skills, and tone quality.
 - ii. A brief vocalization is permitted, depending on the time factor of the district.
 - iii. All districts will use the electronic prompts provided by the Chorus Division President.

- iv. Prepared Selections
 - a) The Chorus Division President will select a passage from one of the required selections.
 - b) The District Chorus Representative will select a passage from one of the district selections (or a required selection).
 - v. Sight Reading
 - a) Judges will be provided with two exercises of four measures each, allowing two points for each measure sung correctly. Partial credit may be given.
 - b) Play only a tonic chord and the starting note before asking the student to begin. A reasonable amount of time may be allowed so the student may survey the complete exercise before singing it. Do not play any portion of the exercise.
 - c) The student may use a neutral syllable, solfeggio, numbers, or letter names, but is not permitted to hum.
 - vi. Tonal Skills
 - a) Each student will sing the major triad ascending and descending on E.
 - b) Each student will sing two of the other three root position triads (minor, diminished, augmented), ascending and descending, selected by the Chorus Division President. It is suggested that F and D are used as the root tones of these triads. Partial credit is not allowed for triads. The student must sing the triad correctly to receive any points.
 - c) Each student will sing one major scale and one minor scale ascending and descending. Soprano/Tenor will sing F major and d minor. alto/Bass will sing Db major and bb minor.
 - d) The minor scale will be selected from any one of the natural, harmonic, or melodic forms. The student is responsible for all three minor forms although only one will be performed for the audition. That form will be selected annually by the Chorus Division President and will be consistent throughout the state.
 - e) The scales will be sung one octave, up and down, with the top note sung only once. Up to two points per scale ascending and two points per scale descending will be awarded. Partial credit may be given.
 - f) Numbers, solfeggio, or a neutral syllable may be used. Humming is not allowed.
 - vii. Tone Quality represents a total evaluation by the judge of the vocal quality the student has presented throughout the audition.
- P. Senior Level Jazz Division Audition Procedures
- i. Districts may choose to include supplemental material for their district auditions, but auditions must include the basic structure as indicated below.
 - ii. Instrumental Jazz Auditions
 - a) Students will be asked to perform selected excerpts from the All-State required music.
 - b) Students will be asked to sight read selected musical excerpts. The Jazz Division President will provide these excerpts to District Presidents two days prior to the audition.
 - c) Students will be asked to demonstrate improvisational ability with the required Blues in F. Districts may choose Aebersold, volume one, track eight or Billie's Bounce (more rigorous chord changes), Aebersold, volume six, track two. This information must be posted on each district's webpage.
 - d) Rhythm Section Additional Information (Drum Set, Bass, Guitar, Piano, and Vibraphone)
 - (1) Students on rhythm section instruments must be heard individually for their district auditions.
 - (2) Drum Set players will be asked to demonstrate a functional approach to a variety of rhythmic studies including medium swing, medium Latin (bossa nova), up-tempo swing (bebop), funk, and up-tempo Latin (samba).
 - (3) Drum Set players will demonstrate improvisational ability by playing a medium fast swing drum solo in a 12 bar blues format. The student should play four measures of swing followed by four measures of solo, going through at least two choruses.
 - iii. Vocal Jazz Auditions
 - a) Students will be asked to perform selection excerpts from the All-State required music as directed by the Jazz Division President.

- b) Students will be asked to sight read selected musical excerpts. The Jazz Division President will provide these excerpts to the District Presidents two days prior to each district audition date.
 - c) Students will be asked to perform two tonal skills exercises: the blues scale and the chromatic scale.
 - d) Students will be asked to demonstrate improvisational ability with the required Blues in Bb, Aebersold, volume one, track seven.
- Q. Senior Level Orchestra Division Audition Procedures
- i. All violin players are to be nominated for violin (not for violin I or violin II).
 - ii. Double bass students are eligible for both the band and orchestra division ensembles. All accepted double bassists will first be assigned to the orchestra division until the orchestra double bass section is filled. The two students with the next two highest audition scores will be assigned to the band division, or until the band double bass section is filled.
 - iii. Wind and percussion audition procedures follow band division audition procedures.
 - iv. Harp auditions will be held at the district site. Harpists will be asked to perform the etude and orchestral excerpt as indicated in the listing of required audition materials (see Orchestra Division Required Music on the ILMEA website). The District Orchestra Representatives will provide taping equipment. An auditioner will record the audition and submit the recording to the District Orchestra Representative. The District Presidents, in turn, will forward the recording(s) of the selected harpist(s) to the State Orchestra Division President for the purpose of All-State Selection.

