AMS

Last revised 10/20/2026

Administrative Handbook

of the American Musicological Society (AMS)

I. GOVERNANCE STRUCTURE

The American Musicological Society (AMS) is a nonprofit corporation dedicated to expanding our understanding of music and sound through research, teaching, learning and advocacy. It is organized and administered in accordance with its By-Laws, this *Administrative Handbook*, and the many laws and regulations, federal, state and local, that govern the operations of U.S.-based nonprofits incorporated in the State of New York. The day-to-day activities of the Society are carried out by the Society's paid staff and unpaid volunteers, who work under the direction and supervision of the Executive Director. The AMS Executive Director serves as the Society's chief executive officer and a non-voting member of the Board of Directors.

The work of the Society's paid staff and volunteers, including the Executive Director, is conducted under the collective strategic direction and oversight of the Society's Board of Directors. The Board of Directors, which includes both elected and appointed members, is advised in the fulfillment of its duties by the members of the AMS Council, who are elected or appointed in accordance with the Society's By-Laws. To serve within the Society's governance or on its committees, individuals must be members in good standing of the AMS.

A. BOARD OF DIRECTORS

The Board of Directors is responsible for setting the Society's strategic goals, for ensuring that it operates in compliance with the highest legal and ethical standards, and for securing sufficient resources—human, infrastructural, and financial—to accomplish the Society's mission. The Board of Directors is also responsible for ensuring the financial stability and sustainability of the Society. Officers and Board members are trustees of the Society and are regarded under law as the corporation's fiduciaries.

The Society's Board of Directors is made up of the following offices / roles:

1. **Officers:**
   President *(Chair of the Board - elected)*
   Executive Director *(Chief Executive Officer - appointed)*
   President-Elect or Past President (*elected*)
   Vice-President (*elected*)
   Vice-President-Elect *(in the year before term begins only - elected)*
   Treasurer (*appointed*)
   Secretary (*elected*)
   Council Secretary (*elected*)

2. **Directors-at-Large:**
   Elected (6)
   Appointed (3)

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All members of the Board of Directors have the following duties under law:

> **Duty of care**: Board members are responsible for high-level strategic decisions and resource planning. Members must attend board meetings (6+ per year) and stay abreast of issues under consideration. They are also expected to undertake individual governance tasks (such as serving as a community liaison or committee member) as requested.
>
> **Duty of loyalty**: Board members are expected to put the interests of the AMS first in making decisions. Board members must abide by the Society's conflict of interest and recusal policies, maintain the confidentiality of Board discussion and help members and constituents better understand AMS strategy and policy.
>
> **Duty of obedience**: Board members must ensure that the Society is complying with its By-Laws and all applicable federal, state and local laws. They are also expected to ensure that the Society acts with integrity, honoring contracts, donor agreements, ethics policies, etc.

Put in other terms, the members of the Society's Board of Directors work together to do the following:

- ensure that the AMS stays focused on its mission
- select, support, and evaluate the Executive Director
- create, implement, and assess the strategic plan in partnership with the Executive Director
- monitor, strengthen, and promote AMS programs and services
- ensure that the AMS has adequate financial and human resources to fulfill its mission
- protect the Society's assets and provide financial oversight
- ensure that Board, Council, and other key governance positions are properly filled
- ensure that the AMS operates with legal and ethical integrity
- work to uphold the Society's reputation with members and the public
- make at least one personally significant annual donation to the Society

To meet these obligations, Board members are expected to prepare for Board meetings by reading all the materials provided in each meeting's Board packet; participate in discussion by email or teleconference between meetings; serve on and sometimes chair Board or corporation committees; act as a liaison to assist and connect with constituents, as well as advise the Board in specific areas of work (Publications, Meetings and Events, etc.); to undertake *ad hoc* projects arising from Board discussions as directed by the President or a vote of the Board.

Terms: See By-Laws, Article VI. A-B. Technically, all AMS service appointments begin on 1 November and end on 31 October. However, by long custom, Board appointments formally begin and end at the conclusion of the Annual Business Meeting. In order to provide continuity and institutional memory, newly elected Board members are strongly encouraged to attend Board meetings in the autumn following their election, but prior to the formal start of their term (which is when their voting privileges begin).

Meeting Timetable: The AMS Board of Directors normally holds six Board meetings per year, one each in the months of November, January, March, May, July and September. However, additional meetings may be called as the work of the Society demands.

