

**Bylaws of the**  
**International Society for the**  
**Philosophy of Music Education (ISPME)**  
**[DRAFT 12/09/03]**

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I

Nature and Fiscal Year of the Society

The Society shall be a non-stock and not-for-profit corporation having a fiscal year from January 1 through December 31.

II

Purpose

The International Society for the Philosophy of Music Education is a scholarly society for the study of the philosophy of music education. Its primary purposes shall be (1) to gather, consider, and disseminate ideas on the philosophy and practice of music as an integral part of education, and (2) to increase communications on philosophy among the various specialties of the music profession that bear on education, and (3) to sponsor symposia as the Society deems necessary for the express purpose of exhibiting appropriate research and initiating discussion.

No part of the net earnings of the Society shall inure to the benefit of any individual. The Society shall not participate or intervene in any political campaign on behalf of any candidate for public office.

III

The Executive Committee

The Executive Committee (hereafter known as EC) shall function as the operating committee of the Society and shall implement the policy decisions as the Society members direct at the Symposia meetings or by prior electronic communications. Duties are described below.

IV

Officers

Officers of the Society, their functions, and the manner of their selection as described in paragraph 11 below shall be as follows:

1. Chair: At each meeting of the Society in Symposia, a Chair will be named who will oversee the business of the Society until the next Symposium. This person will be the leader of the Society and is empowered to act in the interests of the Society whenever appropriate. The Chair will have executive authority absent the availability of the EC Members.
2. Associate Chair: At each meeting of the Society in Symposia, an Associate Chair will be named who will assist the Chair in the business of the Society until the next Symposium. In the event the Chair is in any way incapacitated, the Associate Chair will assume the duties of the Chair.
3. Program Chair: At each meeting of the Society in Symposia, a Program Chair will be named to coordinate and direct all activities pertinent to the planning and implementation of the next Symposium, including the Call for Papers, their evaluation and subsequent disposition, and keep the other members of the EC informed of the progress being made.
4. Associate Program Chair: The Associate Program Chair will be named who will assist the Program Chair as necessary to carry on the planning and implementation of the upcoming Symposium. In the event the Program Chair is in some way incapacitated, the Associate Program Chair shall carry out the necessary duties insuring that the scheduled Symposium will be implemented properly.
5. Site Chair: At each meeting of the Society in Symposia, a Site Chair will be named to plan and implement all activities pertinent to the location of the Symposium, such as meeting rooms, lodging and meals, transportation to and from the airport and for local events as planned, and any arrangements necessary for activities planned by the Program Chair and committee.
6. Communications Director: The Director, working directly with the Chair and the Program Chair, will be responsible for establishing and maintaining a web site, listing and recording all necessary business, informing the membership of appropriate Society activities, and make available other pertinent information conducive to conducting Society business successfully. The Director will post a Newsletter regularly on a schedule decided by the EC. This position is appointive and will not be subject to election as indicated below.
7. Recording Secretary. A Recording Secretary will be named who will record all official business as necessary and disseminate the record as appropriate.
8. Treasurer. A Treasurer will be named who will receive all monies, registration fees, lodging and meal payments, etc., and will make necessary payments as dictated by the needs of the Symposium and its attendees. A final report will be made within a reasonable time to the EC at the conclusion of Symposium business.
9. Parliamentarian: A Parliamentarian will be named who will become well versed in the Bylaws of the Society and will monitor the official actions of the Society. In addition, the Parliamentarian will recommend to the Society changes in the Bylaws as dictated by practicality and workability.
10. Professional Liaison Officer: A Professional Liaison Officer will be named who will make necessary contacts with other professional organizations as befits the needs of the Society.
11. Elections: Approximately three months prior to a meeting of a scheduled Symposium, a call for nominations will be sent to members in good standing via the internet with instructions to make nominations within approximately 30 days from the designated date of the notification. From that list and with additional names

added by the EC, a slate of officers will be evaluated and selections made by the EC. The proposed slate of officers for the next Symposia period will be sent to the membership with appropriate information on each person's qualifications. A vote will be requested within a four-week period prior to the scheduled Symposium so that the new slate can be announced at the Symposium and appropriate meetings held with outgoing and incoming officers. A simple majority will be acceptable for all elective offices.

