

# **International Society for Music Education**

## **Bylaws**

Adopted by the ISME General Assembly on 19 July 2018 in Baku, Azerbaijan.

### **Bylaw I – Languages**

The official language of the Society shall be English. Additional languages appropriate to the venues of the conferences and other activities of the Society shall also be considered official.

### **Bylaw II – Inclusion**

Every activity, program, and publication of the Society shall be designed to embrace and engage persons of every culture, ethnic group, belief, and condition. The Society shall not permit discrimination or harassment in any form; shall promote and encourage the principles of acceptance, inclusion, and diversity; and shall support the equitable treatment of every member in every context and every situation.

### **Bylaw III – Membership**

- 1) Membership in the Society shall be available by applying and paying the applicable dues.
- 2) The following categories of membership shall be available within the Society:
  - a) Regular: This category of membership shall be available to any person teaching or facilitating music learning and to any other person desiring to support the work of the Society.
  - b) Student: This category of membership shall be available to any person enrolled in a program leading to a career in teaching or facilitating music learning. This category shall be available to any person for a maximum of three membership periods of two years each.
  - c) Honorary Life: This category of membership shall be limited to those distinguished members designated as Honorary Life members by the Board of Directors.
- 3) Dues for Regular and Student members shall be established by the Board of Directors. Student members and Regular members at least sixty-five (65) years of age shall receive a reduced rate, never to exceed fifty (50) percent of the Regular membership rate. No dues shall be required of Honorary Life members.
- 4) Members of the Society, as defined in Sections 2a, 2b, and 2c above, shall have all rights of membership, including the right to vote, the right to hold office, and all other rights as specified in the Bylaws, the Policy Manual, and the manual of parliamentary procedure adopted by the Society.
- 5) The period of membership for Regular and Student members, as defined in Sections 2a and 2b above, shall extend for two (2) years beginning on January 1 of the year in which the applicant's dues are received by the Chief Executive.
- 6) The giving or holding of proxies shall not be permitted in any meeting or activity sponsored by the Society or a constituent body.

### **Bylaw IV – Partnership**

- 1) Partnerships in the Society shall be available by applying and paying the applicable fees.

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- 2) The following categories of partnership shall be available within the Society:
  - a) Professional Association: This category of partnership shall be available to any professional association whose values and aims are consistent with those of the Society.
  - b) Institution: This category of partnership shall be available to any non-commercial entity whose values and aims are consistent with those of the Society.
  - c) Corporation: This category of partnership shall be available to any corporation or other commercial entity whose values and aims are consistent with those of the Society.
- 3) Enrollment fees for each category of partnership shall be established by the Board of Directors.
- 4) Partners of the Society, as defined in Sections 2a, 2b and 2c above, shall not have the right to vote or hold office but may have other rights as specified in the Bylaws or the Policy Manual of the Society. A member representing a Partner organization may vote pursuant to Bylaw III (Section 4) but may not hold office as provided in that Bylaw.
- 5) The period of enrollment as a Partner of the Society, as defined in Sections 2a, 2b, and 2c above, shall be established at the discretion of the Board of Directors.

### **Bylaw V – World Conference**

A World Conference of the Society shall be held in each even-numbered year.

### **Bylaw VI – General Assembly**

- 1) The members of the Society, when assembled, shall constitute the General Assembly of the Society. The General Assembly shall be convened at each Biennial World Conference of the Society.
- 2) Notice of each convening of the General Assembly shall be circulated to the members at least thirty (30) days prior to the meeting. The notice shall state the date, the time, the agenda, and the location of the meeting. The members present shall constitute a quorum and minutes shall be taken.
- 3) The agenda for each regular meeting of the General Assembly shall include, but not be limited to, the following items:
  - a) Approval of the agenda
  - b) Approval of the minutes of the previous convening of the General Assembly
  - c) Introduction of the Board of Directors, officers, and others as appropriate
  - d) A Biennial Report by the President that shall include, but not be limited to, the following items:
    - i) A summary of the activities of the Society
    - ii) A financial report

