

Bylaws of the International Society for the Philosophy of Music Education (ISPME)

I

Purpose Statement

The International Society for the Philosophy of Music Education (ISPME) is a scholarly society for the study of the philosophy of music education. Its 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.

II

Membership

All individuals who attend an ISPME Symposium shall automatically be considered members of the Society. In addition, membership shall be open to all persons interested in furthering the purposes of the Society, subject to the approval of the Executive Committee (Item III below). The Chair-Elect shall be responsible for maintaining the Society membership list. Individuals who no longer wish to be members can remove themselves by informing the Chair or Chair-Elect (Item IV below).

All members who attend the Society General Meeting (Item V below), whether in-person or online (virtually), shall be eligible to vote. The Executive Committee (Item III below) shall be responsible for making Society General Meetings available for online attendance and for ensuring a voting mechanism for online meeting attendees.

III

Executive Committee

The Executive Committee (hereafter known as EC) shall function as the operating committee of the Society. A primary purpose of the EC is to initiate and oversee symposia. The EC shall be responsible for ensuring the implementation and maintenance of the Bylaws, consistent with the purposes of the Society.

IV

Executive Committee Officers and Duties

The following Officers shall be elected by a vote of the membership at the Society General Meeting:

Chair-Elect. The Chair-Elect shall assist the Chair in the business of the Society. In the event the Chair is unable to continue in the role, the Chair-Elect shall assume the duties of the Chair. The Chair-Elect's primary responsibilities are to maintain the Society membership list and to ensure the orderly transition of electronic documents (including document permissions) from one EC to the next.

Program Chair-Elect. The Program Chair-Elect shall assist the Program Chair as necessary with the planning and implementation of the upcoming Symposium. In the event the Program Chair is unable to continue in the role, the Program Chair-Elect shall assume the duties of the Chair.

Site Chair-Elect: The Site Chair-Elect shall assist the Site Chair as necessary with the planning and implementation of all activities pertinent to the location of the Symposium, such as meeting rooms, lodging and meals, transportation to and from the airport, local events as planned, and any arrangements necessary for activities planned by the Program Chair and EC.

Pre-Symposium Chair-Elect. The Pre-Symposium Chair-Elect shall assist the Pre-Symposium Chair as necessary with the planning and implementation of the upcoming Pre-Symposium. In the event the Pre-Symposium Chair is unable to continue in the role, the Pre-Symposium Chair-Elect shall assume the duties of the Pre-Symposium Chair.

Secretary. The Secretary shall record all official business as necessary and disseminate the record as appropriate. During the Society General Meeting the Secretary shall record the names of all in attendance. In addition, the Secretary shall liaison with the Website Manager and Chair to ensure proper archiving of Society documentation. The Secretary shall also be responsible for ensuring newsletter communication with the membership as needed.

Student Representative (2): The two Student Representatives should be students at the time of their election (though their status may change before their term ends) and represent more than one geographic region. They will encourage philosophy of music education doctoral (and other if appropriate) students to participate in ISPME symposia. The Student Representatives will work actively with the Pre-Symposium Chair to seek contact information of potential student participants, establish community networks and interaction, communicate key conference information, and encourage participation in the Pre-Symposium. The Student Representatives will also communicate any matters of student interest or concern with the EC and seek to resolve issues as appropriate.

The following Officers are appointed or assume their roles at the conclusion of the Society General Meeting:

Chair: The Chair (serving previously as Chair-Elect) assumes duties at the conclusion of a Symposium, and oversees the business of the Society through to the conclusion of the subsequent Symposium, at which time the Chair's term ends and the Chair-Elect becomes the next Chair. The Chair's primary responsibility is to uphold the Society's Bylaws. The Chair's duties include overseeing agenda items and the calling and running of meetings. In addition, the Chair will act as or designate the moderator of Society General Meetings. The Chair is ultimately responsible for all duties not otherwise assigned to other EC Officers, including dialogue and communication with other professional organizations as befits the needs of the Society.

Program Chair: The Program Chair (serving previously as Program Chair-Elect) assumes duties at the conclusion of a Symposium. The Program Chair's primary responsibility is to coordinate and direct all activities pertinent to the planning and implementation of the next Symposium. Duties include:

- A. Putting out a Call for Papers.
- B. Organizing the format of the Symposium.
- C. Setting deadlines for receipt of papers.
- D. Organizing and overseeing the review process.

- E. Determining accepted papers and arranging for appropriate notification.
- F. Aligning the papers with appropriate subject areas of discussion as determined by the papers accepted.
- G. Assigning respondents and outlining their responsibilities.
- H. Keeping other members of the EC informed about their progress.

