

AMS Administrative Handbook

Adopted by the Board of Directors, March 2004

(updated regularly)

I. STRUCTURE OF THE AMERICAN MUSICOLOGICAL SOCIETY

The American Musicological Society is organized in accordance with its By-Laws, as adopted and amended by vote of the membership, and with this Handbook, as adopted and amended by the Board of Directors. It is governed by officers, the Board of Directors, and the Council, elected in accordance with provisions in the By-Laws. Other positions are appointed by the President, in consultation with (and in some cases, with the approval of) the Board.

A. OFFICERS

By-Law definition: The officers, their general duties, and their terms of office are described in Article V of the By-Laws. Only the Treasurer and Secretary may be elected to succeed themselves. Every officer is a voting member of the Board.

1. PRESIDENT

The President, “except where otherwise directed by the Board of Directors, is the chief executive officer of the Society,” “shall preside over all meetings of the members and the Council,” and “shall function as Chair of the Board of Directors.” During the year before his or her term begins, s/he shall serve as:

- a. **President-elect**, to gain experience as a voting member of the Board. The President-elect serves as chair of the Board Committee on Committees.

During the year following his or her term as President, s/he shall serve as

- b. **Past President**, to give counsel to the Board and new President as a voting member of the Board. S/he serves again as Chair of the Board Committee on Committees.

2. VICE PRESIDENT

The Vice President shall serve concurrently with the President, shall serve as acting President in the absence or incapacity of the latter, shall succeed to that office if it becomes vacant, and shall take on other duties assigned by the President or the Board. The Vice President serves as the chair of the Board Committee on the Annual Meeting.

3. TREASURER

The role of the Treasurer, described in Article V.A.3 of the By-Laws, includes the “care and custody of all the funds and securities of the Society.” The Treasurer serves as chair of the Finance Committee. Tasks entrusted to the Treasurer include:

- a. Supervise the investment of the Society’s endowment funds within a balanced portfolio of stocks, bonds, and other appropriate asset classes.
- b. Make recommendations to the Board of Directors regarding appropriate spending levels of the Society’s endowment funds.
- c. Report to the Board of Directors semi-annually regarding the performance of the investments within the endowment portfolio.
- d. Report to the Society as a whole at the annual Business Meeting and Awards Presentation and in appropriate publications of the Society regarding the financial health of the Society and the growth of its endowment funds.

4. SECRETARY

The role of the Secretary, outlined in Article V.A.4 of the By-Laws, includes taking minutes at Board meetings, administering balloting, and acting as liaison between Board, Council, and chapter officers.

1. MINUTES

- a. Take Minutes at the two meetings of the AMS Board of Directors each year (and at any other special meetings such as retreats and meetings of the Society at which business is formally transacted). The Minutes should be a record of issues discussed and actions taken, focused more on what is done than on what is said.
- b. Furnish the President, Executive Director, and relevant officers with a list of “action points” from the meeting as soon as possible after its conclusion.
- c. Submit a draft of the Minutes of the meeting to the Executive Committee within two weeks of the meeting, incorporate corrections, and send corrected draft of Minutes to President for inclusion in Agenda Book of next meeting
- d. Prepare and send to the Executive Director a brief report on the Board’s business and actions at each meeting for publication in the Newsletter and the website.
- e. Note corrections to Minutes at the next meeting of the Board; send final version of the Minutes to the President (for next Agenda Book) and to the Executive Director (for archiving).
- f. Audio recordings used to facilitate the taking of Minutes will be erased upon approval of the Minutes by the Board of Directors.
- g. Because of their frequently sensitive nature, Minutes will be treated by the AMS Archives as restricted files, accessible to current members of the Board of Directors but otherwise closed to researchers for a specified period of time following approval of the Minutes by the Board of Directors. For all meetings held prior to 8 November 2017 this period is set at 50 years; for all meetings held on or after 8 November 2017 the period is 20 years.

2. ELECTION

- h. Instruct the Board Nominating Committee on its duties so that it can begin its work before the summer.
- i. At the fall meeting, 1) create a ballot from the list of names provided by the Board Nominating Committee as vetted by the Board (during the meeting Wednesday); 2) distribute this ballot to the Board for numerical ranking of candidates; 3) collect the

- ballots (before the end of the meeting Wednesday); 4) tabulate and report results to Board (Thursday morning).
- j. Approach the prospective candidates for Director in ranked order about their willingness to serve on the Board until six candidates have been confirmed for the three Director slots. (The President approaches the prospective candidates for Officer positions.)
 - k. Solicit biographical information from all candidates (Officers and Directors) and send edited versions to the Executive Director, who will prepare the ballot (paper and electronic). The Secretary should check the ballot's instructions to voters.
 - l. Count the paper ballots within about two weeks of the balloting deadline, combine them with the results of electronic balloting provided by the Executive Director, and report the election results to the Executive Committee. The Secretary will be generous, within reasonable limits, in waiting for straggling mail ballots from absentee members.
 - m. Notify all candidates of their election or non-election; the Executive Director will send elected Officers and Directors a full set of instructions

B. BOARD OF DIRECTORS

By-Law definition: While Article VI of the By-Laws describes the constitution and election of the AMS Board of Directors, as well as the process for meeting, it contains no description of the Board's duties.

Charge: Assistance to the Officers of the Society and oversight of the Society in general. Thus the Board's duties include, but are not necessarily limited to:

1. Proposing slates of candidates for the five Society Officer positions and for Members at Large.
2. Oversight of the Society's budget.
3. Oversight of the Executive Office.
4. Consultation about Council matters, as the Council Secretary and President see fit.
5. Reviewing committee reports and suggesting further action.
6. Formation and dissolution of committees beyond those named in the By-Laws, both committees "of the Board," and "at-large" committees.
7. Oversight of the Society's publishing operations; *JAMS*, the *Newsletter*, *AMS Studies*, *COPAM*, subventions to individual projects, etc.
8. Oversight of awards processes.
9. Oversight of outreach operations to other scholarly societies and academic bodies.

