

# SOCIETY FOR ETHNOMUSICOLOGY CHAPTER HANDBOOK

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### **Article XI of the SEM Constitution, "Chapters"**

1. The Board may authorize a group of Members in any locality or region to form a Chapter of the Society.

### **By-Laws to Article XI of the SEM Constitution, "Chapters"**

1. Chapters may hold meetings and elect Officers, who shall be Chapter President, Secretary, and other Officers as needed.
2. Expenses incurred by Chapters shall be met by assessment of their Members.
3. Chapter Officers and the Chapter Coordinator must be members of the Society in good standing.
4. A report of each meeting of a Chapter shall be sent to President of the Society, the Secretary of the Society, the SEM Chapter Coordinator, the SEM Business Office, and the Member-at-Large of the SEM Board (Even Year).
5. Chapters may initiate publication in the name of the Society or the Chapter thereof only with written permission of the Board.
6. Each Chapter may establish and amend By-Laws for the Chapter only in accordance with those of the Society.

## **SECTION I. CHAPTER OFFICERS**

### **A. Responsibilities of the Chapter Officers**

1. A Chapter shall be established through an official letter to the Board of Directors requesting authorization to form a Chapter. The Board shall respond in writing.
2. Each Chapter shall abide by the Articles and By-Laws of the Constitution of the Society for Ethnomusicology.
3. Each Chapter may establish and amend By-Laws for the Chapter in accordance with those of the Society.
4. A copy of the By-Laws and all Amendments of each Chapter shall be filed with the Secretary of the Society and the Chapter Coordinator.
5. The Chapters shall add the SEM Chapter Coordinator, the Member-at-Large of the Board (Even Year), and the SEM Business Office to Chapter mailing lists, and shall send them all mailings, such as newsletters and announcements of meeting dates.
6. Within thirty (30) days after each Chapter meeting, the Secretary of the Chapter shall send copies of the final program, proceedings, election results, and the business meeting report, to the Secretary of the Society, the Member-at-Large of the SEM Board (Even Year), the SEM Chapter Coordinator, the SEM Business Office, and the Chapter President. A "Chapter Report Form" for this purpose is provided in this Handbook and is available on the SEM World Wide Web Home Page. It is meant to be xeroxed, filled out and xeroxed once again in order to send out five copies as above while retaining the original for Chapter records.
7. If no meeting is held during the academic year, or if there are fewer meetings than normally scheduled (such as one instead of two), file a report to this effect and send it to the Secretary of the Society, the Member-at-Large of the SEM Board (Even Year), the SEM Chapter Coordinator, the SEM Business Office, and the Chapter President at least thirty days prior to the annual SEM meeting.
8. Outgoing Chapter Officers shall pass on this Handbook along with other pertinent files to newly elected Officers of the Chapter within thirty days of their election.

### **B. Suggestions for Chapter Officers.** It is suggested that:

1. when writing or amending its By-Laws, the Chapter send a draft of the By-Laws to the SEM Chapter Coordinator for suggestions.
2. At least four weeks before each Chapter mailing, a Chapter Officer write or call the SEM Business Office in Bloomington requesting a set of mailing labels. The computer will retrieve and print names and addresses by state and/or zip code. The labels will include both individuals and institutions. Chapters may get one set of mailing labels for their

area free per academic year, and after that, labels are available at half price. Chapters may make additional copies by mimeograph or on computer.