Travel reimbursement: All Board members are required to attend the Society's annual meeting. To facilitate this, the AMS reimburses Board members for 100% of travel costs and 50% of accommodation costs upon request. Board members are encouraged to cover these costs whenever possible as an added financial contribution to the Society.

Below are descriptions of the responsibilities of specific AMS officers. The officers, their general duties, and their terms of office are stipulated in Article V of the By-Laws. Only the Treasurer, Secretary and Council Secretary may be elected or appointed to succeed themselves. Every officer except the Executive Director (CEO) is a voting member of the Board.

1. President (Chair of the Board)

The President (Chair of the Board of Directors) manages the work of the Board of Directors, organizing and facilitating meetings of the Board, and managing the flow of materials and tasks for the Board's agenda. The President sets the agenda for meetings of the Board in close coordination with the Executive Director, and receives items for inclusion from other Board or Society members. The President also has authority over most committee appointments and is responsible for ensuring that all corporation committees are properly empaneled. Along with the Executive Director, the President may also serve as a spokesperson for the Society.

During the year before their term begins, the holder of this office must serve as **President-elect** to shadow the current President and gain experience for the office. The President-elect serves as chair of the Committee on Committees, which assists the President by proposing and helping to recruit committee members. And the President-Elect is expected to take an interest in and observe the work of the President as preparation for assuming the office.

During the year following their term as President, the holder of this office shall also serve as **Past President**, to give counsel to the Board and new President as a voting member of the Board. The Past President also serves, again, as chair of the Committee on Committees during this fourth advisory year, and assists the President by proposing and helping to recruit members of committees.

2. R. F. Judd Executive Director (CEO)

The R. F. Judd Executive Director is the Society's Chief Executive Officer (CEO). The Executive Director provides strategic leadership for the organization and is responsible to the Board of Directors for all aspects of the health and operations of the AMS as well as the furtherance of its mission.

As described in Article VI.E.2 of the By-Laws, "The Executive Director is hired by the Board of Directors to provide administrative management for the society. The Executive Director oversees the operations of the society, including program management, fundraising, financial management, management of staff and volunteers, and external communications. The Executive Director participates as an *ex officio* member of the Board of Directors, without vote, and may speak publicly on behalf of the AMS." The Executive Director, whose work is overseen by the Board of Directors, attends all Board meetings and serves *ex officio* on all AMS committees. The ED works with the Board on the development of the society's strategic plan, embodies the vision in the plan, and leads the society to the plan's successful implementation and continued refinement.

The ED's responsibilities include allocation of time and money to achieve the Society's goals through the management of programs and partnerships; creation and management of the budget; raising of funds and cultivation of donors; management of revenue and expenses; maintenance of accurate financial, membership, compliance, and service records; and ensuring compliance with all relevant laws, contracts and agreements, including donor, vendor, and partnership agreements as well as federal, state and local laws. The ED sets policies and procedures for the Society's smooth operation, and manages, coordinates, and oversees the work of AMS staff and volunteers. The ED also serves as primary spokesperson for the AMS and oversees the Society's communications to members and the public through its website, newsletters, publications and social media channels. The ED may delegate some portion of these responsibilities to staff and volunteers as needed, but remains accountable for their successful completion.

3. Vice President

The Vice President serves concurrently with the President as a partner and sounding board. The Vice President also chairs Board meetings in the absence or incapacity of the President, succeeds to that office if it becomes vacant, and takes on other duties as assigned. During the year before their term begins, the holder of this office is required to serve as Vice President-elect to gain experience as a voting member of the Board and with the work of this office. During that "shadow" year, the Vice President-Elect is expected to take an interest in and observe the work of the Vice President as preparation for assuming the office.

4. Treasurer

The Treasurer serves as an advisor to the Board of Directors on financial matters. The Treasurer:

a. Serves as chair of the Finance Committee. (The Finance Committee reviews the budget and serves as the Society's Audit Committee. It also makes recommendations to the Board of Directors regarding the Society's financial management and policies.)
b. Meets annually with the Society's investment advisors and reports regularly to the Board of Directors on the performance of the Society's investment portfolio.
c. Reports on the Society's investments at the annual Business Meeting and via other communication channels and publications.

5. Secretary

The role of the Secretary as outlined in Article V.A.4 of the By-Laws, includes keeping accurate records of the work and motions of the Board of Directors, and acting as a liaison between the Board of Directors and leaders of the Society's chapters.

