

# **BYLAWS AND PROCEDURES**

## **South Central Chapter of The College Music Society**

Final Draft – March 30, 2007

### **I. Purpose**

The purpose of these bylaws is to address issues of chapter administration and conference organization.

### **II. Chapter Administration**

#### **A. Officers**

As terms of office expire, the following officers are elected by the membership of the South Central Chapter.

##### **1. President**

###### **a) Responsibilities**

1. Perform duties as recommended by the Handbook for Regional Chapter Presidents.
2. Preside over Chapter Business Meetings and Board Meetings.
3. Represent the South Central Chapter at the National Conference in the fall (which includes the participation in the Common Topic Panel Discussion and the Council of Presidents Meeting).
4. Informs the Board of Directors as well as all Chapter Members about new developments and plans, as discussed by the national society and by the Council of Presidents of Regional Chapters.

###### **b) Election / Term of Office**

1. The Chapter President's term of office is two years.
2. The President is elected to the position of President-Elect in an odd year, serving in this capacity for two years prior to assuming the presidency. Continued involvement on the Board of Directors as Immediate Past President is expected for the two years following the term.

##### **2. Vice-President**

###### **a) Responsibilities**

1. Advise and assist the President in the operation of the Chapter.
2. Serve on the Chapter Board of Directors.
3. Perform other duties as assigned by Chapter President.

###### **b) Election / Term of Office**

1. The Vice-President's term of office is two years.
2. The Vice-President is elected in an odd year. An individual may not serve more than two consecutive terms as Vice-President.

### 3. Secretary

#### a) Responsibilities

1. Take minutes at Chapter Business Meetings and present them to the Chapter Board of Directors as well as at the following year's meeting.
2. Take minutes at Board of Directors Meetings and present them to the Board of Directors.
3. Serve on the Chapter Board of Directors.

#### b) Term of Office

1. The Secretary's term of office is two years.
2. The Secretary is elected in an even year. An individual may not serve more than two consecutive terms as Secretary.

### 4. Treasurer

#### a) Responsibilities

1. Perform duties as required by the IRS and other duties as recommended by the Handbook for Chapter Treasurers.
2. Present report at Chapter Business Meetings.
3. Serve on the Chapter Board of Directors.

#### b) Election

1. The Treasurer's term of office is two years.
2. The Treasurer is elected in an even year. An individual may not serve more than two consecutive terms as Treasurer.

## B. Additional Members of the Board of Directors

### 1. The Board of Directors will include the following representatives:

- a) At-Large Board Member, elected in even years;
- b) Composition Board Member, elected in odd years;
- c) Ethnomusicology Board Member, elected in even years;
- d) Instrumental Performance Board Member, elected in odd years;
- e) Jazz Board Member, elected in odd years;
- f) Music Business Board Member, elected in even years;
- g) Music Education Board Member, elected in even years;
- h) Music Theory Board Member, elected in odd years;
- i) Musicology Board Member, elected in odd years;
- j) Newsletter Editor / Board Member, elected in odd years;
- k) Student Board Member, elected in even years;
- l) Vocal Performance Board Member, elected in even years.

These representatives are elected for two-year terms. An individual may not serve more than two consecutive terms in the same position at the Board of Directors.

### 2. Board members are expected to attend Annual Chapter Conferences and to participate in Business and Board Meetings.

### C. Ad Hoc Committees

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

### III. Annual Conferences

- A. The South Central Chapter will hold an Annual Conference each spring (typically in February or March). The conference will be hosted by an institution or organization, with a member of that institution's faculty or staff acting as Local Arrangements Chair. Usually, the Local Arrangements Chair is also the Conference Coordinator.
- B. The host institution and its Conference Coordinator as well as the dates of the conference will be determined by the Board of Directors. The Conference Coordinator will enlist the assistance of colleagues and fellow Board members to assist with program planning. The Handbook for Chapter Conference Planners provides recommendations for event preparation.
- C. Site selection should take into account the following factors:
  1. Geographic location: usually, the meetings rotate throughout the region in the following order: Texas, Arkansas, Oklahoma.
  2. Ease of travel to, and lodging in, the host city.
  3. Facilities and technological support for the meeting at the host institution.
  4. The ability to record concerts.
- D. Annual conferences typically include the following events:
  1. Paper presentations.
  2. Lecture-recitals.
  3. Concerts featuring CMS composers and performers.
  4. A keynote address.
  5. A panel discussion on the national CMS common topic.
  6. At least one poster session.
- E. A Call for Proposals is developed by the Conference Coordinator and the Board of Directors. Selection is by blind review.
- F. Student involvement at conferences includes the following provisions:
  1. There should be no set number of students participating in the conference.
  2. Student CMS members are invited to submit their posters, papers, lecture-recitals, performances, and compositions for consideration for a Student Merit Award, which carries a small cash stipend. A limited number of these awards will be presented each year, with selection by vote of the Board of Directors. Student members wishing to be considered for a Student Merit Award must adhere to additional submission requirements as outlined in the Call for Proposals.

G. Guidelines for Annual Conference registration fees are as follows:

1. The registration fee should be determined so that it covers the Chapter's costs for running the conference.
2. Students pay a reduced registration fee.
3. All conference presenters are required to register for the conference. Those who are assisting with a presentation and not attending the rest of the conference should register only if full-time faculty members. The Conference Coordinator will set a registration deadline for presenters.

#### **IV. Amendments**

- A. Amendments to this document may be proposed by a member of the Board of Directors or by any group of five members of the Chapter.
- B. An amendment to the Bylaws must be approved by the Board of Directors, then ratified by the majority of the voting members of the Chapter.