3. each Chapter send the final mailing, including tentative program, to institutions as well as individuals in the Chapter area. Ask institutions to please post the information.
4. a Chapter Newsletter or Resource Directory announce coming events at institutions in the Chapter and facilitate mutual sponsorship of guest scholars, performers, artists-in-residence, etc. Before initiating any new publication, the Chapter must obtain written approval of the Board.
5. each Chapter be certain that at least one of its current Officers attend the annual Chapter Officers Meeting so that all Chapters are represented. However, all Chapter Officers and proposers and organizers of Chapters are invited to attend. If no Chapter Officer can attend the annual meeting, the Chapter Officers should ask a member(s) of the Chapter to attend in their stead.
6. at least once per year, either before the Chapter meeting or no later than sixty days before the SEM annual meeting, each Chapter Officer review this Handbook to be certain all responsibilities have been fulfilled.
7. when forming a new Chapter, the Officers avoid overlaps with other Chapters. However, this may be allowable based on certain circumstances of geography or topography. These should be explained in the letter to the Board of Directors when seeking authorization to form or expand a Chapter.
8. at the Chapter Annual Meeting, student members should elect a representative to the Student Concerns Committee. If an election is not feasible, the Chapter President should appoint a representative. The representative's name and address should be sent to the Member-at-Large of the SEM Board (Even Year) with copies to the SEM President, Secretary, SEM Chapter Coordinator, and SEM Business Office.
9. calls for papers for Chapter meetings should be published in the SEM Newsletter no later than the January issue (November 15 deadline).

## SECTION II: CHAPTER PRESIDENTS

### A. Responsibilities of the Chapter President

1. Annual Report. Consult other sections of the Chapter Handbook. The Annual Report is due one month after the annual meeting of the Chapter. The report is to be submitted by the Secretary to the persons indicated in Section II. A (6) of the Handbook. The form for the report is included as Appendix C. The Chapter President should submit material to the Secretary as needed, and the Treasurer should submit a Treasurer's report. Note that this report is not the one given at the annual meeting, but accounts for all income and expenditures for the annual meeting. At an appropriate time, check with the Chapter Secretary to make sure that the report has been completed and sent. The Chapter President should receive a copy also. When there is a change of officers, the outgoing President shall confirm whether the out-going or in-coming officers will file the Annual Report.
2. Establish the place and dates of the next annual meeting. It is preferable to do this before the current annual meeting if at all possible. At each annual meeting, there should at least be a solid—if not fully-confirmed—invitation from an institution. This will save last-minute shopping for a host institution. It also will allow for the timely reservation of dates and space. As soon as the dates and location have been confirmed, send them to the SEM Newsletter Editor (before the November 15 deadline for the January issue). You may wish to include a call for papers.
3. Appoint a Program Committee for the next Annual Meeting. The Chapter President may use the Executive Committee—consisting of the elected and appointed officers—as the Program Committee or s/he may appoint persons who are not current officers. The Committee will publish the call for papers, it will jury papers for inclusion in the program, it will arrange for special events such as keynote speakers and concerts, and establish the schedule of activities for the annual meeting.
4. Solicit a volunteer at the host institution to serve as Local Arrangements Chairperson. Forward to that person the Checklist for Local Arrangements, "Appendix A" of the Handbook. The Checklist may need to be expanded or modified to fit local circumstances and/or requirements of a particular meeting.
5. At the Chapter Annual Meeting, arrange for student members to elect a Student Representative. If this is not feasible, appoint a Student Representative. This person will serve as a member of the SEM Student Concerns Committee. The Student Representative may sit as a member of the Chapter Executive Committee. The Student Representative is encouraged to organize student activities for the annual meeting, such as a student luncheon and proposals for panels and performances. The Chapter President, Secretary, or Newsletter Editor should assist the Student Representative in contacting advisors at member institutions to obtain names and addresses of student members or potential members, and to solicit news of student activities and achievements for the Chapter Newsletter. The Chapter President should send the name and address of

the Student Representative to the SEM Chapter Coordinator, Member-at-Large of the SEM Board (Even Year), SEM Secretary, and SEM Business Office.