MINUTES & OTHER BOARD RECORDS

a. Take Minutes at meetings of the AMS Board of Directors. The Minutes should be a record of issues discussed and actions taken, focused more on what is done than on what is said.
b. Ensure that decisions of the Board are entered into a Decision Log.
c. Work with the Executive Director and staff to ensure that all minutes and materials provided to the Board to inform its decisions are collected in permanent form and retained as part of the Board record.
d. Furnish the President, Executive Director, and relevant officers with a list of "Action Items" from the meeting as soon as possible after its conclusion.

e. 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

BOARD ELECTIONS

a. Instruct the Board Nominating Committee on its duties so that it can begin its work before the summer.
b. Create a ballot from the list of names provided by the Board Nominating Committee as vetted by the Board; 2) distribute this ballot to the Board for numerical ranking of candidates; 3) collect the ballots; 4) tabulate and report results to the Board.
c. Approach the prospective candidates for Board Members-at-Large in ranked order about their willingness to serve. (The President approaches prospective candidates for Officer positions.)
d. Solicit biographical information from all candidates (Officers and Directors) and send edited versions to the AMS office, which will prepare the ballot.
e. Notify all candidates of their election or non-election.

6. Board Committees

a. **Executive Committee:**
The Executive Committee is a subset of the Board, constituted to handle urgent matters that require immediate attention between full Board meetings. It is composed of the Society's officers, namely the President (Chair of the Board), President-Elect or Past President, Executive Director (Chief Executive Officer), Vice President, Vice-President-Elect, Secretary and Treasurer. This committee acts on behalf of the Board when urgent or time-sensitive decisions must be made. The Secretary is responsible for keeping the minutes of all Executive Committee and Board meetings.

b. **Finance Committee**:
The Finance Committee consists of three key members: the President (Chair of the Board), the Executive Director (Chief Executive Officer), and the Treasurer, who serves as the chair of the committee. The primary purpose of this committee is to provide guidance to the Board of Directors regarding the organization's financial matters. This includes advising on the budget, investment policy, and other financial issues that arise. Additionally, the Finance Committee acts as the Society's Audit Committee and may carry out other responsibilities as assigned by the Board.

B. COUNCIL

The AMS Council is a large group of AMS members elected or appointed to serve as an advisory body to the Board of Directors. 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 stepping stone to all further elected positions within the Society. The Council considers issues of interest to its members, may form its own committees to study those issues or to fulfill requests made by the Board, and may send recommendations to the Board on issues of organizational interest. In order to serve on the AMS Council, individuals must be members in good standing of the AMS.

The AMS Council is not, however, a parliamentary body. It may not vote on measures to be adopted by the Society and cannot compel the Board of Directors to approve its recommendations. The Council is also not empowered to speak publicly about the affairs of the Society.

1. Council Secretary

The role of the Council Secretary, which is defined in By-Law Article IV. B, is to coordinate the activities of the Council and to serve as liaison between the Council and the Board of Directors. The Council Secretary also serves as an *ex officio* voting member of the Board of Directors. The term of all Council members, including the Council Secretary, shall begin on 1 November of the year when their term begins and end on 31 October of the year when their term concludes.

Guidelines: The duties of the Council Secretary include:

a. 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.
b. Develop the agenda of Council meetings and workshops, in consultation with the membership of Council, the President, and the Executive Director.
c. Take minutes or records of motions at Council meetings.
d. Charge and instruct members of Council committees, including providing all relevant documents.
e. Manage the annual Council election nominating process in partnership with the Executive Director, and communicate the results to the Board.
f. Serve as a voting ex officio member of the Board and the Council.

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

2. Council Activities & Resources

a. **Council Meetings:** Council meetings are chaired by the President or the president's designee, usually the Council Secretary.
b. **Council Workshops:** Council Workshops are seminars for AMS Council members designed to educate them in aspects of AMS operations or brief them on important questions facing the Society. Three Council Workshops are organized each service year and all are held online. As of November 2026, Council members are each required to attend at least two of the three Council Workshops.
c. **Travel Support for Student Reps:** 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 in-person AMS annual meetings 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. Eligible student representatives should submit a Payment Request Form to request reimbursement.

3. Council Committees

a. **Council Nominating Committee:** 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. Last, the Council Nominating Committee gathers nominations from Council for the Ethics Committee and prepares a slate of nominees for proposal to the Board of Directors.

