Society for American Music Handbook

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Handbook: Board of Trustees

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Charge

The Board of Trustees administers and manages the affairs of the Society, formulates and executes its policies, and realizes its stated purposes. It acts in the name of the Society between the members' annual business meetings, and it may exercise all powers except those which are vested exclusively in the members.

Board membership

The Board of Trustees comprises the elected officers of the Society and one ex-officio member. Eleven officers are elected and are voting members of the Board: President; the President-elect or the immediate Past President; Vice-President; Secretary; Treasurer; and six Members-at-Large; the ex-officio member is the Executive Director who is appointed by the Board and serves in an advisory capacity.

Executive committee

The Executive Committee of the Board consists of the President, Vice-President, Secretary, and Treasurer as voting members, with the Executive Director ex-officio.

Terms of office

Officers serve until the transfer of office takes place at the annual business meeting. The length of term is outlined under the description for each office.

The Executive Director serves until the first meeting of the new Board.

Conduct of business

Parliamentary authority

The rules in the current edition of Robert's Rules of Order (Newly Revised) govern the conduct of the Society in all cases to which they are applicable so long as they are not inconsistent with the Society's bylaws, any special rules of order the Society may adopt, or this handbook.

Voting

The President, President-elect or Past President, Vice-President, Secretary, Treasurer, and six Members-at-Large may vote. Decisions are made by a majority of the Board's voting members. The designations "board approves," "board must approve," "board approval," "board authorization," and other such designations indicating board action by a majority of its voting members in this Handbook hereinafter denote a quorum. Votes taken by email should be attached to the minutes of the following meeting of the Board for informational purposes and without further discussion.

Meetings

The Board meets in conjunction with the annual conference of the Society and may meet at other times. It is customary for the Board to hold an interim meeting in the fall. Special meetings may be convened either when called by the President or when requested in writing by three of the Board members.

Attendance

Board meetings are open to members of the Society, who may attend as auditors except when, at its discretion, the Board meets in closed session. Editors of standing publications of the Society are encouraged to attend Board meetings.

Quorum

A majority of the voting Board members constitutes a quorum as long as the President or the Vice-President is present.

Agendas

The Secretary sends the agenda for Board meetings and all written reports to Board members in advance of the meetings.

Emergency actions

Emergency action is taken by unanimous vote of the Executive Committee and is subject to Board ratification at the following Board meeting.

Budget requests

Board members and committee chairs submit annual budget requests for expenditures necessary to the performance of their official duties to the Finance Committee according to that committee's schedule (refer to section on Finance Committee). Requests should include anticipated reimbursements as authorized under policies of the Society.

Compensation/reimbursement

Board members receive no compensation as such. All Board members may be reimbursed for half of their transportation to and from in-person meetings other than those held during the annual conference; such reimbursement is only for that part of travel expenses not covered by Board members' institutions, and must be requested in writing and be accompanied by written receipts. All Board members whose expenses are not covered by their institutions may be reimbursed for 50% of the hotel room cost for the Tuesday night before the Wednesday Board meeting at the annual SAM conference. Other reimbursements may be authorized under Society policies.

Maintenance of records

In a timely fashion all Board members and appointees convey their Society correspondence and papers to their successors or to the Society archivist by the end of the year in which the member steps down.

NB: Email messages between members of the Board, and other official electronic communications of the Board, are part of the records to be transferred to the Archives.

Society policies

A Society policy is a decision that is made upon formal vote of the Board and that is intended to govern subsequent action of the Society.

Responsibilities

Annual meetings

The Board decides when and where annual conferences of the Society will be held, with the advice of the Committee on Conferences.

The Society shall hold an annual business meeting at the time of the annual conference.

The Board may ask the President to call special meetings. At the written request of three or more Board members, the President shall call special meetings. At such a meeting no business may be transacted other than that stated in the notice of the meeting.

Appointments

Executive Director.

At its fall meeting every fourth year the Board appoints an Executive Director whose term begins at the first meeting of the new Board following appointment.

Appointment of editors.

On the recommendation of the Chair of the Publication Council, the Board appoints the editors of the *Journal of the Society for American Music* and the *Bulletin*. On recommendation of the Editors of *JSAM* and the *Bulletin*, the Board appoints the various review editors and, for *JSAM*, the members of the Editorial Board.

Other appointments.

The Board, on the recommendation of the President, appoints all delegates to other organizations (e.g., COPAM, RILM, HRPAC, ACLS, etc.)

Removals

The Board may, at a special or regular meeting, for just cause, remove any elected or Board-appointed person. Removal of an elected official of the Society requires an eight-vote majority (two-thirds of the Board). (Refer to By-Laws, Article IV, Section 6.)

Fiscal duties

Dues

Membership dues are set by the Board.

Financial depositories

In consultation with the Treasurer, the Board approves the depository for monies and negotiable instruments in the name, and to the credit, of the Society for American Music.

Budget and expenditures

The Board approves the budget prepared by the Finance Committee for each fiscal year, authorizes expenditures as specified therein and approves amendments to the budget as they occur throughout the fiscal year. The fiscal year begins January 1 and ends the following December 31. The Board also approves requests for extraordinary disbursements. Financial matters brought to the Board's attention are usually referred to the Finance Committee before official action is taken. Emergency budget action may be taken between Board meetings by the executive committee; such action is ratified at the following Board meeting. If during the course of a fiscal year the Board approves unbudgeted expenditures, it amends the budget and identifies the source of income which is to cover the expenditures. Depletion of the Society's reserves is to be avoided, but it is also understood that the money is there to serve the stated purposes of the Society.

Approval of publications

The Board must approve any publication that bears the Society's name. Publications other than *JSAM* and the *Bulletin* are screened by the appropriate publications committee (book or non-print), or by an appointed ad hoc committee, and forwarded to the Board with recommendations for action.

Approval of programs

The Board approves general program plans for conferences and continuing education events sponsored by the Society, acting in response to reports of program and local arrangements committees. The Board assures that such programs fulfill the objectives of the Society with distinction, ensures that the programs are of high quality, and confirms that any fees charged are sufficient to offset the expenses of such events. Any individual or organization requesting that SAM serve as fiscal agent, that is, for the purpose of channeling grant funds through the Society, requires a member of the Society to act as liaison between the applicant and the Society.

Reports to the members

The Board maintains free and open communications with the membership. To this end the President reports ongoing items of interest to the membership in the *Bulletin*. Committee chairs, representatives to other organizations, and other appointees and special officers as appropriate make oral reports at the annual business meeting; the agenda for this meeting is prepared by the President and the Secretary. A summary of Board actions appears in the Bulletin following each meeting.

Nominations and elections

The slate of candidates for election, including sample documentation of candidates' qualifications, is presented by the Nominating Committee to the Board for its approval according to the schedule (see section on Nominating Committee). Members of the Board and Nominating Committee keep these names confidential until they are approved by the Board.