XIV. Instrumentation/Voicing

- A. District Band and Orchestra Representatives are strongly encouraged to select an orchestra wind and percussion section of approximately 40 players and a festival band of approximately 150 players. This number is inclusive of students who must be selected to guarantee school representation.
- i. ILMEA promotes the highest standards of music excellence within the district and All-State festival experience. To that end, students are required to audition on standard/traditional wind band instruments. Students may not audition on non-standard instruments such as mellophone, valve trombone, marching baritone, or any others not traditionally called upon in contemporary literature. Band directors are encouraged to contact their district band representative if they need assistance facilitating these requirements.
 - a) It is the responsibility of the student and their director to secure and provide the necessary equipment for the instrument on which they were selected, with the exception of percussion.
 - b) If a student does not have access to a concert tuba, the sousaphone will be permitted as an alternate for audition purposes only. If the student is selected for the district festival or All-State, it is the responsibility of the school to provide a concert tuba for the festival performance. Band directors are encouraged to contact their District Band Representative if they need assistance facilitating this requirement.
 - ii. Auxiliary instruments (piccolo, English horn, Eb clarinet, soprano saxophone, and contrabassoon) are selected for district and All-State ensembles on the basis of etude audition scores as performed on the auxiliary instrument. A student cannot be selected for All-State on an auxiliary instrument if that student has not auditioned on that auxiliary instrument at the district level. Consequently, district audition judges should not utilize another means of selecting auxiliary instrument musicians.
 - iii. Students interested in receiving consideration for assignment on bass trombone at the senior level should be prepared to perform the bass trombone scale sheet, etudes, and sight-reading. Should a student desire consideration on both tenor and bass trombone, that student must perform two complete auditions – scales, etudes and sight-reading–on both instruments. In such a case, two complete sets of audition scores must appear on the nomination form with the bass trombone scores in the auxiliary instrument column. The District Band Representative will select bass trombonists on an as needed basis with first consideration going to those students receiving audition scores commensurate with the top tenor trombone scores of other students. If in the opinion of the District Band Representative and District President, the bass trombone audition scores are not appropriate for appointing a student to a solo chair position, the District Representative may

select additional tenor trombone players in order to complete the instrumentation of the section.

NOTE: For a student to be selected for All-State as a bass trombonist, the student must have:

- a) Auditioned on bass trombone at the district level
 - b) Performed on bass trombone at the district festival.
- iv. Band Division Instrumentation Guidelines
- B. The Senior Chorus ensemble size for the district festival is constructed with a recommended configuration of a ratio of three sopranos/altos to two tenors/basses. For example, for a 300-voice chorus, 180 sopranos/altos and 120 tenors/basses. This choral balance, however, is not mandatory; the final decision will be left to the District President in consultation with the District Chorus Representative.
- i. Voicing will be set using the following ranges: Soprano, Alto, Tenor, and Bass. Student gender will not be a factor in their voice part selection.
- C. For Orchestra strings, the recommended basic instrumentation of the string section is 48 violins, 24 violas, 20 cellos, and 12 basses. Students will be added to the number as needed per the school inclusion policy.
- D. Instrumental Jazz Ensemble Instrumentation
- i. All-State Jazz Band selection is figured on percentage by number of schools participating in the top two bands. Districts with an additional jazz combo will derive their selection from a list of instrumentation of the top audition scores before placement is considered as follows: the top five alto saxophones, five tenor saxophones, two baritone saxophones, ten trumpets, ten trombones (or combination of the top ten scores of trombone and bass trombone), three each of piano, guitar, bass, and drum set, and two vibraphone players.
 - ii. All top players should be in Band 1 or the combo. With the occasional exception of lead trumpet players and bass trombone players, the top audition scores are assigned to Band 1 by rating/ranking the next audition score in Band 2, as so on through however many bands a district can support.
 - iii. The instrumentation in Band 1 is one player per part. The District Jazz Representative may decide to double a part if an extra trumpet or trombone and they will double the fourth part.
- E. Vocal Jazz Ensemble selection for All-State is figured on percentage of school participation in the top 32 voices, eight per voice part, and as auditioned at the district level. In districts where the Vocal Jazz Ensemble cannot be filled to a total of 32 voices, the selection is determined by the school participation of the students that are selected. In districts that have more than one Vocal Jazz Ensemble, the school participation from the eight highest scores of each voice part is determined first before students are placed in ensembles.