6. Appoint a Nominating Committee and clarify whether Officer terms of office are for one year or for two years (elected in alternate years). The outgoing Chapter President shall certify that all nominees for Chapter Offices are members in good standing of SEM and the Chapter at the time of the election (or their election shall be invalid). The Chapter President normally should be a regular member of the Society; that is, not currently a full-time student.
  7. Establish an agenda and chair the business meeting at the Annual Meeting of the Chapter.
  8. Participate in the meeting of the Chapter Officers at the SEM Annual Meeting or ask another Chapter Officer to attend.
  9. If the Chapter publishes a newsletter, appoint an editor. See Section I of the Chapter Handbook regarding authorization for newsletters and obtaining mailing labels. With the Newsletter Editor, establish a schedule for publication of the issues. These should be sent at an appropriate time so as to include the call for papers, announcement of the program for the annual meetings, and so forth. The Newsletter Editor should contact representatives at each of the institutions in the area requesting news of faculty and student activities. The Chapter President may wish to submit his or her own items to the Newsletter. SEM Board policy stipulates that SEM and Chapter news items should appear first.
  10. If the Chapter awards a prize for an outstanding graduate paper, appoint a committee to jury the papers. Guidelines for the prize should be published annually with the call for papers.
  11. If warranted by developments or circumstances within the Chapter or if mandated by the SEM Board, appoint a Chapter By-Laws Revision Committee. Send a draft of the proposed revisions to the SEM Chapter Coordinator,
  12. At least one month prior to the Chapter annual meeting, the Chapter President should contact the SEM Business Office to order materials for display and sales at the meeting, including membership brochures, samples of publications, note-cards, etc.
  13. When there is a change of Treasurer, the President and new Treasurer should determine whether accounts will be left in the current bank or moved. Be sure that appropriate signature cards are sent in for authorization to sign checks.
- B. Suggestions for Chapter Presidents.** It is suggested that:
1. if members are interested in meeting jointly with other Chapters or with a Chapter of another professional society, the Chapter is free to do so, but it is recommended that planning be initiated two years in advance of such meetings.

2. chapters try to avoid meeting dates that conflict with those of adjacent Chapters, as some members attend meetings of more than one Chapter. Check with the Chapter Coordinator if in doubt.

### **SEC. III. SEM CHAPTER COORDINATOR**

#### **A. Responsibilities of Chapter Coordinator**

1. The SEM Chapter Coordinator shall abide by the Articles and By-Laws of the Constitution of the Society for Ethnomusicology.
2. The SEM Chapter Coordinator shall report to the Member-at-Large of the SEM Board (Even Year) and shall send semi-annual reports for presentation to the Board of Directors.
3. The SEM Chapter Coordinator shall send an annual compilation of basic data on all Chapters to the Secretary of the Society; to the Secretary of each Chapter; to the Member-at-Large of the SEM Board (Even Year), and to the SEM Business Office.
4. The SEM Chapter Coordinator shall preside over an annual meeting of Chapter Officers to be held during each Annual Meeting of the Society. The SEM Chapter Coordinator shall make certain the Chapter Officers Meeting is officially scheduled by the Program Chairperson.
5. The SEM Chapter Coordinator shall be responsible for suggesting changes in this Handbook to the Member-at-Large of the SEM Board (Even Year).
6. The newly appointed SEM Chapter Coordinator shall, within thirty days of the appointment, notify each Chapter in writing of his or her address and phone number. The Chapter Coordinator should also make certain the same information has been sent to the Member-at-Large of the SEM Board (Even Year) and to the Office Manager, SEM Business Office, Bloomington.
7. Because the SEM Chapter Coordinator is appointed by the President of the Society to a term concurrent with that of the President, the following applies: Within thirty days of the inauguration of a new President of the Society, the SEM Chapter Coordinator shall send all pertinent files to the newly appointed Chapter Coordinator. If the new President has not informed the outgoing SEM Chapter Coordinator of the newly appointed one, the outgoing SEM Chapter Coordinator shall send all files to the President.

#### **B. Suggestions for SEM Chapter Coordinator.** It is suggested that:

1. the SEM Chapter Coordinator remind the Program Chair (of the annual SEM meeting) to avoid scheduling the annual Chapter Officers Meeting opposite a Council, Board of Directors, or Editorial Board Meeting, since Chapter Officers may be members of any of them.
2. at least once per year, either before the Chapter meeting or no later than sixty (60) days before the SEM annual meeting, the SEM Chapter Coordinator review this Handbook to be certain all responsibilities have been fulfilled.