A tie vote in an election for national officers is broken by a majority vote of members of the Board.

Service of Board members on committees

Board members may serve as chair or as member of any Society committee except as described elsewhere in this Handbook.

Establishment of membership categories.

The main categories of membership are Individual, Spouse/Partner, Student, Honorary, Lifetime, and Non-academic Institutional Affiliate. The Board may establish additional membership categories as appropriate. (See Bylaws Article II)

Designation of privileges of membership.

The Board may designate privileges of membership in the Society beyond those specified in the bylaws.

Membership in other organizations

With Board approval, the President enrolls or withdraws the Society as an institutional member or affiliate of another organization.

Speaking on behalf of the Society

No Society member may speak on behalf of the Society except as authorized by the Board. Similarly, no member may use the name of the Society in conjunction with an endorsement of any kind. It is recognized that members of the Society retain the right to respond to inquiries as private individuals or in their own professional capacities. Email accounts associated with SAM need to be approved by the ED and the office must retain passwords and access.

Awards and Citations

The Board may from time to time present awards and citations. (See Funds and Awards)

Fellowship Eligibility

The President, the President-elect, and the Vice-President are not eligible to apply for Society fellowships but are eligible to receive Society awards. All other Board members may apply for Society fellowships and are eligible to receive Society awards.

Handbook: Board of Trustees, Offices

Offices

- President
- Vice President
- Secretary
- Treasurer
- Members-at-Large

Handbook: Board of Trustees, President

Qualifications

The candidates for President must:

- be a member in good standing of the Society at least 40 years of age;
- have been a member of the Board;
- have been an active participant in the Society;
- be organized, experienced in chairing meetings (or knowledgeable about business meeting protocols), accomplish tasks in a timely fashion, and provide leadership;
- be considered acceptable as a presidential candidate by a majority of the Board.

Charge

The President serves as the executive officer and official representative of the Society. In order to realize the purposes of the Society, the President coordinates all functions of the Society and keeps in close touch with the Board members and committee chairs. The President maintains especially close contact with the Executive Director and editors of Society publications. The President may serve ex-officio on all committees except the nominating committee.

The President must set the scholarly and philosophical tone of the Society so as to ensure that all officers and members are inspired to make a maximum contribution of time and effort to the accomplishment of the Society's goals. His/her work as President should enhance the general progress and eventual effectiveness of the Society's efforts to discover and disseminate accurate information pertaining to all aspects of American musics and music in the Americas.

Term of office

The President shall serve a two-year term, preceded by one year as President-elect and followed by one year as Past President. The Past President is chair of the Publications Council and an ex-officio member of the Development Committee.

Duties (I): Meetings

Conducting meetings

At Board meetings, the President ensures that business is transacted expeditiously. She/he also clarifies appointments and responsibilities designated at the meeting so that they may be accurately reflected in the minutes. The President presides at the annual business meeting of the Society, preserves order and decorum, and adjudicates points of order in consultation with the parliamentarian. The President maintains appropriate communication with the Board.

Review of the minutes

Within two weeks after each Board meeting the President reviews the minutes, ensures that the summaries are complete and accurate, and returns the minutes to the Secretary for distribution and publication.

Duties (II): Other responsibilities

The President notifies all candidates (winners and losers) of the results of elections.

In consultation with the Board, the President appoints:

the chairs of standing committees and ad hoc committees

local arrangements and program chairs for conferences and meetings.

After a site for a national conference has been approved by the board, the President, in consultation with the chair of the Committee on Conferences and the Conference Manager, appoints the Chair of the Local Arrangements Committee. The President appoints the Chair of the Program Committee for that meeting, ideally two years in advance of the conference, so that person can participate as a member of the Program Committee for the coming conference in consultation with the chairs, and with approval of the Board, all other members of committees, Board member representatives as designated, such as the Board Liaison to the Student Forum, and others.

Representatives to other organizations

Special appointments for Society tasks, such as Executive Director, archivist, ACLS delegate, RILM liaison, COPAM representative, etc.

Charges

The President provides a written charge for every committee and individual appointee making it clear to whom each appointee must report, in what forms, how often and under what circumstances, and specifying annual or more frequent reports, budget requests, and attendance at meetings. All such written charges are made available to the Board, and are included in the Handbook.

Creation and dissolution of committees

The Board or the Society may direct the President to appoint standing committees in addition to those specified in the By-Laws. Special ad hoc committees may be appointed by the President as deemed necessary to carry on the work of the Society. The President dissolves special committees when they have fulfilled their charge. The President may recommend to the Board the dissolution of Interest Groups that no longer meet the criteria for which they were organized.

Annual report and Bulletin column

The President writes an annual report to the members for presentation at the annual business meeting and/or publication in the Bulletin. The President also writes a regular column for the Bulletin to keep members informed of the current business of the Society.

Orientation of new Board members and officers

The President and Executive Director conduct an orientation session with new Board members and officers prior to their first Board meeting. At such sessions, the President will normally both identify issues scheduled to be discussed at the subsequent Board meeting and recapitulate the Board's discussion of those issues to date.

Citations

The President is responsible for assigning the texts of awards and citations in consultation with the Chair of the Honors and Awards committee. The President arranges for the announcement of the recipients of honors, awards, and citations at the annual conference of the Society.

Calendar

The President and the Executive Director prepare and maintain the official calendar of the Society and a calendar of appointees and terms. Copies of the official calendar are distributed to all whose responsibilities are specified in it or are related to the scheduled items.

Finance

The President consults with the Finance Committee in preparation of the budget. The President may, at her/his discretion, review the Society's finances (including disbursements) and review contracts negotiated by the Society.

When appropriate, the President acknowledges, with letters of appreciation and support, those who have served the Society, including committee chairs and special appointees.

Evaluation of staff

The President and other officers, as appropriate, review the performance of the Executive Director and other appointees, and recommend appropriate action to the Board prior to the meeting at which appointments and reappointments are made.

Current communications

As a matter of course, the President copies the Executive Director and Secretary on all correspondence.

Handbook: Board of Trustees, Vice President

Qualifications

The candidates for Vice President must

be a member in good standing of the Society at least 40 years of age;
be prepared to function as President in the President's absence;
have been an active participant in the Society.

Charge

The Vice-President works closely with the President and acts as chief executive officer in the event of the President's inability to serve. The Vice-President also assumes such other responsibilities as may be determined by the President or the Board.

Term of office

The Vice-President serves for a two-year term and may be re-elected once.

Duties

The Vice-President is a member of the Development Committee.

The Vice-President is responsible for the ongoing evaluation of the Long Range Plan and for reporting on its implementation to the Board, as well as the membership.

The Vice-President should conduct an evaluation of the Executive Director during the summer of every even-numbered year.