Guidelines: Prepare for Board meetings by reading the Agenda book sent out by the President before the fall and spring meetings; attend Board meetings twice a year, at the Annual Meeting and at the spring meeting; participate in discussion by email or teleconference between meetings; serve on and sometimes chair the Board committees, as appointed by the President; from time to time undertake ad hoc projects arising from Board discussions or as directed by the President.

Constitution: See By-Laws, Article VI. A-B. All appointments begin and end at the conclusion of the Annual Business Meeting and Awards Presentation. In order to provide continuity and institutional memory, newly elected Board members are strongly encouraged to attend the Wednesday and Thursday meetings at the Annual Meeting, although they do not have voting privileges until the Sunday morning Board meeting.

Timetable: Normally twice per year, once at the Annual Meeting and once in March. At the discretion of the President and other officers.

Other concerns: None.

Travel reimbursement: The Society normally pays for Board travel and subsidizes accommodation.

C. COUNCIL

The organization of the Council is described in detail in Article IV of the By-Laws.

Election to Council is not only a distinct honor, but the steppingstone to all further elected positions within the Society. The Council considers issues of interest to its members, may initiate new committees to study those issues, and sends recommendations to the Board. In order to serve on the AMS Council, individuals must be members in good standing of the AMS.

1. COUNCIL SECRETARY

By-Law definition: As stated in By-Law Article IV. B: "The Council shall elect a secretary from past or present regular members of the Council for a term of two years. A Council Secretary may be elected to continue in office up to a maximum term of twelve years, and shall, if not currently an elected member of the Council, serve as an *ex officio* member of the Council. The Council Secretary is charged with the coordination of all Council activities and will function as liaison between the Council and the Board of Directors, in close cooperation with the secretary of the Society. [The latter is a vestigial clause; the AMS Secretary is no longer involved with the workings of Council.] The Council Secretary shall serve as an *ex officio* member of the Board of Directors." The term of Council members begins on August 1 of the year of their election. The term of the Council Secretary also begins on August 1 of the year of their election; the outgoing Council Secretary will work with the incoming Council Secretary to effect a smooth transition.

Charge: [see **By-Law definition**, above.] The Council Secretary also functions as liaison between student members and the official bodies of the Society.

Guidelines: The duties of the Council Secretary include:

1. Identify chapter representatives to Council, in cooperation with the Executive Director.
2. Serve as liaison between Council and the Board, and between the student representatives to Council and the official bodies of the Society, in cooperation with the President and the Executive Director.
3. Develop the agenda of the annual Council meeting, in consultation with the membership of Council and the President.
4. Take minutes at the annual Council meeting.
5. Chair the annual student representatives' breakfast meeting. Develop the agenda in consultation with the student representatives.
6. Provide the charge to the members of the two Council committees, along with relevant documents.
7. Manage all aspects of the annual Council election, and communicate the results to the Board.

8. Serve as *ex officio* member of the Board, the Council, and the Committee on Obituaries.

Timetable: The Council Secretary's term starts 1 August in odd-numbered years. Like the AMS Treasurer and Secretary, the Council Secretary may run unopposed after the first term of service.

2. COUNCIL MEETINGS

Council meetings are chaired by the President, and, as stated in By-Laws Article V.A.4, the AMS Secretary "shall also be responsible for maintaining liaison between the Board of Directors and the Council ..."

3. TRAVEL REIMBURSEMENT FOR STUDENT MEMBERS

This is handled by the Chapter Activities Committee (see Administrative Handbook II.B.2) [The form is available online.](#)

D. CHAPTERS

The organization of chapters is described in Article XI of the By-Laws. A "group of at least ten members of the Society in any locality" may seek recognition as a chapter of the Society, by applying to the secretary, who refers it to the Council, which advises the Board. Chapters schedule their own meetings, elect their own officers (no fewer than two, a chair or president and a secretary or secretary-treasurer) to overlapping terms, and oversee their own membership so as not to accept anyone who is not a member of the Society. Chapters may not issue their own publications in the name of the Society or the chapter itself without permission of the Board. Each chapter shall adopt its own Guidelines or By-Laws, as described in Article XI.B.5 of the Society's By-Laws. Chapters shall report each year to the Secretary about their activities and financial operations, and will be eligible for money grants authorized by the Board for particular projects (see Chapter & Study Group Activities Committee).

Fifteen regional chapters are now associated with the Society; thirteen are active. Upon joining the Society, members are enrolled by default in their regional chapter. Chapter boundaries are determined according to Zip or Postal Code in the U.S. and Canada. Members who reside beyond the U.S. and Canada are not enrolled in a chapter.

Chapters each elect one (1) member to the Council, to serve a three-year term. Chapters also elect two (2) doctoral-student representatives to the Council, to serve overlapping two-year terms as non-voting members; thus one (1) is elected each year. The travel of student representatives to the Annual Meeting is subsidized through the Chapter Fund ([see II.B.2](#)). Chapter officers and student representatives attend separate breakfast meetings at the Annual Meeting.

E. STUDY GROUPS AND AFFILIATE SOCIETIES

The activities of study groups and affiliate societies at the Annual Meeting, especially of concern when they offer panel and paper sessions, fall under the purview of the Board

Committee on the Annual Meeting. Guidelines and assessments for such groups will be developed by that committee.

1. STUDY GROUPS

a. The Society recognizes a number of Study Groups, which schedule business meetings and panel discussions during the time slots of the Annual Meeting outside of those scheduled by the Program Committee for papers, normally at lunchtime or in the evening. They may also submit proposals to the Program Committee for a daytime session utilizing an alternative format. Study Groups may sponsor no more than one programmatic session at the Annual Meeting, unless time and scheduling permits.

b. **Formation of Study Groups.** Groups of members that share common research interests and wish to be recognized as AMS Study Groups must apply to the Board. See <https://www.amsmusicology.org/study-groups> for full details.

c. **Study Groups' ongoing activities.** Study groups must present an annual report to the Board of Directors each year, according to the form outlined at <https://www.amsmusicology.org/study-groups>. A template for this purpose is available from the AMS office.

d. **Other Study Group support.** The AMS office will assist Study Groups in their banking and web site needs as necessary.

