

SOCIETY FOR ETHNOMUSICOLOGY, INC.

CONSTITUTION AND BY-LAWS

Revised November 1992, August 1999, August 2008, June 2019, April 2021

CONSTITUTION

ARTICLE I.

Name and Principles

The name of the Society shall be **THE SOCIETY FOR ETHNOMUSICOLOGY**. The Society is incorporated under the laws of the State of New York, U.S.A., as a non-profit membership corporation.

The Society for Ethnomusicology:

- Promotes equity and diversity of participation inclusive of race, ethnicity, religion, gender, gender identity and expression, employment status, nationality, sexual orientation, and disability.
- Is committed to furthering equity and mutual respect in research, education, communication, creative endeavors, and professional development.
- Welcomes diversity of viewpoints and methodologies and endeavors to create an inclusive and supportive academic community for its members and colleagues.

ARTICLE II.

Purpose

The purpose of the Society shall be advancement of research and study in the field of ethnomusicology. Founded in 1955, the Society is a U.S.-based organization with an international membership dedicated to the interdisciplinary study of music and sound across all cultural contexts and historical periods. The Society holds an Annual Meeting; produces a journal and other publications; awards academic prizes; and engages in special projects in support of research, education, public service, and professional development in ethnomusicology.

ARTICLE III.

Membership

- A. The Society shall consist of Regular, Life, Spouse/Partner Life, Honorary, Spouse/Partner, Student, Institutional, and Complimentary Institutional Memberships. Anyone with an interest in music or sound may join SEM.
- B. Members, except Complimentary Institutional, Life, Spouse/Partner Life, and Honorary members, shall pay annual dues as provided by the By-Laws.
- C. Applications for Membership in the Society shall be made as provided by the By-Laws.
- D. Each Member (except Institutional Members) shall be entitled to one vote during the annual election of the Society and in the Annual Meeting of the Society.

- E. Each Member shall be entitled to receive one copy of *Ethnomusicology*, the official journal of the Society, and online access to the *SEM Newsletter*.

ARTICLE IV.

Council

- A. The Council of the Society shall consist of elected Members in good standing.
- B. The Council shall act as an advisory body to the Board of Directors. It shall address itself to long-range policy and direction of the Society, as well as immediate and emergency concerns, and may make appropriate recommendations to the Board. The 42 members of the Council serve three-year terms, with terms staggered so that at least 12 regular members and 2 student members are elected each year. The Board may request the opinions of the Council on specific questions and issues.
- C. Meetings of the Council shall be held at the Annual Meetings of the Society.
- D. New Councilors shall be elected by the Membership annually as provided by the By-Laws.
- E. The Council shall elect its Chairperson for a term of two years at the Council meeting held in conjunction with the Annual Meeting of the Society.
- F. The Council shall elect its Secretary for a term of two years, which term shall overlap by one year the term of office of the Chairperson, at a Council meeting held in conjunction with the Annual Meeting of the Society.

ARTICLE V.

Board of Directors

- A. The Board of Directors of the Society, hereinafter referred to as the Board, shall consist of the President; the President-Elect or, in alternate years, the Past President; the First Vice-President; Second Vice-President; Secretary; Treasurer; and two Members-at-Large. Board membership should reflect the Society's values as outlined in Article I. Normally, candidates for Board positions will have served on the Council or in other Society leadership positions. Members with professional experience at colleges/universities, museums, libraries, and other organizations should also be considered for nominations.
- B. The Board shall determine the general policy of the Society. The Board may establish a Business Office and appoint an Executive Director to administer the policies and programs of the Society.
- C. The Board shall serve as the governing body of the Society. It shall call upon the Council for advice. It shall draw up an annual budget, control disbursements, and

order an annual audit of the Treasurer's accounts. The Treasurer delegates financial management to the Executive Director while maintaining oversight and review.

- D. Meetings of the Board shall be called by the Secretary upon direction of the President. Upon request by three members of the Board, a meeting must be called.
- E. Voting shall be by majority vote of Members present at a meeting or by email to the full Board between meetings.

ARTICLE VI.
Elected Officers

- A. Elected Officers of the Society shall be the President-Elect, First Vice-President, Second Vice-President, Secretary and Treasurer, and two Members-at-Large.
- B. Elected Officers and Members-at-Large of the Board shall be nominated as provided by the By-Laws and shall be elected annually by the membership as provided by the By-Laws.
- C. An Honorary President may be nominated by the Board and elected by the Council.

ARTICLE VII.
Committees

- A. The President may appoint committees (e.g., standing committees, ad-hoc committees) to serve as desired, after consultation with the Board. The membership should be informed of such appointments as soon as possible thereafter.
- B. The President shall be ex-officio Member of all committees thus appointed.
- C. The Society shall include an elected ethics committee.

