

BYLAWS AND PROCEDURES
of the
Central Chapter of The College Music Society

I. PURPOSE

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

This document is authorized under The College Music Society national and Central Chapter Constitutions. Conflicts between this document and the Constitutions are resolved by the relevant Constitutions.

II. CHAPTER ADMINISTRATION

Officers of the Central Chapter shall be selected for their leadership and dedication to the mission of The College Music Society and the Central Chapter. It is recommended that members seeking elected office should have participated in at least one conference before seeking election. All new or re-elected officers will begin their term after the Annual Chapter Business Meeting following the election.

The President shall appoint a Nominations Committee of four members from the Chapter. The Nominations Committee shall nominate two persons for each vacant position. Each candidate will submit to the Chapter Nominations Committee a bio and a platform detailing their interest in the position. Elections of candidates for each office shall be by simple majority of the voting members of the Central Chapter. Chapter elections will be conducted by electronic ballot and administered by the CMS Executive Office. Elections for Chapter Officers will be held for a period of seven (7) days, beginning on the first Tuesday after the first Monday in November and concluding at 11:59 pm MST, of the following Monday.

A. The Executive Board

The Executive Board of the Central Chapter shall consist of the President, the Vice President (President-Elect), the Secretary, the Treasurer, and the Immediate Past President.

1. President

a. Responsibilities

- i. Oversee arrangements for the Annual Regional Conference.
- ii. Preside over Chapter Business Meetings and Board Meetings.
- iii. Attend and represent the Central Chapter at the National Conference in the fall (which includes participation in the Common Topic Panel Discussion and the Council of Presidents Meeting).
- iv. Inform the Executive Board 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.

- v. Appoint a Nominations Committee of four Chapter members (one being the Vice President) to fill vacated Chapter offices.
- vi. Prepare and submit Chapter Annual Report to CMS National Office.
- vii. Perform duties as recommended by the *CMS Handbook for Regional Chapter Presidents*.
- viii. Serve as ex-officio member of Chapter Area and Ad Hoc committees.

b. Election / Term of Office

- i. The Chapter President's term of office is one year.
- ii. The President is elected to the position of Vice President (President-Elect), serving in this capacity for one year prior to assuming the presidency. Continued involvement on the Executive Board as Immediate Past President is expected for one year following the term as President.

2. Vice President (President-Elect)

a. Responsibilities

- i. Advise and assist the President in the operation of the Chapter.
- ii. Serve on the Chapter Executive Board.
- iii. Serve as Chair of the Nominations Committee.
- iv. Serve as Chair Chapter Program Committees.
- v. Perform other duties as assigned by Chapter President.

b. Election / Term of Office

- i. The Vice President's (President-Elect's) term of office is one year.
- ii. The Vice President (President-Elect) is elected annually.
- iii. The Vice President (President-Elect) will serve as President of the Chapter following the conclusion of the one-year term as Vice President.

3. Secretary

a. Responsibilities

- i. Prepare Chapter's Annual Regional Conference Program.
- ii. Serve on the Chapter Executive Board.

iii. Take minutes at Chapter Annual Business Meeting and present them to the Chapter Executive Board as well as at the following year's Business Meeting.

iv. Take minutes at Executive Board Meetings and present them to the Executive Board.

v. Perform other duties as assigned by Chapter President.

b. Election / Term of Office

i. The Secretary's term of office is two years.

ii. The Secretary is elected in an odd-numbered year when possible. The Secretary may serve a maximum of two consecutive terms.

4. Treasurer

a. Responsibilities

i. Perform duties as required by the IRS and other duties as recommended by the *CMS Handbook for Chapter Treasurers*.

ii. Serve on the Chapter Executive Board.

iii. Present a financial report at Chapter Business Meetings.

iv. Perform other duties as assigned by Chapter President.

b. Election/ Term of Office

i. The Treasurer's term of office is two years.

ii. The Treasurer is elected in an even-numbered year when possible. The Treasurer may serve a maximum of two consecutive terms.

5. Immediate Past President

a. Responsibilities

i. Serve in advisory capacity to Chapter President.

ii. Perform duties as assigned by Chapter President.

b. Term of Office

i. The Immediate Past President is expected to participate on Executive Board for one year following the officer's term as President.

B. Additional Board Members

1. Student Representative

a. Responsibilities

- i. Serve as a member of the CMS Student Advisory Council (SAC) by attending meetings of the SAC held annually at the National Conference. Additional correspondence between members of SAC occurs throughout the year via electronic means. Financial assistance for conference attendance to be provided through CMS Central Chapter and National Office.
- ii. Serve as primary contact between student members of the Central Chapter and members of the Central Chapter's Executive Board.
- iii. Participate in Central Chapter's Annual Regional Conference by reporting on student's participation at the National Conference and performing other responsibilities as assigned by the Central Chapter President.
- iv. Serve as advocate for student involvement in The College Music Society on their home campus.
- v. The Student Representative is not a voting member on the Chapter Executive Board.

b. Selection / Term of Office

- i. The Student Representative will be selected annually from student members of Central Chapter and will serve for one year.
- ii. Preference will be given to a student from the institution that will host the Annual Regional Conference during the upcoming year.
- iii. The Student Representative must be enrolled as a graduate or undergraduate student for the entirety of their appointment.
- iv. The Chapter Executive Board, under the advisement of Chapter membership and based upon student's nomination package, will make the final selection of the Student Advisory Council Representative.