XV. District Festival Procedures

- A. All announcements regarding selection to any district ensemble is the exclusive responsibility of the District President. Audition results are to be released via the Nomination Platform. No other representative may release this information without the expressed permission of the District President.
- B. All information on the district festival sites and repertoire selections is to be posted on the ILMEA website.
- C. Each school participating in any ILMEA event is responsible for:
 - i. Providing adult supervision of their students for the duration of the event
 - ii. Student behavior at that event
 - iii. Health and welfare of its students at that event
 - iv. Transportation to and from ILMEA events
 - v. Providing materials or equipment needed for the festival, unless those items are expressly provided by the host of ILMEA
 - vi. Providing appropriate communication regarding the events to students and their families
 - vii. Any other necessary items not expressly provided by ILMEA
- D. The National Anthem is to be performed at all Junior and Senior District Band, Orchestra, and Chorus district festivals and IMEC All-State and Honors concerts.
- E. District Jazz festivals are to be held prior to the November state selection meeting.
- F. All districts will charge a fee to attend the district festival concerts. The ILMEA Board of Directors sets this fee.
- G. The District President is the only person authorized to incur any expenses in relation to the district festival. All district bills must be channeled and approved through and by the District President or Performing Division President prior to payment by the Executive Director. Only the Board of Directors is authorized to make contractual agreements or order music. Check requests must be very detailed and should be accompanied by an invoice and/or receipt. In consultation with the District Representative, the District President is

responsible for ordering music and submitting contracts to the accompanist and guest conductors for the district festivals.

- H. All district festival conductors who are issued a contract from a District President are paid by the ILMEA State Office.
- I. Site selection is the responsibility of the District President. Securing the venue and all communication with the host site(s) will also fall under the purview of the responsibilities of the District President.
- J. Concessions are the responsibility of the host site. The host site may potentially use this as a fundraiser. These funds are the responsibility of the host site and are in no way owed to ILMEA.

XVI. Conductors and Accompanists

- A. District festival conductors are allowed to conduct in their own geographic district.
- B. Regarding number of conducting appearances, the contract for conductors allows for one All-State and two district festivals in any given school year.
- C. The ILMEA contract for accompanists allows for two district festivals per year.

