

Constitution and By-Laws of the Pacific Southwest Chapter of the American Musicological Society

Adopted/Approved: November 17, 1979
Amended: November 18, 1989; November 20, 1999; February 21, 2015

CONSTITUTION. Article I: *NAME*

This organization shall be known as "The Pacific Southwest Chapter of the American Musicological Society." Henceforth the American Musicological Society shall be referred to as the "Society" and the Pacific Southwest Chapter as the "Chapter." The official abbreviation for headings, checks, etc. shall read: "PSC-AMS."

CONSTITUTION. Article II: *OBJECTIVES*

The Chapter is organized exclusively for charitable, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The particular objectives of the Chapter shall be to foster:

- 1) The advancement of research in the various fields of music as a branch of learning and scholarship;
- 2) The cooperation among members of the Society residing in a specific geographical area;
- 3) The exchange of ideas through dissemination of professional information and exhibition of performance practice; and
- 4) The regional implementation of policies, programs and directives as adopted by the government of the Society.

CONSTITUTION. Article III: AREA



The geographical area of the Chapter includes that part of the State of California which lies south of the northernmost boundaries of San Luis Obispo, Kings, Tulare, and Inyo Counties (corresponding to U.S. Postal Service ZIP Code areas 90001 through 93599), most of Clark, Lincoln, Nye, and Esmeralda Counties of Nevada (ZIP Code areas 89001 through 89299), the State of Hawaii, Guam, American Samoa, and the Trust Territories (ZIP Code areas 96701 through 96999).

CONSTITUTION. Article IV: MEMBERSHIP

The membership of the Chapter shall consist of Regular (Senior) Members, and Student (Junior) Members permanently residing within the Chapter's geographical area. The eligibility for membership shall be as provided in Article III of the Society's Bylaws. Membership in good standing in the Society shall be prerequisite to Chapter membership.

CONSTITUTION. Article V: GOVERNMENT

The following agencies shall constitute the permanent government of the Chapter: Executive Board, Advisory Council, Program Committee, Publications Committee, Membership Committee, Nominating Committee, Faculty Representatives, Student Representatives. The agencies shall consist of the following officers:

- 1) Executive Board: President, Vice-President, Secretary, Treasurer.
- 2) Advisory Council: President, Vice-President, Secretary, Treasurer, Past President, Elective Counselor, Appointive Counselor, National Council Chapter Representative, National Council Student Representatives.
- 3) Program Committee: Vice-President, Past President, Elective Counselor, Appointive Counselor.
- 4) Publications Committee: Vice-President, Secretary, Treasurer, Faculty Representatives I, II, etc.
- 5) Membership Committee: Secretary, Treasurer, Faculty Representative I, II, etc., Student Representative I, II, etc.
- 6) Nominating Committee: Past President, Elective Counselor, Appointive Counselor.

7) Faculty Representatives: Faculty Representatives I, II, etc. This agency shall consist of as many officers as there are institutions of higher learning with a total of at least five (5) affiliated active members and other institutions or groups that wish representation.

8) Student Representatives: Student Representative I, II, etc. This agency shall consist of as many officers as there are institutions of higher learning with a total of at least five (5) affiliated active members.

CONSTITUTION. Article VI: *MEETINGS*

The Chapter shall meet at least once during the calendar year. General meetings shall be open to all interested persons. Business sessions of the general meeting shall be open to active members. Meetings of the agencies shall be open to officers of the specific agency. Guests may be admitted to general business or agency meetings by invitation of the presiding officer.

CONSTITUTION. Article VII: *AMENDMENTS*

The Constitution or the Bylaws of the Chapter may be amended by the two-thirds (2/3) vote of those active regular members who vote on the specific amendment (see Bylaw VII). All amendments to the Constitution or to the Bylaws shall be in consonance with the Bylaws of the Society.

