

SOCIETY FOR MUSIC THEORY GOVERNANCE GUIDELINES

Introduction

As part of the bylaws review and revision of 2007, the Executive Board of the Society for Music Theory has approved the following “Governance Guidelines” for use by SMT officials, committees, and individual members. These guidelines include text from the 2007 SMT bylaws, text from prior versions of the bylaws, policies enacted by Executive Board resolutions, and additional policies reflecting current practice.

This version of the Guidelines contains five sections. The first deals with the officers of the Society, the Executive Director, and other officials. The second section deals with all current SMT committees (standing and ad-hoc), listing committee size, terms of appointment, composition, and particular requirements and duties of committee chairs. The third section deals with SMT publications, editors, and editorial boards. The fourth deals with the terms and categories of Society membership. The fifth is a timeline for nominations and elections.

Future versions of the guidelines may include additional sections, such as links to committee homepages and committee histories (lists of past members and chairs, as well as committee initiatives) and other Society procedures (from *Spectrum* submission guidelines to nominating procedures for Society awards).

Where appropriate and known, the source(s) of the individual items are indicated: the 2007 version of the bylaws (*BL 2007*); the prior version of the bylaws (*BL 2002*); and Executive Board resolutions (e.g., *EB 2005*, the date referencing publication in the Newsletter).

The SMT Governance Guidelines can be changed only by a majority vote of the Executive Board. In the case of changes required by Executive Board resolutions or bylaws revisions approved by the membership, such changes shall be made automatically upon enactment of those resolutions or revisions. SMT members may propose a change to the Governance Guidelines by submitting it in writing to the President; the Executive Board will have at least thirty days to consider the proposed change prior to a vote on its approval.

The Guidelines shall be maintained by the Secretary, who shall post the most currently approved version on the SMT Website.

Officers, Executive Director, and Other Officials

Officers

Terms for all officers shall begin and end at the conclusion of the Annual Meeting. *(BL 2007)*

1. *President*

The President shall carry out the policies of the Executive Board and shall preside at all meetings of the Society and the Executive Board. The President, with the advice of the Executive Board (as needed), shall appoint all members of committees and shall be a member *ex officio* of all standing committees. The President shall represent the Society in its relations with other organizations and agencies. The President shall discharge such other duties as are customarily associated with the office. *(EB 2016)*

The President is responsible for periodic performance reviews of the Executive Director and negotiates with Indiana University for office space and other support for the Executive Director.

The President contacts candidates for nomination to positions of Secretary and Treasurer. *(EB 2002)*

2. *Vice President*

The Vice President shall assist and advise the President and shall discharge the duties of the President in case of the latter's absence or disability, or at the latter's request. The Vice President shall perform other duties appropriate to the office. *(BL 2007)*

The Vice President functions as official liaison between the SMT and (a) other regional and foreign theory societies, (b) graduate student societies, (c) interest groups associated with SMT. *(BL 2002)*

The Vice President chairs the Subventions Committee. *(BL 2002)*

The Vice President hosts at the SMT Annual Meeting a breakfast meeting for representatives of other regional and foreign theory societies. *(BL 2002)*

The Vice President shall notify interest groups associated with SMT who wish to qualify for meeting space at the conference and be listed in Society publications that they must communicate their planned activities and needs to the Executive Director. *(EB 2013, 2019)*

The Vice President hosts at the SMT Annual Meeting a breakfast meeting that includes representatives of interest groups. *(EB 2002, 2017)*

3. *Secretary*

The Secretary shall take the minutes of all meetings of the Society and the Executive Board. The Secretary shall conduct its correspondence, supervise the balloting and tally the results of Society elections, and shall perform other duties appropriate to the office. The Secretary, with the consent of the Executive Board, may delegate various duties of his or her office to the Executive Director. *(BL 2007)*

The Secretary shall maintain official records of all Executive Board actions and provide copies of all such records to the SMT archive.

The Secretary shall submit the minutes of the Executive Board meeting in draft form to the Executive Board for approval by January 1 of the year following an Annual Meeting. *(EB 2005)*

The Secretary shall maintain an up-to-date version of the SMT Governance Guidelines and post the currently adopted version on the SMT Website.