XVII. All-State Procedures and Policies

- A. Whenever discussing the selection of students for All-State ensembles, it is important to understand that the philosophy of the Illinois Music Education Association has always been founded on a balance between high quality student performance and representation from across the state.
- B. All-State performing ensembles are to be selected from sophomore, junior, and senior participants in district festival groups for performance at IMEC, or at such other time as may be approved. Selection of participating students shall be on the basis of demonstrated ability in district auditions.
- C. The All-State selection meeting is held in late November immediately following the last district festival. The District Presidents, District Representatives, and the State Division Presidents are the people directly involved in nominating and selecting musicians for All-State.
- D. In the event a District Representative is unable to attend the meeting, it is the duty of the District President to assist the committee in selecting All-State personnel in order to ensure equal representation for all districts.
- E. District Division Representatives (Band, Orchestra, Chorus, Jazz, and Professional Development) will have their noon meal at the selection meeting provided by ILMEA.
- F. Prior to the selection meeting, District Presidents receive quotas that are based on percentages of district representation as determined by the Executive Director. For example, if District X had 38 schools participate in the district band out of a total of 292 schools participating statewide, District X would qualify for 13% of the band All-State musicians.
- G. For the purpose of All-State student selection, the knowledge of district school participating numbers and percentages are restricted to the ILMEA Presidents, Executive Director, professional staff, and District President, as well as the four Performing Division Presidents.
- H. The selection committee meeting in November will be supervised and controlled by the Performing Division Presidents. The State Office will make substitutions for All-State participation. If a student is not available from the district in which the drop occurred, a selection will be made of the top rated student in the same division.
- I. Except for Chorus and Vocal Jazz, All-State performing musicians are not pre-assigned to the Honors or All-State ensembles. Students audition for ensemble and chair placement upon arrival at IMEC. District audition scores are not considered in the Honors or All-State ensemble placement.
- J. For Vocal Jazz Ensemble All-State consideration, call back auditions will be employed during the district festival. Top scoring students in each voice part may be recorded using the same excerpts (no rhythm track will be used) as the district audition and improvising over one chorus of Bb blues. There will be no scales, sight reading, or memory requirement for this audition. The District President and/or District Vocal Jazz Representative will send the recordings to the Jazz Division President who will give them to the All-State Vocal Jazz Judge for scoring. The top three sopranos, and two altos, tenors, and basses will be selected for the Honors Vocal Jazz Ensemble.
- K. No announcement of selectees is to be made prior to the official notification from the ILMEA State Office.
- L. An Audition Wind and Percussion Assistant Chair will assist the Audition Chairperson.
- M. Band Division All-State Procedures

- i. Only District Band participants will be considered for assignment to the All-State Bands.
 - ii. If the All-State Band repertoire calls for an instrument that was not used in a district festival ensemble, then a participating band student may be assigned to that part from their district audition.
 - iii. Harpists must perform with a district performing ensemble (if the district literature allows) in order to be eligible for All-State.
 - iv. Each district is allowed a percentage of participation based on the number of schools in their district that participated in the District Band.
 - v. Four string bass players will be assigned to the All-State bands at the selection meeting. The four districts with the largest string bass players pool will each nominate one additional string bass player for consideration to All-State bands. This is in addition to their allotted double bass quota. The selected double bass student will audition on the required two-octave major and melodic minor scales and excerpts from selections from the concert selections of the All-State bands. The Performing Division Presidents will send band repertoire excerpts to the director of each All-State selected band string bass student. Sight reading is required.
 - vi. Band Winds Seating Assignments
 - a) Placement of students into the two bands, and chair assignments within each band, will be based on the performance of the following: ILMEA required scales, excerpts of each of the ILMEA required etudes (identical to district audition excerpts), sight reading, and excerpts from the current All-State band repertoire.
 - b) Solo passages (in any part) are assigned to the player who earns that chair. However, if needed to assure the quality of performance, parts may be reassigned among the players in that section. Audition judges and Band Division leadership may suggest changes of solo assignments. The final decision regarding assignment of solo passages for any instrument rests with the All-State guest conductors.
- N. Orchestra Division All-State Procedures
- i. Only District Orchestra participants will be considered for assignment to the All-State Orchestras.
 - ii. Winds and percussionists not chosen for the All-State Orchestras may be assigned to All-State Bands determined by the district audition score and rank.
 - iii. If the All-State orchestra repertoire calls for an instrument that was not used in a district festival orchestra, then a participating band student may be assigned to that part.
 - iv. Harpists must perform with a district performing ensemble (if the district literature allows) in order to be eligible for All-State.
 - v. Each district is allowed a percentage of participation based on the number of schools in their district that participated in the District Orchestra.
 - vi. Auditions for string players will include excerpts from each of the major works to be performed by the Honors and All-State Orchestras. Music will be sent to the director of each All-State string selected student. In addition, each student must prepare seven major and two melodic minor scales listed on the required audition material of the Orchestra Division webpage. At least one major and one melodic minor scale will be heard at the audition. Sight reading is required.
 - vii. Four string bass players will be assigned to the All-State bands at the selection meeting. The four districts with the largest string bass players pool will each nominate one additional string bass player for consideration to All-State bands. This is in addition to their allotted double bass quota. The selected double bass student will audition on the required two-octave major and melodic minor scales and excerpts from selections from the concert selections of the All-State bands. The Performing Division Presidents will send band repertoire excerpts to the director of each All-State selected band string bass student. Sight reading is required.
 - viii. Orchestra Winds Seating Assignments
 - a) Placement of students into the two orchestras, and chair assignments within each orchestra, will be based on the performance of the following: ILMEA required scales, excerpts of each of the ILMEA required etudes (identical to district audition excerpts), sight reading, and excerpts from the current All-State orchestra repertoire. Directors of selected orchestra wind students will be sent excerpts.
 - b) Solo passages (in any part) are assigned to the player who earns that chair. However, if needed to assure the quality of performance, parts may be reassigned among the players