## SECTION IV, APPENDIX A GUIDELINES FOR LOCAL ARRANGEMENTS

### I. FACILITIES

- A. Rooms: Well in advance of the meeting, reserve rooms of an appropriate location, size, seating, and technical capacity for any or all of the following functions:
- |                      |                        |
|----------------------|------------------------|
| 1. Meeting rooms     | 5. Reception           |
| 2. Concert hall      | 6. Jam sessions        |
| 3. Registration area | 7. Workshops           |
| 4. Dining            | 8. Informal gatherings |
- B. Technical equipment: Reserve additional technical equipment needed: Cassette deck, phonograph, overhead projector, slide projector, screen, video deck/ monitor, podium, computer cart, or public address system (depending on size of room and type of activity)
- C. Signage. Prepare and install signage for parking and general information.

### II. HOUSING, TRANSPORTATION, AND MEALS

Note: Most university admissions offices and city tourist bureaus distribute free guides, directories, or maps covering transportation, housing, and dining.

- A. Hotels, motels, and crash space: Arrange for motels or hotels in the area to host conference those attending, preferably at a discount. Publicize these in advance of the conference with addresses, phone numbers, and group rates. Arrange for and publicize student crash arrangements
- B. Transportation: Announce how those attending might reach the conference: airline flights, trains, bus, taxi, subway, and auto routes, and provide information on parking. Provide maps.
- C. Meals: Reserve a place for pot-luck or catered meals with tables, refrigeration, and stove
- D. Coffee service: Provide coffee and doughnuts at registration; refreshments at receptions
- E. Guide to eating out: Distribute a list of eating places on and off campus. Does the campus or city have a printed guide to restaurants?

### III. REGISTRATION

Note: Most hotels and many campuses will provide help (including name tags and additional conference packet materials) through their conference office, business office, or concierge.

- A. Printing: In advance, print conference programs, concert program notes, and tickets.

- B. Display: Provide a table to display materials from the SEM Business Office, including membership forms, sample publications, and merchandise. Have someone run the table and sales.
- C. Table: Registration tables, supervised by the Treasurer, requires a Registrar, registration forms, receipts book, cash, conference programs or booklets, tickets for concerts, and name tags.
- D. Registration packet: The packet distributed at Registration may include conference program, name tags, a campus map, concert tickets, a city map and restaurant guide.

## **V. SERVICES**

- A. Secure student help for registration and display, refreshments, audio-visual equipment, concert set-up and any last-minute needs such as mimeograph copying.
- B. Be sure Security opens buildings, rooms, and washrooms in advance of the conference.
- C. Arrange for equipment and belongings to be watched or locked when rooms are not in use.
- D. Arrange for parking spaces and permits if required
- E. If there will be a concert, you will need advance publicity, technical equipment, a stage manager, stage hands, ticket takers, ushers, warm-up area, and dressing facilities.

## **VI. BUDGET FOR LOCAL ARRANGEMENTS**

- A. Attempt to secure funds to cover basic expenses of the meeting (room rentals, equipment use, coffee service, copying and printing) from a host Department, Division, or Dean.
- B. Do not commit the Chapter to any expenses without the advance approval of the Chapter President and Treasurer.
- C. Feel free to schedule a reception or concert hosted by the local university or department.