2. AFFILIATE SOCIETIES

Affiliate societies are those that meet to transact business during the Annual Meeting; these affiliations are largely informal, and no guidelines regulating such affiliations have been drawn up. These societies include the Society for Seventeenth-Century Music, the Society for Eighteenth-Century Music, the Mozart Society of America, the American Bach Society, and the American Brahms Society. Other organizations, such as Center for the History of Music Theory and Literature at Indiana University, occasionally hold board meetings during the Annual Meeting.

3. OTHER GROUPS

Other groups of this type may form from time to time, such as the Musical Literacy and History of Pedagogy Consortium. There is currently no mechanism for "recognizing" such groups.

F. OTHER APPOINTMENTS

1. EXECUTIVE DIRECTOR

Charge: As described in Article VI.E.2 of the By-Laws, the Board of Directors appoints an Executive Director "to provide administrative management to the Society." According to the job description of 2/2004, the position requires management and supervision of (1) the day-to-day aspects of the Society's current operations, its administrative office and staff, its bookkeeping in consultation and coordination with the Treasurer; (2) membership issues, including database upkeep and chapter liaison; (3) the Annual Meeting, including receiving and distributing the abstracts, preparing materials for the Program Committee and its chair,

handling registration for the meeting, working with exhibitors and the Local Arrangements Committee, and preparing the program/abstracts book; and (4) publications, including overseeing content and production of the *Directory* and *Newsletter*, and maintaining and updating the website. The Executive Director serves as a member of the Board *ex officio*, attending all Board and Publications Committee meetings and serving actively on several committees. In addition, the Executive Director acts as the representative of the AMS at official functions and meetings of such organizations as the ACLS, consults with these organizations as necessary, and considers improvements and changes to current policies and procedures.

The Executive Director maintains the reference lists necessary for Board business:

1. "Committees and Their Members," organized alphabetically by committee names, with the names of members who have served over the past twenty years or so (traditionally printed on green paper);
2. "Members' Committee Service, listing alphabetically by last name the members who have served on committees over the past twenty years or so (yellow paper);
3. "Elections 198X-20XX," indicating those members who have stood for election to Board and Officer positions, successfully or not, with dates and relevant offices for each (blue paper);
4. "AMS Officers and Board Members 1980X-20XX," indicating those members elected over the previous twenty-five years or so, alphabetically by last name, with dates and relevant offices for each (pink paper).

2. AMS PUBLICATIONS

1. JOURNAL OF THE AMERICAN MUSICOLOGICAL SOCIETY

1. EDITOR-IN-CHIEF

Charge: In addition to serving as editor *per se*, the editor-in-chief appoints, subject to Board approval, a review editor and an editorial board (see 2 and 3 below) of the *Journal*. During the Annual Meeting, the editor-in-chief reports to the Board and to the membership.

Timetable: Three-year term. Search for a new editor-in-chief should begin two years prior to the beginning of his/her term. Candidates are proposed and discussed at the spring meeting of the Board (usually mid-March) of the year prior to the beginning of the new editor's term; the Board ranks those candidates agreed upon; thereafter the President inquires about the availability and willingness to serve of the ranked candidates, proceeding from the top of the ranked list. The editor-in-chief is formally named at the fall meeting of the Board in the year prior to the beginning of his/her term.

Honorarium: Currently set at \$2,000 per issue.

2. REVIEW EDITORS

By-Law definition: As stated in By-Law Article VIII.A.1: "The editor-in-chief of the *Journal* shall appoint, subject to the approval of the Board of Directors, a review editor of the *Journal* to serve a three-year term concurrent with the term of the editor-in-chief." By extension, the editor-in-

chief also appoints (subject to the approval of the Board of Directors) a Digital and Multimedia Editor.

Honoraria: Currently set at \$500 per issue.

3. EDITORIAL BOARD

By-Law definition: As stated in By-Law Article VIII.A.2: “The Editorial Board of the *Journal* shall be appointed by the editor-in-chief, subject to the approval of the Board of Directors. Its members shall serve terms of three years concurrent with the term of the editor-in-chief. A member of the Editorial Board may be reappointed for a second term, but no member may serve more than two consecutive terms. The Editorial Board shall serve the editor-in-chief in an advisory capacity for the formulation of editorial policy, and the individual members of the Editorial Board shall be available to the editor-in-chief for the evaluation of manuscripts submitted for publication in the *Journal*.”

4. MANAGING EDITOR

The Assistant Editor works with the editor-in-chief and the review editor to produce the *Journal*. The job comprises three elements: copyediting, manuscript preparation, and proofreading. The assistant editor maintains correspondence with editors, authors, and typesetter; tracks manuscripts through the editorial process and ensures that deadlines are met; and prepares copy for contents and cover pages, Contributors to This Issue page, and index (fall issue only). This is a paid half-time position.

2. AMS STUDIES, EDITOR

Charge: Overall responsibility for reviewing manuscripts (with assistance of readers chosen by the editor him/herself, in consultation with the Publications Committee), proposing acceptances to the Board through the Publications Committee, editing accepted manuscripts, and seeing them through the press and publication.

Guidelines: For details, see <https://www.amsmusicology.org/ams-studies>

Timetable: Appointed by the President for an indefinite term. The editor reports to the Publications Committee (of which she or he is a member) and to the membership at the Annual Meeting.

Policy on Travel reimbursement: Travel expenses to the Spring meeting of the Publications Committee is reimbursed.

Honorarium: Currently set at \$1,500 per fiscal year.

3. MUSICOLOGY NOW, EDITOR

Charge: Overall responsibility for editing the AMS blog *Musicology Now*.

Timetable: Appointed by the President for a mutually agreed-upon term.

II. COMMITTEES

The American Musicological Society depends upon the contributions of its members for its activities. The Society conducts its business largely through committees, appointed by the President. In order to serve on an AMS Committee, individuals must be members in good standing of the AMS. This requirement may be waived by the AMS President in exceptional circumstances.