in that section. Audition judges and Orchestra Division leadership may suggest changes of solo assignments. The final decision regarding assignment of solo passages for any instrument rests with the All-State guest conductors.

- O. ILMEA requires the director of any school or university group performing at IMEC to be a member of ILMEA.
- P. Performing Division Presidents shall contact IMEC clinicians directly and submit selected people to the State Office. For state level conductors, nominations will be presented to the State Division Presidents, who will collaborate with the Executive Committee and Executive Director to select a panel who represents gender and ethnic diversity across All-State and Honors ensembles.
- Q. Student Conduct at All-State
 - i. Student attendance is required at all rehearsals at All-State in order for the student to be allowed to perform in the final concert. An exception will be allowed, at the discretion of the Division Presidents, in emergency situations only. Members of All-State ensembles who also are from groups performing at IMEC may be excused from All-State rehearsal for the other group's performance. A student may be excused from All-State ensemble rehearsals for a total of 90 minutes.
 - ii. The curfew is midnight for all All-State participants.
 - iii. It is the responsibility of the adult chaperones from each school to supervise their students in accordance with their school rules. In the event of a violation of said rules or other major misconduct, ILMEA reserves the right to remove the student from the current year's All-State experience and/or notify the student's guardians and school administration.
- R. There will be a lobby sing at an appropriate time at IMEC and will be organized and implemented by the Chorus Division.
- S. The Executive Director will be given latitude for scheduling session-free exhibit time in order to get more industry exhibit exposure.
- T. Presidents are instructed to inform All-State conductors that each All-State performing ensemble will perform a maximum of 25 minutes of music, including required selections.
- U. The Composition Contest is open to any 6th-12th grade student who composes.
- V. The Board will make every effort to provide basic materials and equipment for All-State Clinicians, but will not be liable for unusual or costly equipment.
- W. The Executive Director will contract recording companies for IMEC.
- X. All exhibitors must pay for exhibit space at IMEC at the discretion of the Executive Director.
- Y. Exhibitors are to be provided four complementary badges per booth purchased.
- Z. The IMEC registration fee for retired members and All-State judges is waived.
- AA. The All-State Chairpersons will be compensated with an honorarium and complimentary hotel accommodations as determined by the Board of Directors.
- BB. The Percussion Equipment Chair will be given the same financial fee as other All-State Division Chairs.
- CC. ILMEA will periodically purchase percussion equipment to be used at IMEC.
- DD. IMEC clinicians will not be paid or reimbursed except in special negotiated circumstances and then only from resources provided in the annual budget.
- EE. A per diem up to \$75 may be reimbursed for All-State Ensemble Conductors for the duration of their responsibilities at IMEC.
- FF. ILMEA supports paying IMEC clinicians for the EGM Division as necessary.
- GG. Finances will be made available to each Professional Division, the Music Teacher Education, Music Educator Development, and the Junior/Senior General Music Divisions to bring in nationally known clinicians.
- HH. A line item will be included in the budget for General Session expenses including payment for keynote speakers.
- II. The Board will implement a fee per entry for the Composition Competition.
- JJ. ILMEA will investigate, through the performing Division Presidents, the cost of commissioning a work for various performing organizations.
- KK. All-State Composition Policies and Procedures
 - i. All-State Composition participants are to be sophomore, junior, and senior students who have submitted an original composition/arrangement to the ILMEA Composition Contest and been awarded 1st place, 2nd place, 3rd place, or Honorable Mention by a contest judge
 - ii. All-State Composition Workshop
 - a) Students are expected to attend the entire Composition Workshop.