CONSTITUTION. Article VIII: *DISSOLUTION*

Upon the dissolution of the Chapter, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

BY-LAWS. Article I: *DUTIES AND PRIVILEGES OF OFFICERS.*

1) The President shall be the chief administrative officer of the Chapter and shall be the presiding officer of the Executive Board, Advisory Council, and General Meetings. The officer shall be an ex officio member of all committees except the Nominating Committee, but shall not have the voting privilege in agencies other than the Executive Board and the Advisory Council. The officer shall have the power to appoint committees not otherwise provided for in the Constitution or Bylaws and shall act as a decisive factor in case of a tie in any voting, or in case of doubt in interpretative matters.

2) The Vice-President shall assist the President, shall be the presiding officer of the Program Committee and the Publications Committee, and shall submit the annual program reports to the appropriate officer of the Society.

3) The Secretary shall be the presiding officer of the Membership Committee, shall be responsible for the Chapter's membership records, membership mailings, and elections and shall submit the annual membership report to the Vice-President for publication in the Membership Directory.

4) The Treasurer shall be responsible for the receipt and disbursement of Chapter funds, shall keep an accurate and full account of all Chapter financial transactions, and shall submit an annual financial report to the Chapter membership and the Secretary of the Society.

5) The Past President shall be the presiding officer of the Nominating Committee and shall prepare the proposed slate of officers by March 1 of each year.

- 6) The Elective and Appointive Counselors shall serve as members of the Advisory Council, Program Committee, and Nominating Committee.
- 7) The National Council Chapter Representative shall serve as a member of the Advisory Council and shall represent the Chapter to the Council of the Society.
- 8) The National Council Student Representatives (2) shall serve as members of the Advisory Council and shall represent the Chapter to the Council of the Society.
- 9) The Faculty Representatives shall represent their institution or group and shall serve as members of the Membership Committee and Publications Committee.
- 10) The Student Representatives shall represent student members of their institution and shall serve as members of the Membership Committee.
- 11) The official correspondence privilege on behalf of the Chapter shall be reserved to the officers of the Executive Board.
- 12) All presiding officers of the committees shall be directly responsible to the President. The hierarchy of interacting responsibilities shall conform with the general scheme of the Chapter Government (see Appendix I).

BY-LAWS. Article II: *TERMS OF OFFICE*

- 1) The terms of every office, except National Council Chapter Representative, shall be two (2) years. The President, Treasurer, and Faculty Representatives shall be elected in even-numbered years, and the Vice President, Secretary, Elective Counselor, and Student Representatives in odd-numbered years for overlapping terms of service. The Appointive Counselor shall be appointed by the President in odd-numbered years. Two National Council Student Representatives shall be elected for overlapping terms of two (2) years. The National Council Chapter Representative shall be elected for a term of three years in accordance with the rotation scheme of the Society.
- 2) Every active member may become a candidate for elective office, except for the "offices" of Faculty Representative or Student Representative, which are reserved to faculty or students of their institution or members of their group.
- 3) No member may be a candidate for the same office more than twice in succession. The National Council Representatives may not succeed themselves.
- 4) No member may accept another Chapter office during the first year of service in any office, except for office in the Society.
- 5) Members may not continue in office if their permanent residence has been transferred out of the Chapter's jurisdiction, if they become physically or mentally incapacitated, if they are suspended from active membership, or if their removal has been requested by the Executive Board of the Society or by the two-thirds (2/3) majority of the Total Chapter Government.
- 6) Unexpired terms of office shall be filled in accordance with the Hierarchy of Office Succession (see Appendix II).

BY-LAWS. Article III: *ELECTIONS*

- 1) On or before March 15 of each year, the Secretary shall mail to the active membership ballots containing the proposed slate of officers prepared by the Nominating Committee. The ballots shall be accompanied by envelopes marked "PSC-AMS Ballot." The form of the ballot shall conform with the Sample Ballots for even- and odd-numbered years (see Appendix III).
- 2) The consent to serve if elected must be obtained from every nominee or write-in candidate whose name appears on the ballot.
- 3) The deadline for receiving ballots by the Secretary shall be April 15 of each year.
- 4) The ballots shall be tabulated at the Spring meeting by two (2) active regular members (who are not officers of the Chapter Government) chosen and supervised by the Secretary.
- 5) Candidates receiving the greatest number of valid votes shall be considered elected. In case of a tie a run-off election shall be held.
- 6) The newly elected officers shall familiarize themselves with the Chapter's files or affairs in the period before their terms of office.
- 7) The incumbent Chapter officers shall close all business by June 30 of their last year in office and transfer all Chapter documents to their successors by July 31.