A. INTRODUCTION

1. GENERAL PRINCIPLES AND PROCEDURES

The General Principles and Procedures address various aspects of the process whereby committees are constituted and their members appointed.

1. The President appoints all committee members, in consultation with the Board Committee on Committees chaired by the Past President or President-Elect. The President also usually consults the current chair of each committee. Only the slate of appointees to the Board Nominating Committee requires Board approval.
2. To the extent feasible, committees should be broadly representative of the membership of the Society, weighing such factors as gender, geography, type of institution, profession, field, methodological approach, stage in career, and so on.
3. The life of a new committee and the terms of committee members begin at the conclusion of the AMS Business Meeting and Awards Presentation during the Annual Meeting. The Annual Meeting is an obvious time for committees to meet and for new members to confer with old ones. Thus, committee appointments are made in sufficient time to allow members-designate to attend unofficially any meetings that take place at the Annual Meeting (for example, attendance as a visitor at the November meeting; term begins after the Business Meeting and Awards Presentation, and the date of appointment is referred to as the subsequent year).
4. As a rule, no one should serve simultaneously on more than one of the principal “deciding” bodies or functions within the Society (e.g., Board of Directors, *JAMS* or *AMS Studies* editor, any award committee, chair of Publications, Performance, or Program committees).
5. Committees and other organizational entities that are not By-Law entities and/or do not serve regular, ongoing Society needs should be: (a) given specific or finite charges, (b) periodically reviewed regarding progress toward fulfilling those charges, and (c) annually reminded (in letters of appointment or reappointment) of their charges and of the short-term need for their existence—the aim of these provisos being to avoid offense when such committees are disbanded.

2. GUIDELINES FOR COMMITTEE CHAIRS

The following Guidelines are meant to serve as reminders of good committee practice, to ensure an orderly transition from one year to the next, and to help preserve the Society's activities for its archives.

The Charge to the Committee: Mission Statement. The charge to the committee, based on the By-Laws or on the directive from the President and Board of Directors that established the committee, should be on the Society's Web page and should be communicated to new members by the President. Some committees may choose to operate under the rubric of a mission statement. Both the charge and the mission statement must be approved by the AMS Board.

Task List and Calendar: The outgoing chair should provide the President and the Executive Director with a list of tasks and a timetable indicating when they should be performed. (This is particularly important for the Award and Fellowship committees.) The President will include this list in the letter of appointment to the incoming chair, together with the charge to the committee.

Reports: The chair is required to submit reports or items for Board consideration to the President by February 15 for the spring Board Meeting (generally mid-March), and three weeks prior to the Annual Meeting. In addition, the chair may submit reports to the Editor of the *AMS Newsletter*. At the conclusion of their term, normally at the time of the chair's October 1 report, they should include a summary of accomplishments, and they should send to the chair of the Committee on Committees a brief assessment of the committee's description in the Administrative Handbook on the basis of their experience.

Procedures: The chair and other members of the committee should follow written procedures for the conduct of the committee's work. If no written procedures exist, they should be drafted and presented to the President. As any changes in procedure also require Board approval, these too must be submitted to the President. It may be advisable to make these procedures public (in some cases, in abbreviated form) on the Society's webpage.

Conduct of Meetings: It is advisable to maintain a written record of meetings. This could consist of a simple summary of the deliberations or of a formal agenda, list of attendees, and minutes, as appropriate.

Archival Records: At the conclusion of their chairmanship, the outgoing chair should send the records of the committee to the incoming chair. The incoming chair will send records more than two years old to the Society's archives at the University of Pennsylvania.

B. PLANNING AND PROGRAMMING COMMITTEES

1. AMS-MLA JOINT RISM COMMITTEE

Purpose: The AMS-MLA Joint RISM Committee acts as a liaison between the AMS, MLA and the US RISM office and oversees and facilitates the operation of RISM projects in the U.S.

Constitution: Six (6) members, including three (3) representatives from the AMS and three (3) members from the Music Library Association. The head of the US [RILM Office](#) and US members of the [Commission Internationale Mixte](#) are *ex-officio* members; the Presidents of both societies are also *ex-officio* members.

Timetable: The AMS-MLA Joint RISM committee is advised to meet remotely at least once annually.

2. CHAPTER & STUDY GROUP ACTIVITIES COMMITTEE

Purpose: The Chapter & Study Group Activities Committee reviews and approves applications for financial support submitted by AMS chapters and study groups. Funds are taken from the general operating budget of the AMS and depend on the overall financial health of the Society's budget. Funding levels set annually.

Constitution: Three (3) members, serving overlapping three-year terms.

Timetable: Funding requests are considered twice annually in the winter and summer.

3. COMMITTEE ON CAREER-RELATED ISSUES (CCRI)

Purpose: The Committee on Career-Related Issues (CCRI) helps organize events on career-related issues of interest to AMS constituents or segments thereof and advises the AMS Board of Directors on issues of professionalization and career development.

Constitution: Nine (9) members. At least two (2) members must be from outside academia and two (2) must be selected from the membership of the student representatives to the AMS Council. Non-student members serve three-year overlapping terms; student members serve two-year overlapping terms.

Timetable: The Committee on Career-Related Issues (CCRI) is advised to meet at least twice yearly: once in early winter (December/January) to prepare session proposals for the AMS Annual Meeting and once in early summer (June/July) to organize 1-2 professional development events to be held during the upcoming program year outside of the context of the AMS Annual Meeting.

4. COMMITTEE ON COMMITTEES

Purpose: The Committee on Committees recommends potential committee members to the President and assists the President in recruitment.

Constitution: Five (5) members, including the President-elect or Past President (who will serve as chair). All work done in consultation with the President.

Timetable: The Committee on Committees will submit a list of recommendations to the President by June 1 and will assist the President in recruiting committee members as needed.