Site Chair: The Site Chair (serving previously as Site Chair-Elect) assumes responsibility for all aspects of hosting the Symposium, including budgeting, managing income and expenses, and arranging meeting spaces. The Site Chair is ultimately responsible for overseeing any budget surplus or shortfall. Relevant duties include, but are not limited to:

- A. Devising a budget for the Symposium.
- B. Setting registration fees in accordance with financial needs of the Symposium and approved by the full EC.
- C. Making all necessary arrangements for lodging and special meals and receptions.
- D. Making necessary arrangements for air and ground transportation where appropriate.
- E. Arranging for registration, and other special events held during the Symposium.
- F. Notifying members of the Society of all arrangements as appropriate.
- G. Providing a financial report to the EC as soon as possible after the conclusion of the Symposium.

Pre-Symposium Chair: The Pre-Symposium Chair will coordinate and direct all activities pertinent to the planning and implementation of the Pre-Symposium in close consultation with the Site Chair and the Student Representatives. The Pre-Symposium Chair will keep the other members of the EC informed.

Website Manager: The Website Manager is appointed by the Chair. The primary responsibility of the Website Manager is to maintain and oversee the Society's website as directed by the EC, and advise the EC on technological matters.

In the event that any elected position becomes vacant, the EC shall have the discretion to appoint a replacement until the next election.

V

Meetings

1. **EC Meetings:** The Chair of the Society shall be responsible for calling and overseeing meetings of the EC.
2. **Society General Meetings (SGM):** A general meeting will be held during each Symposium. The primary purposes of the meeting shall be to (a) elect EC officers, (b) vote on the site and location of subsequent Symposia, (c) provide EC reports as appropriate, and (d) discuss and vote on any Society business exceeding the duties and authority of the EC. Members wishing to introduce new business shall inform the Chair no later than three weeks (21 days) prior to the SGM. Agenda items not brought to the attention of the Chair three weeks in advance will be included on the agenda on the basis of majority vote of those present (in person or online).
3. **SGM Procedures:** Society General Meetings shall be conducted in the spirit of furthering the purposes of the Society. The agenda shall be circulated to the membership two weeks prior to the SGM. Minutes of the SGM shall be posted to the ISPME website. The meeting moderator will be responsible for ensuring agenda items are covered within the timeframe of the meeting. With the exception of a motion to adjourn the meeting, agenda items requiring action shall proceed as follows:
 - a. A member makes a motion (i.e., proposes action).
 - b. The moderator requests a seconder for the motion. Without a seconder, no further action is taken.
 - c. Upon receiving the support of a seconder, the moderator invites discussion from the floor. The moderator shall endeavour to ensure discussion is sensitive and responsive to language and cultural differences, and thorough and fair with respect to timeliness and opportunities to speak within the time allotted for a given agenda item.
 - d. The moderator calls for a vote on the motion. With the exception of votes for elections, which should be done by ballot, votes on motions will pass or fail by a show of hands (or, in the case of online attendance, an online voting system established by the EC in advance of the SGM). All votes require a simple majority to pass.

In the case of ambiguity or disagreement on procedural matters, *The Standard Code of Parliamentary Procedure* shall be considered the arbiter.

VI

Elections

Seven positions shall be filled on the basis of majority vote at the Society General Meeting:

- Chair-Elect
- Program Chair-Elect
- Pre-Symposium Chair-Elect
- Recording Secretary
- Student Representatives (2)
- Site Chair-Elect

It shall be the responsibility of the EC to solicit nominations from the membership for these positions no later than 60 days before the Society General Meeting. Nominations from the membership should close three weeks (21 days) in advance of the Society General Meeting. The EC shall subsequently be tasked with ensuring at least one candidate is nominated for each role, guided by considerations of balance with respect to gender, experience, background, geographic region, and the desire to honour the intent of being an international Society. The Chair shall be ineligible to be nominated as Chair-Elect; the Program Chair shall be ineligible to be nominated as Program Chair-Elect; the Pre-Symposium Chair shall be ineligible to be nominated as Pre-Symposium Chair-Elect. Nominations from the floor during Society General Meetings shall only be allowed in instances of vacancy (i.e., where no standing nomination exists).

Nominations for Site Chair-Elect shall be considered distinct from the other five positions to the extent that nomination depends on evidence of viability (i.e., demonstration that the candidate has the means to host a symposium). Nominations for Site Chair-Elect shall also be guided by the intent to rotate the geographic location of symposia so as to reflect the international intent of the Society.

Voting shall be held during the Society General Meeting, with the winner determined by majority vote. In cases where only one candidate is nominated, the membership shall be granted the opportunity of a yes or no vote.

VII Amendments

Amendments to the Bylaws may be proposed by any member of the Society. Amendments are subject to the membership's approval by majority vote at the Society General Meeting. Amendments shall be proposed to the membership 30 days prior to the Society General Meeting.

Approved by the General Assembly on June 16, 2023