BY-LAWS. Article IV: *MEETINGS*

- 1) The following days shall be set aside for general meetings: a) for the fall meeting, a Saturday in late September or October, but in any case before the annual meeting of the Society; b) for the winter meeting, a Saturday in February or early March; c) for the joint spring meeting with the Northern California Chapter of the Society, a Saturday and following Sunday in April or May, the date to be determined jointly with the Northern California Chapter.
- 2) The Secretary will mail notices of the approaching meeting at least one month ahead of the meeting date. The notices will contain information about the place, time, and tentative program of the meeting.
- 3) A simple majority of the Executive Board, the Advisory Council, or the total active membership shall be the authority for calling a special meeting.
- 4) Any member shall have floor privileges at the general meetings of the Chapter. Should a speaker draw out a presentation unreasonably, the presiding officer, or the moderator of a panel discussion, shall be required to notify the speaker that the allotted time has been overextended.
- 5) The voting privilege at business sessions of general meetings shall be restricted to active members only.
- 6) One-half (1/2) of the agency membership (including the presiding officer) or one-fifth (1/5) of the active regular chapter membership shall constitute a quorum necessary for all business transactions.
- 7) Except as provided in the Constitution and the By-Laws of the Society or the Chapter, or in rules adopted pursuant to it, the business meetings shall be governed by the last revised edition of Robert's Rules of Order in matters of parliamentary procedure.

BY-LAWS. Article V: *FINANCES AND MEMBERSHIP*

- 1) Annual dues shall be determined by the Advisory Council.

- 2) The dues shall be payable no later than December 10 and shall be applied to the next calendar year.
- 3) Members who have remitted their Chapter dues shall be referred to as "active members." Those who fail to remit shall be referred to as "inactive members" for the period of one year, unless they remit their dues within that time.
- 4) Members who fail to remit their Chapter dues by December 10 shall lose Chapter membership, effective December 10 of the ensuing year. Past members shall be reinstated upon their request following the procedure applying to new members.
- 5) Chapter dues remitted by inactive members and past members in the first year of arrears shall apply to the calendar year they are or were considered inactive members.
- 6) Prospective members or transfers from other chapters who request active membership for the current year shall remit their dues with the request. Those entering after October 1 may choose to apply their dues to the next calendar year.
- 7) The Chapter will maintain a checking account with a reputable bank, preferably near the Treasurer's residence, and a savings account if desirable. Checks shall be signed by the Treasurer, the President or the Vice-President. In the event of dissolution of the Chapter, any assets remaining shall revert within one month to the Society.

BY-LAWS. Article VI: *PUBLICATIONS*

- 1) The publication of the Membership Directory shall be the responsibility of the Publications Committee. The Directory shall contain data of all persons who are considered Chapter members as of December 31 of the year preceding the year of publication. The Directory shall be distributed at or immediately following the Spring meeting.
- 2) Any other publications, such as Newsletters, Programs, Abstracts, etc., may be authorized by the Publications Committee, the President concurring. The circulation shall include such institutions, libraries, etc. as deemed appropriate by the Publications Committee.
- 3) Copies of each Chapter publication shall be forwarded within one month of issue to the Secretary of the Society and the Editor-in-Chief of the Society's Journal.

BY-LAWS. Article VII: *AMENDMENTS*

- 1) Amendments to the Constitution or the By-Laws of the Chapter may be formulated by any five (5) active regular members, and submitted to the Secretary by October 1. The text of the proposed amendment shall be mailed to the active membership by the Secretary together with ballots, on or before October 10.
- 2) The deadline for receiving marked amendment ballots by the Secretary shall be November 10 of the year in which the amendment is proposed.