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

   Timetable: The Council Nominating Committee must submit its lists of recommended nominees to stand for election to Council and the Ethics Committee to AMS Board of Directors by September 1.

b. **Council Committee on Finances:** This committee of three serves as an advisory body within the Council on matters related to AMS finances. The members of this committee may be invited to sit in on significant stages in the annual financial calendar, such as the Society's annual Audit Review Meeting (between the Board Finance Committee and external auditor) and the annual Budget Review Meeting of the Board Finance Committee.

   Constitution: Three members, each serving 1-2 year terms.

   Timetable: Under ideal circumstances, 1-2 members of this committee rotate off annually.

c. **Council Committee on Honorary Membership:** This committee recommends potential candidates for honorary membership. The committee is advisory to the Board of Directors, which may add or remove names before approving a final list for review by the Council. Candidates are ranked and approved by a unanimous vote of the Board.

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

   Timetable: AMS Office hands off nominations to Council Committee in early April. The committee delivers a final slate to the AMS Board of Directors by July 1.

C. AFFILIATES

The American Musicological Society (AMS) convenes and connects thousands of individuals interested in expanding our understanding of music and sound through research, teaching, learning and advocacy. One of the major ways the Society does this is through its network of affiliate groups and allied organizations, which include regional chapters, thematic study groups, and institutional

members of the Society's organizational arm, the Coalition of Music Organizations. To be members of an AMS chapter or study group , individuals must be members in good standing of the AMS.

1. Chapters

The AMS maintains fifteen (15) regional chapters whose role and function are outlined in Article XI of the By-Laws. As defined in the By-Laws, a chapter is a "group of at least ten members of the Society in any locality not served by the current Chapters" who have received formal recognition and sponsorship from the AMS Board of Directors and are free to 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 enroll as a member anyone who is a member in good standing of the American Musicological Society. Each chapter must adopt and ratify its own Guidelines or By-Laws, as described in Article XI.B.5 of the Society's By-Laws. Chapters must also submit an annual report on their activities to the AMS office and are eligible for funding under a variety of Society programs, most notably the Chapter Activities Fund (which provides matching funds for chapter programs) and the Chapter Allotments program (which provides an annual subsidy to all duly constituted chapters). For more on chapter and other affiliate funding, see the Affiliates Grants page on the AMS website.

Fifteen regional chapters are now active and associated with the Society. 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, but are invited to join any chapter they wish and participate in its activities.

COUNCIL REPRESENTATION

All chapters receive representation in the AMS Council. Specifically, each chapter elects one (1) member to the Council to serve a three-year term. Chapters also elect or appoint two (2) student representatives to the Council, to serve overlapping two-year terms as non-voting members. The travel of student representatives to the Annual Meeting is subsidized by the Society. All chapter representatives are strongly encouraged to attend the AMS Annual Meeting and to attend relevant Council meetings and activities.

OTHER RESTRICTIONS

Chapters exist under the Society's 501(c)(3) nonprofit umbrella and thus may accept donations, registration fees, and membership dues in support of chapter activities. The Society also facilitates the activities of chapters by providing a range of administrative and other support services, including financial management, web and technical support, communications support, and governance mediation. However, because chapters are legally part of the Society and subject to the oversight of the AMS office and Board of Directors, individual chapters may not issue their own publications in the name of the Society, maintain independent financial accounts or social media sites, or change the chapter's by-laws or regional constitution without the permission of the Board of Directors. Chapter leaders are strongly encouraged to consult with the AMS office when launching new programs or activities to ensure that all chapter activities are conducted in compliance with AMS policy and applicable local, state and federal law.

2. Study Groups

Study Groups are voluntary associations of AMS members with similar sub-disciplinary, thematic or methodological interests. The AMS has twenty-two (22) study groups that connect

members around topics of common interest and inquiry. These groups, along with many AMS committees, are invited to participate in the Society annual meeting by scheduling business meetings and organizing programmatic sessions.