- b) The Workshop consists of clinics and activities beginning Thursday morning of IMEC and continuing through Friday evening. The Workshop official concludes with an Awards Ceremony on Saturday morning.
- c) Eligible students may self-select the Music Production or Traditional Composition workshop tracks based on their compositional interest/style.
 - (1) Each track will have one or two mentors (professional composers/producers or active educators proficient in composition/production education)
 - (2) Mentors will be new every year, on at least a three year cycle so a student who participates in the Workshop for three years will have new mentors each time.
 - (3) The two tracks may combine for some sessions.
 - (4) The two tracks will be equivalent experiences, focusing on different styles of composition.
- iii. Composition Showcase Concert
 - a) All All-States Composition participants will attend the Composition Showcase Concert on Thursday afternoon.
 - b) A few (three or four) students will be invited to perform their compositions at the concert. These invitations are issued by the JSGM Division President based on placement in the contest, stylistic diversity of the concert, and feasibility of performance.
 - c) The concert will consist of a one-hour performance by a featured artist, followed by an hour of student composition performances/composer question-and-answer sessions.
- iv. Awards Ceremony
 - a) All students who were awarded 1st place, 2nd place, 3rd place, or Honorable Mention in the ILMEA Composition Concert are invited to attend the Awards Ceremony.
 - b) This includes 6th-9th grade contest honorees ineligible for All-State Composition Workshop participation due to grade level.
 - c) A few students will be invited to perform their compositions at the concert. These invitations are issued by the JSGM Division President based on placement in the contest, stylistic diversity, and feasibility of performance.
 - d) Composition Awards may include products/services/scholarships donated to ILMEA to distribute to students for this purpose.
- LL. Future Music Educators Seminar
 - i. Future Music Educators Seminar (FMES) participants are to be sophomore, junior, and senior students who have completed the FMES nomination/application process and have been chosen by the FMES selection committee
 - ii. Students are expected to attend the entire Seminar.
 - iii. The Seminar consists of clinics and activities beginning Thursday morning of IMEC and continuing through Saturday morning.

XVIII. Home School Policy

- A. Homeschools shall be subject to all ILMEA requirements for eligibility, entry procedures, and deadlines as determined by the ILMEA Board of Directors and Executive Director. The designated home school contact will receive all Association information and materials as any public or private school.
- B. The ILMEA homeschool form must be submitted by the required deadline.
- C. The Participating School Fee must be submitted to the ILMEA State Office by the required deadline.
- D. The Student Nominee Form must be submitted to the appropriate District President by the required deadline. The guardian or private music instructor may sign the form as required.
- E. The eligibility requirement of school music organization membership is waived for home school students. However, active participation in school, church, or community music ensembles is strongly encouraged.
- F. All ILMEA state and district participation and audition fees as approved by the ILMEA Board of Directors or the individual District must be paid.
- G. All ILMEA audition and festival participation policies, including the requirement for punctual attendance and active participation in festival activities, must be followed.
- H. A home school representative (guardian or other designated responsible adult) is required to attend district and All-State events to serve as chaperone.

- I. All home schools located within the attendance boundaries of an Illinois public school shall be considered affiliated with that public school.
- J. ILMEA uses a ranking system based on the number of schools at the district level to prepare a quota from the districts to select student participants. For the purposes of determining All-State selection quotas on an equitable basis, the maximum number of participating schools from any ILMEA District shall be equal to the total number of public and private schools within that district's geographic boundaries. All home schools within the attendance boundaries of an Illinois public school shall be considered affiliated with that public school and, therefore, shall not be counted as an additional participating school in the determination of All-State representation.

XIX. Form for Students with Special Needs

- A. To provide appropriate district and All-State audition procedures for students with special needs, ILMEA utilizes a form to be signed by the District President, after consultation with the State Office, establishing the specific needs and how to best accommodate these needs for the student audition. Forms will be housed at the State Office. Copies are to be sent no later than two weeks prior to the audition. Copies are to be sent to the State Office, District Representative, District President, and the Division President.

