



Guidelines for Respectful Interactions at SMT Virtual Conferences

SMT wishes to create a meeting in which all participants feel safe, welcomed, and included. The items below are suggestions for attendees, including session chairs, to assure that meeting interactions are respectful and inclusive. Session chairs should play an important role in assuring that presenters and audience members are not subject to explicit or implicit displays of bias.

For Session Chairs

Before the session begins:

Learn and use the correct pronunciation of each speaker's name and ask them about their pronoun preferences.

At the beginning of the Q & A:

The session chair should:

- Remind the audience before taking questions that this should be a space of respectful and constructive discourse.
- Remind the audience that they should ask short questions and not make broad sweeping statements.
- Remind the audience to make their questions pertain to the speaker's presentation

During the Q & A:

The session chair should:

- Avoid using gendered pronouns when recognizing questioners.
- Be aware of cultural differences about engagement in Q/A sessions.
- If possible, recognize diverse questioners over the course of a session and do not allow one individual to monopolize the question-and-answer period.

Interventions during the Q & A:

- Be aware of signs of aggressive questioning which may border on bullying, especially if directed towards students, early career scholars, or scholars from underrepresented minorities. It is your responsibility as the session chair to intervene in real time if you witness such behavior.
- If the chair senses that a questioner is not specifically addressing the content of the speaker's paper, the chair should intervene and ask for the questioner to either address the topic of the paper or cease the question.
- If you sense that a questioner is engaging in aggressive questioning, you should verbally cut off the questioner.
- If necessary, remind presenters and attendees of the SMT policies on ethics and harassment.

- If you are required to intervene in a session because of aggressive, bullying, or harassing behaviors, please report the incident to SMT leadership in writing:
 - President: president@societymusictheory.org
 - Executive Director: smt@societymusictheory.org

For Individuals: Being Engaged

The goal of achieving an intellectual and social forum that is productive and welcoming depends on the participation of all members of the Society. Any person who witnesses any form of discrimination, harassment, and/or microaggressions should feel empowered to acknowledge the behavior by verbally calling attention to it. Anyone who witnesses unwelcome behaviors should report it to those in positions of leadership within SMT: session chairs, program committee, members of the SMT Executive Board, SMT leadership:

- President: president@societymusictheory.org
- Past-President: pastpresident@societymusictheory.org
- Vice President: vicepresident@societymusictheory.org
- Treasurer: treasurer@societymusictheory.org
- Secretary: secretary@societymusictheory.org
- Executive Director: smt@societymusictheory.org
- Program Chair: pcchair@societymusictheory.org

Questioners should keep in mind that the purpose of the Q&A is to provide feedback to the presenter and to focus questions on the topics presented.



SMT POLICY ON ETHICS

The Society for Music Theory upholds and promotes the following basic principles of ethical conduct in our profession:

1. freedom of inquiry and the widest possible access to information of use to scholars;
2. honesty and integrity in scholarly investigation and in the evaluation and transmission of the results of scholarship;
3. respect for diverse points of view and the potential worth of scholarship on any aspect of music theory or any related subject;
4. recognition of the intellectual property rights of other scholars, institutions, publishers, composers, performers, and informants, and acknowledgment of the principle of fair use;
5. fairness and honesty in evaluations of colleagues and students;
6. avoidance of any appearance of a conflict of interest in processes of evaluating the work of colleagues and students; and
7. commitment to extend to colleagues and students equal opportunities for full participation in the professional community.

Approved by the SMT Executive Board November 6, 2014



Policy on Harassment

(approved by the SMT Executive Board February 14, 2019)

The Society for Music Theory is committed to providing an environment that defends the ideals of justice, dignity, and equality for all people, and the right to participation and free inquiry in a climate of safety and respect for all members. The Society repudiates and condemns discrimination, harassment, and bullying in any form.

Harassment is conduct that is demeaning, intimidating, threatening, abusive, and which causes offense on the basis of race, national and ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, physical and mental disability, political belief, affiliation, or activity, and that undermines, frustrates, incapacitates, or causes another person to feel vulnerable. This includes sexual harassment, unwelcome conduct of a sexual nature, creation of a negative psychological and emotional environment based on gender, gender identity, sexual orientation; and racial harassment or conduct that intimidates, excludes, or undermines the self-esteem and violates the dignity and security of individuals based on race, ethnicity, origin, or religion. The SMT condemns bullying, physical or verbal, as well as cyberbullying, or using electronic media to threaten, embarrass, intimidate, or exclude individuals.

Preparedness:

- Registrants for SMT-sponsored meetings will be asked to confirm their awareness of the Policy on Harassment as part of the conference registration process as well as the annual membership renewal protocols.
- SMT members are expected to comply with the Policy on Harassment in the review process of SMT publications (MTS, MTO, SMT-V); discussion groups (SMT Discuss); and IG interactions.
- For the annual conference each year, the Local Arrangements Committee will provide the addresses and telephone numbers of local police, rape and crisis centers, emergency rooms, as well as the coordinates for calling security at the conference hotel.
- Each year, the Annual Meeting Program Book will include this information, along with the procedure for reporting harassing behavior.

Procedure and measures:

- In the event that SMT members are either targets of harassing behavior or are witness to harassing behavior directed at other members at conferences, the recommended procedure is:
 1. Inform the SMT President or other Board members;

2. Where warranted, address a formal written complaint to the SMT President.
- Anyone requested to stop harassing or perpetrating other inappropriate behaviour is expected to comply immediately. Continued threatening behaviour will result in expulsion from the meeting, and in the case of proven offenses, revocation of membership and honors.

Disclaimer:

As a voluntary professional organization with a small staff, the SMT is limited in its ability to respond formally to charges of sexual harassment. Nonetheless, within these constraints the SMT will follow its professional and ethical responsibility to respond to reports of sexual harassment among its membership.

The SMT cannot control the behavior of conference attendees and does not assume legal liability for harassment taking place at the Annual Meeting unless it involves direct, paid employees of the SMT. This statement is informational only and is not a contract, and does not create any legally enforceable protections or obligations on the part of the SMT. It is not intended to, nor should it be used to support a cause of action, create a presumption of a breach of legal duty, or form a basis for civil liability.

The wording of these guidelines has been adapted (with permission) from the AMS Policy on Harassment (<https://www.amsmusicology.org/page/harassment>)