

BYLAWS AND PROCEDURES
Northeast Chapter of The College Music Society

I. Purpose

1. The purpose of these Bylaws is to address issues of chapter administration and operation.
2. This document is authorized under the College Music Society National and Northeast Chapter Constitutions. Conflicts between this document and the Constitutions are resolved by the relevant Constitutions.

II. Chapter Officers

Officers of the Northeast Chapter shall be selected for their leadership and dedication to the mission of The College Music Society and to the Northeast Chapter. Members seeking elected office should participate in at least one conference before seeking election. A newly or re-elected officer will begin her/his term at the Business Meeting following her/his election.

A. The Executive Board

The Executive Board shall consist of the President, the President-Elect, the Vice President, the Secretary, and the Treasurer. The Officers shall be elected by a majority vote of the membership.

1. President

a) Responsibilities

- i. Overseeing arrangements for annual Regional Conferences
- ii. Presiding over Chapter Business Meetings
- iii. Communicating with the National Office on all matters regarding the Northeast Chapter
- iv. Attending the CMS National Conference on behalf of the Chapter
- v. Preparing and submitting an Annual Report to the CMS National Office
- vi. Appointing a Nomination Committee of three Chapter members (one of which shall be the Chapter Vice President) for the filling of vacant Chapter offices
- vii. Delegating additional duties to other Officers as needed
- viii. Accomplishing other duties as outlined in the *CMS Handbook for Regional Chapter Presidents*

b) Election/term of office

- i. The time obligation for the Chapter Presidency is two years.
- ii. The President-Elect assumes the office of President at the Chapter Business Meeting following her/his election.
- iii. The President may serve no more than three consecutive terms.

c) Qualifications

- i. The Chapter President must have previously served as a member of the Executive Board, as a Conference Program Chair, or as a Conference Host.

2. Vice President

a) Responsibilities

- i. Chairing the nominating committee for elections
- ii. Attending the Chapter conferences
- iii. Communicating with the Executive Board on matters of Chapter governance
- iv. Working with Chapter members to establish and maintain student chapters
- v. Serving as a member of the Program Committee for conferences
- vi. Assisting the Program Chairs and Conference Hosts in the planning and running of Chapter conferences
- vii. Accomplishing other duties as assigned by the Chapter President

b) Election/Term of Office

- i. The time obligation for the Chapter Vice Presidency is two years.
- ii. The Vice President may hold the office of President-Elect during the final year of her/his term.

3. President-Elect

a) Responsibilities

- i. Advising and assisting the President in the operation of the Chapter
- ii. Serving as Program Chair for the Regional Conference in the year prior to serving as Chapter President and making recommendations to the Chapter President concerning Conference Program Committee appointments
- iii. Accomplishing other duties as assigned by the Chapter President

b) Election/Term of Office

- i. The time obligation for the Chapter Presidency is two years, commencing after the term as President-Elect.
- ii. The time obligation for serving as President-Elect will be one year.
- iii. The President-Elect may hold the office of Vice President for the final year of her/his term as Vice President.
- iv. The President-Elect is the winner of the election for President if the incumbent is either not re-elected or is otherwise not continuing in the office of President.

c) Qualifications

- i. The Chapter President must have previously served as a member of the Executive Board, as a Conference Program Chair, or as a Conference Host at the time of election to the office of President-Elect.

4. Treasurer

a) Responsibilities

- i. Overseeing Chapter Finances
- ii. Communicating with the National Office and Chapter Officers on all fiscal matters related to the Chapter as outlined in the *CMS Handbook for Regional Chapter Treasurers*
- iii. Presenting a financial report at the Annual Business Meeting of the Chapter
- iv. Accomplishing other duties as assigned by the Chapter President

b) Election/Term of Office

- i. The time obligation for the Chapter Treasurer is two years.
- ii. An individual may not serve more than two consecutive terms as Secretary/Treasurer.

5. Secretary

a) Responsibilities

- i. Taking minutes at the Annual Business Meeting of the Chapter and presenting them for approval at the next Business Meeting
- ii. Supervising and maintaining the usage of Chapter Social Media
- iii. Supervising the creation of printed Chapter Conference materials, including the Conference Booklet and Concert Programs
- iv. Accomplishing other duties as assigned by the Chapter President

b) Election/Term of Office

- i. The time obligation for the Chapter Secretary is two years.