ARTICLE VIII.
Official Journal

- A. The name of the official journal of the Society shall be **ETHNOMUSICOLOGY**.
- B. The Editor of the official journal shall be appointed by the Board of Directors, and this appointment shall be periodically reviewed.

ARTICLE IX.
Meetings

- A. The Society shall hold Annual Meetings at such dates and places as shall be determined by the Board.
- B. The President and Secretary of the Society shall be Chairperson and Secretary, respectively, of the Annual Meetings.

ARTICLE X.

Fiscal Year

The Fiscal Year of the Society shall be from July 1 to June 30.

ARTICLE XI.

Chapters

- A. The Board may authorize a group of Members in any locality or region to form a Chapter of the Society.
- B. The President shall appoint a Chapter Coordinator, whose term of office will be concurrent with that of the President.

ARTICLE XII.

Archives

The Society shall maintain an archives which will be known as the Society for Ethnomusicology Archives, housed at the University of Maryland, Special Performing Arts Collection. The Executive Director serves as liaison to the Archives. Any member may contribute documents pertaining to the shared governance history of the Society.

ARTICLE XIII.

Amendments

- A. The Constitution of the Society may be amended by a two-thirds majority and the By-Laws by a simple majority of the votes cast during an annual election, as provided by the By-Laws.
- B. Proposals to amend the Constitution or By-Laws of the Society may be made by acts of (1) the Board of Directors or (2) the Council. Members with suggestions for revisions to the Constitution or By-Laws should submit them to the Board and/or Council for consideration.

ARTICLE XIV.

Dissolution

In the event of the dissolution of the Society, any assets remaining shall be disposed of by the Treasurer in consultation with the Board.

BY-LAWS

To ARTICLE III.

Members

- 1. The Board of Directors shall review the annual dues for all classes of Membership periodically (at least every three years) and recommend adjustments that may be deemed necessary or advisable in view of the finances of the Society. The recommendations made by the Board shall be subject to the approval by the Council.

2. Application for Membership shall be made to the Business Office of the Society and accompanied by the proper dues, which act shall constitute Membership in the Society.
3. Honorary Members may be nominated by any Elected Officer or Member-at-Large of the Society and shall be approved by a majority vote of Members of the Board of Directors present at a meeting or upon reference by email to the full Board between meetings.
4. The Board shall have the power to revoke a Membership in any class except Life Membership and Spouse/Partner Life Membership.
5. Dues of Members shall be payable to the Society for Ethnomusicology and sent to the Business Office of the Society by January of each year. Members who are in default of dues after January 15th of any year shall be listed as delinquent. Any Member in default of dues at the end of the calendar year shall be dropped from the list of Members. Dues of new Members applying as of October 5th of any year may, if desired, be credited to the following year.
6. All Members in good standing, including Honorary Members, shall: a) have the right to vote; b) be eligible to hold elective positions in the Society; c) have the right to recommend candidates for elective offices by petition; d) have the right to propose amendments to the Constitution and By-Laws by petition.
7. The rights and privileges stated above apply to all membership categories except as follows; a) Life Members and Spouse/Partner Life Members shall make a single payment to the Society; b) Spouse/Partner members shall receive one copy of each number of the Journal and Newsletter; c) Student Members/doctoral candidates may remain in this membership category as long as they are pursuing a degree; d) Honorary Members shall pay no dues.

To ARTICLE IV.

Council

1. New Councilors shall be nominated by a committee of three Members of the Society who are or have been Councilors. These Members shall be appointed by the President, with approval of the Secretary of the Council, for their experience and interest in the conduct of the affairs of the Society. The Secretary of the Council shall chair this committee but without vote. Members in good standing may recommend names to the Council Nominating Committee by February 1 for consideration and possible nomination as candidates for elected Council positions.
2. The nominations shall be submitted to the President and the Secretary of the Society, and to the Business Office of the Society, along with a brief biography of each nominee by April 1st of each year. The Business Office shall submit the slate of candidates to the Membership in the form of a printed ballot or by privacy-

protected online web ballot by May 1st of each year. A web ballot, mail ballot or a ballot cast in person shall be valid provided that appropriate measures have been taken to authorize and protect the eligibility and identity of the voter and to ensure security of the vote to prevent manipulation during the collection, storing and counting process.