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- iii) Reports from the Commissions, Councils, Committees, Special Interest Groups, and other groups as appropriate
  - e) Discussion of the Biennial Report; upon conclusion of the discussion the report shall be filed
  - f) A proposed Biennial Plan by the President-Elect that shall include, but not be limited to, the following items:
    - i) Strategic priorities for the Society
    - ii) Activities for the forthcoming biennium
    - iii) The budget for the forthcoming biennium
  - g) Discussion of the Biennial Plan; matters arising from the discussion shall be considered during the first meeting of the incoming Board of Directors
  - h) Discussion and action on motions or resolutions submitted by members, if any
  - i) Announcement of the results of the recent election, and
  - j) Announcement of the date and place of the next convening of the General Assembly.
- 4) In all matters brought before the General Assembly, each member as defined in Bylaw III (Sections 2a, 2b, and 2c), shall have one vote.
- 5) All voting of the General Assembly shall be conducted by a voice vote or other means described in the manual of parliamentary procedure adopted by the Society, at the discretion of the presiding officer, unless the General Assembly shall specify, by a majority vote, a particular method.
- 6) Unless otherwise specified in these Bylaws, all actions by the General Assembly shall require a simple majority vote.
- 7) The General Assembly may refer matters brought before it for action by a vote of the full membership. In every such case a minimum of fourteen (14) calendar days shall be allowed for discussion by the membership and a minimum of fourteen (14) calendar days allowed for voting. The discussion and voting shall be overseen by the Chief Executive in accordance with procedures specified by the Board of Directors. The results of the vote shall be announced to the membership within five (5) calendar days of the close of the voting and no results shall be announced until that time.

### **Bylaw VII – Officers**

- 1) The officers of the Society shall consist of the President, the President-Elect, and the Past President.
- 2) The President shall serve as the official representative of the Society and shall preside at all meetings of the General Assembly, the Board of Directors, and the Executive Committee. The President shall provide leadership in the day-to-day activities of the Society, shall direct the work of the administrative staff, and shall consult regularly with the other officers and the Board of Directors.

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- 3) In the event of the absence or incapacity of the President, the President's duties shall be assumed by the President-Elect or the Past President, in that order.
- 4) In the event of the death or resignation of the President, the President-Elect shall succeed to the presidency, shall serve for the unexpired portion of the term of the President, and shall then succeed to a full term as President.
- 5) In the event of the death, resignation or succession to the presidency of the President-Elect, the Board of Directors shall appoint a member of the Executive Committee to serve as Acting President-Elect until a new President-Elect shall be duly elected.
- 6) In the event of the death or resignation of the Past President, the Board of Directors shall appoint a member of the Executive Committee to assume the responsibilities of the Past President.
- 7) The officers shall perform the duties prescribed for their offices in the Bylaws and the Policy Manual of the Society and as described in the manual of parliamentary procedure adopted by the Society.

### **Bylaw VIII – Board of Directors**

- 1) The Board of Directors shall consist of the President, the President-Elect, the Past President, and twelve Members-at-Large.
- 2) The Board of Directors shall be responsible for all property and funds of the Society. The Board shall establish procedures for the disbursement of the funds of the Society, and no funds shall be disbursed except in accordance with such procedures.
- 3) The Board of Directors may delegate authority to the Executive Committee to act on behalf of the Board with respect to specific matters or in specific circumstances. Any such actions by the Executive Committee shall be reported to the Board within fifteen (15) days, and such authority shall expire at the end of the biennium in which it is granted.
- 4) The Board of Directors shall develop and maintain a Policy Manual, which shall specify in detail the practices, policies, procedures, and expectations governing the various activities of the Society and its constituent bodies. The Policy Manual shall be revised as necessary and the Board shall take care to ensure that these practices, policies, and procedures are faithfully adhered to.
- 5) The Board of Directors shall be responsible for strategic planning and action to ensure the long-term health and success of the Society.
- 6) The Board of Directors may elect Honorary Life Members of the Society. Each Honorary Life Member must:
  - a) Be recognized as a genuinely outstanding music educator in at least one country,
  - b) Have established a record of achievement and distinction,
  - c) Have made contributions to music education that are of lasting value and that will likely be considered of importance by future music educators, and
  - d) Have been active in the Society for an extended period.