As defined in the By-Laws, a study group is a voluntary association of at least ten members of the Society who "convene around subjects that have produced a significant body of research"(Art. XI, 2) and who have received formal recognition and sponsorship from the AMS Board of Directors. Study groups are free to schedule their own meetings, elect their own officers, and enroll as a member anyone who is a member in good standing of the American Musicological Society. Each study group must adopt and ratify its own Guidelines or By-Laws, as described in Article XI.B.5 of the Society's By-Laws. Study groups must also submit an annual report on their activities to the AMS office and are eligible for funding under a variety of Society programs, most notably the Study Group Activities Fund (which provides matching funds for chapter programs) and the Study Group Allotments program (which provides an annual subsidy to all duly constituted chapters). For more on chapter and other affiliate funding, see the Affiliates Grants page on the AMS website.

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.

OTHER RESTRICTIONS

Study Groups exist under the Society's 501(c)(3) nonprofit umbrella and thus may accept donations, registration fees, and membership dues in support of study group activities. The Society also facilitates the activities of study groups by providing a range of administrative and other support services, including financial management, web and technical support, communications support, and governance mediation. However, because study groups are legally part of the Society and subject to the oversight of the AMS office and Board of Directors, individual study groups may not issue their own publications in the name of the Society, maintain independent financial accounts or social media sites, or change the study group's by-laws or thematic concentration without the permission of the Board of Directors. Study group leaders are strongly encouraged to consult with the AMS office when launching new programs or activities to ensure that all study group activities are conducted in compliance with AMS policy and applicable local, state and federal law.

3. Coalition of Music Organizations

The AMS is the primary sponsor and organizer of the Coalition of Music Organizations, a voluntary association of small to medium-sized music organizations, publishers, programs, and cultural institutions designed to provide access to small-grant funding ($1,000–$10,000), outreach support, and opportunities for cooperation and conversation. The Coalition takes advantage of economies of scale and its members' diverse organizational strengths to advance research, learning, and teaching in music. Organizations apply for membership and pay an annual membership fee that gives them access to tiered benefits.

The AMS also maintains strong relationships with many other organizations that are not formally members of the Coalition of Music Organizations. Such organizations often collaborate with the AMS on projects or may convene their own gatherings before or during the AMS Annual Meeting.

4. Fiscal Sponsees

As an established 501(c)(3) nonprofit, the AMS offers its tax-exempt status and administrative support to projects or groups that align with its mission, allowing its fiscal sponsees to receive tax-deductible donations and grants without having to form their own separate non-profit entity. The following fiscal sponsorships have been either established or formalized in the last five years: Feminist Theory & Music, Project Spectrum, and the International Musicological Society (IMS).

D. PUBLICATIONS

MANAGING EDITOR, AMS PUBLICATIONS

The *Managing Editor, AMS Publications* is a paid staff position. The person holding this job title serves as the primary staff liaison to all AMS editors and editorial teams, as well as to the Society's publishing partners and vendors. The Managing Editor also performs (or secures others to perform) a range of tasks needed to produce AMS print and online publications, including printers, engravers, fact-checkers, graphic designers, and distributors.

1. *Journal of the American Musicological Society* (*JAMS*)

EDITOR-IN-CHIEF

Charge: The *JAMS* Editor-in-Chief (EIC) is appointed by the AMS Board of Directors and serves as lead volunteer editor of the Journal. The EIC also nominates candidates, subject to Board concurrence and approval, for Reviews Editor, Digital and Multimedia Editor, and membership on the editorial board of the *Journal*.

Timetable: Three-year term. Search for a new Editor-in-Chief should begin two years prior to the beginning of his/her term. Applications and nominations are solicited and reviewed by the Board. The Editor-in-Chief is first appointed as Associate Editor, and shadows the current EIC while assisting with the work of reviewing submissions and preparing issues. The Associate Editor serves for a two-year term and then succeeds to the role of Editor-in-Chief.

Honorarium: The EIC receives a per issue honorarium of $1,500 per issue. During the two years before the Editor-in-Chief's term begins, they serve as **Associate Editor** to gain experience in all aspects of managing the Journal and receive a per issue honorarium of $500.

DIGITAL & MULTIMEDIA EDITOR

Charge: The *Digital & Multimedia Editor* commissions, assesses, and edits reviews of digital and multimedia scholarship.

Timetable: Serves a two-year term.

Honorarium: Receives $500 per issue.

REVIEWS EDITOR

Charge: The *Reviews Editor* commissions, assesses, and edits reviews of digital and multimedia scholarship.

Timetable: Serves a two-year term.

Honorarium: Currently set at $500 for each editor per issue.