4. *Treasurer*

The Treasurer shall maintain accurate and timely records of the Society's income from all sources and its expenses. The Treasurer shall collect revenues and other monies and shall deposit them in the name of the Society. The Treasurer shall be authorized to disburse funds and pay all bills on behalf of the Society. With the authorization of the Executive Board, the Treasurer shall invest any funds not needed for current disbursements. The Treasurer, with the consent of the Executive Board, may delegate various duties of his or her office to the Executive Director, including the authority to disburse funds in the name of the Society. The Treasurer shall make a financial report to the Society at the Annual Meetings, shall file any financial reports required by government agencies, and shall prepare any other reports as the Executive Board may direct. *(BL 2007)*

The Treasurer oversees periodic audits of the Society's finances *(BL 2002)*; oversees the preparation and filing of annual tax returns and reports; maintains electronic records of SMT finances and banking; and files annual corporate reports with the New York Secretary of State.

The Treasurer, in consultation with the Executive Director, produces a proposed budget for the Executive Board to approve at each annual meeting. *(EB 2003)*

The Treasurer annually purchases general liability insurance for the Society. *(EB 2004)*

The Treasurer chairs the Annual Meeting Grants Subcommittee (AMGS), a subcommittee of the Executive Board that consists of the Treasurer and two other Board members. The AMGS shall (in consultation with the Chair of the Program Committee, the Executive Director, and the Vice President) allocate funds budgeted by the Executive Board to support events or projects related to the Annual Meeting that are not covered by the Local Arrangements budget. These include Program Budget grants (a keynote and possibly other events organized by the Program Committee have priority); special requests for funds from SMT committees, interest groups, and others; and grants related to the annual meeting that are not managed by other SMT committees. *(EB 2016)*

5. *President-Elect*

The President-Elect shall assist and advise the President and shall perform other duties appropriate to the office. The President-Elect is a voting member of the Executive Board. *(BL 2007)*

The President-Elect attends meetings of the Publications Committee and Program Committee that take place at the annual meeting but shall not be a voting member of those committees. *(EB 2016)*

6. *Past President*

The Past President shall assist and advise the President and shall perform other duties appropriate to the office. The Past President is a voting member of the Executive Board. (*BL 2007*)

Executive Director

The Executive Director of the Society shall be appointed by the President with the approval of the Executive Board. The Executive Director is responsible for the general administration of the Society's affairs and shall perform such duties as determined by the Executive Board under terms and conditions specified in writing by the Executive Board and accepted in writing by the Executive Director. The Executive Board may, in its sole discretion, authorize and empower the Executive Director to sign contracts on behalf of the Society. The Executive Director is a non-voting member of the Executive Board. (*BL 2007*)

The Executive Director is appointed for a three-year, renewable term. (*BL 2002*)

The Executive Director shall

- Coordinate the administrative activities of the Program Committee and assist the chair of that committee.
- Oversee of the organization of the Annual Meeting (working with the Local Arrangements Committee).
- Oversee the finances for the Annual Meeting.
- Coordinate the search for future sites of the Annual Meeting.
- Serve as liaison with the publisher of the Journal.
- Work with the Newsletter Editor to coordinate information regarding the Annual Meeting and other information.
- Work with Executive Director of the American Musicological Society on joint meetings and other mutual activities.
- Work with SMT-affiliated interest groups on conference needs and issues.
- Administer applications to the Subventions Committee.
- Oversee the SMT Website.
- Collect and prepare information for the Executive Board.

Other Officials

1. *Legal Advisor*

The Legal Advisor, appointed by the President, provides, on a voluntary basis, informal opinion relating to legal matters affecting the Society.

2. *Delegate to the American Council of Learned Societies*

The Delegate to the American Council of Learned Societies, appointed by the President, represents SMT at meetings of the ACLS and regularly reports to members, through the Newsletter and other means, information related to ACLS activities.