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- 7) A quorum of a simple majority of the members of the Board of Directors, including at least one of the officers identified in Bylaw VII (Section 1), must be present in order for the Board to transact business.
- 8) The Board of Directors may be convened by electronic means when necessary, provided that there is a quorum participating. Minutes shall be taken at both electronic sessions and physical meetings. When meeting physically, the Board may grant individual members the right to participate and vote by electronic means when necessary, provided that those members are able to take part fully in the relevant discussions.
- 9) In the event of the death or resignation of a Member-at-Large of the Board of Directors, the Board may appoint a member to serve in that capacity for the unexpired portion of the term.
- 10) Any member standing for election as President-Elect or as a Member-at-Large of the Board of Directors is understood to have agreed to abide by the rules, requirements, and expectations set forth in the Constitution, the Bylaws, and the Policy Manual of the Society.
- 11) No member of the Board of Directors may serve concurrently as Chair of a Commission, Council, or Special Interest Group, or as Editor or Co-editor of a major print publication of the Society except as provided in these Bylaws.
- 12) Each member of the Board of Directors shall act at all times in the best interest of the Society as a whole and not on behalf of any constituent body of the Society or any external organization. A member of the Board shall be recused from and may not participate in any discussion or vote by the Board concerning any matter before the Board that may raise or appear to raise a professional, organizational, or financial conflict of interest for that member.

### **Bylaw IX – Executive Committee**

- 1) The Executive Committee shall consist of the three officers of the Society and two Members-at-Large of the Board of Directors.
- 2) The two Members-at-Large shall be nominated and elected to the Executive Committee each biennium by the Board of Directors.
- 3) In the event of the death, resignation, or temporary incapacity of a Member-at-Large serving on the Executive Committee, the Board of Directors may elect an alternate Member-at-Large to serve for the remainder of the biennium or until the incapacity no longer exists.

### **Bylaw X – Financial Affairs**

- 1) The Executive Committee shall constitute the Finance Committee of the Society.
- 2) The Finance Committee may authorize limited expenditures of Society funds until the Board of Directors has approved a budget for the forthcoming fiscal biennium.
- 3) Prior to each meeting of the General Assembly, the Finance Committee shall present a proposed budget for the forthcoming fiscal biennium to the Board of Directors for its consideration and adoption.
- 4) The Society shall operate on a fiscal biennium beginning on January 1 of each odd-numbered year.

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### **Bylaw XI – Removal or Suspension of Officers and Directors**

- 1) The Board of Directors shall have the authority to discipline, suspend, or remove from office an officer or a Member-at-Large of the Board of Directors.
- 2) Discipline or suspension shall require a majority vote of the Board of Directors.
- 3) Removal from office shall require a two-thirds (2/3) majority vote of the Board of Directors.

### **Bylaw XII – Administration**

- 1) The Board of Directors shall appoint a principal administrator of the Society, to be known as the Chief Executive or an equivalent title designated by the Board of Directors. The Board may appoint additional administrative personnel or may authorize the Chief Executive to do so.
- 2) The Chief Executive shall report to the President, and any other administrative personnel shall report to the Chief Executive.
- 3) The Chief Executive shall be responsible for conducting the daily business of the Society under the direction of the President and in accordance with the Constitution, Bylaws, Policy Manual, and parliamentary manual adopted by the Society.
- 4) The Chief Executive shall attend meetings of the Board of Directors and the Executive Committee.