B. At Large Board Members

a) Description

Board members in areas of particular interest to chapter members may be established upon approval of the Chapter membership but are not required. Board members may not serve on the Program Committee for the Chapter's annual Regional Conference. The term limit for area board members is 2 years and area board members are not eligible to serve more than two consecutive terms.

b) General Responsibilities

- i. Advocating for the needs of Chapter members within their discipline
- ii. Participating in the Chapter Conference in one or more of the following ways:
 - Serving as a Session Chair during Annual Conferences
 - Adjudicating Student Paper/Lecture-Recital Competitions
 - Being a member of ad hoc committees as assigned by the Chapter President
 - Creating or editing printed conference materials

- b) The Executive Board will discuss the proposal: a majority vote approves the proposal for consideration by the membership.
- c) The proposal is submitted to the membership with the materials for the Chapter Business Meeting. A majority vote approves the addition or removal of the office.

D. Elections

- a) The President shall appoint a Nominations Committee of three members of the Chapter. The Nominations Committee shall nominate two persons for each office falling vacant. Election of candidates for office shall be by all members of the Northeast 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.
- b) The elections for offices of President, Vice President and Secretary will be held in odd-numbered years; elections for the office of President-Elect and Treasurer will be held in even-numbered years. Elections for At Large Board Members will also be staggered so there is a mix of new and returning officers each year.
- c) The Nomination Committee shall review each potential candidate with regard to her/his qualifications for holding that office, and will recommend to the Chapter President that the names of potential officers to be included on the ballot.

E. Impeachment/Removal from Office

In cases of gross negligence of duties, criminal conviction, medical incapacitation, or departure from the Northeast Region, an officer may be, by four-fifths majority of all the Chapter Officers, removed from office.

If a sitting Chapter President is removed from office, the Vice President 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.

F. Temporary Vacancies

In the event of an unexpected vacancy in the Chapter Offices, the Executive Board may appoint by a three-fifths majority a member of the Chapter to hold that office until the next election.

III. Student Awards

The Diane W. Follet Outstanding Student Scholarship Award is open to any student who presents on the program of the Northeast Regional Conference and who is enrolled in a college or university within the Northeast Chapter. A committee will decide the award winner based on the public presentation. Faculty from the schools of students who are presenting may not serve on the adjudicating committee. If only one student presentation is included on the program, the award need not be presented that year. The adjudication committee for this award shall consist of two or three officers of the Chapter or invited professional scholars, unless one or more of the students attends the institution of that judge.

The Elliott S. Schwartz Student Composition Award is open to any student who presents an original composition on the program of the Northeast Regional Conference. Students must be enrolled in a college or university within the Northeast Chapter in order to be eligible. A committee will decide the award winner based on the public performance at the Chapter Conference. Faculty from the schools of students who are submitting pieces should not be on the selection committee, and may not serve on the adjudication committee. If only one student piece is included on the program, the Outstanding Student Composition Award need not be presented that year. The adjudication committee for this award will consist of faculty or professional composers whose music is also being presented at that concert, unless one of the students attends an adjudicator's institution.

IV. Conference Content

Conferences of the Membership of the Northeast Region shall be held annually at an institution within the Northeast Region. The responsibilities of the Conference Host and Host Institution are detailed in the *Handbook for Regional Chapter Conference Planners*.

A. Choosing Host Institutions

Any member of the Northeast Region may volunteer to host the annual conference. Before submitting her/his institution for consideration, the potential host must have secured a written commitment from the Department Chair/Dean of the 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 each subsequent conference be announced at the current conference. It is further recommended that the Program, Composition, and Performance Selection Committees be established in time for this announcement.

B. Conference Content

The annual conferences will include, but need not be limited to, the following events:

- Chapter Business Meeting
- Board of Directors Meeting
- Presentation of Scholarship in the form of papers, poster presentations, lecture-recitals, panel discussions, or other means
- Concert(s) of music by CMS Composers
- Concert(s) of music performed by CMS Performers
- Keynote Address
- Pedagogical Speaker(s)
- Composer Panel Discussion
- Common Topic Discussion (as chosen by the National Office)

The Program Committee may alter the inclusion of these events as scheduling permits.

C. Regional Association of Presenters

The Program, Composition, and Performance Committees may select any CMS member for inclusion in Northeast Chapter Conferences. However, in the case of ties between Northeast Chapter members and members outside the Northeast Chapter, the Northeast Chapter member shall have priority. Further, student awards may not be presented to students from outside the Northeast Chapter.

V. Amendments

1. Amendments to this document may be proposed by a member of the Chapter Executive Board or by any group of five members of the Chapter.
2. An amendment to the Bylaws must be approved by the Chapter Officers, and then ratified by majority vote of the Chapter's membership. Voting by the Chapter Membership shall occur at the annual Chapter Business Meeting.

Adopted by the Resolution of the Northeast Chapter Membership April 5, 2014.
Amended by the Resolution of the Northeast Chapter membership March 20, 2017.

President, Northeast Chapter

Secretary, Northeast Chapter