3. *Delegate to the New Grove Online Advisory Board*

The Delegate to the New Grove Online Advisory Board, appointed by the President, represents SMT at meetings of the New Grove Online Advisory Board and is a member of the New Grove Online Advisory Committee. *(EB 2004)*

4. *Representative to RILM*

The Representative to RILM, appointed by the President, represents SMT at meetings of RILM. The term is for two years, with possibility of reappointment for one additional two-year term. *(EB 2016)*

5. *Society Statistician*

The Society Statistician, appointed by the President, shall on a yearly basis maintain, analyze, and make public statistics pertaining to gender and diversity within the Society. *(EB 2014)*

6. *Sustainability Coordinator*

The Sustainability Coordinator, appointed by the President to a term of three years, will aid in the Society's adherence to its Sustainability Guidelines, monitor SMT's sustainability practices, and make recommendations as necessary involving issues of sustainability in SMT's management and operations. *(EB 2014)*

7. *Society Archivist*

The Society Archivist, appointed by the President, shall help to formulate policies regarding SMT archiving and to aid in sending relevant materials to the SMT Archives. *(EB 2015)*

8. *Liaison to NASM*

The Society's Liaison to the National Association of Schools of Music, appointed by the President, shall represent SMT at NASM's meetings. The term is for two years, with possibility of reappointment for one additional two-year term. *(EB 2016)*

9. *Liaisons to Other Scholarly Societies*

Liaisons are appointed by the President to other societies as appropriate for a term of two years, with the possibility of reappointment for a second two-year term. The liaison informs the President and the Board of significant developments within the society to which they are a liaison, especially regarding activities that have a bearing on SMT and the discipline of music theory. Liaisons do not speak on behalf of the SMT. *(EB 2016)*

SMT Committees

Standing committees of the Society shall include the Nominating Committee, the Publications Committee, the Program Committee, and the Local Arrangements Committee. *(BL 2007)*

The Executive Board may create additional standing committees, ad hoc committees, or other positions to serve the needs and interests of the Society. *(BL 2007)*

The Executive Board may, at its discretion, move to dissolve any Committees not enumerated in

the Bylaws. The dissolution of such Committees designated as Standing Committees of the Society shall further require a two-thirds vote of the voting members present at a Business Meeting of the Members of the Society. The Secretary shall inform the membership of any such votes at least 30 days in advance. *(BL 2007)*

Appointments to all committees and positions shall be made by the President in consultation with the Executive Board. The Executive Board shall define the terms of office and duties of all committees and positions. Members of such committees and holders of such appointive positions may serve as consultants to the Executive Board, but shall have no vote at Board meetings unless they are members of the Executive Board. *(BL 2007)*

The Executive Board shall inform the Society of the membership, terms of appointment, and activities of all committees through the Society Newsletter, Website, or other suitable means. *(BL 2007)*

General Guidelines for Committees

- Where appropriate, appointments to each committee shall be staggered to insure continuity and a uniform turnover of committee membership from year to year. *(BL 2002)*
- To the extent possible and appropriate, committee membership will reflect the diversity of the Society as regards gender, geographical location, ethnicity, etc.
- Unless otherwise stated, all committee members are voting members of their committee.
- All members and chairs are appointed by the President unless otherwise indicated.
- All committee members must be members in good standing of SMT.
- The chair of each committee shall prepare an annual report on its activities to be submitted to the Executive Board in advance of its annual meeting.
- The chair of each committee shall continuously update a Position and Succession Document and submit it annually to the Executive Director, President, and President-Elect or Past President by October 1st. *(EB 2017)*
- The chair of each committee shall serve as the liaison to the Executive Board and, upon the President's request, shall make a presentation on the committee's activities at the Board's annual meeting. *(EB 2012)*
- These general guidelines for the size, composition, and chairing of the Committees, and for the term lengths of its members, may be overridden by the President, in consultation with the Executive Board, if there are extenuating circumstances. *(EB 2014)*

Standing Committees

1. Nominating Committee

The Nominating Committee shall present a slate of candidates for the Society's annual election of officers and members of the Executive Board in accordance with Section V of the Bylaws. *(BL 2007)*

The Nominating Committee shall nominate at least two candidates for each open seat on the Executive Board. *(EB 2007)*

Size: five persons. *(EB 2004)*

Term: one year. *(BL 2002)*

Chair: one year, following one year as member (*EB 2015*). The chair will not vote in elections for SMT officers or members-at-large of the Executive Board. In the event of a tie vote in an election for these positions, the Secretary will confidentially inform the chair of the tie, and the vote of the chair will resolve the tie vote. Only the Secretary and the chair of the Nominations Committee will know that there has been a tie vote and how it has been resolved (*EB 2005*).