## V

### Functions and Procedures of the Chair and the Executive Committee

The Executive Committee shall function as the operating committee of the Society and shall implement the policy decisions as the Society members direct at the Symposium meetings or by previous electronic communications.

1. The functions and procedures of the EC shall be as follows:
  2. a. The EC shall carry on the general business of the Society as
  3. pertains to initiating and implementing Symposia.
  - b. The EC will seek input from the membership before making decisions on how the Symposia are to be structured, and direct the procedures for selecting papers for the next Symposium.
  - c. Matters requiring decisions by the Membership shall be put to  
a vote with a simple majority required for passage.
2. Meetings as necessary will be held during each Symposium to take up Society business as pertains to site and location of the next Symposia, and any other business deemed necessary. Symposia locations shall be selected and the year designated at least two meetings in advance to allow the members to express their wishes and vote on the Site Chair and Assistant Chair. In addition, members may present items of business prior to or at the meeting of the Symposium by submitting written requests as well as motions from the floor when appropriate. The EC shall convene separately at least once before the close of the Symposium
3. The Chair of the Society shall conduct all discussions and/or

meetings of the EC either in person or by electronic mail. In addition, the Chair will act as or designate the moderator of Symposia meetings.

## VI

### Membership in the Society

1. Membership shall be individual, not institutional, and shall be open to all persons interested in furthering the purposes of the Society.
2. Annual dues in an amount to be established by the members of the Society at each Symposium shall be made payable to the Society and sent to the Treasurer. Dues shall be annual on the Fiscal Year of January 1 through December 31. The Treasurer shall send notices of dues payable with a due date set by the EC. Any member not paying her/his dues by the due date may be suspended from membership in the Society.
3. There shall be a meeting of the membership of the Society at each Symposium. Business requiring attention between Symposia shall be carried on by electronic means.
4. At all meetings of the members in Symposia, where business is introduced from the floor, those entitled to vote shall have one vote each.

## VII

### Program and Site Chairs

1. Program Chair: The Program Chair shall carry out the following duties.
  - a. Organize the Symposium with respect to location and format, as directed by the membership.
  - b. Put out a Call for Papers through the normal channels of the Society's electronic mail and through other related organizations.
  - c. Set deadlines for receipt of papers and send them out for review.
  - d. Determine from the reviews the accepted papers and arrange for appropriate notification.
  - e. Align the papers with appropriate subject areas of discussion as determined by the papers accepted.
  - f. Assign respondents and outline their responsibilities.
1. Site Chair: The Site Chair shall coordinate with the Program Chair the necessary requirements for the meeting of the Society with respect to facilities and equipment, plus the following:

- a. Make all necessary arrangements for lodging and special meals and receptions.
- b. Make necessary arrangements for air and ground transportation where appropriate.
- c. Notify members of the Society of all arrangements as appropriate.
- d. Work with the Treasurer to receive payment for registration, lodging, meals, and other special events held during the Symposium.
- e. Assist the Program Chair in carrying out the activities of the Society in Symposia.
- f. Report to the present EC all financial accounting as pertains to the Society.
- g. Set registration fees in accordance with financial needs of the

Symposium and approved by the full EC.

## VII

### Amendments

Amendments to the Bylaws may be proposed by a member of the EC or by any member of the Society at each Symposium or by electronic mail, subject to the membership's approval by majority vote subsequent to the Symposium meeting within a three-month period.

## VIII

### Dissolution

In case of dissolution of the Society, the EC shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation pursuant to those provisions consistent with the law regarding the distribution of assets of a nonprofit corporation upon dissolution.

{Summary for Information Only}

The Executive Committee will consist of the following members.

Chair, Associate Chair, Program Chair, Associate Program Chair

Site Chair, Professional Liaison Officer, Recording Secretary, Treasurer Parliamentarian,  
Communications Director.