The Executive Director should be evaluated every second year. During the late spring of every even-numbered year, the Vice President will ask the Executive Director to submit the current Executive Director job description along with any proposed changes; a list of tasks undertaken (some accomplished, some still in progress) since the last review; a list of upcoming projects or challenges; and self-review narrative statement. The Vice President should solicit information about the Executive Director's performance from individuals who served as Officers and members of the Board of Trustees during the evaluation period, from the Local Arrangements and Program Chairs of the two meetings held during the evaluation period, and from the Chair of the Development Committee. The Vice President will write an official report with an appendix that includes all the comments, and submit it to the evaluation committee (typically the Executive Committee, minus the Executive Director) prior to the fall board meeting. That committee will meet during the summer to discuss the evaluation and to identify any review outcomes that would need to be approved at the fall Board Meeting. At that meeting, conclusions reached as a result of the evaluation (but not the personnel documents themselves), will be shared with the Board. Afterward, the President and Vice-President will share with the Executive Director both the written report and any other feedback from the committee or the Board. The Executive Director will have the opportunity to respond in writing to the report and to request a personal meeting with the President to discuss the evaluation, recommendations, and goals for the next two years. The materials prepared by the Executive Director, as well as the final report, should become part of the Executive Director's personnel file.

4.d. Unless the responsibility is otherwise delegated, the Vice President convenes the Communications Council, consisting of the Executive Director, the SAM Bulletin Editor, and representatives from the Public Relations and Website Committees in order to coordinate and streamline the Society’s communications strategy and to issue timely communication of Society news and information.

Handbook: Board of Trustees, Secretary

Qualifications

The candidates for Secretary must:

- be a member in good standing of the Society;
- be literate, organized, and able to make concise summaries of discussions and actions taken at meetings;
- meet deadlines;
- have served on at least two of the Society's committees.

Preference in the process of nomination will be given to former Board members.

Charge

The Secretary records the minutes of business meetings and manages the communications of the Board and the Society.

Term of office

The Secretary is elected to a two-year term. An incumbent may run for re-election, unopposed, by decision of the Board. The term-limit for Secretary is set at a maximum of eight years (four terms).

Duties

Meeting preparation:

For all meetings of the Board and for other official meetings of the Society, in consultation with the President, the Secretary prepares an agenda and solicits reports from appropriate chairs and appointees. One month before the Board meeting, the Secretary distributes electronically the agenda and committee reports to the Executive Director, Finance Committee chair, and all Board members.

Minutes:

The Secretary records the minutes of the business meetings of the Society and the meetings of the Board and Executive Committee, and within two weeks of any meeting submits these minutes for corrections to the President. Once approved, the minutes are circulated as indicated below and a signed copy is forwarded to the archivist, along with a copy of all written reports presented at the meeting, including revised financial reports. Votes taken by email should be attached to the minutes of the following meeting of the Board for informational purposes and without further discussion. When the minutes are mailed, all reports not part of the pre-meeting packet should be sent at the same time. It is important that if changes were made to the financial report, the revised report be mailed with the minutes. The Secretary prepares a summary of Board actions for publication in the next Bulletin.

Format

Following the order of the agenda for Board and Executive Committee meetings, the Secretary summarizes the discussion under each agenda item and records all Board actions and policies in the minutes. At the end of each set of minutes the Secretary provides an executive summary of the meeting, consisting of all the Board actions taken and understandings reached in that meeting, and all pending actions (tickler file). The intention of this summary is to provide a reminder to Board members of actions they are responsible for undertaking. The Secretary also provides a separate list of any Society policies passed in that meeting. A policy is defined as a decision that is made upon formal vote of the Board and that is intended to govern subsequent actions of the Society. Such policies are added to this Handbook. For the minutes of business meetings of the Society, the Secretary summarizes the announcements and discussion for each agenda item.

Index

The Secretary maintains an index of the Board minutes, and appends a list of actions and new policies to the minutes.

Distribution

The Secretary sends the minutes of all meetings to each member of the Board, the Executive Director, the editors of Society publications, committee chairs, special appointees, and any other appropriate persons.

Handbook: Board of Trustees, Treasurer

Qualifications

The candidates for Treasurer must:

be a member of the Society;
be organized and prompt in business affairs;
have some experience with investment management, budgeting, and financial reporting.

Charge

The Treasurer is responsible for the financial accounts of the Society.

Term of office

The Treasurer is elected to a two-year term. An incumbent may run for re-election, unopposed, by decision of the Board. The term-limit for Treasurer is set at a maximum of eight years (four terms).

Duties (I): Record keeping; paying of bills

The Treasurer ensures that accurate records are kept of the Society's financial transactions.

The Treasurer is notified, through a quarterly report, of all deposits of monies and negotiable instruments in the name, and to the credit, of the Society for American Music in such depositories as the Board may from time to time designate.

The Treasurer is notified, through a quarterly report, of the payments of all bills through checks drawn on the account of the Society for American Music. No money beyond that which is formally budgeted may be spent in the name of the Society without prior approval of the Board.

Duties (II): Other responsibilities

Committee memberships

The Treasurer serves as Chair of the Finance Committee and as a member of the Development Committee.

Financial reports

Working in coordination with the Executive Director, the Treasurer prepares financial reports of income and expenditures for all meetings of the Board. The reports must be in an approved format, demonstrate any problems or significant trends in a manner that requires little explanation, and include the current and previous years' actual and projected income and expenditures itemized by budget account. The Treasurer presents an annual financial report to the membership at the annual business meeting. Each fall the Treasurer prepares a detailed budget proposal for the following year. The Treasurer coordinates with the Executive Director to oversee the Society's accountant, who manages tax issues and makes financial reports to the Internal Revenue Service and other agencies as required by law.

Fund management

The Treasurer is responsible for general oversight over the investment of the Society's restricted and unrestricted funds; day-to-day oversight over these funds is handled by the Society's investment manager.

Funds defined as restricted can be used only as defined in the deed of gift or organization, as described in the Funds and Awards section.

Finance Committee Meetings

As Chair of the Finance Committee, the Treasurer organizes two meetings in which members of the Finance Committee discuss issues involving previous, current, and projected budgets. These meetings are scheduled prior to the two Board meetings in the spring and fall.

Handbook: Board of Trustees, Members-at-Large

Qualifications

The candidates for Members-at-Large must:

- be members in good standing of the Society;
- be prepared to attend the interim Board meetings as well as the annual meetings of the Society;
- be prepared to assume defined functions of the Society.

Charge

The six Members-at-Large, together with the other elected officers, administer and manage the affairs of the Society in order to realize its purposes. They also perform specific tasks assigned them by the President or the Board.