2. *Publications Committee*

The Publications Committee shall supervise the print and electronic publications of the Society. (*BL 2007*)

Society publications currently include *Music Theory Spectrum*, *Music Theory Online*, the SMT Newsletter, *SMT-V* (*EB 2015*), and the SMT Website.

Size: at least nine persons. (*EB 2015*)

Composition: a chair, the chair of the Networking Committee, a member-liaison to the Executive Board, and the editor of each SMT publication, plus the associate editors of *Music Theory Spectrum* and *Music Theory Online*. (*EB 2015*)

Term: the Chair serves a term of three years (*BL 2002*); the other members' terms are concurrent with their other appointments or election.

3. *Program Committee*

The Program Committee shall prepare the program of papers, presentations, performances, and other activities at the Society's Annual Meetings. (*BL 2007*)

Size: at least six persons. (*BL 2002*)

Composition: the current chair, the subsequent year's chair, the President, and at least three additional members. (*BL 2002*)

Term: one year. (*BL 2002*)

Chair: one year, following one year as member. (*EB 2015*)

4. *Committee on Workshop Programs*

The Committee on Workshop Programs selects Graduate Student Workshop Program (GSWP) and Peer-Learning Program (PLP) leaders, and coordinates administration of the workshops in conjunction with the Executive Director and the Program Committee.. (*EB 2013, 2019*)

Size: four persons. (*EB 2008*)

Composition: a chair, the current Program Committee chair, and two other members. At least one member, not including the Program Committee chair, must recently have been involved, as leader or participant, in a GSWP or PLP workshop. (*EB 2011, 2013*)

Term: one year.

Chair: one year, following one year as member. (*EB 2015*)

5. *Local Arrangements Committee*

The Local Arrangements Committee shall supervise the planning and arrangements for the Society's Annual Meetings. (*BL 2007*)

Size: at least one person.

Composition: the Executive Director, additional members as needed.

Term: one year. (*BL 2002*)

Chair: Executive Director.

6. *Publication Awards Committee*

The Publications Awards Committee will solicit nominations for the Society's annual awards. The committee will supervise consideration of candidates and will recommend winners of awards to the Executive Board. The committee may decide not to recommend certain awards in any given year. (*BL 2002*)

At present, these awards are

- *The Wallace Berry Award*, given for a distinguished book by an author of any age or career stage.
- *The Outstanding Publication Award*, given for a distinguished article by an author of any age or career stage.
- *The Emerging Scholar Award (Article)*, given for an article published no more than seven calendar years after the author's receipt of the Ph.D. (or, in the case of someone who does not hold a Ph.D., before the author reaches the age of forty). (*EB 2015*)
- *The Emerging Scholar Award (Book)*, given for an book published no more than seven calendar years after the author's receipt of the Ph.D. (or, in the case of someone who does not hold a Ph.D., before the author reaches the age of forty). (*EB 2015*)
- *The Outstanding Multi-Author Collection*, given for a distinguished multi-author collection. (*EB 2015*)
- *Citations of Special Merit* are occasionally awarded for editions, translations, reference works, edited volumes, and other types of publications that are of extraordinary value to the discipline. (*EB 2013*)

Size: at least six persons. (*BL 2002*)

Term: two years; at least two members shall be appointed each year. (*EB 2006*)

Chair: one year, following one or two years as member. (*EB 2015*)

Eligibility: works eligible for awards in any year are those published during the three preceding calendar years. (*EB 2008*)

Publication date: if the actual date of publication of a book differs from its copyright date, or if the actual date of publication of an article differs from the journal's issue date, eligibility for awards shall be determined by the actual date on which the work was published. (*EB 2008*)

Special considerations: committee members shall forfeit their eligibility for awards during their committee tenure. Subsequent eligibility for awards shall be extended beyond the date that such eligibility would normally have expired (had the member not served on the

committee), with the duration of extension equivalent to the duration of service. *(BL 2002)*

Nominations: only members of the Society for Music Theory may submit nominations for the Society's publication awards. *(EB 2013)*

