



January 2018

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. This is accomplished through dialogue, meetings, workshops, and special projects organized by each Student Chapter.

### *Forming a Student Chapter*

Student Chapters should include at least three students who are CMS members as well as a faculty advisor who is an active CMS member. Together, these members should:

1. Seek approval to form a student Chapter with the proper authorities of your college or university (e.g. Dean or Department Chair);
2. Notify [Peter Park](#), CMS Director of Professional Activities, of your intent to form the Chapter.
3. Draft a Constitution for your student Chapter. A sample Constitution for adoption may be found [by clicking here](#).
4. 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 an election for officers.
3. Following the election, the Secretary will record the Minutes of the organizational meeting (a sample of Minutes for this meeting may be found [by clicking here](#)).
4. The President may now preside and will:
  - (a) propose adoption of the Constitution;
  - (b) discuss and appoint members to chair committees such as membership, program, community engagement, special project, and other committees;
5. Establish the time and location of a second meeting.

*Between the Organizational Meeting and the Second Meeting*

1. Forward a signed copy of the Constitution and organizing Minutes to the Executive Office, along with the names and email addresses of the officers and faculty advisor. This information may be sent electronically to the [CMS Director of Professional Activities](#). Upon receipt, your Chapter will receive notification and a certificate from CMS;
2. Have the committees begin their work and prepare reports;
3. Compile and distribute a calendar of approaching deadlines for CMS international, national, and regional conferences, professional development events, and other opportunities that may be of interest to the student membership (see a listing of upcoming events on the [CMS website](#)).

*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 upcoming CMS events and activities;
4. Establish the time and location of the next meeting.

*Following the Second Meeting*

1. Have the Program Committee develop a calendar of future meetings and program topics. In consultation with the Chapter officers and faculty advisor, 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 or music industry personnel and ask them to serve as speakers, forum/workshop directors, or panel members. Chapters should schedule events as appropriate to the interests of their members. The recommended frequency of Student Chapter meetings and programs is one per month.
3. Notify the [CMS Director of Professional Activities](#) at least one month in advance of your Student Chapter's activities so that these may be added to the CMS website.

#### *For Future Meetings*

1. Announce upcoming CMS events (workshops and conferences), 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 President are to:

- Preside at general membership and Board of Directors meetings.
- Appoint members of all committees.
- Work closely with the Faculty Advisor and other officers in planning the activities of the Chapter.
- Supervise and coordinate all activities of the Student Chapter.
- Attend CMS Regional Conferences (and National, if possible).

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

- Perform duties as requested by the President.
- Officiate in the place of the President in the event of absence.
- Serve as co-chair of all committees.

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

- Keep an accurate record of all proceedings of all Board of Director and general membership meetings.
- Be responsible for all correspondence of the Chapter and the Board of Directors.
- File an annual report with the CMS Director of Professional Activities by May 15 of each year that details the activities of the Chapter over the past year. This report should be copied to and approved by the Faculty Advisor.

## Possible Topics for Meetings of the Student Chapter

Meetings of Student Chapters provide student members with the opportunity to examine these and other timely issues:

- 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—or other—ideas, feel free to contact the Co-chairs of the CMS Student Advisory Council, [Gene S. Trantham](#) (Bowling Green State University) and [Jennifer Snodgrass](#) (Appalachian State University).