

**BYLAWS AND PROCEDURES**  
College Music Society Mid-Atlantic Chapter

**I. Purpose**

The purpose of these Bylaws is to address issues of chapter administration and operation.

**II. Officers**

Officers of the Mid-Atlantic Chapter shall be selected for their leadership and dedication to the mission of The College Music Society. Officers shall be selected by a nominating committee, and elected by a majority vote of the membership. The term limit for officers is 2 years and members are not eligible to serve more than two consecutive terms. Officers shall include the following:

1. President
2. President-Elect
3. Secretary/Treasurer
4. Area Board Members, including:
  - 1) Composition
  - 2) Music Business and Industry
  - 3) Music Education
  - 4) Musicology
  - 5) Music Theory
  - 6) Performance
  - 7) Member-at-Large (2 positions), staggered term, appointed by the President
5. Student Representative, appointed by the President

The President shall assign an Area Board member to act as a Nomination Committee chair. Nomination Committee chair will select a Nominations Committee of three members (including the chair) of the Chapter. The Nomination Committee chair shall solicit nominations from the membership including self-nomination. Then the Nominations Committee shall nominate two persons for each office falling vacant. Election of candidates for office shall be by all members of the Mid-Atlantic Chapter. Elections for Chapter officers will be held for a period of one week, beginning on the Tuesday after the first Monday in November and concluding at 11:59 p.m. MST of the following Monday. Chapter elections will be conducted by electronic ballot and administered by the CMS Executive Office. This provides all members of the Chapter with the opportunity to participate in their election, and gives newly elected officers the opportunity to assume office at the close of the Chapter's Regional Conference.

1. Responsibilities of the President
  - a) Define and articulate vision for the development of the chapter
  - b) Oversee arrangements for annual Regional Conferences
  - c) Select and invite keynote speakers and other conference guests in collaboration with the Program and Composition Chairs
  - d) Appoint the Student Representative
  - e) Preside over Chapter Business Meeting

- f) Communicate with National Office on all matters regarding Mid-Atlantic Chapter
  - g) Attend the CMS National Conference on behalf of the Chapter
  - h) Prepare and submit an Annual Report to the CMS Executive Office
  - i) Other duties as outlined in the *CMS Handbook for Chapter Presidents*
  - j) The time obligation for the Chapter Presidency is six years: two years as President-Elect, two years as President, two years as Immediate Past President.
2. Responsibilities of the President-Elect
    - a) Advise and assist President in the operation of the Chapter
    - b) Serve as Program Chair for Regional Conferences
    - c) Appoint and direct the Program Committee in the review and selection of proposals for the Regional Conference
    - d) In collaboration with the Site Host, create the schedule for the Regional Conference and compile information for the program book
  3. Responsibilities of the Secretary/Treasurer
    - a) Take minutes at the Annual Business Meeting of the Chapter and have them available at the following year's Meeting
    - b) Oversee Chapter Finances
    - c) Present a financial report at the Annual Business Meeting of the Chapter
    - d) Communicate with National Office and Chapter Officers on all fiscal matters related to the Chapter as outlined in the *CMS Handbook for Chapter Treasurers*
  4. Responsibilities of the Area Board Members
    - a) Vision innovative programs in their respective areas to enhance the Regional Conferences
    - b) Assist in the development and promotion of Regional Conferences
    - c) Serve as session chairs at the Regional Conferences
    - d) Review and approve action items proposed at the Annual Business Meeting
    - e) Other responsibilities as assigned by the President
    - f) Area board members are discouraged to serve on the program committee unless a need arises.
  5. Special Responsibilities of the Composition Board Member
    - a) Appoint and direct the Composition Committee in the review and selection of scores for the Regional Conference
    - a) In collaboration with the Composition Committee, select winners for the Outstanding Composition and the Outstanding Student Composition Awards
    - b) In collaboration with the Site Host and composers whose scores have been selected, arrange for performers, create the programs for the Regional Conference, compile information for the program book, and serve as the concert manager
  6. Responsibilities of the Student Representative
    - a) Serve on the Student Advisory Council for a two-year term. Meetings of the SAC are held annually at the national conference
    - b) Serve as a direct contact between student members of the region and members of the regional board
    - c) Represent students of the region at the annual national conference
    - d) Participate in the regional chapter conference with duties as assigned by regional president
    - e) Participate in discussion through the CMS Student Association

Six members will constitute a quorum for matter requiring a vote at the Annual Business Meeting or other meetings as called by the President. If a quorum is not present, any decisions will be regarded as advisory until a vote representing a quorum (either in-person or electronic) can be arranged.