7. *Committee on the Status of Women*

The Committee on the Status of Women shall promote gender equity in the Society. *(BL 2002)*

The Committee on the Status of Women, as a committee of the Society designated with specific tasks to perform in service to the membership of the Society, may choose to present a 90-minute session at the Society's Annual Meeting as part of executing its mission. The format, length (90 minutes or 3 hours), and content of the session will be determined by the committee and will be fully described in the Program and Abstract booklets if submitted to the Executive Director by the published deadline for conference proposals. The committee will be named in the session title ("Session Organized and Presented by the Committee on the Status of Women"). *(EB 2016)*

The Committee on the Status of Women administers mentoring programs for women scholars submitting paper proposals to the Annual Meeting, and for women scholars submitting articles to major theory journals. *(EB 2013)*

Size: at least five persons. *(BL 2002)*

Composition: a majority shall be women; at least one shall be a man; one shall be a woman graduate student at the time of her appointment. *(BL 2002)*

Term: three years. *(BL 2002)*

Chair: two years, following at least one year as member. *(EB 2015)*

8. *Subventions Committee*

The Subventions Committee shall award financial assistance to members of the Society for selected projects in the field of music theory, including out-of-pocket expenses associated with the preparation and publishing of an article or book that has been accepted for publication; special workshops or conferences that deal with music theory; and other such projects. The Subventions Committee shall solicit applications for such awards on a regularly scheduled basis. *(EB 2014)*

Size: five persons. *(BL 2002)*

Composition: a chair, one member-at-large of the Executive Board, and three other members. *(EB 2015)*

Term: two years. *(EB 2015)*

Chair: the Vice President. *(BL 2002)*

Special considerations: committee members shall forfeit their eligibility for subvention grants during their committee tenure. *(EB 2013)*

9. *Committee on Race and Ethnicity*

The Committee on Race and Ethnicity shall promote diversity of race, culture, values, and points of view within the Society. (*EB 2019*)

The Committee on Race and Ethnicity shall administer grants to assist with travel to the SMT Annual Meeting—a Minority Travel Grant for those who belong to an ethnic minority and who are citizens of, or are currently residing in, the US or Canada (*EB 1998, 2013*); and an International Travel Grant for non-US and non-Canadian citizens who reside outside of the United States and Canada (*EB 2003, 2013*). The two programs will have separate applications (*EB 2003*). Students and junior faculty (in that order) are given preference for both grants (*EB 2013*).

The Committee on Race and Ethnicity, as a committee of the Society designated with specific tasks to perform in service to the membership of the Society, may choose to present a session at the Society’s Annual Meeting as part of executing its mission. The format, length (90 minutes or 3 hours), and content of the session will be determined by the committee and will be fully described in the Program and Abstract booklets if submitted to the Executive Director by the published deadline for conference proposals. The committee will be named in the session title (“Session Organized and Presented by the Committee on Race and Ethnicity”). (*EB 2016, 2019*)

Size: at least six persons.

Term: three years.

Chair: two years, following at least one year as member (*EB 2015*).

10. *Professional Development Committee*

The Professional Development Committee shall promote the professional development of the Society’s members and professional conduct within the discipline.

The Professional Development Committee currently administers a conference guide program (for new members to the SMT Annual Meeting), hosts a student breakfast reception at the Annual Meeting, and organizes a curriculum vitae review program, also at the Annual Meeting. (*EB 2017*)

The Professional Development Committee, as a committee of the Society designated with specific tasks to perform in service to the membership of the Society, may choose to present a session at the Society’s Annual Meeting as part of executing its mission. The format, length (90 minutes or 3 hours), and content of the session will be determined by the committee and will be fully described in the Program and Abstract booklets if submitted to the Executive Director by the published deadline for conference proposals. The committee will be named in the session title (“Session Organized and Presented by the Professional Development Committee”). (*EB 2016*)

Size: at least six persons.

Composition: at least two members are graduate students at the time of their appointment.

Term: three years.

Chair: two years, following at least one year as member (*EB 2015*).

11. *Networking Committee*

The Networking Committee shall oversee the electronic resources of the Society, including the SMT Website, list serve, and electronic archives. (EB 1997) The committee shall communicate with the Publications Committee on matters pertaining to publication. (EB 2000)

Size: at least eight persons.