The Member-at-Large charged by the President with committee liaison responsibilities should maintain contact with the chairs of those committees, especially regarding the schedules covering submission dates and dates for filing committee reports. (The schedules covering submission dates, which vary among the awards, are available on the master calendar. Regarding the filing of committee reports, committee chairs should be reminded by email on January 15 that their reports are due on February 15 for the March Board meeting, and on July 15 that their reports are due on August 15 for the September Board meeting.) At the conclusion of her or his term on the Board, the Member-at-Large with liaison responsibilities should give the information regarding contact with committee chairs to the Board member next charged with that particular responsibility.

Term of office

The Members-at-Large are elected by the Society to a three-year term.

Handbook: General Information for Committees

Qualifications

All appointees shall be members in good standing in the Society.

Appointment and terms

Committee chairs and committee members are appointed by the President. The terms vary according to committee, however, no committee chair or member is to serve for more than four consecutive years on the same committee. Appointments should be made on a rotating basis to ensure continuity of membership, and with a consideration of developing the leadership and visibility of the Society's diverse members.

Budgets

Budget requests for committee activities must be submitted to the Finance Committee for inclusion in the budget preparation and circulated to the Board.

Reports

In a timely fashion, all committee chairs must submit a written report to the Secretary for circulation to the Board before its Spring and Fall meetings. The President may request reports at other times as well. At the President's discretion, committee chairs may report orally to the members at the annual business meeting.

Attendance at meetings

Committee chairs may be invited to attend those Board meetings at which deliberations of direct import to their committee business are being held. If such deliberations require attendance at interim Board meetings, the President may approve reimbursement for half of the travel expenses, upon request.

The Standing Committees of the Society are organized into councils. Each council reports to a specific member of the Board.

Governance Council
Outreach Council
Honors, Awards, and Subventions Council
Publications Council

Ad hoc Committees

Handbook: Governance Council

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Committee on Committee Governance

Charge

The Committee on Committee Governance, an advisory committee to the President, works in consultation with the President and the President-elect or Past President to recommend members for Society committees.

Membership

The committee includes three appointed members who serve for three years each on a rotating basis: two senior members and one junior member. Committee members should be active in the Society and know a wide range of the Society's members. The Committee also includes the President, either the Past-President or the President-elect, and the Executive Director (ex officio). Each of the two senior members will serve as chair for the final two years of appointment (with the exception of the first person to serve as chair of the committee, who will serve as chair for the first two years of appointment). The terms of these two members are staggered so that years one and two of a new senior member's term coincides with years two and three of the other's term (when that individual is chair). The junior member's term is served without reference to the rotation of the chair among senior members, since the junior member will not rotate into the chair position.

Duties

The Committee on Committee Governance—in conjunction with the President (who makes committee appointments)—maintains an up-to-date list of members of the Society's committees. At least three months prior to the annual conference, the Chair of the Committee should provide to the rest of the committee (by email) a list of the various committee positions that will become vacant at the conclusion of the conference and should subsequently solicit a list of potential names to be considered for appointment to the various committees. These names can be shared with the entire COCG. The committee may meet virtually or by email in January before the conference to discuss various potential appointees. The members of the COCG should take into consideration issues of diversity on the various committees (including gender and ethnic diversity, seniority, geographical distribution, and variety in area of scholarship, especially for prize committees).

In late January the President will contact candidates by email asking if they would consider serving on a particular committee. Upon receiving responses the President will update the committee membership records accordingly. Once all committee vacancies are filled, the President will communicate this information to the Executive Director and the Chair of the Website Committee, who will ensure that the website reflects current committee membership and terms.

Guidelines for choosing committee member candidates: (a) Ask the Executive Director to administer an online survey to gauge members' interest in committee service no later than early January. . (b) For awards and fellowships, nominate a previous winner. (c) Check the Directory to make sure the person being nominated is still a member (committee requires membership for the duration of service). (d) Try not to nominate people who are already serving the society in another capacity, especially if they are a committee chair.

The Committee can also recommend to the Board the creation of new committees or elimination of one that is no longer active. Furthermore, if the President or the Board wishes to create or disband a committee, the COCG, in an advisory capacity, will help to craft the charge, the list of duties, and the makeup of the committee (number of members; terms, etc.).

Executive Committee

The Executive Committee is a standing committee of the Board of Trustees, and may exercise all the powers of the Board during the interim period between meetings of the Board.

Long Range Planning Committee

Charge

The committee assesses long-range needs and goals for the purpose of realizing the mission of the Society for American Music. It works with all the committees of the Society to develop the policies that will effect these long range needs and goals. The Long Range Plan should be re-evaluated every five years.

Membership

The Long Range Planning Committee is chaired by the Vice-President and includes the Executive Committee of the Board, the chair of the Development Committee, and two or more other members as deemed appropriate by the President. The term of members of the committee is four years, staggered so as to provide continuity.

Procedures

Each revision of the Long Range Plan must be approved first by the Board and then by the general membership at the annual meeting.

The committee spends its first year reviewing the plan and the second year in dialogue with the Board and the Society's membership on the implementation of the plan.

The ongoing evaluation and reporting on the implementation of the Long Range Plan is the duty of the Vice-President of the Society.

Finance Committee

Charge

The Finance Committee develops and recommends a budget to the Board at its fall meeting. The committee receives quarterly reports from the Treasurer and assesses the financial state of the Society and the accuracy of income and expense projections as the year progresses. If adjustments must be made, the Finance Committee recommends such actions to the Board or the Executive Committee for action. The committee oversees annual audits of the financial records of the Society. The Finance

Committee is also charged with considering applications from scholars who want to use the Society as a fiscal agent.

Membership

The Finance Committee consists of the Executive Committee of the Board with the Treasurer as Chair of the committee, and the Executive Director.

Procedures and Budgeting Schedule

Budget request forms should be distributed to the chairs of the membership, development, public relations, and long range planning committees at the annual conference, or no later than May 1st.

June 1: The Finance Committee Chair receives budget requests. The Executive Director will provide the Finance Committee Chair with a conservative estimate of money available for the next fiscal year in all Funds (given the unknown number of renewal/new members and the total gifts to the Society).

After June 1: A packet of all budget requests is sent to all members of the Finance Committee. Each member is to use a four-tier system in prioritizing requests:

“Top priority” – items that should be budgeted based upon the projections of the Executive Director.

“Second priority” – items that should be budgeted if funds are or become available (listed in priority order).

“Lowest priority” – items to budget only if funds become available (listed in priority order).

“Do not fund.” The members of the Finance Committee will then work together to reconcile their individual rankings, and develop a final budget proposal to be submitted for the Board's approval at the fall meeting.

Fall Board Meeting: The proposed budget from the Finance Committee will be on the agenda for discussion and approval. This should include granting the Executive Committee the power to approve items in B & C priorities upon the recommendation of the Finance Committee, as funds become available. The proposed budget should be distributed to the Board prior to the meeting.

Procedure for Payment of Bills

Bills are sent to the Executive Director, who verifies that the charges contained therein are both legitimate and based on the budget approved for that fiscal year. The Executive Director pays them and charges them to the appropriate accounts.