### **Bylaw XIII – Elections**

- 1) Elections for President-Elect and for positions as Members-at-Large of the Board of Directors shall be conducted in a manner prescribed by the Board that allows each member eligible to vote pursuant to Bylaw III (Sections 2a, 2b, 2c) an opportunity to cast a ballot. The candidates receiving the most votes shall be elected. Ballots, supporting information, and instructions shall be distributed to each eligible member no fewer than sixty (60) days prior to the closing date for voting. The closing date for voting shall be determined by the Board and shall be stated on the ballots and in the accompanying instructions.
- 2) Prior to each election, the Board of Directors shall appoint a Nominating Committee consisting of the Past President and four other members not currently serving on the Board. The Past President shall serve as Chair. The committee shall perform the following functions:
  - a) Solicit and review nominations for President-Elect and for Members-at-Large of the Board of Directors for the next biennium.
  - b) Develop a slate of candidates that is balanced and diverse, particularly with respect to culture, experience, gender, language, and geography.
  - c) Present to the Board of Directors a slate of not more than two candidates for each position to be filled.
- 3) The Board of Directors shall approve and present to the membership an intact slate of candidates submitted by the Nominating Committee. The Board may ask the Committee to reconsider a slate of candidates it has submitted, if desired.

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- 4) At the expiration of their terms, the President shall succeed automatically to the office of Past President and the President-Elect shall succeed automatically to the office of President.
- 5) Each officer and each Member-at-Large of the Board of Directors shall serve a two-year term beginning at the conclusion of the General Assembly at which the election results are announced.
- 6) Members-at-Large of the Board of Directors may be re-elected for one additional term, after which they shall be ineligible for the same office.
- 7) No person may serve for more than one two-year term as President-Elect, President, or Past President except as provided elsewhere in these Bylaws.
- 8) In the event of a tie vote for President-Elect, or in the event that a tie vote makes it impossible to determine who shall be seated on the Board of Directors, the decision shall be made by the Nominating Committee.

### **Bylaw XIV – Constituent Bodies**

- 1) Constituent bodies of various types may be established to conduct the work of the Society. They may be designated as Commissions, Councils, Special Interest Groups, or Committees.
  - a) Provisions governing the functioning of these constituent bodies shall be established by the Board of Directors.
  - b) Except in the case of the Council of Professional Associations, every person serving on a Commission, Council, or Committee, and every member of a Special Interest Group must be a member of the Society eligible to vote pursuant to Bylaw III (Sections 2a, 2b, and 2c), and every person participating in an activity sponsored by a Commission, Council, Committee, or Special Interest Group must be a member of the Society.
  - c) No Commission, Council, Committee, or Special Interest Group shall have access to any funds of the Society except as specifically authorized by the Board of Directors.
  - d) Prior to each meeting of the General Assembly, the Chair of each Commission, Council, Committee, and Special Interest Group shall submit to the Board of Directors a written report on its activities since the previous meeting of the General Assembly.
- 2) Commissions devoted to research and practice in specific fields of interest within music education may be established or terminated by a vote of the General Assembly on the recommendation of the Board of Directors.
  - a) Each Commission shall consist of six (6) members, including a Chair. Two (2) members of each Commission shall be appointed each biennium. Commission members and Chairs shall be appointed by the Board of Directors on the recommendation of the Commission. Each Commission member shall serve a term of six years and shall not be eligible for reappointment to that Commission. Each Commission Chair shall serve a term of two (2) years. A Chair may be reappointed, but any appointment as Chair shall expire when the term of that member on the Commission expires.