5. COMMITTEE ON RACE, INDIGENEITY, AND ETHICITY

Purpose: To support musicological research and programming that explores and spotlights the importance of race, indigeneity, and ethnicity, along multiple vectors of intersectionality by 1) selecting and inviting the speaker for the Critical Race Lecture, an endowed lecture held each year during the AMS Annual Meeting; 2) proposing and organizing one event outside the context of the AMS annual meeting that spotlights race, indigeneity and ethnicity in musicological research; and 3) advising the AMS Board of Directors on questions and issues relating to race, indigeneity and ethnicity in musicological research.

Constitution: Nine members of which two are students. Non-student members serve three-year overlapping terms; student members serve two-year overlapping terms.

Timetable: The Committee on Race, Indigeneity, and Ethnicity meets online at least twice yearly: once in late fall/early winter to identify and select a speaker for the annual Critical Race Lecture (Due: March 15) and once in the later winter/early spring.

6. COMMITTEE ON WOMEN AND GENDER

Purpose: To support musicological research and programming that explores and spotlights the place of women and gender by 1) selecting and inviting the speaker for the Committee on Women and Gender Lecture, an endowed lecture held each year during the AMS Annual Meeting; 2) proposing and organizing one event (outside the context of the AMS annual meeting) that spotlights women and/or gender in musicological research; and 3) advising the AMS Board of Directors on questions and issues relating to women and gender.

Constitution: Seven members, of which two are students. Non-student members serve three-year overlapping terms; student members serve two-year overlapping terms.

Timetable: The Committee on Women and Gender (CWG) meets online at least twice yearly: once in late fall/early winter to identify and select a speaker for the

Committee on Women and Gender Lecture (Due: March 15) and once in the later winter/early spring to design and propose an event to take place during the following program year.

7. DEVELOPMENT COMMITTEE

Purpose: To plan and assist with development initiatives, as authorized by the AMS Board of Directors, including planned giving, annual giving, specific campaigns, and fundraising events.

Constitution: Nine members, of which the following serve ex officio: the President, Past President / President-Elect, Treasurer, and Executive Director.

Timetable: The Development Committee meets at least twice annually, usually in the fall and spring.

8. EDUCATION COMMITTEE

Purpose: To advise and help administer programs and outreach aimed at students and teachers at all levels of music education.

Constitution: Nine members, one-third of whom have strong ties to or work within K-12 education, undergraduate education, and graduate education, respectively, and who may thus be divided into sub-committees or panels focused on K-12 education, undergraduate education, and graduate education.

Timetable: The committee, or its sub-committees shall meet virtually as needed throughout the year.

9. ETHICS COMMITTEE

Purpose: The Ethics Committee is charged with advising the President, the Executive Director, the Board, and the Council on matters pertaining to ethical conduct within the spaces, events, and publications of the AMS.

Constitution: The Ethics Committee consists of five (5) members, who are elected by the AMS membership from a roster nominated by the Council.

Timeline: The Ethics Committee begins its activities in November, at the start of the service term.

C. MEETINGS & EVENTS COMMITTEES

1. COMMITTEE ON THE ANNUAL MEETING AND PUBLIC EVENTS (CAMPE)

Purpose: The Committee on the Annual Meeting and Public Events (CAMPE) assists in setting policies, coordinating events, and monitoring the progress and performance of AMS meetings and events on behalf of the AMS Board of Directors. CAMPE includes the following subcommittees: the Rock and Roll Hall of Fame (RRoF) Lecture Committee and the Library of Congress Lecture Committee.

Constitution: Seven (7) members including the AMS Vice President, who serves as chair, and the AMS Executive Director, serves *ex officio*.

Timetable: The Committee on the Annual Meeting and Public Events meets 2-4 times a year, as needed, and is responsible for reviewing applications for AMS lecture series and the Guest Speaker Fund, as well as assisting with Annual Meeting fundraising.

2. PROGRAM COMMITTEE

Purpose: The Program Committee assesses annual meeting proposals, selects proposals for inclusion on the program of the AMS annual meeting, and arranges paper proposals into sessions.

Constitution: Seven (7) members including the current chair and the chair-designate for the following program year.

Timetable: The Program Committee begins its planning activities in November, at the start of the service term. The work of the committee includes education of volunteer proposal reviewers, the review of proposals in February and March, and the creation of an annual meeting program to be submitted to the AMS Office in April. The members of the committee also assist with the recruitment and selection of chairs for annual meeting sessions, and the appointment of replacement chairs and presenters.

3. PERFORMANCE COMMITTEE

Purpose: The Performance Committee assesses performance proposals and helps organize a variety of different performances throughout the program year.

Constitution: Four (4) members including the current chair and the chair for the following program year.

Timeline: The Performance Committee begins its planning activities in November, at the start of the service term. The work of the committee includes the review of performance proposals submitted to the Annual Meeting (the

review process occurring in the Winter), as well as the regular commissioning of performances in collaboration with the AMS Office and CAMPE.

4. NYU/AMS LECTURE COMMITTEE

Purpose: The NYU/AMS Lecture Committee plans and oversees the annual NYU/AMS Lecture.

Constitution: Three (3) faculty members and two (2) students drawn from the [Faculty of Arts & Sciences](#), [the Gallatin School of Individualized Study](#), and [the Steinhardt School of Culture, Education, and Human Development](#) at NYU, as well as the AMS Executive Director or designated staff member, acting *ex officio*.

Timetable: The NYU/AMS Lecture Committee begins its planning activities in November/December with the annual lecture to be held sometime between March and May.

D. GOVERNANCE COMMITTEES

1. EXECUTIVE COMMITTEE

Purpose: The Executive Committee is a subcommittee of the AMS Board of Directors that conducts inquiries, provides advice to the staff, and executes Society business on behalf of the Board.

Constitution: The Executive Committee is composed of the officers serving on the AMS Board of Directors, namely the Executive Director, President, Vice President, Secretary, and Treasurer.

Timetable: The Executive Committee convenes regular meetings every other month when the full AMS Board of Directors is not meeting.

2. BOARD NOMINATING COMMITTEE

Purpose: The Board Nominating Committee prepares and submits to the AMS Board of Directors a recommended slate of potential candidates for Board membership, and a rotating slate of candidates for President, Vice President, and Secretary. All candidates for AMS Board of Directors and officer positions must be past or present members of the Council. The AMS Board of Directors may add or strike names submitted by the Committee, which serves in an advisory capacity.