Other Operating Procedures

Funds remaining in the Discretionary Fund after the budgeting process will be controlled by the Finance Committee to be used for the payment of incidental expenses that arise after the budgeting process.

The Finance Committee Chair will receive a quarterly financial report and a copy of the Society's annual Income Tax Return from the Executive Director.

An annual audit of the Society's books shall be conducted by the Finance Committee.

Development Committee

Charge

The development committee is responsible for developing the resources (exclusive of dues) for furthering the goals of the Society and ensuring financial stability for key programs. The goals of the committee are:

to develop guidelines and strategies for fund-raising and to serve as liaison with funding institutions, grant-giving agencies, foundations, and patrons;

to formulate policy and make recommendations for the solicitations for, receipt of, and response to gifts to the Society;

to be aware of and acknowledge formally all gifts to the Society.

Membership

The Development Committee is comprised of a Chair who is not on the Board, the Treasurer, the Vice-President, one other Board member, and two non-Board members. The President and Executive Director will serve ex-officio. The term of office of committee members is four years, and it is a rotating committee with staggered membership. The Chair is a member of the Long Range Planning Committee.

Procedures

Annual Giving: Continue solicitation of annual gifts with the dues renewal notice, providing a detailed slate of specific giving options.

Major Gifts: Develop a list of priority projects consistent with the direction and programs of the Society. Determine the appropriate endowment levels as funding goals. Identify potential major donors and plan solicitations toward those goals.

Other considerations:

Each of the major gifts approved for the prioritized slate should be accompanied by a short description of the nature and significance of the gift. A list of the annotated priority needs should be prepared by the committee and made available to the membership.

Each major gift will require a memorandum of understanding, stating the purpose of the gift, its amount, the terms, etc. Legal counsel, with expertise in endowment management, should be retained in drafting/checking these memoranda.

Nominating Committee

The Nominating Committee is responsible for the annual slate of candidates for the Board of Trustees.

Membership

The Chair presides over a committee of four to seven members (see item B, “Term of Office,” below). Members of the committee and their spouses/partners cannot be considered for elected offices in the Society during their term on the committee.

The Chair must be a member in good standing and an active participant at Society meetings and in other business of the Society. Experience as a member of the Board is highly desirable. The Chair should be generally acquainted with a large number of members of the Society and have knowledge of members’ professional work and aptitude for, and willingness to work for the goals of the Society. The Chair of the committee has often been the unsuccessful candidate for the office of President during the just-completed election cycle.

Committee members must be Society members in good standing and should represent as broad a spectrum of the Society's membership as possible, balanced in terms of geography, age, gender/ethnicity, interests, backgrounds, and experience. Members should be regular attendees at Society conferences and have a wide acquaintanceship within the Society. It is desirable that at least one member of the committee, in addition to the Chair, have previously served on the Board.

Term of office

The committee is newly constituted every two years by the President in consultation with the President-Elect and in accordance with Article VI, Sect. 1 of the bylaws. The committee's term begins in December of the first year of the appointing President's term; the Chair and other members of the committee must be appointed shortly after the election (by December 1). Normally no more than one member of the previous committee should be reappointed.

Qualifications for Office and Guidelines for Selection of Board Candidates

Qualifications are listed under each office in the Society's Handbook. Every effort should be made to seek a broad range of diverse candidates, in terms of professional activities, research interests, geography, race/ethnicity, gender, and age. The slate should, insofar as possible, include candidates who complement the skills of the continuing members of the Board.

Each year, four candidates for two slots as Members-at-Large stand for election; winners will be the two candidates with the highest number of votes.

In the first year of the committee's term, two candidates for the office of Vice-President are nominated, along with two candidates for Treasurer, if the incumbent of either office chooses not to continue.

In the second year of the committee's term, two candidates for the office of President-Elect are nominated, as well as two candidates for the office of Secretary, if the incumbent Secretary chooses not to continue in office.

According to the bylaws, an incumbent Secretary or Treasurer may run unopposed with the approval of the Board. The Treasurer and Secretary may serve for more than two consecutive terms in their respective offices (Bylaws, Article IV). The Vice-President may serve for no more than two consecutive terms.

Unsuccessful candidates from previous years are eligible for re-nomination.

Schedule and Procedures

December to four weeks before the conference

The newly constituted Nominating Committee should meet immediately after its appointment by internet, conference call, or other means; it should then construct a list of candidates, and submit the list to the Secretary four weeks before the conference. The list should include a short paragraph for each candidate with the following information: rank, institution, areas of specialization, prior service to the Society, and strengths that the Nominating Committee believes the candidate would bring to the Board. For the position of Treasurer, information on the candidate's experience managing budgets would be useful. (See the Society's Handbook for qualifications.) For the position of President, the paragraph should also include information on organizational skills.

Depending on the offices needed (see Section C above), the Committee's list of candidates will include four names for each Member-at-Large position, six to ten names each for the offices of President, Vice-President, Treasurer, and Secretary.

During the SAM conference

Wednesday Board Meeting -- The Chair of the Nominating Committee will attend the Board's Wednesday meeting at the invitation of the President, in order to be available for consultation during deliberations about potential candidates for the slate. The President-Elect (if there is one) will also be strongly encouraged to attend this meeting. Other newly elected officers and Members-at-Large are not required but are also welcome to attend. These individuals may participate in the deliberations, but they do not vote on the slate because they are not yet members of the Board. The Board may delete or add names to the nominated lists.

The Board will finalize the slate of candidates, rank them, and vote on the ranked slate before the end of the Wednesday board meeting.

Post-conference: March—September (i.e., prior to fall Board meeting)

The ranked list is returned to the Chair of the Nominating Committee by the President.

The Chair of the Nominating Committee then contacts potential nominees, in the ranked order, to ascertain the individual's willingness to run for office. It is important that the Chair describe the work expected of Board members or officers and the responsibilities involved in the position, including attendance at all Board meetings. (Check the Handbook for the complete lists of responsibilities.)

The potential candidates should also be apprised of the fiscal responsibilities of each individual member:

For the Spring Board meeting during the conference: members are responsible for all expenses, but the Society will reimburse half of one night's hotel stay if the member arrives on Tuesday before the Wednesday Board meeting.

If the Chair of the Nominating Committee is unable to find sufficient numbers of individuals willing to stand for election, s/he should notify the President, who then consults with the Board for suggestions for additional potential candidates. These additional ranked names are sent to the Chair.

The fall Board meeting to October 1

A final slate is submitted to the Board (via the Secretary) by August 15 in the form of a motion from the Nominating Committee (therefore presumed seconded). Since this is a final slate of nominees, there is no further discussion before a yea or nay vote, requiring a simple majority.