JAMS EDITORIAL BOARD

Charge: The members of the *JAMS* Editorial Board are charged with advising the EIC, Associate Editor, Digital & Multimedia Editor, and Reviews Editor; with helping to assess and review journal submissions; and with assisting in the development of colloquy, special issues, features, etc.

Timetable: Members of the *JAMS* Editorial Board serve three year terms. Accordingly, one-third of the Board turns over annually.

Honorarium: *JAMS* Editorial Board members do not receive honoraria.

JAMS EDITORIAL ASSISTANT

The *JAMS* Editorial Assistant works with the Managing Editor and Editor-in-Chief to manage the flow of materials for the *Journal* and maintain the highest standards of quality. The job comprises several elements: author correspondence, fact-checking, manuscript preparation, proofreading, etc. This is a paid part-time position.

2. *JOURNAL OF MUSICOLOGY PEDAGOGY* (*JMP*)

EDITOR-IN-CHIEF

Charge: The *JMP* Editor-in-Chief (EIC) is appointed by the AMS Board of Directors and serves as lead volunteer editor of the *Journal*.

Timetable: The Editor-in-Chief of *JMP* serves a three-year term.

Honorarium: Receives no honorarium.

3. *AMS STUDIES*

SERIES EDITOR

Charge: Overall responsibility for reviewing manuscripts (with assistance of readers chosen by the editor in consultation with the Managing Editor), proposing acceptances to the AMS Office, editing accepted manuscripts, and seeing them through the press and publication.

Timetable: The AMS Studies *Series Editor* serves a three-year term, renewable.

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

4. *MUSICOLOGY NOW*

EXECUTIVE EDITOR

Charge: Overall responsibility for work of the Editorial Team and for ensuring the review of submissions and correspondence with authors. The Executive Editor also works with the Managing Editor, AMS Publications to ensure conformity to the publication calendar, plan and implement strategic projects and collaborations.

Timetable: The *Executive Editor* of *Musicology Now* serves a three-year term.

Honorarium: Receives no honorarium.

ASSOCIATE EDITOR

Charge: Assists the Executive Editor with the management of submissions and correspondence with authors.

Timetable: The *Associate Editor* serves a three-year term.

Honorarium: Receives no honorarium.

II. COMMITTEES

The American Musicological Society conducts much of its business through corporation committees made up of unpaid volunteers. In order to serve on an AMS committee, individuals must be members in good standing of the AMS (although this requirement may be waived by the AMS President or Executive Director in *exceptional* circumstances, usually for roles involving special projects or organizational partnerships).

Below are key principles and policies governing the creation, management and dissolution of committees.

1. **Creation**: Committees are convened to accomplish work required by new or established AMS programs, strategic goals, or compliance obligations. Thus, they may be formed at the request of the Board of Directors, President, and/or Executive Director. Typically, committees that address governance or strategic issues are initiated by the Board or President, and committees that help accomplish specific operational or programmatic tasks are convened at the request of the Executive Director.
2. **Remits**: All corporation committees (i.e., non-governance related bodies, like the Board of Directors, Council, Executive Committee, etc.) are convened for a purpose and must be: (a) given a specific or finite remit or charge, (b) periodically assessed to evaluate their progress toward fulfilling that remit or charge, and (c) annually reminded (in letters of appointment or reappointment) of their remit or charge.
3. **Appointments**: Most corporation committees are filled by appointment of the President, working in concert with the Committee on Committees.
4. **Representation**: To the extent feasible, committees should be broadly representative of the membership of the Society, reflecting varied demographics, geography, institutional affiliations, career track, sub-discipline or field, methodological approach, career stage, and so on.
5. **Service Year**: The AMS service year runs from 1 November to 31 October. Thus, all committee appointments run from 1 November of the year when the committee member's term begins to 31 October of the year when the committee member's term ends.

6. **Multiple Offices**: The Society discourages the consolidation of power or influence in the hands of any single group or individual. Thus, as a rule, every effort should be made to ensure that no one is appointed to multiple important or principal corporation committees at the same time.
7. **Removing Members**: With the approval of the Board of Directors, the President may remove members of committees.
8. **Disbanding Committees**: All committees are convened for a specific purpose. When that purpose is accomplished, it is expected that committees will be disbanded. Thus, the maintenance of a committee requires the annual renewal of its remit or charge.

(Note: *Ad hoc* advisory or program-related working groups, panels, deputations, focus groups, and other small collections of volunteers may be formed by the Executive Director as needed and with the knowledge of the President. Such *ad hoc* bodies are not permanent committees and are empaneled and dissolved as needed, usually for terms of less than a full service year.)