Constitution: Three (3) members serving the same one-year term.

Timetable: The Board Nominating Committee delivers final slate of board nominees to the AMS Board of Directors by September 1.

3. COUNCIL NOMINATING COMMITTEE

Purpose: The Council Nominating Committee prepares and submits to the AMS Board of Directors, through the Council Secretary, a recommended slate of “at least twice as many nominees as there are vacancies remaining [on the Council] after the chapter representatives are elected” (excerpt from By-Law Article IV.C.2). The committee is advisory to the AMS Board of Directors, which may add or subtract names before approving a final list of nominees. When applicable, the Council Nominating Committee also provides a list of six (6) potential candidates for the position of Council Secretary to the AMS Board of Directors, which may add or delete names before approving the final list.

Constitution: Three (3) members, each serving one-year terms.

Timetable: The Council Nominating Committee must submit its final slate to AMS Board of Directors by September 1.

4. COUNCIL COMMITTEE ON HONORARY MEMBERSHIP

Purpose: The Council Committee on Honorary Membership recommends potential candidates for honorary membership. The committee is advisory to the AMS Board of Directors, which may add or remove names before approving a final list for review by the Council. Each candidate must be approved by an unanimous vote of the AMS Board of Directors.

Constitution: The committee is constituted anew each year and consists of three (3) members of the Council. It is suggested that the President consult with the Council Secretary regarding potential committee members.

Timetable: The AMS Office hands off nominations to Council Committee on Honorary Membership in early-April. The committee must deliver its final slate to AMS Board of Directors by August 1.

5. FINANCE COMMITTEE

Purpose: The Finance Committee is charged with the oversight of the Society’s restricted funds and such other capital accounts and financial affairs as the Board of Directors may authorize.

Constitution: The Finance Committee shall consist of three (3) members: the President, the Treasurer (who shall chair the committee), and the Executive Director or other person appointed by the AMS Board of Directors.

Timetable: N.A.

E. COMMUNICATIONS & PUBLICATIONS COMMITTEES

1. PUBLICATIONS COMMITTEE

Purpose: The Publications Committee reviews applications for publication subventions twice annually and provides advice to the AMS Board of Directors and editors of AMS publications.

Constitution: The committee is comprised of five (5) regular members with four-year staggered terms, plus one (1) member of the Committee on the Publication of American Music (usually the chair), the editor of *JAMS*, the editor of *AMS Studies*, the AMS President, and Executive Director (both ex officio).

Timetable: The Publications Committee meets regularly in the fall, spring, and as needed.

2. COMMITTEE ON THE PUBLICATION OF AMERICAN MUSIC (COPAM)

Purpose: The Committee on the Publication of American Music (COPAM) proposes, plans, and supports the publication of works exploring American music from a wide variety of genres and periods.

Constitution: Usually a committee of four (4) members, appointed to four-year, overlapping terms. Ex officio members include a representative from the [Society for American Music](#), the Executive Editor of [MUSA](#), a representative from [A-R Editions](#), the AMS President, and AMS Executive Director.

Timetable: The Committee on the Publication of American Music (COPAM) meets regularly in the fall, spring, and as needed.

3. COMMITTEE ON OBITUARIES

Purpose: The Committee on Obituaries commissions, reviews, approves, and publishes obituaries of AMS members and notable figures in the study of music and musicology.

Constitution: Three (3) members. Permanently chaired by the AMS Executive Director. Two (2) regular members to serve overlapping three-year terms.

Timetable: The Committee on Obituaries works throughout the year, commissioning, reviewing, approving, and publishing obituaries as necessary.

4. JOURNAL OF THE AMERICAN MUSICOLOGICAL SOCIETY (JAMS) EDITORIAL TEAM

Purpose: The *Journal of the American Musicological Society (JAMS)* is the flagship journal of the American Musicological Society. The *JAMS* Editorial Team is responsible for reviewing, editing, and preparing articles for publication.

Constitution: The *JAMS* Editorial Team is made up of an Editor-in-Chief, Associate Editor, Review Editor, Digital and Multimedia Editor, Managing Editor, and a supporting Editorial Board of 16-18 individuals. The appointments of members to the Editorial Board are proposed by the Editor-in-Chief and subject to the approval of the Board of Directors. Members of the Editorial Board shall serve terms of three years. A member of the Editorial Board may be reappointed for a second term, but no member may serve more than two consecutive terms. Members of the Editorial Board shall serve in an advisory capacity for the formulation of editorial policy and shall be available for the evaluation of manuscripts submitted for publication.

Timetable: The *JAMS* Editorial team consults in whole or in part as needed.

5. JOURNAL OF MUSIC HISTORY PEDAGOGY (JMHP) EDITORIAL TEAM

Purpose: The *Journal of Music History Pedagogy* publishes original research on any aspect of the teaching and learning of music history at both the undergraduate and graduate level, for all audiences (majors, non-majors, and the public), and all genres and styles of music. The *Journal of Music History Pedagogy* Editorial Team is responsible for commissioning, reviewing, editing, proofing, and posting articles to the *JMHP* website.

Constitution: The *JMHP* Editorial Team is made up of the Editor-in-Chief, the President of the Pedagogy Study Group, who serves *ex officio*, and 12-15 supporting editors.

Timetable: The *JMHP* Editorial Team meets regularly throughout the year as needed.

6. MUSICOLOGY NOW EDITORIAL TEAM

Purpose: *Musicology Now* is a digital publication of the American Musicological Society addressed to the general public. It seeks to engage educators, musicians, listeners, and colleagues with fresh research and ideas about music. The *Musicology Now* Editorial Team is responsible for commissioning, reviewing, editing, proofing, and posting *Musicology Now* articles and features.

Constitution: Fifteen (15) members, including the Editor, the Deputy Editor, seven (7) regular members, and six (6) student members, appointed to six-year overlapping terms.

