

American **Musicological** Society

The Chapter and Study Group Organizer's Handbook



The Study Group and Chapter Organizer's Handbook
American Musicological Society © 2024

ams@amsmusicology.org
<https://amsmusicology.org>

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Governance

Constitutions & By-Laws

Constitutions, By-Laws, and other governance documents are necessary to maintain clarity and continuity in the operation of your chapter or study group. These documents help to avoid conflict and manage leadership transitions. The AMS expects that all AMS affiliates will have a formal constitution or by-laws document to explain basic things like leadership roles, elections processes, committees and advisory bodies, money management, etc. Model constitutions for AMS chapters and study groups are provided below.

Examples from AMS Chapters and Study Groups

[Pacific Northwest Chapter](#)

[Organology Study Group](#)

Communications

Web Groups & Forums

AMS web groups are community spaces built into the AMS website member portal. Forums allow group leaders to post announcements for all members to see, and members can opt into additional communications and notifications for groups that they have joined. There's also a group members directory that makes it easy to see who has joined the group. If you want a centralized place for your community to communicate and connect, AMS web groups are an effective solution.

Join a Group

New Members

New members have the option to join groups when they sign up for an AMS membership. After becoming a member, you can join or leave groups following the instructions for existing members:

1. Navigate to the [member join page](#) and begin the sign-up process.
2. On the member information page, select the study groups you wish to join in section 6.

Existing Members

Existing members can join or leave groups from their member profile on the AMS website.

1. Log in to your [AMS member account](#)
2. Navigate to the [member profile edit page](#) and select the study groups you wish to join, or unselect those you wish to leave, in section 6.
3. Navigate to the [groups listing](#).
 - a. Groups that you are currently a member of will

appear under “My Groups.” To leave a group, click on “Actions” and select “Leave Group.”

b. On the right side of the screen, “Available Groups” shows the groups that you are not currently part of. Click on “View All” to see the full listing. To join a group, click “Join Group.”

Subscribing to Group Forums

AMS groups have forums where members can create discussions with each other. To access and subscribe to a group forum:

1. Log into your AMS member account and click on the [“Groups”](#) tab in the header.
2. Locate and click on the group name of interest.
3. Once you are on the group homepage, click on “Forums” in the header tab or in the right-hand “Features” menu.
4. Click on the “Forum Title” of interest.
5. Click on the “Forum Actions” menu and select “Subscribe to Instant Updates.”
6. To manage forum subscriptions, visit the [member notification preference section](#) and click on the [“Forum Settings”](#) tab.

Setting Notification Preferences

AMS members can enable or disable notifications from their member profile [here](#). There are general notification preferences and preferences specific to newsletters. To update notification preferences, members should make their selections, scroll to the bottom of the page, and click the red “Save My Settings” button to confirm their selections.

There are general notification preferences:

On/Off	Category	Description
<input type="checkbox"/>	Community	Email me when a community event is added
<input type="checkbox"/>	Connections	Allow other members to view my connections
<input type="checkbox"/>	Connections	Email me when I receive a connection invite

And preferences specific to newsletters:

You may suspend the delivery of newsletters of a specific type by unchecking the appropriate box below. You will not receive any emailed newsletters to which you have subscribed until you re-enable that newsletter type.

Choose your time zone preference to ensure timely delivery of your digest emails.

Select Timezone

Subscribe	Newsletter
<input type="checkbox"/>	Daily Updates

Update Account Privacy Settings

AMS members can toggle the privacy features on and off for certain fields in their profile. Privacy settings are located on the [edit profile page](#).

1. To toggle the visibility of data in your profile, click the red person or padlock icon to the left of the data field. The person icon indicates that data field is visible to other AMS members when they view your profile. The padlock icon indicates that data is private and is not visible to other AMS members when they view your profile.
2. After you have updated your profile, scroll to the bottom of the page and click the Save Changes button to ensure your profile updates take effect.

Locate Payment and Donation Receipts

You can view and download receipts for membership transactions, donations, and other payments in your AMS member profile. You can also pay outstanding invoices and view event registrations and donation history.

1. Log in to your AMS member profile. From the [member profile edit page](#), click on “Payments and History” to the left of the screen. You can also access this information by clicking on the dropdown arrow next to your name at the top of the page and selecting “Invoices.”
2. On the “Invoices” tab, set the “Filter by status” to “Any Status.” This will show all invoices and receipts connected to your account.
3. To view or print an invoice/receipt, click on the dollar bill icon.
4. To pay an invoice, click on the credit card icon.