### III. Awards

1. **The Ruskin Cooper Outstanding Student Paper Award** is open to any student who presents on the program of the Mid-Atlantic Regional Conference. Students enrolled in a college or university within the Mid-Atlantic Chapter will be given priority consideration, but the award should reflect work of the highest quality. 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.
  - a) Prior to the conference, a committee of no fewer than three Area Board members will be appointed to evaluate student presentations and select a winner during or immediately after the chapter conference
    - i. Faculty from the schools of students being considered for the award will not be eligible to serve on the committee
    - ii. If only one student paper is included on the program, the committee may elect not to present the award
    - iii. Every effort should be made to program the student presenters at the same session at the Regional Conference so that the committee may easily evaluate them
  - b) Announcement of the award winner will be made at the Annual Meeting (if possible) and a \$250 cash prize, drawn from chapter funds, will be mailed to the winner following the conference
  - c) A record of the winners' names and the titles of their presentations will be kept on the CMS-MA web page
2. **The Honorary Composition Recognition** is open to any CMS member's composition which could not be included in the Regional Conference for reasons such as difficulties of performance.
  - a) Composition committee selects the recognized composition through peer-reviewed process. The recipients(s) of this recognition will be notified prior to the conference
  - b) Announcement of the recipient(s) will be made at the Annual Meeting
  - c) A record of the winners' names, the titles of their compositions, links to the composers' websites and/or scores of the winning compositions will be kept on the CMS-MA web page
3. **The Outstanding Student Composition Award** is open to any student who presents on the program of the Mid-Atlantic Regional Conference. Students enrolled in a college or university within the Mid-Atlantic Chapter will be given priority consideration, but the award should reflect work of the highest quality. The winner will be selected by members of the composition committee and awarded at the Annual Business Meeting.
  - a) Prior to the conference the winner will be selected by members of the composition committee
  - b) Announcement of the award winner will be made at the Annual Meeting (if possible) and a \$250 cash prize, drawn from chapter funds, will be mailed to the winner following the conference

- c) A record of the winners' names, the titles of their compositions, and links to the composers' websites and/or scores of the winning compositions will be kept on the CMS-MA web page
4. **Student Chapter Travel Grants** Student Chapters recognized by the CMS National office will be given travel reimbursements up to \$250 from the Chapter's funds in order to attend the Mid-Atlantic Regional Conference.
  - a) At least two students from the student chapter must be present in order for the travel reimbursement to be given.
  - b) Students are responsible for presenting their receipts to the Mid-Atlantic Chapter Treasurer two weeks following the Regional Conference.
5. **National Conference Travel Grants** Students from institutions within the Mid-Atlantic Chapter will be given travel reimbursements up to \$250 from the Chapter's funds to present their research or composition at the CMS National Conference. Students are responsible for presenting their receipts to the Mid-Atlantic Chapter Treasurer two weeks following the National Conference.
6. **President's National Conference Travel Grants** The Chapter president may request travel reimbursements up to \$750 from the Chapter's funds to attend the CMS National Conference. The president must request the funds from the remaining post-conference budget by May 20 of the year of the conference. The request must be voted on and approved by the Chapter's Officers. The president is responsible for presenting the receipts to the Mid-Atlantic Chapter Treasurer two weeks following the National Conference. The president is obligated to attend all required meetings during the National Conference.

#### IV. Amendments

1. Amendments to this document may be proposed by a member of the Chapter's Officers or by any group of five members of the Chapter.
2. An amendment to the Bylaws must be approved by the Chapter's Officers, then ratified by vote of the Chapter's membership.

Adopted by the Resolution of the Mid-Atlantic Membership, May 20, 2021.



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President, Mid-Atlantic Chapter



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Secretary, Mid-Atlantic Chapter