A. 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.

Committee Remit: The remit or charge of the committee, as well as any special requests, is provided to the committee chair at the start of each service year. The committee remit is published in this *Handbook*, which is posted to the website. The remit or charge should also be communicated to new members at the time of their appointment.

Committee Guidelines: The chair and other members of the committee should follow written procedures for the conduct of the committee's work. The AMS keeps committee guidelines updated with regard to best practices for ensuring fair decision-making. The Office reviews and updates committee guidelines annually and communicates them to committee chairs and members along with a reminder of the dates of their terms and the timetable set for the committee's work. When updating committee guidelines, the Office consults relevant Board liaisons and the Committee on Committees (led by the Past President or President-Elect) as needed.

Reports: Each committee chair is required to submit reports or items for Board consideration in the spring (generally mid-March), and in the autumn (generally early September). At the conclusion of the chair's term, normally at the time of the chair's autumn report, they should include a summary of accomplishments, and they should submit any recommendation for adjustments to the committee's remit or process on the basis of their experience.

Conduct of Meetings: It is advisable to maintain a written record of committee meetings. This can consist of a simple summary of the deliberations and actions taken.

Archival Records: At the conclusion of their chairmanship, the outgoing chair should send the records of the committee to the incoming chair and the AMS Office. The Society's staff will ensure that documents are retained or discarded as required by the Society's Document Retention Policy. Where appropriate, the office will send records 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. AMS representatives to this committee serve three-year terms.

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: Seven (7) 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 appointed to two-year overlapping terms, that number 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: Five (5) 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: Five (5) 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: No more than 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, such as AMS Explore, aimed at students and teachers at all levels of music education.

Constitution: Five (5) 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.

The Ethics Committee has three members who serve staggered three-year terms, with the addition of the Executive Director as an *ex officio* member. Elected in the spring, the members of this committee will begin their service in November. This committee is charged with periodically re-assessing the AMS "Guidelines for Ethical Conduct." The Ethics Committee is invited to organize committee-sponsored sessions on topics related to professional ethics for the Annual Meeting (submission deadline: mid-March), independently or in cooperation with other Committees or Study Groups; and to organize sessions or events on these topics throughout the year, in partnership with the AMS Office. This committee is not empowered to accept reports of grievances or complaints and must refer individuals who wish to submit such complaints to follow the instructions in the Complaints and Grievances section of the AMS Contact Us page. Members are obliged to notify the AMS Office of any such complaints they do receive and to keep them strictly confidential. The Committee reports to the Board twice a year (October and March).

Constitution: The Ethics Committee consists of three (3) 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) monitors the progress and performance of AMS meetings and events on behalf of the AMS Board of Directors and advises the Board in setting policies. CAMPE reviews and approves applications for the AMS lecture series and guest speaker funding, as well as assisting with

Annual Meeting fundraising. CAMPE may propose events and sessions for the Annual Meeting.

Constitution: Seven (7) members including a Board member who serves as the chair and liaison to the Board, and the AMS Executive Director, who serves *ex officio*. CAMPE includes *ex officio* members from the Rock and Roll Hall of Fame (RRHoF) and the Library of Congress.

Timetable: The Committee on the Annual Meeting and Public Events meets 2-4 times a year, as needed.

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: Six (6) 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 for the Annual Meeting and helps organize a variety of different performances throughout the program year. 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.

Constitution: Three (3) 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 review of performance proposals submitted to the Annual Meeting occurs in the Winter. Consultation with the AMS Office and CAMPE to commission performances may take place at other times.

4. NYU/AMS LECTURE COMMITTEE

Purpose: The NYU/AMS Lecture Committee plans the annual NYU/AMS Lecture, selects a speaker, and coordinates among NYU stakeholders, in partnership with the AMS Office.

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 a final slate of board nominees to the AMS Board of Directors by September 1.

3. 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. The Finance Committee meets with the external auditor to review the audit in late spring.

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

Timetable: N.A.

E. AWARD, GRANT, AND FELLOWSHIP 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 on 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 Program Fund & Award Committee

Purpose: The Early Music Award honors a substantial, single-authored work of scholarship on music before 1550. The Early Music Program Fund (EMPF) supports educational or field-building programming for researchers studying music in the period before ca. 1600. The Early Music Award and Early Music Program Fund 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: Applications for the Early Music Program Fund must be received by mid-January with decisions due by late-February. Nominations for the Early Music Award 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. Roland Jackson Memorial Grant & 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.