Listserv and Newsletter Submissions

The AMS office promotes chapter and study group programs via the [AMS Newsletter](#), the [AMS-Announce listserv](#), and AMS social media channels ([Facebook](#), [Instagram](#), and [LinkedIn](#)). To submit an item for the newsletter, please fill out this [form](#). To submit an item for the listserv, please fill out this [form](#).

AMS Website Calendar Events

The AMS office also promotes chapter and study group programs via the [AMS Community Calendar](#). To submit an item for the community calendar, please email the AMS office at ams@amsmusicology.org.

Financial Support

Applying for Funding

The AMS has a variety of sources for funding for interested chapters and study groups. Below is a list of the current funds that exist to which you can apply for funding.

[Guest Speaker Fund](#)

To foster interdisciplinary collaboration, the AMS encourages Committees and Study Groups to invite guest speakers from outside the field of musicology to participate in their Annual Meeting sessions, vetted by the Committee on the Annual Meeting, in consultation with the Program Committee.

Deadline: Mid-January each year.

[Chapter Activities Fund](#)

The Chapter and Study Group Activities Committee dispenses funds budgeted annually by the Board to help AMS chapters defray unusual expenses (i.e., other than operating expenses).

Deadline: Mid-January each year.

[Early Music Program Fund](#)

The Early Music Program Fund (EMPF) was established in late 2020 to support educational or field-building programming for researchers studying music in the period before c. 1600. Only AMS-affiliated chapters, study groups, and committees are eligible to submit a proposal for funding from the Early Music Program Fund.

Deadline: Mid-January each year.

[Study Group Activities Fund](#)

The Study Group Activities Fund will provide grants of up to \$1000 to support study groups' organizing and program development, comparable to the support provided to AMS chapters. Grants will be awarded semi-annually.

Deadline: Mid-January and 1 August each year.

Travel Reimbursement for Student Council Representatives

Chapters have two student representatives serving on the AMS Council at any given time. Council student representatives are eligible to receive up to \$650 in reimbursements to attend the Annual Meeting and participate in Council activities. Council student representatives interested in a waiver of the Annual Meeting registration fee should apply to serve as an Annual Meeting volunteer. Volunteers are assigned on a first come, first served basis. We cannot guarantee that all who apply will be assigned a volunteer role.

Managing Money

All AMS chapters and study groups should have a financial account with the AMS office where they can receive funds from membership dues, donations, event fees, etc., and from which expenses can be paid. Typically, the management of funds and interaction with the AMS office is handled by the chapter or study group treasurer. Whoever handles your money, these are important things to note when receiving or spending money.

Store Products

The AMS staff can set up products in the AMS store for events, membership dues, and donations. Money received through these products will automatically be deposited into your chapter or study group fund and can be automatically drawn on. If you would like to set up a store product or change an existing product, please contact Matt Walton (mwalton@amsmusicology.org).

Transferring or Depositing Money

If your chapter or study group has money on hand that it would like to deposit into its fund, please send a check or electronic transfer to the AMS office along with an accounting

of the source of that money. For example, the accounting should specify the revenue or expense item (e.g. membership dues) and the details for that item (e.g. who purchased the membership, what membership they purchased, and when they purchased it). This money will be added to the account and will show up on your next automated transaction report. For questions about transferring or depositing money, contact Matt Walton (mwalton@amsmusicology.org).

Financial Reports

The chapter or study group president or treasurer (or another designated leader) will receive automated monthly transaction reports listing all of the money that has been expended or received for the account. These reports are sent on the 15th of every month as Excel spreadsheets. Once a year, just before the academic year begins, the AMS provides an annual balance report indicating the balance held in the account as of June 30 at the end of the prior fiscal year. The AMS fiscal year runs from July 1 to June 30. Transaction and account balance reports should be used to reconcile independent reports with that of the AMS office. If you see discrepancies, unanticipated expenses, or other issues, please contact Matt Walton (mwalton@amsmusicology.org) and alert him to the problem.

Payments and Reimbursements

To request a payment or reimbursement from your funds please fill out the [AMS payment request form](#). Payments from funds must be authorized by the chapter or study group president, treasurer, or another designated officer. Requests often require supplementary documentation such as an invoice, IRS W-9 form, IRS W-8BEN form, etc. Please be prepared to submit any supporting information when submitting a request.

Program Activities

Chapters and study groups are the lifeblood of the AMS. The activities they organize are essential to networking and connection for the Society, and their vibrancy and impact is felt in every corner of the work we do. As a chapter or study group leader, you have many opportunities for organizing program activities to foster the community you have built. What follows are the listing of opportunities to engage your constituents and exemplary examples of such activities:

Events

Workshops, symposia/mini-conferences, social and networking events, lectures and performances, etc.