Composition: a chair, the chair of the Publications Committee, the SMT Web Manager, the Editor of *Music Theory Online (MTO)*, the *MTO* Managing Editor, the *SMT* List Manager, the liaison to the Executive Board, and two or more members-at-large as needed. (EB 2017)

Term: three years.

Special considerations: the Networking Ombuds Subcommittee, consisting of the President (serving as Chair), the Chair of the Publications Committee, and the Chair of the Networking Committee, shall adjudicate appeals of decisions made by the moderators of SMT online social media and make recommendations regarding the moderation of SMT online social media. (EB 2015)

12. *Development Committee*

The Development Committee shall design and implement a fund-raising strategy for the Society. (EB 2012)

Size: at least five persons. (EB 2016)

Composition: a chair and at least three members at large. (EB 2016)

Term: four years. (EB 2016)

13. *Committee on Disability and Accessibility (CDA)* (EB 2019)

The Committee on Disability and Accessibility (CDA) promotes greater accessibility within the Society for Music Theory and in all areas related to music theory scholarship and pedagogy. The committee also actively support and fosters deeper engagement with the cultural study of disability as it relates to music theory—including, but not limited to, scholarship on physical, psychological, cognitive, sensory, and invisible impairments; scholarship on neurodiversity; and scholarship relating to Deaf Studies. (EB 2019)

The CDA shall be a standing committee of the Society, and one of the diversity committees under the guidance of the Diversity Coordinating Committee (DCC). The chair will serve concurrently as a member of the DCC. (EB 2019)

The CDA shall aid in in the Society's adherence to its Accessibility Guidelines, monitor SMT's accessibility practices, adjudicate the Accessibility Travel Grants (EB 2018), and make recommendations involving issues of access and accommodation in SMT's management and operations. (EB 2014).

The CDA may choose to present a session at the Society's Annual Meeting as part of executing its mission. The format, length (90 minutes or 3 hours), and content of the session will be determined by the committee and will be fully described in the Program and Abstract booklets if submitted to the Executive Director by the published deadline for conference

proposals. The committee will be named in the session title (“Session Organized and Presented by the Committee on Disability and Accessibility”). (EB 2019)

The CDA shall hold a no-host luncheon at the Annual Meeting to discuss matters that relate to the mission of the CDA to which all interested members of the SMT are invited. (EB 2019)

The CDA shall participate in maintaining the official blog, “Music and Disability Studies,” of the AMS and SMT. It shall work with the AMS Music and Disability Study Group and other scholarly societies in providing program sessions and informal forums at national meetings, encouraging participation in regional societies, and seeking grant support for common initiatives. It shall maintain a constituency group open to all members of the SMT via an e-mail listserv. (EB 2019)

The CDA shall offer support for navigating disability in academic, professional, and/or personal contexts through a mentoring program, pedagogy resources, and a database on musical representations of disability. (EB 2019)

Size: at least five persons, including if possible at least one member with specific accessibility needs.

Composition: a chair (serving concurrently as a member of the DCC); and at least four members at large.

Term: three years.

14. *Investment Committee*

(originally an ad hoc committee; made a permanent committee by EB 2015)

The Investment Committee shall design and implement an investment strategy for the Society, in accordance with directives provided by the Executive Board. (EB 2011)

Size: at least three persons.

Composition: a chair and at least two members at large, none of whom shall be members of the Executive Board.

15. *Committee on LGBTQ+ Issues* (EB 2020)

The Society of Music Theory Committee on LGBTQ+ Issues seeks to promote diversity and inclusion regarding gender expression and sexual identity, and serves as a consulting body for related issues of concern to all music theorists. To this end, the committee will provide resources for and guidance on the professional development and mentorship of LGBTQ+ students and young scholars; advance scholarship that explores issues of gender, sexuality, and music; and foster a climate that better supports LGBTQ+ scholars and scholarship in the field of music theory.

Activities

- Support the scholarly endeavors of the Queer Resource Group by promoting scholarship on LGBTQ+ topics within the field of music theory.
- Gather and voice concerns pertaining to LGBTQ+ identity and research, and bringing these concerns to the Executive Board and the Society as a whole when appropriate.
- Develop and maintain a mentorship program.