3. Councilors shall be elected by a majority of votes cast during a balloting. If necessary, additional candidates shall be elected to ensure that a minimum of twelve regular members and a minimum of two student members are elected each year. In no case shall more than twenty-five Councilors be elected in any year. Councilors shall serve terms of three years and their terms shall coincide with the terms of the Officers, i.e., beginning and ending at the Annual Meeting of the Society. Councilors whose terms expire shall not be eligible for immediate re-election. In the case of a Councilor's resignation, the seat is filled by the nominated candidate who was next on the list of tallied votes in the most recent election.
4. Copies of the Annual Reports of Officers to the Membership shall be available to Councilors at Annual Meetings of the Council. The Council is encouraged to include virtual communication technology for its meetings to ensure the broadest participation possible.

To ARTICLE V.

Board of Directors

1. Notice of Meeting shall be sent by the Secretary upon direction of the President at least ten days in advance. Board meetings may be held in person or with virtual communication technology.
2. A quorum shall consist of five Members of the Board.
3. The President and Secretary jointly shall be empowered to act in emergencies. Such action shall be subject to the earliest possible approval by the Board.
4. The Treasurer reviews the budgets drawn up by the Executive Director and authorizes the Executive Director to dispose of funds only as provided in the annual budget.

To ARTICLE VI.

Elected Officers

1. The President, in consultation with the Board, shall appoint a Nominating Committee of five Members of the Society who are or have been Councilors. The Nominating Committee shall propose a multiple slate that includes two candidates for each open position. The slate submitted by the Nominating Committee should reflect the Society's values as outlined in Article I of the Constitution. Normally, candidates for Board positions will have served on the Council or in other Society leadership positions. Members with professional experience at colleges/universities, museums, libraries, and other organizations should also be considered for

nominations.

2. The slate of candidates for office shall be submitted by the Chairperson of the Nominating Committee to the President and the Secretary of the Society, and to the Business Office of the Society, by April 1st of each year. The Business Office shall submit it to the Membership in the form of a printed or online ballot by May 1st of each year.
3. Members in good standing may recommend names to the Nominating Committee by February 1 for consideration and possible nomination as candidates for elected Board officer positions.
4. A Member's name shall be placed upon the ballot only with that person's prior written consent. This consent given, the nominee shall be honor bound not to withdraw and, if elected, to serve and to assume the full burden of the Office, including attendance at all Meetings of the Board.
5. Officers shall be elected by a majority of votes cast at a balloting. A web ballot, mail ballot or a ballot cast in person shall be valid provided that appropriate measures have been taken to authorize and protect the eligibility and identity of the voter and to ensure security of the vote to prevent manipulation during the collection, storing and counting process.
6. In the event of a tie, the President of the Society shall cast a deciding vote.
7. The President, First and Second Vice-President, Secretary, Treasurer, and the two Members-at-Large shall serve terms of two years. The President-Elect shall serve a one year term before assuming the Presidency, then serve as President for a term of two years, then serve as Past President for a term of one year.
8. Board members shall not be nominated to succeed themselves.
9. Vacancies in any office (other than that of Honorary President), succession to which is not provided in the Constitution or By-Laws, shall be filled by the Board until the General Membership Meeting at the next Annual Meeting. After the General Membership Meeting, the new Board will appoint a replacement until the next election. In the event that the President is unable to serve, the First Vice-President may serve or the Board may request that the President-Elect assume the post. The Board may, by a two-thirds (2/3) vote, remove any officer it deems has not performed their duties consistent with those outlined in the Constitution and By-Laws, and/ or if a Board member's continued leadership impedes the Board's ability to function on behalf of the Society, after consultation with the SEM Council and Ethics Committee.
10. The President-Elect, Second Vice-President, Treasurer, and one Member-at-Large shall be elected in years alternating with the election of the First Vice-President,

Secretary and a second Member-at-Large. The change-over between newly elected and outgoing Officers and other Board Members shall take place at the Annual Meeting.

11. The Office of Honorary President shall be without term. No regular duty shall be required and he or she may accept or decline invitation from the President to render any service. The Honorary President shall receive complimentary copies of all publications of the Society.

To ARTICLE VII.