Once the slate has been approved, the Chair of the Nominating Committee contacts candidates for a statement (including both biographical information and comments about why they are suitable for and wish to serve in this position) and a photograph, both of which will be uploaded to the SAM website.

The elections are carried out under the direction of the Executive Director.

The election is conducted electronically; paper ballots are sent to those members without email addresses on file.

The election should open no later than October 10, and the polls should remain open for no more than one month. The final date by which ballots must be received should be included on the ballot.

Electronic ballots are counted automatically; the Executive Director tallies the paper ballots with the help of a teller appointed by the President. The Executive Director communicates the results to the President and the Nominating Committee Chair.

After the election

The President notifies all the successful candidates and the unsuccessful candidates for President and Vice-President. The successful candidates for Secretary, Treasurer, and Members-at-Large are also notified by the President.

After the President has finished the notification, the Chair of the Nominating Committee notifies the rest of the unsuccessful candidates.

All successful candidates must be notified by December 1, so that newly elected individuals can make travel plans for the spring conference in a timely fashion.

The results of the election are announced on the Society webpage and via the listserv as soon as all candidates have been informed of the results; the announcement should come from the Chair of the Nominating Committee. At the annual business meeting, the Chair formally announces the election results.

Committee on Conferences

Charge

The Committee on Conferences recommends and consults with the Executive Director concerning potential sites for the Annual Conference and makes recommendations to the Board. The Committee on Conferences is also charged with making recommendations on the format of our annual conferences, including investigation of alternative means for sharing scholarly knowledge (beyond traditional sessions of read papers) and greater and more inclusive use of technology and social media. Topics for consideration include (but are not limited to) assessment of the seminar format and poster presentations, the integration of live performances in a more-significant manner, use of technology to enhance the workings of the conference (e.g., videotaping sessions for archival purposes or for use on the Society webpage; electronic handouts), the place of Interest Group sessions in the conference, incorporation of plenary sessions, continuance of the Friday-afternoon excursion time, and setting aside blocks of sessions for in-depth examination of a particular topic (possibly jointly sponsored by another scholarly society). In consultation with the Local Arrangements Committee chair, the Committee on Conferences will prepare the Land Acknowledgment statement for each conference.

Membership

The Chair should be well known to the Society's membership, since the Chair's chief charge is to solicit ideas for locating conference sites, site hosts, local arrangements and program committee chairs, and the like. The Chair likewise should have an aptitude for organizing a wide range of activities and coordinating them with several other members over a protracted period of time. Likely candidates for membership on this committee include former local arrangements and program chairs. All appointed members serve three-year staggered terms. Two members will not rotate into the chair position; each of the other members will serve as chair in his/her third year of appointment. At least one member of the committee should have served as the program chair for a national conference. Ideally, the chair should inherit, maintain, and bequeath a minimum three-year lead time for agreed-upon conference cities upon assuming, keeping, and leaving the office. The Associate Conference Manager and Executive Director serve on this committee in an ex officio capacity.

Procedures

In consultation with the Executive Director, the committee discusses potential sites for the annual conference, taking into account geographic diversity, cultural climate, and safety for member travel. The ED then will solicit quotes and make site visits to recommended cities. After these cities, the ED will make a presentation of observations to the committee who will make a recommendation to the board.

Invitation to meet

A complete invitation consists of a formal letter from a host institution, inviting the Society to meet for specific dates; a commitment for availability of housing, meeting rooms, and other facilities; and background information on the site, events planned concurrently, organizations meeting jointly, and other factors of interest in attracting attendance at the conference.

Once a recommendation is accepted by the Board, the chair notifies the individual responsible for the invitation in writing, and the President writes an official letter of acceptance on behalf of the Society to the host institution.

Timing of the conference

The annual conference is held in the spring, and by Board policy should be planned to be over by April 1. Special conferences are usually planned for the summer. In planning conferences, special care should be taken not to conflict with annual or regional meetings of other societies, particularly with the AMS, MLA, CMS, MENC, AFS, SEM, ICTM, IAML, and IASPM.

It is customary to vary the location and the nature of the conferences. Chairs need to be sensitive to the need for geographic balance, interesting conference themes inspired by the location of the conference or organizations wishing to meet jointly, and any other factor that would satisfy the Society members in their work with American music.

Conference Site Selection policy.

General principles governing selection of sites and host institutions for national conferences of the Society.

The choice of sites should reflect the geographic and cultural diversity of North America, with the conference site normally moving from region to region from year to year.

Every effort should be made to select sites that will encourage participation by as much of the Society as possible, and to ensure that all persons interested in the subject matter of the conference will be made to feel welcome.

The Society does not discriminate on the basis of race, gender, religion, sexual orientation, or physical disability, and will exclude from consideration any potential host institution that practices discrimination on any of these grounds.

Procedure for selection.

The Committee on Conferences, in conjunction with the Conference Manager, consults with the President and members of the Board during the site selection process so that a consensus on the desirability of potential sites can be reached as early as possible.

All potential sites for national conferences should satisfy the general principles listed above.

Proposals from the committee should also address the following specific areas of concern: attractiveness of the site, accessibility of transportation, availability of accommodations that are centrally located, potential dates, and likelihood of financial or other support.

Once a proposal for a national conference site has been received, or before the Society actively solicits such a proposal, any questions or concerns about the suitability of a site should be informally aired among elected or appointed officials of the Society and such other members of the Society as deemed appropriate. The chair of the Committee on Conferences, with the aid and advice of the Conference Manager, the President, and the Board, will be charged with exploring any expressed concerns, with the results of such inquiries maintained in the records of the Committee on Conferences and summarized in its report to the Board. All such inquiries will be conducted confidentially, expeditiously, and with sensitivity and fairness to both Society members and the prospective host.

Policy after a conference has been contracted.

Once a contract for a hotel at an approved conference site has been signed, the Society is not free to cancel a conference unless the terms of the contract have not been met.

Should circumstances arise that would alienate a sizeable number of potential attendees from a contracted conference site, the membership must be advised of the financial and/or legal consequences to the Society of sharply reduced attendance or outright cancellation of a conference, so that individuals may weigh their moral or ethical obligations against their interest in ensuring the continued viability of the Society.

Should the Society decide to proceed with a conference over the objections of part of the membership, the Board will encourage the Program Committee to create special forums addressing the issues under concern in the program of the conference.

Conference management policy

Finances.

The Society will control and manage its own conferences.

Financial control of conferences rests with the Society's Executive Director with the oversight of the Treasurer. All income for the conference is deposited to the Society's conference account, and the Executive Director makes all payments.

Contracts are required for all hired services, including performers, special speakers, space, equipment, and facilities.

Site selection, timing, and venue.

The dates for conferences should fall between the last week of February and the first week of April if possible. Care is taken to avoid conflicts with religious holidays and overlaps with conferences of similar societies. Deviations from this time frame should be cleared with the Board. Advantages of earlier or later conference dates should be weighed against disadvantages; of particular importance are potential problems associated with early conference dates, including a telescoped schedule for acceptance of papers, publication of program, preparation and distribution of conference materials, etc.