- Sponsor special sessions at Annual Meetings according to the schedule established by the Diversity Coordinating Committee.
- Collaborate with other standing committees to discuss intersectional solutions to systemic problems pertaining to diversity, equity, inclusion, and accessibility in the Society at large.
- Network with LGBTQ+ committees of other national and regional societies to foster relationships and exchange ideas.
- Advocate for individuals experiencing discrimination and trauma on account of their identity expression in the discipline or at their home institutions.
- Work with the Professional Development Committee to compile recommendations for best practices in hiring and retaining queer scholars in the field, conducting queer research, conference planning, and conference culture.
- Work with the Program Committee to determine suitable locales for LGBTQ+-identifying individuals, who are still denied federal rights such that the location of the conference might impinge on health and even the right *to live* if denied access to healthcare or legal services or, if granted access, faced with discrimination.
- Liaise with the Local Arrangements Committee in order to ensure LGBTQ+-identifying individuals receive proper amenities, restrooms, contacts for emergency services, and have access to LGBTQ+-friendly legal services, establishments, and local transport or individuals who can escort safely to and from meetings in cities with increased hostility or reduced protections.
- Liaise with the SMT statistician regarding informed collection of demographic, quantitative, and qualitative data about LGBTQ+ experiences and scholarship.

Size: At least five persons, selected by the SMT president in consultation with the Committee Chair (staggered years). The Committee Chair will also serve on the DCC.

Composition: A majority shall identify as LGBTQ+, representing a cross-section of sexual and gender identity categories; one shall be a graduate student at the time of their appointment.

Term: Each committee member will serve a term of three years.

Chair: Each chair shall serve a term of two years, following at least one year as a regular member.

Ad Hoc Committees

Ad hoc committees are intended to fulfill limited-term functions. Once they have served their purpose, they are to be dissolved. The President shall individually determine the terms of the various members of ad hoc committees. Unless stipulated by the Executive Board, the size and composition of ad hoc committees shall be determined by the President and may be adjusted on an annual basis.

1. *SMT-40 Dissertation Fellowships Committee*

The SMT-40 Dissertation Fellowships Committee shall administer the awarding of SMT-40 Dissertation Fellowships.

Size: four persons.

Term: two years.

(EB 2016)

2. *Ad Hoc Committee on Archives Policy*

The *Ad Hoc Committee on Archives Policy* shall formulate an archives policy for the SMT.

Size: four persons.

Term: two years.

(EB 2016)

3. *SMT Student Presentation Award Committee*

The SMT Student Presentation Award Committee shall evaluate student presentations given at the Annual Meeting. The award (\$250) is given annually to a graduate or undergraduate music student for a scholarly presentation (paper or poster) at the Annual Meeting. The award does not include any guarantee of publication. The winner will be announced after the Annual Meeting, on or before December 1. The award recipient will be formally acknowledged in the February SMT Newsletter and at the Awards ceremony the following fall.

Size: five persons; the committee chair can, when necessary, invite other non-student SMT members to assist the committee on teams (in cases where three or more teams of two are needed to evaluate concurrent presentations).

Term: two years, staggered

Eligibility: An eligible student who wishes to be considered for the award must submit materials to the Executive Director by October 1.

(EB 2018, 2019)

Executive Board Ad Hoc Committees and Task Forces:

1. *Communications Ad Hoc Committee*

The *Communications Ad Hoc Committee* shall provide language for communications from the Executive Board to the Society and the public concerning sensitive issues affecting members of the Society.

Size: four persons

Term: two years

(EB 2017)

2. *Annual Meeting Ad Hoc Committee (2018–2020)*

The *Annual Meeting Ad Hoc Committee* shall survey the membership before and after the 2018 Joint AMS/SMT conference concerning paper length, session size, number of concurrent sessions, and other matters pertaining to changes affecting SMT, and make recommendations to the Executive Board for future conferences.

Size: seven persons, chaired by an EB member-at-large; including 2017 and 2018 Program Chairs and the Executive Director.