Timetable: The *Musicology Now* Editorial Team meets regularly throughout the year as needed.

F. AWARD COMMITTEES

1. H. ROBERT COHEN/RIPM AWARD COMMITTEE

Purpose: The H. Robert Cohen/RIPM Award honors each year a work of scholarship of exceptional merit based upon eighteenth, nineteenth, and twentieth-century periodical literature related to music. The H. Robert Cohen/RIPM Award Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members representing eighteenth, nineteenth, and twentieth-century scholarship, elected for three-year staggered terms.

Timetable: Nominations must be received by mid-April/early-May and award decisions are due by late-August/early-September.

2. EARLY MUSIC AWARD COMMITTEE

Purpose: The Early Music Award honors a substantial, single-authored work of scholarship on music before 1550. The Early Music Award Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members serving overlapping three-year terms.

Timetable: Nominations must be received by mid-April/early-May and decisions are due by late-August/early-September.

3. ALFRED EINSTEIN AWARD COMMITTEE

Purpose: The Alfred Einstein Award honors a musicological article of exceptional merit by a scholar in the early stages of their career who is a member of the AMS or a citizen or permanent resident of Canada or the United States. The Alfred Einstein Award Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: The committee will consist of three (3) members with overlapping three-year terms.

Timetable: Nominations must be received by mid-April/early-May and decisions are due by late-August/early-September.

4. GREENBERG AWARD COMMITTEE

Purpose: The Noah Greenberg Award is intended as a grant-in-aid to stimulate active cooperation between scholars and performers by

recognizing and fostering outstanding contributions to historical performance practices. The Noah Greenberg Award Committee reviews applications and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members serving three-year overlapping terms.

Timetable: Applications must be received by early to mid-August and decisions are due by late August/early September.

5. ROLAND JACKSON AWARD COMMITTEE

Purpose: The Roland Jackson Award recognizes each year an article in the English language of exceptional merit in the field of music analysis by a scholar who is a member of the AMS or a citizen or permanent resident of Canada or the United States. The Roland Jackson Memorial Grant for Music Analysis provides funds to support the creation of articles in music analysis. The Roland Jackson Award Committee supports both of these programs by reviewing applications and nominations, and determining awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members serving three-year overlapping terms.

Timetable: Nominations for the Roland Jackson Award must be received by mid-April/early-May and decisions are due by late-August/early-September. Applications for the Roland Jackson Memorial Grant for Music Analysis must be received by early December and decisions are due by early February.

6. OTTO KINKELDEY AWARD COMMITTEE

Purpose: The Otto Kinkeldey Award honors a musicological book of exceptional merit published during the previous year in any language and in any country by a scholar who is past the early stages of his or her career and who is a member of the AMS or a citizen or permanent resident of Canada or the United States. The Otto Kinkeldey Award Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) senior members serving three-year overlapping terms.

Timetable: Nominations must be received by mid-April/early-May and award decisions are due by late-August/early-September.

7. LEWIS LOCKWOOD AWARD COMMITTEE

Purpose: The Lewis Lockwood Award honors a musicological book of exceptional merit published during the previous year in any language and in any country by a scholar in the early stages of his or her career who is a

member of the AMS or a citizen or permanent resident of Canada or the United States. The Lewis Lockwood Award Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members serving three-year overlapping terms.

Timetable: Nominations must be received by late-April/early-May with decisions due by late-August/early-September.

8. MUSIC IN AMERICAN CULTURE AWARD (MACA) COMMITTEE

Purpose: The Music in American Culture Award (MACA) recognizes outstanding books on music in American culture published during the previous year. The Music in American Culture Award (MACA) Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members serving three-year overlapping terms.

Timetable: Nominations are received by late-April/early-May and decision due by late-August/early-September.

9. CLAUDE V. PALISCA AWARD COMMITTEE

Purpose: The Claude V. Palisca Award honors a scholarly edition or translation in the field of musicology published during the previous year by a scholar who is a member of the AMS or a citizen or permanent resident of Canada or the United States. The Claude V. Palisca Award Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) senior members serving three-year overlapping terms.

Timetable: Nominations must be received by late-January/early-February and decisions are due by late-August/early-September.

10. PAUL A. PISK PRIZE COMMITTEE

Purpose: The Paul A. Pisk Prize recognizes outstanding paper presentations delivered by graduate students at the AMS Annual Meeting. The Pisk Prize Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members (including the past chair) serving overlapping three-year terms.

Timetable: Nominations must be received by late-November/early-December and decisions are due by late-January.

11. H. COLIN SLIM AWARD COMMITTEE

Purpose: The H. Colin Slim Award honors a musicological article of exceptional merit published during the previous year in any language and in any country by a scholar who is past the early stages of their career and who is a citizen or permanent resident of Canada or the United States or who is a member of the AMS. The H. Colin Slim Award Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members serving three-year overlapping terms.

Timetable: Nominations must be received by late-April/early-May and decisions are due by late-August/early-September.

12. RUTH A. SOLIE AWARD COMMITTEE

Purpose: The Ruth A. Solie Award honors a collection of musicological essays edited by a scholar or scholars who are members of the AMS or citizens or permanent residents of Canada or the United States. The Ruth A. Solie Award Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) senior members serving three-year overlapping terms.

Timetable: Nominations must be received by late-April/early-May and decisions are due by late-August/early-September.

13. ROBERT M. STEVENSON AWARD COMMITTEE

Purpose: The Robert M. Stevenson Award is awarded annually to an outstanding book, monograph, edition, or article in the field of Iberian music by a member of the AMS. The publication must be written in English and must have been published within the preceding three calendar years. The Robert M. Stevenson Award Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members serving overlapping three-year terms.

Timetable: Nominations must be received by late-April/early-May and decisions are due by late-August/early-September.

14. JUDY TSOU CRITICAL RACE STUDIES AWARD COMMITTEE

Purpose: The Judy Tsou Critical Race Studies Award honors outstanding musicological work in the field of critical race and/or critical ethnic studies. "Work" is defined as a published article, book, edition, or other scholarly entity that best exemplifies the highest qualities of originality, interpretation, theory, and

communication in this area. The Judy Tsou Critical Race Studies Award Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members serving three-year overlapping terms.