## **SECTION IV, APPENDIX B: LIST OF SEM CHAPTERS**

To provide maximum opportunities for members to attend Chapter meetings, Chapters should include SEM members from the states and provinces below on their mailing lists:

### **Mid-Atlantic Chapter**

District of Columbia  
Delaware  
Maryland  
New Jersey  
\*New York  
\*Pennsylvania  
\*Virginia  
West Virginia

### **Midwest Chapter**

Illinois  
\*Indiana  
Iowa  
Kansas  
Kentucky  
Manitoba  
\*Michigan  
Minnesota  
Missouri  
Nebraska  
North Dakota  
\*Ohio  
Saskatchewan  
South Dakota  
Wisconsin

### **Niagara Chapter**

\*Indiana  
\*Michigan  
\*New York  
\*Ohio  
Ontario  
\*Pennsylvania

### **Northwest Chapter**

Alberta  
Alaska  
British Columbia  
Idaho  
Montana  
Oregon  
Utah  
Washington  
Wyoming

### **Northeast Chapter**

Connecticut  
Massachusetts  
Maine  
New Brunswick  
New Hampshire  
\*New York  
Nova Scotia  
Québec  
Rhode Island  
Vermont

### **Southeast-Caribbean**

Alabama  
Arkansas  
Florida  
Georgia  
\*Louisiana  
Mississippi  
North Carolina  
Puerto Rico  
South Carolina  
Tennessee  
\*Virginia

### **Southern Plains (proposed)**

\*Louisiana  
\*Oklahoma  
\*Texas

### **Southwest Chapter**

Arizona  
Colorado  
New Mexico  
Nevada  
\*Oklahoma  
\*Texas

### **Northern California**

### **Southern California**

**\*Covered by more than one chapter**

**SECTION IV, APPENDIX C  
CHAPTER REPORT FORM**

Secretaries: Within 30 days of a Chapter Meeting, fill out the "Chapter Report Form" and, 1) send one copy each to the Secretary of the Society, the Member-at-Large of the SEM Board (Even Year), the SEM Chapter Coordinator, the SEM Business Office, and the Chapter President; 2) send final program and election results (if any) to the SEM Newsletter Editor. If no meeting is held during the academic year, or if there are fewer meetings than scheduled, file a report to this effect (using this form) at least one month prior to the annual SEM meeting. This form is also available through the SEM Website.

Chapter Name: \_\_\_\_\_

Meeting held? \_\_\_\_\_ (Yes) / \_\_\_\_\_ (No)

Date of Meeting: \_\_\_\_\_ No. in Attendance: \_\_\_\_\_

If meeting was not held, provide reason: \_\_\_\_\_

If one was held, attach final program and business meeting report.

**Officers, Addresses, Phone Numbers, Terms of Office (Dates).** Note whether continuing (C) or newly-elected (N):

Chapter President:

Secretary:

Treasurer:

Other(s):

Chapter Funds:	Pre-meeting Balance:	\$ _____
	Meeting Income:	\$ _____
	Other Income:	\$ _____
	(Meeting Expenses):	\$ _____
	(Other Expenses):	\$ _____
	Current Balance:	\$ _____

Next Meeting (Date and Place): \_\_\_\_\_

In addition to meetings, what other Chapter activities are being carried on? Publications?  
Other?

Please use additional sheets as necessary to complete the above and to note any problems, questions, or suggestions for Chapter Coordinator. Thank you!

## **SECTION IV: APPENDIX D HISTORY OF REVISIONS AND EMENDATIONS**

1. Originally prepared in 1982 by Sue Carole DeVale, Chapter Coordinator, with additions and corrections by Chapter Officers present at the Chapter Officers Meeting, November 21, 1980 and by the Board of Directors at their meetings, Spring, 1981 through Spring, 1982.
2. Revised in 1989 by Ed O'Connor, Chapter Coordinator.
3. Revisions approved at the Board of Directors Meeting, SEM Annual Meeting, October 1997, proposed by Member at Large (Even year), Gage Averill.

"History of Revisions and Emendations" section added

Guidelines reorganized to facilitate use by Chapter Officers and the Chapter Coordinator.

Revised "Checklist [now 'Guidelines'] for Local Arrangements," adding section called "Budget for Local Arrangements."

Substituted the "Member-at-Large of the SEM Board (Even Year)" for the SEM President for purposes of reporting.

Apportioned Canadian provinces not mentioned in the Chapter mailing lists to the most appropriate region.