

BY-LAWS AND PROCEDURES

Great Lakes Chapter of The College Music Society November 2020

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) Appoint key Conference Personnel

(a) Program Chair

(b) Composition Chair

(c) Local Conference host

(2) Preside over Chapter Business Meeting

(3) Communicate with National Office on all matters regarding Great Lakes Chapter

(4) Attend National Conference in the fall if possible

(5) Prepare and submit Chapter Annual Report to CMS Executive Office

(a) The Chapter Annual Report shall be completed by the President who supervised that year's regional conference even if they are officially Past-President at the time of submitting said report.

b) Election/term of office

(1) The time overall term obligation for the Chapter Presidency is four years:

(a) 1 year as President-Elect

(b) 2 years as President

(c) 1 year as Past-President

(d) After serving as Past-President, an individual must wait at least 3 years before they are eligible to run for President-Elect

(2) The President takes office their term as President-Elect

(3) The President may appoint Ad Hoc Committees on issues of relevance to the Chapter.

2. President-Elect

a) Responsibilities

(1) Advise and assist the President in the operation of the Chapter

- (2) Other duties as assigned by Chapter President
- b) Election/Term of Office
 - (1) The time obligation for the President-Elect is 1 year
 - (2) The President-Elect takes office during the second year of the President's term
- 3. Past-President
 - a) Responsibilities
 - (1) Mentor, advise, and assist the President in the operation of the Chapter up to and during the President's first year of term
 - (2) Other duties as assigned by Chapter President
 - b) Term of Office
 - (1) The time obligation for the Past-President is 1 year
 - (2) The Past-President takes office during the first year of a President's term
- 4. Secretary
 - a) Responsibilities
 - (1) Take minutes at Chapter Business Meeting
 - (2) Distribute minutes during the Chapter Business Meeting
 - (3) Send approved minutes to the CMS Executive Office
 - b) Election
 - (1) Elections take place in odd-numbered years.
 - (2) Secretary takes office in even-numbered years.
 - (3) The term of office is two years.
 - (4) An individual may not serve more than two consecutive terms as Secretary.
- 5. Treasurer
 - a) Responsibilities
 - (1) Oversee Chapter Finances
 - (2) Communicate with CMS Executive Office and Chapter Officers on all fiscal matters related to the Chapter
 - (3) Present report at Chapter Business Meeting
 - (a) The Treasurer's Report shall be completed by the Treasurer who oversaw that year's regional conference even if they are no longer officially Treasurer at the time of submitting said report.
 - b) Election
 - (1) Elections take place in even-numbered years.
 - (2) Treasurer takes office in odd-numbered years.
 - (3) The term of office is two years.
 - (4) An individual may not serve more than two consecutive terms as Treasurer.
- 6. Program Chair

- a) Responsibilities
 - (1) Perform the duties as Program Chair outlined by the CMS Executive Office
 - (2) Develop “Call for Papers” for Chapter Conference in consultation with the Program Committee
- b) Appointment
 - (1) The Program Chair is appointed to the Executive Board by the President for a one-year term.
 - (2) An individual may not serve more than one consecutive term as Program Chair

III. Amendments

- A. Amendments to this document may be proposed by a member of the Board of Directors or by any group of four 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.

Chart of Executive Board terms (this helped me make sense of the change I’m proposing).
 Colors = people, the board remains 5 people with the rotating appointment of the Program Chair

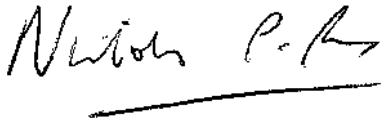
Prez 2	Past-Prez			
Prez-Elect	Prez 1	Prez 2	Past-Prez	
		Prez-Elect	Prez 1	Prez 2
				Prez-Elect
Treasurer 1	Treasurer 2	Treasurer 1	Treasurer 2	Treasurer 1
Secretary 2	Secretary 1	Secretary 2	Secretary 1	Secretary 2
Program Chair	Program Chair	Program Chair	Program Chair	Program Chair

Operational Guidelines for the Great Lakes Annual Conference

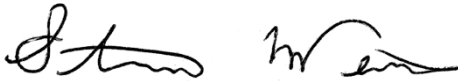
- I. The Great Lakes Chapter will hold an Annual Conference in the spring (January-April). The meeting will be hosted by an institution, with a member of that institution's faculty or staff acting as Local Arrangements Chair.
- II. Committees for the Program and the Composers' Concert will be chaired by the Local Arrangements Chair with at least two other members on each committee. The committees will strive to provide a high-quality and diverse program.
- III. The President, in consultation with the Board, will select and invite a keynote speaker for the Annual Conference.
- IV. Site selection should take into account the following factors:
 - A. Geographic location
 - B. Ease of accessibility
 - C. Variety of placement within the region
 - D. Facilities for meeting and Composers' Concert
 - E. Calendar of events throughout chapter (e.g. not conflicting with other professional meetings) and at the host institution
 - F. Opportunities for pre- or post-meeting workshops
- V. Student involvement at conferences includes the following provisions:
 - A. There should be no set number of student papers on the program.
 - B. Undergraduate and graduate students will be given equal treatment.
- VI. Proposals will be judged on merit.
- VII. The program committee must see full papers for student presentations, not just an abstract.
- VIII. The CMS-GL Outstanding Student Presentation Award for best student paper is open to any student who reads at the CMS-GL Conference.
 - A. Students must be enrolled in a college or university within the Great Lakes Chapter in order to be eligible.
 - B. A committee will decide the award winner based on the public presentation.
 1. Faculty from the schools of students who are reading papers should not be on the selection committee.
 - C. If only one student paper is included on the program, the Award should not be presented that year.
 1. 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.
 - D. Payment of the cash prize will follow the procedure outlined in the Handbook for Chapter Treasurers
- IX. The CMS-GL Outstanding Student Composition Award for best student composition is open to any student whose original composition is performed at the CMS-GL conference.
 - A. Students must be enrolled in a college or university within the Great Lakes Chapter in order to be eligible.
 - B. A committee will decide the award winner based on score submission.

1. Faculty from the schools of students who are submitting works should not be on the Award selection committee.
- C. If only one student composition is included on the program, the Award should not be presented that year.
 1. The sole student on the program should be notified that this is the case when they receive notification about their presence on the program.
- D. Payment of the cash prize will follow the procedure outlined in the Handbook for Chapter Treasurers
- X. Registration Fees for the Annual Conference will be as follows:
 - A. All conference presenters are required to register for the conference.
 - B. Low-Income Members and Retirees should have their Registration Fee reduced as the budget allows.
 - C. Student Members should have their Registration Fees waived as the budget allows.
 - D. For other attendees, the registration fee should be determined so that it covers the Chapter's costs for running the conference.
 - E. Those who are assisting with only one presentation and not attending the rest of the conference do not need to register.

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Nicholas Ross, President GL-Chapter, 1-29-21



Steven Weimer, Secretary GL-Chapter, 2-1-21