Combined meetings with other societies are encouraged, but plans must be made early and approval for the joint meeting received from the Board.

Conferences normally should be held in hotels rather than on university campuses. Among the factors to be considered in hotel selection should be cost; proximity to main sites of local interest; easy access to a variety of food services; ready availability of public transportation and free parking for day attendees. Attendees are responsible for making their own reservations for lodging.

Handbook: Outreach Council

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Membership Committee

Charge

The Membership Committee coordinates efforts to attract new members and retain current ones for the Society. The Chair is a member of the Long Range Planning Committee.

Membership

The Committee is comprised of six to eight members, who represent the diversity of the Society in the Americas and abroad, as appropriate to reflect the general membership. These appointees, who may include a student, become official ambassadors for the Society in their area. They represent the Society at local professional meetings, staff exhibits as appropriate, and help the Executive Director staff the exhibit at the annual conference of the Society, and as appropriate, staff exhibits at other conferences and meetings. They also assist the Membership Chair in various other ways, including special initiatives. Members are appointed for four years, which can be renewed.

Procedures

The Chair works with the committee to determine approaches for reaching potential members and plans projects that will attract and maintain membership. These projects may involve redesigning promotional material, writing short articles, organizing exhibits, promotional mailings, in-Society activities which will improve service to members, or other appropriate activities.

Promotional materials

The Membership Committee oversees the preparation of promotional material designed to educate the public about the goals and activities of the Society, and attract members to the Society or subscribers to JSAM. Materials are produced in consultation with the Executive Director. The Board must approve such material before it may be printed and distributed.

Public Relations Committee

Charge

The Public Relations Committee provides general information about the Society, its activities, and its publications to Society members, appropriate publications, websites, and other media. The committee is responsible for maintaining the Society web presence and website, Facebook page, Twitter feed, and any future and all social media accounts. The Public Relations Committee should make full use of the internet and selected forms of digital communications to promote the activities of the Society. The Public Relations Committee is responsible for distributing all calls for papers, awards, fellowships, and subventions. It is responsible for liaising with the Local Arrangements committee for each meeting to ensure local media coverage. Members of the PR Committee represent and promote the Society at professional meetings of SAM and related societies, including but not limited to the American Musicological Society, Society for Music Theory, and Society for Ethnomusicology; staff exhibits as appropriate; and help the Executive Director in communicating with members, conference attendees, and other stakeholders as needed. The Committee maintains a Style Guide for internal and external use in communicating about the Society to its publics. As part of its role in outreach, recruitment, and information, the PR Committee also shares relevant information from other societies in the humanities with SAM members via social media.

Membership

The Committee comprises four to five members, who represent the diversity of the Society. One member of the committee should always be a graduate student. One member of the PR Committee serves as a liaison to the Local Arrangements Committee for each annual meeting. Committee members must be members of the Society in good standing for the years in which they serve on the committee. The Society's technology coordinator is a member of the Public Relations Committee. The Chair of the PR

Committee is a member of the Outreach Council and Membership Committee (ex-officio).

Procedures

Led by the Chair, the committee members will determine each year’s goals, both related to and separate from PR Committee responsibilities for the annual conference. Members may be assigned individual or group tasks to achieve these goals and the general objectives of the Charge. These may involve designing promotional materials, locating advertising and promotional opportunities in the conference city, promoting special events occurring as part of the annual conference, and other tasks as needed.

Information and announcements from the Board should be sent to the PR Committee for posting on the Society's home page and related social media spaces.

The PR Committee will work with individual Chairs of fellowship and award committees to ensure a thorough PR plan for each individual award. Chairs are welcome to suggest listservs to the PR Committee Chair; alternatively, committee chairs may advertise on listservs / social media that are not part of the PR Committee’s plan.

The PR Committee will seek approval from the Board and Executive Director before publicly distributing information sent exclusively to SAM members via email and not intended for non-member consumption; and any material that could be deemed political in nature, including but not limited to Board responses to government proposals, actions, or laws; or other information that is deemed potentially sensitive by the PR committee.

The PR Committee is responsible for posting and promoting the following, which do not require Board approval: SAM conference CFPs; updates of conference-related information as it is provided by the Executive Director and Assistant Conference Director; news or new information about SAM that SAM posts on the SAM website; and the issuance of SAM publications including JSAM and the Bulletin.

The PR Committee may create and/or share other messages such as the following without Board or Executive Director approval and according to common sense: CFPs from related societies in all areas of ethno/music/ology/theory, (Pan-) American cultural studies, and similar; announcements about ethno/music/ology/theory conferences in the Americas; news items related to the history, study, or performance of, or education about, musics of the Americas, including but not limited to performances, recordings, obituaries, etc.); member news and congratulations on awards, projects, etc.; and similar materials.

The social media accounts that SAM follows on various platforms shape the Society's identity on the platform. SAM will follow members of the Society, university presses, other scholarly societies, and individuals working in American music studies. SAM does not follow individual musicians, bands, or other groups unless they promote scholarship, awareness of, or education about musics of the Americas.

Society for American Music Social Media Best Practices & Policies

SAM seeks to welcome all individuals and institutions interested in its mission of supporting the study, teaching, creation and dissemination of all musics in the Americas. As a scholarly, collegial, and inclusive organization, we serve a wide and diverse array of academics, librarians, composers, performers, and members of the general public.

SAM uses social media to communicate with its members in addition to official emails from the Executive Director and Board members. SAM especially relies on social media to make announcements during the annual conference. SAM's official Facebook page is located at https://www.facebook.com/SocietyforAmericanMusic. SAM's official X (formerly Twitter) handle is @SocAmMusic. The official hashtag for SAM conferences is #AmMusic[+ last two digits of the year]; for example: #AmMusic18. The SAM PR committee and Executive Director maintain the Society's social media accounts.

SAM encourages the use of social media to communicate information about the Society, its events, and items of interest to its members. Social media use-that of X (formerly Twitter) in particular-engagement during the annual SAM conference can help facilitate intellectual exchange, assist in creating a virtual conference space, and boost interest in and attendance of the meeting. To help create and sustain a collegial and productive environment on social media, we ask that you adhere to the following policies.

Facebook: SAM posts information from the Executive Director and Board to the Facebook page. We post relevant announcements from related societies in music and cultural scholarship. We also share news and information about our members, as well as events and opportunities involving or of particular interest to SAM members. To post information you'd like SAM to share on Facebook, please post it to our Facebook page and a moderator will address it within 5 days.

X (formerly Twitter): SAM posts information from the Executive Director and Board to Twitter. We also post relevant announcements from other societies in music and cultural scholarship. We share news and information about events and opportunities involving or of particular interest to SAM members. To share information with SAM and SAM followers on Twitter, please include SAM's Twitter handle (@SocAmMusic) in the message.