5. Otto Kinkeldey Award Committee

Purpose: The Otto Kinkeldey Award honors a musicological book of exceptional merit published during the previous year 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.

6. Lewis Lockwood Award Committee

Purpose: The Lewis Lockwood Award honors a musicological book of exceptional merit published during the previous year 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.

7. 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 decisions are due by late-August/early-September.

8. 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.

9. 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.

10. H. Colin Slim Award Committee

Purpose: The H. Colin Slim Award honors a musicological article of exceptional merit published 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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: Seven (7) members serving three-year overlapping terms.

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

17. 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 Antokoletez 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
- The Janet Levy Fund for scholars who do not have access to employer-based research funding

Constitution: Seven (7) members serving three-year staggered terms.

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

18. Noah Greenberg and Thomas Hampson Funds 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 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. This Committee reviews applications and determines awardees for both 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 late-summer and decisions are due by October 1.

19. Publication Subventions Committee

Purpose: The Publication Subventions Committee reviews and selects applications for publication subventions twice annually.

Constitution: The committee comprises five to seven (5-7) regular members with three four-year staggered terms, plus the Executive Director (*ex officio*).

Timetable: The Publication Subventions Committee meets regularly in the fall and spring.

F. DELEGATES & LIAISONS

1. DELEGATE TO ACLS

Charge: To represent the AMS at the annual meeting of the ACLS and attend any special meetings to which it may call delegates of the constituent societies; write occasional papers as requested by the ACLS; report annually to the AMS Board.

Timetable: Term of four years (or as set by ACLS).

2. DELEGATE TO LIBRARY OF CONGRESS, NATIONAL RECORDING PRESERVATION BOARD (NRPB)

Charge: To represent the AMS at the meeting(s) of the Library of Congress's National Recording Preservation Board (NRPB); report at least once annually to the AMS Board

Timetable: Term of four years (as set by NRPB).

3. DELEGATE TO U.S. *RILM* BOARD

Charge: To oversee the management of the US-*RILM* Office and assist in identifying funds to support the activities of that office.

Constitution: Rotation of members. The U.S.-*RILM* Board has one member from each of the regularly supporting organizations (AMS, MLA, and US-IAML); the chair rotates among those members. The term of office is four years.

Timetable: The Board meets annually during the AMS Annual Meeting.

4. DELEGATE TO GROVE ONLINE ADVISORY PANEL

Charge: The Grove Online Advisory Panel serves as a consultative body for the broad, fundamental questions that arise in the course of maintaining and developing Grove Music Online, currently a project of Oxford University Press.

Constitution: Rotation of members. One delegate from the AMS and from each of the constituent societies (International Association of Music Libraries, International Musicological Society, Music Library Association, Royal Musical Association, Society for Ethnomusicology, Society for Music Theory). Each society determines the length of term and selection process. The AMS delegate serves a four-year term.

Timetable: The panel meets at least once every two years, with travel paid by Oxford University Press, and delegates are consulted individually or collectively for advice on an occasional basis.

5. BOARD LIAISON

Charge: To act as a liaison between the AMS Board of Directors and a constituency, committee, affiliate or other segment of the AMS. Appointed as needed by the President.
Timetable: Varies.

G. POLICIES

Conflict of Interest Policy
The AMS is committed to operating ethically and lawfully. This policy statement outlines how to identify, prevent, and address potential conflicts of interest. It applies to all Society officers, directors, employees, volunteers, and agents.

Whistleblower Policy
It is the policy of the AMS to protect from retaliation those who share good-faith concerns and complaints regarding wrongful or illegal conduct. This policy explains how to report wrongful or illegal conduct, and delineates the protections accorded to whistleblowers.

Guidelines for Ethical Conduct
This statement provides guidelines for ethical conduct by members of the Society, both as individual scholars and as employees and members of professional institutions and organizations.

Grievance Resolution Procedures
This document provides a summary of the Society's procedures for investigating and addressing complaints against individuals for actions or inactions occurring in the context of AMS programs or events.

Policy on Harassment
Harassment of AMS employees, members, or volunteers and other individuals attending AMS-operated, sponsored and/or affiliated events is unacceptable and will not be tolerated.