Term: two years

3. *Diversity Coordinating Ad Hoc Committee (DCC)*

The SMT Diversity Coordinating Ad Hoc Committee coordinates all standing committees on diversity. Membership comprised of the chairs of the four standing committees on diversity: Committee on Race and Ethnicity (CoRE, formerly Committee on Diversity, CoD), Committee on the Status of Women, Professional Development Committee, and Accessibility Committee; and one Executive Board member as liaison (non-voting).

Size: five persons; the chair will be chosen from among the chairs of the respective standing committees.

Term: two years
(EB 2019)

SMT Publications

The Executive Board shall have the power to sanction various official publications of the Society. (BL 2007)

Continuing publications, such as *Music Theory Spectrum*, *Music Theory Online*, and the SMT Newsletter, shall be published according to a schedule determined by the Publications Committee. The Newsletter shall publish information regarding the Annual Meetings of the Society. The Newsletter shall publish calls for nominations for officers and Society awards, notice of all official awards given by the Society, and other notices of interest to the membership. (BL 2007)

Editors and Managers

Editors of Society publications shall be chosen by the Executive Board in consultation with the Publications Committee. Editors shall serve a term of three years, which may be renewed. (BL 2007)

Reviews Editors for *Music Theory Spectrum* and *Music Theory Online* will be appointed by the President, acting in consultation with each journal's editor and the chair of the Publications Committee. Reviews editors shall serve three-year terms.

The SMT Web Manager will manage all aspects of the SMT Website. The Web Manager will be appointed by the President and report to the Chairs of the Publications and Networking Committees. (EB 2005)

Editorial Boards

Editorial boards for Society publications will be appointed by the President in consultation with their respective Editors and the Publications Committee. (*BL 2007*) The Editorial Board of *Music Theory Spectrum* shall comprise approximately twelve members, including the Editor. Three or four members shall be appointed to the Editorial Board of *Music Theory Spectrum* each year, for a term of three years. (*EB 2007*)

Editorial boards for other Society publications shall be appointed analogously, although their size may vary at the discretion of the Publications Committee.

Membership in the Society

Definition of a “Member in Good Standing”

Membership in the Society is solely dependent upon payment of annual dues, save in instances of lifetime members as described below. Any individual member who has paid or renewed his or her membership in the thirteen (13) months prior to any election or vote shall be considered a member in good standing of the Society.

Categories of Members

Membership in the Society shall be available to natural persons in the following categories:

- Student: for those who are enrolled, either full-time or part-time, as undergraduate or graduate students (documentation of student status may be requested).
- Regular: for those who are not eligible for any other category of membership. Membership fee is based on income level:
 - For those making less than \$35,000;
 - For those making between \$35,000 and \$49,000;
 - For those making between \$50,000 and \$74,000;
 - For those making between \$75,000 and \$99,000;
 - And for those making more than \$100,000.
- Retired: for those over the age of 65 and/or those who have retired from their academic positions.
- Lifetime: the Executive Board, by unanimous vote, may authorize Lifetime Memberships to be granted in recognition of truly outstanding contributions to the field of music theory. Lifetime Members have full rights and privileges of membership without payment of annual dues.

Institutions (such as libraries and schools) shall not be considered members of the society, though institutional subscriptions to *Spectrum* and other society publications are available through the Journal Press.

Dues Rates for Various Members

Category	Annual Dues
Student	\$40
Regular, with income less than \$35,000	\$40
Regular, with income between \$35,000 and \$49,000	\$75
Regular, with income between \$50,000 and \$74,000	\$100
Regular, with income between \$75,000 and \$99,000	\$125
Regular, with income \$100,000 or greater	\$150
Retired	\$40
Lifetime	\$0

(EB 2017)

Benefits of Membership

Members shall receive copies, in the appropriate print or electronic form, of the SMT Newsletter, *Music Theory Spectrum*, and other mailings and electronic notifications of SMT and related activities. Members are invited to attend the annual meetings of the Society. *(EB 2008)*

Members in good standing are eligible to vote at the annual Business Meeting of the members of the Society. Members in good standing on the starting date of an SMT election may participate in the election. *(EB 2013)*

Timeline of Nominations and Elections

Nominations deadline: December 15

Election period: April 1–22

(EB 2013)