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- b) Each Commission shall be responsible for organizing one or more sessions for the membership at each Biennial World Conference. These sessions shall be organized by the Chair of the Commission in cooperation with the local organizing groups.
- 3) Councils devoted to facilitating and supporting the work of the Society may be established or terminated by a vote of the General Assembly on the recommendation of the Board of Directors.
  - a) The Chairs of the various Commissions shall constitute the Council of Commission Chairs. The President-Elect of the Society shall serve as Chair of the Council of Commission Chairs. The Council of Commission Chairs shall be convened during each Biennial World Conference of the Society.
  - b) There shall be a Council of Professional Associations composed of one representative from each of the Professional Associations that are Partners of the Society pursuant to Bylaw IV (Section 2a). The representative shall be designated by that Association. The purpose of the Council of Professional Associations shall be to provide a mechanism for these organizations to exchange information, collaborate, learn from one another, and build international relationships as well as to establish a means for the respective organizations and the Board of Directors of the Society to exchange information and counsel. The President-Elect of the Society shall serve as Chair of the Council of Professional Associations. The Council of Professional Associations shall be convened physically at each Biennial World Conference of the Society and at other times, either physically or electronically, as determined by the members of the Council.
- 4) Special Interest Groups designed to meet the needs and interests of members may be established by the Board of Directors. Provisions governing the membership, activities, privileges, and responsibilities of each group shall be specified by the Board, and any such group may be terminated at the discretion of the Board.
- 5) There shall be a Standing Committee on Honorary Life Membership. The Committee shall consist of four members, each appointed for a term of four (4) years. Two members shall be appointed by the incoming President with the approval of the Board of Directors each biennium. At least one (1) member of the Committee shall concurrently be a member of the Board. A Chair shall be designated by the incoming President with the approval of the Board each biennium. In the event of a vacancy, the President shall appoint a member to fill the unexpired term, and that member shall be eligible for reappointment. The Committee shall solicit nominations for Honorary Life Membership from the members and partners of the Society and may recommend not more than two (2) candidates for Honorary Life membership each biennium for consideration by the Board of Directors.
- 6) In addition to the Committees established elsewhere in these Bylaws, the Board of Directors may establish such Standing Committees or Ad Hoc Committees as it sees fit to accomplish specific tasks on behalf of the Society. Each Committee shall be assigned a specific charge by the Board and may be assigned a termination date. Each Committee not designated as a Standing Committee shall be considered an Ad Hoc Committee, and if no termination date is assigned by the Board, the Committee shall be terminated at the end of the biennium in which it was established.

### **Bylaw XV – Records and Information Management**

- 1) The archives of the Society shall be maintained at the University of Maryland in College Park, Maryland, United States of America, subject to conditions negotiated with the University.



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- 2) The files and records maintained and preserved in the archives of the Society shall include, but not be limited to, the following:
  - a) Minutes of meetings of the Board of Directors and the General Assembly
  - b) Reports submitted to the Board of Directors or presented to the General Assembly
  - c) Financial records
  - d) Publications of the Society
  - e) Photographs, recordings, and other media products of the Society
  - f) Programs of the Biennial World Conferences and other meetings sponsored by the Society
- 3) The Chief Executive shall cause the materials cited in Section 2 above to be deposited in the archives of the Society at the University of Maryland within ninety (90) days following the conclusion of each biennium.
- 4) The Board of Directors shall appoint a Historian for the Society who shall be charged with the task of documenting and disseminating information regarding the history of the Society through a variety of means, including publications, presentations at conferences, and electronic media.
- 5) The Board of Directors shall establish policies for protecting the privacy of members, and such policies shall be applicable to all activities, records, and publications of the Society. Personal information and records concerning members of the Society designated for disposal shall be safely discarded in a permanent manner.

### **Bylaw XVI – Parliamentary Authority**

- 1) The current edition of the American Institute of Parliamentarians *Standard Code of Parliamentary Procedure* shall govern the Society and its constituent bodies, including the Board of Directors, Commissions, Councils, and Committees, in all parliamentary situations that are not otherwise provided for in the Constitution, Bylaws, or Policy Manual of the Society.
- 2) The President of the Society shall appoint a Parliamentarian who shall serve for a period to coincide with the term of the President and shall concurrently hold no other elective or appointive position within the Society.
- 3) The Parliamentarian shall participate in meetings of the Board of Directors and the General Assembly, shall be available for electronic consultation during meetings of the Executive Committee, and, at the request of the presiding officer, shall make every effort to be available for electronic consultation during meetings of other constituent bodies of the Society.

### **Bylaw XVII – Amendments**

- 1) Amendments to, or revisions of, these Bylaws shall require a majority of the ballots cast by the membership of the Society. Procedures for the consideration of amendments or revisions shall be prescribed by the Board of Directors.

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- 2) A proposal to amend or revise either the Constitution or the Bylaws may be submitted by the Board of Directors or submitted and seconded by members.
  
- 3) A proposal to amend or revise either the Constitution or the Bylaws not originating in the Board of Directors must be submitted to the Board for its consideration and recommendation prior to its submission to the membership.