Committees

1. The Society for Ethnomusicology Ethics Committee (hereafter SEM-EC) will act as an advisory committee to the SEM Board, Business Office, Council, and membership as a body with reference to relevant ethical matters pertaining to SEM activities, business, and conduct. The SEM-EC is advisory and holds no adjudicatory functions.
2. Elections: The SEM-EC will serve as a standing committee of the Society. Any SEM member in good standing can recommend themselves to the SEM-EC for service on the SEM-EC. The SEM-EC will review self-recommendations, discuss them with the Board Nominating Committee, and indicate which of these candidates should be nominated for the ballot. The Board Nominating Committee may also nominate additional candidates. The Board Nominating Committee will submit all nominated candidates to the Board Secretary for inclusion on the annual ballot by April 1.
3. Members: 7 SEM members in good standing will be elected through annual ballot. Diversity in membership, as described in Article I of the Constitution, is encouraged. The committee will include at least 1 member enrolled in a PhD program in ethnomusicology or a related field and at least 1 member not serving in a full-time teaching or research role at a university at the time of their election to the committee.
4. Chair: 2-year term. No consecutive terms; two terms total. The Chair is elected by members of the SEM-EC.
5. Outgoing Vice-Chair. The Chair serves as Outgoing Vice-Chair for a 1-year term following their 2-year term as Chair.
6. Secretary: 3-year term. No consecutive terms, two terms total. The Secretary is elected by members of the SEM-EC.
7. Regular Members: 3-year term. No consecutive terms, two terms total.
8. Meetings of the committees are encouraged to be held virtually as well as in person to ensure the broadest participation possible.

To ARTICLE VIII.

Official Journal

1. The Editorial Board and its Chairperson shall be appointed by the President in consultation with the Board of Directors.
2. Subscription shall be available to the general public at a price determined by the Board of Directors and Business Office.

To ARTICLE XI.

Chapters

1. Chapters may hold meetings and elect Officers who shall be Chapter President and Chapter Vice-President. Other Officers, as needed, shall be Chapter Secretary and Chapter Treasurer. Chapter members may consult the Chapter Handbook for guidelines.
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 the Secretary of the Society and to the Chapter Coordinator.
5. Chapters may initiate publication in the name of the Society or of a Chapter thereof only with written permission of the Board.
6. Each Chapter shall establish and amend By-Laws for the Chapter only in accordance with those of the Society.

To ARTICLE XII

Archives

1. The Society for Ethnomusicology Archives exists as a repository for documentary data pertaining to the formation, development, and business of the Society for Ethnomusicology. The Archives is housed at the University of Maryland, Special Collections – Performing Arts.
2. The Archives will be governed by policies and procedures approved by the Board of Directors and originally published in the SEM Newsletter Vol. #26, issue #2, p.3.
3. All members of the Board of Directors; Executive Director; editors of the Journal, Newsletter, and other publications; officers of the Council; Chapter coordinator and chapter officers; chairs of committees; ACLS delegate; and other designated liaison people shall be encouraged to donate all documents pertaining to their terms in office to the SEM Archives at the conclusion of their terms.

4. The Collections of the Archives, except those restricted by contract, will be made accessible to all researchers.
5. If copyrighted or restricted materials from the Archives are to be published, the researcher is required to obtain all necessary permissions. All documents quoted in publication must credit both the Society for Ethnomusicology and the SEM Archives.
6. The Executive Director shall serve as a liaison between the Society and the Archives, reviewing the needs of the Archives and promoting its development and use.

To ARTICLE XIII.

Amendment

1. Proposals to amend the Constitution or By-Laws along with comments such as may be made upon them by those submitting the proposals, shall be presented to the Board and/or Council by February 1 for consideration.
2. A web ballot, mail ballot or a ballot cast in person shall be valid provided that appropriate measures have been taken to authorize and protect the eligibility and identity of the voter and to ensure security of the vote to prevent manipulation during the collection, storing and counting process.

To ARTICLE V. (Board of Directors)

1. Whenever any notice is required to be given under the provisions of the laws of the State of New York or under the provision of the Certificates of Incorporation or By-Laws of the Corporation, a waiver thereof, in writing, signed by the person or persons entitled to notice, whether before or after the time stated therein, shall be deemed equivalent thereto.
2. The Treasurer, subject to the provisions of the By-Laws, and to such regulations as may from time to time be prescribed by the Board of Directors, shall have the custody of the funds and securities of the corporation and shall also have the disbursements of its money. The Treasurer delegates custodianship of funds and securities and disbursements of monies to the Executive Director, while maintaining oversight and review.
3. The Executive Director shall deposit the funds of the corporation in such banks or trust companies as may from time to time be designated by the Board of Directors, and shall deposit the securities of the corporation with such banks or trust companies as may from time to time be designated by the Board of Directors. The withdrawal of funds or securities shall be made only on the signature or signatures of employees of the corporation as may be designated from time to time by the Board of Directors for such purpose. The Treasurer maintains oversight and review of withdrawals.

4. The Treasurer shall, in general, perform all the duties incident to the office of the Treasurer and such other duties as from time to time may be assigned to him or her by the Board of Directors.
5. The Executive Director, if required so to do by the Board of Directors, shall give a bond for the faithful discharge of his or her duties in such sum, and with such sureties, as the Board of Directors shall require. The expense of any such bond shall be paid by the corporation.