

BY-LAWS AND PROCEDURES

Great Plains Chapter of The College Music Society

Approved March, 2005

I. Purpose

The purpose of these by-laws is to address issues of chapter administration and conference management.

II. Chapter Administration

A. Officers

1. President

a) Responsibilities

1. Oversee arrangements for Annual Chapter Conferences (spring)
2. Preside over Chapter Business Meeting
3. Develop "Call for Papers" for Chapter Conference
4. Communicate with National Office on all matters regarding Great Plains Chapter
5. Attend National Conference in the fall, or send deputy
6. Prepare and submit Chapter Annual Report to National Office

b) Election/term of office

1. The time obligation for the Chapter Presidency is four years: 1 year as President Elect/Vice President, 2 years as President, 1 year as Past President/Vice President.
2. The President Elect takes office at Chapter Business Meeting in odd-numbered years, and becomes President in even-numbered years. Elections are held prior to or at Chapter Business Meetings in odd-numbered years.

2. Vice-President

a) Responsibilities

1. Advise and assist President in the operation of the Chapter
2. Chair Chapter Program Committees
3. Other duties as assigned by Chapter President

b) Election/Term of Office

1. The President Elect or Past President serves as Chapter Vice President.
2. Table showing overlapping terms

2004 PRES Past-Pres/VP	2005 PRES Pres-EI/VP	2006 Past-Pres/VP PRES	2007 PRES Pres-EI/VP	2008 Past-Pres/VP PRES
2009 PRES Pres-EI/VP	2010 Past-Pres/VP PRES	2011 PRES Pres-EI/VP	etc.	

3. Secretary

a) Responsibilities

1. Prepare Chapter Conference program
2. Take minutes at Chapter Business Meeting and have them available at the following year's Chapter Conference

b) Election

1. Elections take place at or before Chapter Business Meetings in odd-numbered years.
2. The term of office is two years.
3. An individual may not serve more than two consecutive terms as Secretary.

4. Treasurer

a) Responsibilities

1. Oversee Chapter Finances
2. Communicate with National Office and Chapter Officers on all fiscal matters related to the Chapter
3. Present report at Chapter Business Meeting

b) Election

1. Elections take place at or before Chapter Business Meetings in even-numbered years.
2. The term of office is two years.
3. An individual may not serve more than two consecutive terms as Treasurer.

B. *Area Board Members*

1. Board members in areas of particular interest to chapter members may be established upon approval of the Chapter membership.

C. *Ad Hoc Committees*

1. The President may appoint Ad Hoc Committees on issues of relevance to the Chapter.

III. Annual Conferences

- A. The Great Plains Chapter will hold an Annual Conference in the spring (January-April). The meeting will be hosted by an institution, with a member of that institution's faculty or staff acting as Local Arrangements Chair.
- B. Committees for the Program and the Composers' Concert will be chaired by the Chapter Vice-President, with at least two other members on each committee. The committees will strive to provide a quality, balanced program. The President and Vice-President will decide on and invite a keynote speaker for the Annual Conference.
- C. The Chapter's annual Business Meeting will take place at its Annual Conference.
- D. Site selection should take into account the following factors:
 1. Geographic location, ease of accessibility, rotating meeting throughout the chapter
 2. Facilities for meeting and Composers' Concert
 3. Calendar of events throughout chapter (e.g. not conflicting with other professional meetings) and at the host institution
 4. Opportunities for pre- or post-meeting workshops
- E. Student involvement at conferences includes the following provisions.
 1. There should be no set number of student papers on the program. Undergraduate and graduate students will be given equal treatment. Proposals will be judged on merit. The program committee must see the full papers for student presentations, not just an abstract.
 2. The Paul Revitt Memorial Award for best student paper is open to any student who reads at the CMS GP Conference. Students must be enrolled in a college or university within the Great Plains Chapter in order to be eligible. A committee will decide the award winner based on the public presentation. Faculty from the schools of students who are reading papers should not be on the selection committee. If only one student paper is included on the program, the Revitt Award should not be presented that year. The sole student on the program should be notified that this is the case when he/she receives notification about his/her presence on the program.
 3. The Chappel White Memorial Award for best student composition is open to any student whose original composition is performed at the CMS GP conference. Students must be enrolled in a college or university within the Great Plains Chapter in order to be eligible. A committee will decide the award winner based on score submission. Faculty from the schools of students who are submitting works should not be on the Award selection committee. If only one student

composition is included on the program, the White Award should not be presented that year. The sole student on the program should be notified that this is the case when he/she receives notification about his/her presence on the program.

- F. Registration Fees for the Annual Conference will be as follows:
1. Students and Retirees have the Registration Fee reduced.
 2. For other attendees, the registration fee should be determined so that it covers the Chapter's costs for running the conference.
 3. All conference presenters are required to register for the conference. Those who are assisting with only one presentation and not attending the rest of the conference do not need to register.