XX. Awards

- A. The deadline for awards candidates is the third Friday in October. The selection of candidates is made at the All-State Selection meeting in November.
- B. The primary nominator for any ILMEA award must be an ILMEA member.
- C. Selection of awards is to be made by the Executive Committee with the President Elect as Chair or their designee.
 - i. The Distinguished Service Award is presented to a person who has given very special service to ILMEA or to the goals and purpose of ILMEA. The recipient is clearly recognizable statewide and the service for which the award is given represents a long range commitment that in every way can be considered extraordinary and distinguished.
 - ii. The Presidential Award is presented to an individual, without restriction as to state or country, who is deserving of very special recognition for outstanding service to music and music education. It is designed to salute and recognize an individual, is given only special circumstances, and is not necessarily an annual presentation.
 - iii. Honorary Life Membership is awarded to individuals outside the field of professional music education in recognition of distinguished service to music education. This award may be conferred only by a unanimous vote of the Board of Directors.
 - iv. The Collegiate Chapter Award is given to Illinois Collegiate Music Education Association Chapters to recognize outstanding achievement, projects, and unique service to the campus and community in which the Chapter is located. Special consideration will be given to those projects or achievements which are, in some way, designed to advance the field of music education. This is not necessarily given on an annual basis and more than one award may be considered in the same year. Nominations may be made by any ILMEA member or Chapter Sponsor.
 - v. ILMEA recognizes members who have taught music for 25+ years. ILMEA recognizes /ILMEA Members with 25 years or more of experience as a music educator. The nominee must be a current ILMEA Member and have taught 25 years or more. All information must be provided by the applicant only.
 - vi. ILMEA will present a recognition pin to retiring Board members upon leaving office.
 - vii. The Mary Hoffman Award recognizes teaching excellence of Illinois Music Educators. The nominee must be an ILMEA member in good standing, must have taught for at least 10 years, must be a current music educator from any level in a school, college and/or university in Illinois, and must have demonstrated continued teaching excellence
 - viii. The Outstanding Administrator Award is presented annually to a school administrator who supports his or her music program in a manner only possible as an administrator. The Award will be presented to a superintendent, principal or other top administrator, and recognizes excellence in encouragement and promotion of music education within Illinois.

XXI. Whistleblower Policy

- A. ILMEA is committed to maintaining the highest standards of conduct and ethical behavior and promoting a working environment that values respect, fairness and integrity. All employees, Board members, and volunteers shall act with honesty, integrity, and openness in all their dealings as representatives for the organization.
- B. A whistleblower is an employee, Board member, or volunteer who reports an activity relating to ILMEA which that person believes to be fraudulent or dishonest. A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to either the Executive Director and/or the President. Individuals reporting suspected misconduct should not perform any investigative or other follow-up steps on their own. This includes, but is not limited to, contacting the person who is the subject of the complaint, discussing the case with anyone not directly involved in the investigation, speaking to the media, and reporting the complaint to any external entities.
- C. The whistleblower may submit any suspected violations to the Executive Director or the President on an anonymous and/or confidential basis. Complaints may be submitted in writing or any other method that protects the whistleblower's anonymity or confidentiality. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
- D. Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. This includes documentation of the receipt, retention, investigation and treatment of the complaint. The Executive Director or the President will notify the person who submitted the complaint and acknowledge receipt of the suspected violation. All relevant claims, including those that are suspected but not unproved, will be reviewed and analyzed by those who have a need to know. Following the investigation, ILMEA should determine if any corrective action is necessary. Any findings will be communicated to all related parties within the organization and to any external entities, such as auditors, legal counsel, and/or law enforcement.
- E. ILMEA will use its best efforts to protect whistleblowers against retaliation. No one may retaliate against a whistleblower for reporting information about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment or service. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Executive Director or the President. Any complaint of retaliation will be promptly investigated and appropriate measures taken if allegations of retaliation are substantiated.
- F. Good faith and reasonable care should be taken in dealing with suspected misconduct to avoid baseless allegations, premature notice to persons suspected of misconduct, disclosure of suspected misconduct to others not involved with the investigation, and violations of a person's rights under the law. People making such baseless allegations may be subject to disciplinary action by ILMEA and/or legal claims by individuals accused of such conduct.