

# THE COLLEGE MUSIC SOCIETY

## CMS Student Chapters

May 2011

CMS Student Chapters provide forums, seminars, workshops, and panels through which critical issues can be examined and discussed. Through a few simple steps, a Student Chapter may be easily formed on your campus and can provide an enjoyable means of supporting all students' preparation for life in the music profession.

### *Mission*

The mission of CMS Student Chapters is to examine issues relating to the contemporary professional lives of student musicians and future educators.

### *Forming the Student Chapter*

Student chapters should have at least three student members as well as a faculty advisor who is an active CMS member. Find a few fellow students and a sympathetic faculty member to serve as the advisor and together:

1. Seek approval to form a student chapter with the proper authorities at your college or university (e.g., Dean, Department Chair);
2. Notify the CMS Executive Office of your intent to form the Chapter. The Executive Office will provide a simple Constitution for adoption and a sample of Minutes for the organizational meeting (see <http://www.music.org/StudentChapterConstitution.html> and <http://www.music.org/StudentChapterMinutes.html> .
3. Set a date, time, and place for an organizational meeting. Publicize the organizational meeting and invite faculty and students.

### *During the Organizational Meeting*

1. Have all who attend sign a registry in order to provide a written record of their attendance.
2. Have the Faculty Advisor convene the meeting and:
  - (a) discuss the benefits of having a CMS student chapter;
  - (b) take nominations for Chapter officers: President, Vice-President, Secretary;
  - (c) hold the election for officers.

3. Following the election, the Secretary will record the minutes of the first meeting (see <http://www.music.org/StudentChapterMinutes.html>).
4. The President may now preside and will:
  - (a) propose adoption of the Constitution;
  - (b) discuss and appoint committee chairs which might include membership, community engagement, program, and other committees;
5. Establish the time and location of the second meeting.

*Between the Organizational Meeting and the Second Meeting*

1. Forward the completed Constitution and organizing Minutes to the Executive Office along with the names, addresses, and email addresses of the officers and faculty advisor. Your chapter will receive notification and a certificate from CMS;
2. Have the committees begin their work and prepare reports;
3. Develop a calendar of approaching international, national, and regional CMS events, opportunities, and deadlines (see <http://www.music.org/calendar.html>), and add your Student Chapter's events to this list.

*During the Second Meeting*

1. Receive and discuss reports from the appointed committees;
2. Discuss future opportunities and assign them to committees as needed;
3. Announce the upcoming CMS events CMS activities;
4. Establish the time and location of the next meeting.

*Following the Second Meeting*

1. Have the Program Committee develop a slate of future meetings and program topics. In consultation with the Chapter officers and faculty advisory, the program committee should settle on topics and speakers, and set dates and times for presentations. A list of topic possibilities will be found below.
2. Approach local and area faculty and music industry personnel and ask them to serve as speakers, forum and workshop directors, and panel members. Chapters will schedule events as may be appropriate to the interests of their members. The recommended frequency of Chapter meetings and programs is one per month.

3. Provide to the Executive Office a list of future student chapter activities for inclusion on the CMS Web site.

#### *For Future Meetings*

1. Announce upcoming CMS events (workshops, regional and national meetings), proposal deadlines, and other CMS activities;
2. Enjoy the programs developed by the Program Committee;
3. Discuss emerging and evolving student needs and future program possibilities to help address those needs.

#### **General Duties of Officers**

*Duties of the President* – The duties of the Presided are:

- To preside at general membership and Board of Directors meetings
- To appoint members of all committees.
- To work closely with the Faculty Advisor and other officers in planning the activities of the chapter.
- To supervise and coordinate all activities of the Student Chapter.
- To attend CMS regional meetings (and national, if possible).

*Duties of Vice President* – The duties of the Vice President are:

- To perform duties as requested by the President.
- To officiate in the place of the President in the event of absence.
- To serve as co-chair of all committees

*Duties of Secretary* – The duties of the Secretary are:

- To keep an accurate record of all proceedings of all Board of Director and general membership meetings.
- To be responsible for all correspondence of the chapter and the Board of Directors
- To send periodic reports to the CMS Student Advisory Council.

## Possible Topics

Chapters provide students with the opportunity to examine these and other timely issues of the Chapter's choosing:

- developing an appropriate social conscience by professional musicians
- how to be a good faculty member and musician
- how to obtain and sustain strong academic citizenship
- making the best out of your education and applying these principles to teach others
- bridging the gap between K-12 and college education
- networking
- how to market yourself as a professional musician and/or multidisciplinary teacher
- mentoring
- how to develop a context for your work as a musician
- grant and proposal writing
- preparing a CV, resume, and employment application letter
- expanding professional horizons
- advancements in music technology

*To discuss or develop these ideas, as well as any others you may have, feel free to get in touch with the Co-Chairs of the CMS Student Advisory Council, Gene S. Trantham (Bowling Green State University) <[gtranth@bgsu.edu](mailto:gtranth@bgsu.edu)> and Jennifer Sterling Snodgrass (Appalachian State University) <[snodgrassjs@appstate.edu](mailto:snodgrassjs@appstate.edu)>.*