[Teaching Music History Conference](#)

The AMS Pedagogy Study Group hosts the Teaching Music History Conference each summer. The event features sessions on the scholarship of teaching and learning to address topics related to teaching music history (broadly defined) at any academic level (K-12, higher education, community) and the issues its practitioners face.

[Junior Faculty Symposium](#)

The AMS Popular Music Study Group hosts its Junior Faculty Symposium every two years. The symposium is open to tenure-track, non-tenure-track, and part-time faculty, as well as recent PhD graduates and ABD candidates. A substantial part of the program includes workshopping with senior scholars and other symposium participants. The rest of the symposium is devoted to professional development workshops and group discussions.

Annual Chapter Meetings

Many chapters hold regular meetings where members present papers and come together for networking and other activities.

[Allegheny Chapter](#)

[Capital Chapter](#)

[Greater New York Chapter](#)

[Midwest Chapter](#)

[New England Chapter](#)

[New York State - St. Lawrence Chapter](#)

[Northern California Chapter](#)

[Pacific Northwest Chapter](#)

[Pacific Southwest Chapter](#)

[Rocky Mountain Chapter](#)

[South-Central Chapter](#)

[Southeast Chapter](#)

[Southern Chapter](#)

[Southwest Chapter](#)

Publications

Digital publications, special journal issues, teaching and pedagogical aids, etc.

The [*Journal of Music History Pedagogy \(JMHP\)*](#) was a product of the Pedagogy Study Group. The Journal is a bi-annual, peer-reviewed, open-access, on-line journal dedicated to the publication of original articles and reviews related to teaching music history of all levels (undergraduate, graduate, or general studies) and disciplines (western, non-western, concert and popular musics).

[The Jigsaw](#) is a blog maintained by the Pedagogy Study Group.

The LGBTQ Study Group maintains a longstanding newsletter [archive](#).

Web or Digital Resources

Research databases, lesson plan databases, area maps, etc.

[Pedagogy Study Group](#)

The study group maintains a list of pedagogical resources.

[Skills and Resources for Early Musics Study Group](#)

The study group maintains a list of online resources.

[Childhood and Youth Study Group](#)

The study group maintains a list of print and digital resources

pertaining to childhood, youth, and music; children's studies; and children's literature.

Grants and Awards

If you are thinking of creating a prize, please contact the AMS Office (ams@amsmusicology.org) with a timetable of the prize, an anticipated method of paying for it, and a plan for maintaining program. The AMS discourages one-offs prizes, as this may be seen as preferential.

Examples of paper prizes, awards, etc.

[Irving Lowens Award for Student Research](#)

The Capital Chapter presents this award annually for outstanding student research in the field of historical musicology.

[Hollace Anne Schafer Memorial Award](#)

The New England Chapter's award is presented annually for the best scholarly paper read by a graduate student at a meeting of the New England Chapter.

[The Philip Brett Award](#)

The Philip Brett Award, sponsored by the LGBTQ Study Group, honors exceptional musicological work in the field of LGBTQ studies.

Important Policies and Procedures

Reporting

All chapters and study groups are required to submit an annual report. Due dates fall in the summer each year. Starting 3 or 4 weeks in advance, you'll start receiving reminders. Please prepare to submit detailed information on your group activities, leadership changes, etc. If your chapter or study group has elections that are not in sync with the schedule, we ask that you submit another report when elections occur and you have further changes to report.

Reporting Deadline: Early July

[Chapter Annual Report](#)

[Study Group Annual Report](#)

Insurance for Affiliate Events

AMS chapter and study group meetings may require a certificate of insurance for liability coverage to be provided to the venue where the event is held. Chapter organizers may request this certificate from the AMS office and the office can request it from our liability insurance provider (currently Affinity Nonprofits).

Requirements

In order to submit the request for the insurance certificate, the following information is required and must be provided by the chapter officer at least 2 weeks in advance of the event:

- Event date(s)
- Event location/address
- Contact information for party (venue) requesting the certificate (address is required; contact name, email, phone, if possible – these seem to not be required)

- A copy of the insurance portion of the event contract with the venue (the chapter must have entered into a contract with the venue)

Liaisons

All AMS chapters and study groups are welcome to report concerns or problems to the AMS office (ams@amsmusicology.org). If they can't be addressed by the office, you are advised to reach out to the appropriate liaison.

Chapter Liaison: Gayle Magee (secretary@amsmusicology.org)

Study Group Liaison: Naomi André (naomi_andre@unc.edu)

Disputes

From time to time, there are disputes within chapters and study groups or between chapters, study groups, and the AMS office. In the event of a dispute, please notify the AMS office (ams@amsmusicology.org). The dispute will be routed internally to the appropriate individual for adjudication and remediation.