

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

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Adopted/Approved: November 17, 1979  
Amended: November 18, 1989; November 20, 1999; February 21, 2015;  
April 2020; July 2022

## **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 permanent government of the Chapter shall consist of three agencies: the Executive Board, the Program Committee, and the elected Student Representatives.

- 1) Executive Board: President, Vice-President, Secretary, Treasurer
- 2) Program Committee: President, Vice-President, Elective Counselor
- 3) Student Representatives: Student Representatives I and II

### **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.

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### **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, and General Meetings. The officers shall be an ex officio member of all committees. The officer shall have the power to appoint committees not otherwise provided for in the Constitution or the By-laws and shall act as a decisive factor in case of a tie in any voting, or in case of doubt in interpretive matters.
- 2) The Vice-President shall assist the President, and shall be the presiding officer of the Program Committee.
- 3) The Secretary shall be responsible for the Chapter's membership records, membership mailings, and elections, and shall submit the annual membership report to the Executive Board.
- 4) The Elective Counselor shall be appointed by the President to serve on the Program Committee.
- 5) The Student Representatives shall represent student members of the Chapter. They shall also serve as National Council Student Representatives for the Chapter.
- 6) The official correspondence privilege on behalf of the Chapter shall be reserved to the officers of the Executive Board.
- 7) All presiding officers of the committees shall be directly responsible to the President.

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

- 1) The terms of every office shall be two (2) years. The President and Treasurer shall be elected in even-numbered years, and the Vice-President and Secretary in odd numbered years for overlapping terms of service. Two Student Representatives shall be elected for overlapping terms of two (2) years.
- 2) Every Regular Member in good standing may become a candidate for elected office. Student offices are restricted to Student Members.
- 3) 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 their membership has lapsed, or if their removal has been requested by the Executive Board.

### **BY-LAWS. Article III: *ELECTIONS***

- 1) Every year, the Secretary shall solicit nominations from members to fill vacant offices. To appear on a ballot, the candidate must consent to serve.
- 2) Candidates receiving the greatest number of votes shall be considered elected. In case of a tie a run-off election shall be held.
- 3) Members who do not cast a ballot will be counted as having abstained.

## **BY-LAWS. Article IV: *MEETINGS***

The Executive Board is empowered to call a special meeting.

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

- 1) Annual dues shall be determined by the Executive Board.
- 2) The dues may be paid at any time during the year, by cash, check, or an online method arranged by the Executive Board.
- 3) Members who have remitted their Chapter dues within the past 365 days 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. Inactive members who fail to remit their Chapter dues within that year shall lose Chapter membership immediately. Such past members shall be reinstated upon their request following the procedure applying to new members.
- 4) Prospective members or transfers from other chapters who request active membership shall remit their dues with the request.
- 5) The Chapter will maintain a checking account (and an interest-bearing account if desirable) with a reputable bank or an account within an academic institution or the Society. Accounts must be accessible by the Treasurer, President, and Vice President. 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.
- 6) The Treasurer shall prepare an annual budget for approval by the Executive Board and shall keep the Board and the Chapter informed about the financial condition of the Chapter. Funds shall be disbursed only in accordance with the approved budget or upon authorization by the Executive Board.

## **BY-LAWS. Article VI: *AMENDMENTS***

Amendments to the Constitution or the By-Laws of the Chapter may be formulated by the Executive Board or any five (5) Regular members. Amendments are adopted with a two-thirds (2/3) majority of voting members.