2. Area Board Members

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

3. Ad Hoc Committees

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

III. Annual Regional Conference

A. The Central Chapter will hold an Annual Regional Conference each spring (January-April). 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.

B. Any member of the Central Region may volunteer to host the annual conference. Before submitting his/her institution for consideration, the potential host must have secured a written commitment from the Department Chair/Dean of that institution. This letter will be submitted to the Chapter President and approved by the Executive Board. This procedure may happen at any point during the year, but it is strongly recommended that the Program, Composition and Student Review Committees be established in time for this announcement.

C. Site selection should take into account the following factors:

1. Geographic location: usually, the meetings rotate throughout the region.
2. Adequate 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. The host institution and its Conference Coordinator as well as the dates of the conference will be determined by the Executive Board. The Conference Coordinator will enlist the assistance of colleagues and fellow Board members to assist with program planning. The *CMS Handbook for Chapter Conference Planners* provides recommendations for event preparation.

E. Annual conferences typically include the following events:

1. Paper presentations.
2. Lecture-recitals.
3. Concerts featuring CMS composers and performers.
4. Poster sessions.
5. Workshops.
6. Panel discussion on the national CMS common topic.
7. Keynote Address.
8. Business Meeting to include Minutes from last meeting, President's Report, and Treasurer's Report. (The Business Meeting is often held in conjunction with a meal).

F. A Call for Proposals, Call for Scores, and Call for Student Participation are developed by the Chapter President and approved by the Executive Board.

G. Student involvement at conferences includes the following provisions:

1. There should be no set number of students participating in the conference. Undergraduate and graduate students will be given equal treatment. Proposals will be judged on merit.
2. The Program Committee must see the full papers, compositions (scores), presentations, and projects in response to Calls, not just an abstract or recording.
3. All student presenters at the Conference (from any regional chapter) may apply for consideration for student excellence awards which carry small cash stipends.
 - a. The Paul Revitt Memorial Award for the best student paper is open to any student who reads at the CMS Central Chapter Annual Regional Conference. A committee of Central Chapter members will decide the award winner based upon the public presentation. Faculty from the schools of students who have submitted works for this conference should not serve on the Award Selection Committee. If only one student paper is included on the program, the Revitt Award will not be awarded that year. The sole student on the program will be notified that this is the case when they receive notification about their presence on the program.
 - b. The Chappel White Memorial Award for best student composition is open to any student whose original composition is performed at the CMS Central Chapter Annual Regional Conference. A committee of Central Chapter members will decide the award winner based upon score submission. Faculty from the schools of students who have submitted works for this conference should not serve on the Award Selection Committee. If only one student composition is included on the program, the White Award will not be awarded that year. The sole student on the program will be notified that this is the case when they receive notification about their presence on the program.
 - c. The James Brewer Memorial Award for best student presentation, to include all formats except student papers and compositions, is open to any student whose work is presented at the CMS Central Annual Regional Conference. A committee of Central Chapter members will decide the award winner based upon public presentation. Faculty from the schools of students who have submitted works for this conference should not serve on the Award Selection Committee. If only one student presentation in this category is included on the program, the Brewer Award will not be awarded that year. The sole student on the program will be notified that this is the case when they receive notification about their presence on the program.
 - d. Recipients of the student excellence awards will be announced at the Annual Chapter Business Meeting or at the conclusion of the Annual Regional Conference. Student excellence award stipends will be dispersed through regular mail.

H. Guidelines for Annual Regional Conference registration fees are as follows:

1. The registration fee should be determined by the Chapter President and Treasurer so that it covers the Chapter's costs for running the conference.
2. Students and Retirees pay a reduced registration fee.
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. The Conference Coordinator will set a registration deadline for presenters.

I. Keynote Speaker

1. The President of the Chapter will secure the Keynote Speaker as per the responsibilities outlined in the *CMS Handbook for Regional Chapter Presidents*.
2. The President of the Chapter will also secure and confirm all of the travel and housing arrangements as per the *Guidelines*. Should the Keynote Speaker wish to have additional expenses covered by the Chapter (to include but not limited to airline ticket, mileage reimbursement, other transportation costs, etc.) the Keynote Speaker will submit these written requests and written estimates in advance to the Chapter President and Executive Board for potential approval.

IV. Impeachment/Removal from Office/Temporary Vacancy

- A. In cases of gross negligence of duties, criminal conviction, medical incapacitation, or departure from the Central Chapter region, an officer may be, by four-fifths majority of all Chapter officers, removed from the office.
- B. If a sitting Chapter President is removed from office, the Vice President (President-Elect) shall assume the duties of the President immediately upon the President's removal and hold those duties until the completion of the former President's term.
- C. In the event of an unexpected vacancy in the Chapter offices, the Executive Board shall appoint, by a three-fifths majority, a member of the Chapter to hold that office until the next election.

V. Amendments

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

Adopted by the Resolution of the Central Chapter Membership on March 26, 2021.

Maxine Fawcett-Yeske, Ph.D.



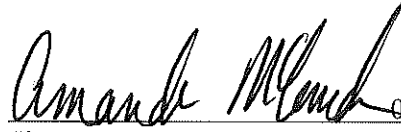
03/26/21

Signature

Date

Co-President, CMS Central Chapter

Amanda McCandless, DMA



03/26/21

Signature

Date

Co-President, CMS Central Chapter