Timetable: Nominations must be received by late-April/early-May and decisions are due by late-August/early-September.

15. AMS TEACHING AWARD COMMITTEE

Purpose: The AMS Teaching Award honors an exceptional pedagogical resource for musicology by an AMS member or a citizen or permanent resident of Canada or the United States. “Resource” is defined as a published article, book (including textbook), digital medium, online material, other scholarly endeavor, or non-traditional source (e.g. white paper, curriculum, blog, etc.). The AMS Teaching Award Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members serving three-year overlapping terms.

Timetable: Nominations must be received by late-April/early-May and decisions are due by late August/early September.

16. PHILIP BRETT AWARD COMMITTEE

Purpose: The Philip Brett Award, sponsored by the LGBTQ Study Group of the American Musicological Society, is named in honor of Philip Brett (1937–2002), one of the founding members of the study group. Each year it honors exceptional musicological work in the field of gay, lesbian, bisexual, transgender/transsexual studies. The Philip Brett Award Committee reviews nominations and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members serving three-year overlapping terms.

Timetable: Nominations must be received by late-April/early-May and decisions due by late-August/early-September.

F. FELLOWSHIP & GRANTS COMMITTEES

1. FELLOWSHIP COMMITTEE

Purpose: The AMS Fellowship Committee reviews applications and determines awardees for the American Musicological Society's three fellowship programs: the Alvin H. Johnson AMS 50 Dissertation Fellowship, the Howard Mayer Brown Fellowship, and the Holmes/D'Accone Fellowship in Opera Studies.

Constitution: Two (2) co-chairs, drawn from the three subcommittees, serving as liaisons between the Board and the fellowship subcommittees.

Timetable: Applications must be received by late-January/early-February with decisions due by late-March.

1. ALVIN H. JOHNSON AMS 50 FELLOWSHIP SUB-COMMITTEE

Purpose: The Alvin H. Johnson AMS 50 Fellowship Sub-Committee reviews applications and determines awardees for the Alvin H. Johnson AMS 50 Dissertation Fellowship in accordance with the policies and procedures of the American Musicological Society.

Constitution: 3-5 members serving overlapping three-year terms. (As of 2023, this committee became a subcommittee of the AMS Fellowship Committee, along with the Howard Mayer Fellowship Brown Committee and the Holmes/D'Accone Fellowship Committee.)

Timetable: Applications must be received by late-January/early-February and decisions are due by late-March.

2. HOWARD MAYER BROWN FELLOWSHIP SUB-COMMITTEE

Purpose: The Howard Mayer Brown Fellowship Sub-Committee reviews applications and determines awardees for the Howard Mayer Brown Fellowship in accordance with the policies and procedures of the American Musicological Society.

Constitution: 3-5 members, appointed to three-year overlapping terms. (As of 2023, this committee became a subcommittee of the AMS Fellowship Committee, along with the Alvin H. Johnson AMS 50 Fellowship Committee and the Holmes/D'Accone Fellowship Committee.)

Timetable: Applications must be received by late-January/early-February and decisions are due by late-March.

3. HOLMES/D'ACCONNE OPERA STUDIES FELLOWSHIP SUB-COMMITTEE

Purpose: The Holmes/D'Accone Opera Studies Fellowship Sub-Committee reviews applications and determines awardees for the Holmes/D'Accone Fellowship in Opera Studies in accordance with the policies and procedures of the American Musicological Society.

Constitution: 3-5 members serving overlapping three-year terms. (As of 2023, this committee became a subcommittee of the AMS Fellowship Committee, along with the Alvin H. Johnson AMS 50 Fellowship Committee and the Howard Mayer Brown Fellowship Committee.)

Timetable: Applications must be received by late-January/early-February and decisions are due by late-March.

2. TRAVEL/RESEARCH GRANTS COMMITTEE

Purpose: The Travel/Research Grants Committee reviews applications and determine awardees, in accordance with the policies and procedures of the American Musicological Society, for the following AMS travel and research grant programs:

- The Elliott Antokoletz Fund for Research in Twentieth-Century Music
- The M. Elizabeth C. Bartlet Fund for Research in France
- The Virginia and George Bozarth Fund for Research in Austria
- The H. Robert Cohen/RIPM Fund for Research Based on the Musical Press
- The Jan LaRue Travel Fund for European Research
- The Harold Powers World Travel Fund for Research throughout the World
- The Ora Frishberg Saloman Fund for Musicological Research Oriented to Music Criticism
- The Eugene K. Wolf Travel Fund for European Research

Constitution: Five (5) members serving three-year staggered terms.

Timetable: Applications must be received by early-April and decisions are due by mid-May.

3. EILEEN SOUTHERN TRAVEL FUND COMMITTEE

Purpose: The Eileen Southern Travel Fund Committee provides mentorship and program support for the Eileen Southern Travel Fund program and to assist in selecting applicants in years when applications exceed available grantee slots.

Constitution: At least five (5) members, but no more than seven (7) members.

Timetable: The Eileen Southern Travel Fund Committee provides in-person mentorship at the AMS annual meeting and works with the AMS Office to organize mentorship activities throughout the year.

4. JANET LEVY AWARD COMMITTEE

Purpose: The Janet Levy Fund provides research and travel grants to independent scholars who are members of the AMS. The Janet Levy Award Committee reviews applications and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members serving three-year terms.

Timetable: Applications must be received by late-March/early-April and decisions are due by late-April.

5. THOMAS HAMPSON TRAVEL FUND COMMITTEE

Purpose: The Thomas Hampson Fund supports editions and studies of classic song in all its contexts, as well as new and innovative technologies for promoting and understanding classic song via interactive media and the Internet. The Thomas Hampson Fund Committee reviews applications and determines awardees in accordance with the policies and procedures of the American Musicological Society.

Constitution: Three (3) members serving overlapping three-year terms.

Timetable: Applications must be received by late-summer and decisions are due by October 1.