Consent: Audio or video recordings of conference sessions should not be made without the permission of all participants in the session. All speakers or other participants may ask that their paper, comments, slides, or questions not be Tweeted or otherwise posted to social media. Please ask people for consent before taking, posting, or tagging photographs. Session chairs should ask presenters in advance if they want to opt in or opt out of allowing tweets, and chairs should include this information in introducing each presenter. If the presenter has a placard at the podium with the Twitter bird on it, you have permission to tweet.

Professional Tone: Please think before you post. Communications that use the official hashtag are considered online extensions of the conference proceedings, and so we ask that all social media users remember that their comments are both public and represent the Society. The tone of posts should be respectful and professional, as if posters were addressed in the room directly to the presenter.

Quotations: Real-time posting is often regarded as a transcript of spoken words or an accurate paraphrase of spoken words. Users should take this into account when sharing in real time and be careful as to how they present the words and ideas of others. In live-tweeting such instances, always include the presenter's full name or social media handle for clarity in each individual post.

Harassment: Harassment is a repeated pattern of behavior that includes but is not limited to disparaging or discriminatory comments about identity (such as race, gender, sexual orientation, shared ancestry, physical appearance, or disability); unwanted photography, recording, or live-posting; inappropriate physical contact; intimidation or stalking; inappropriate sexual comments or attention, including the display of sexual images in public areas; bullying; making threats (overt or implicit) to professional or social status; mobbing; or encouraging any of these behaviors. We expect SAM members and event participants to help make our Society and conference safe and constructive places and to avoid harassing behavior. If you are being harassed or witness another member or attendee being harassed, please contact the SAM Executive Director, President, or Vice-President.

Committee for Diversity and Inclusion

Charge

The Committee for Diversity and Inclusion seeks to foster a welcoming and inclusive community throughout all Society activities and among all Society members. It embraces and promotes diversity of race, ethnicity, class, gender, gender identity, sexual orientation, disability, national origin, and religion, among other expressions. The committee works toward cultivating the wide spectrum of viewpoints, methods, and topics of scholarship that characterize the study of all musics of the Americas. The committee is charged with ensuring equitable participation, representation, and support of colleagues from underrepresented groups and those whose work addresses topics and relies on methodologies underrepresented within American music studies.

Membership

The committee comprises six Society members. Three committee members (selected from the pool of senior and junior Society members) rotate in staggered three-year terms, with each serving as chair during the final year of their appointment. Two additional committee members serve in non-rotating, staggered three-year terms.

The sixth member, representing the Society's student members, serves for up to three years, or until no longer a student--whichever comes first.

Procedures

In addition to developing its own objectives in support of diversity and inclusion--including but not limited to diversifying the Society membership, conducting outreach and recruitment efforts, building bridges with other societies, mentoring students and junior scholars, and fostering a more inclusive Society--the committee may consider teaming with other Society committees to pursue joint goals.

In 2014, the SAM Board of Trustees established an endowment fund that generates $2,000 annually to support the Committee's initiatives and designated a single panel on the annual conference schedule to be programmed by the Committee for Diversity and Inclusion.Â The committee is responsible for determining how to spend the $2,000 annual allotment in accordance with the committee charge.

The funding may be used for a wide variety of purposes, including but not limited to expenditures related to bringing a special guest to the conference (e.g. travel, lodging, conference registration); supporting diversity outreach efforts; defraying conference reception costs; supporting workshops and other special events; and so on.

Committee expenditures will be handled in conjunction with the Executive Director and must be fully outlined in each committee report to the Board. The shape and content of the CDI panel at the annual conference is determined by the committee, but must be proposed in accordance with conference submission deadlines however, complete information on the panel, including a 100-word abstract and list of participant(s), must be provided to the conference Program Chair by the first of July in advance of the following spring's annual meeting.

Education Committee

Charge

The Education Committee develops and oversees activities of the Society intended to improve and increase the ability of educators to include American music in their curricula. Since 2015-2016, the SAM Board of Trustees has designated $1,500 annually to the Education Committee to pursue their committee initiatives.

Membership

The committee includes five members who serve for four years each on a rotating basis: two senior members, two junior members, and one student member. Each of the two senior members will serve as chair for the last two years of their appointments (with the exception of the first person to serve as chair of the committee, who will serve as chair for the first two years of appointment, then rotate off). Each of the junior committee members will serve in non-rotating roles. The student member will be eligible to serve for four years, or until they have a doctorate in hand, whichever comes first.

Procedures

Activities may include promoting faculty development in American music through summer seminars; lobbying for the inclusion of American music in schools from preschool through university levels; fostering of teaching of American music in non-degree educational and recreational organizations, such as scouting or senior citizen organizations; and collaborating with museums, historical societies, and performing arts organizations to include American music in their educational activities. The committee welcomes ideas and suggestions from the Interest Group on Pedagogy, but it is a separate entity from the Interest Group and reports to the Board. In 2016, the Education Committee introduced the SAM Digital Lectures in American Music, a competitive program supporting a series of online video lectures on American music topics for general audiences.

Student Forum

Charge

All students who join SAM are also automatically members of the Student Forum. The Student Forum is run by two co-chairs, with one selected each year at the annual conference. The Silent Auction is planned and run by the Student Forum for the benefit of the Student Travel Endowment Fund in conjunction with conference organizers. The unique interests of students, and the Society's interest in students as future members, are addressed by the Student Forum. Responsibilities include sponsoring a session at the annual conference on a topic of the Forum's choice, meeting all program deadlines; attending the student breakfast at the annual conference; co-organizing the annual Silent Auction, of which students are the primary beneficiaries (see Funds and Awards); maintaining a web page on the Society's website and a presence on Facebook; and writing a Student Forum column for the Bulletin .

Procedures

The designated co-chair works with the Executive Director and the Associate Conference Manager on exhibit space and schedule, makes certain that the auction schedule is listed in the Program book, attracts contributions through publicity in the Bulletin, the conference flyer, and other appropriate media.

The Forum is led by two Co-chairs, who shall be selected by their predecessors in consultation with the Board Liaison (see Student Forum Liaison under Current Appointees).

The student forum Chairs shall have been members of the Society for at least one year at the time of appointment and shall maintain membership throughout the term of office.

Neither of the new Chairs shall be enrolled at the same institution as the outgoing chair, nor as each other. Students may not continue as Co-chairs once they have graduated from their programs.

The Chairs shall hold office for a maximum of three years. The Co-chair appointments should be staggered so that both Chairs do not leave office in the same year.

Registration fees for the national conference will be waived for the Co-chairs.

Forum for Early Career Professionals

Charge

The Forum for Early-Career Professionals (FECP) provides mentoring, professional development, and support for the various issues related to the early stages of careers that intersect with American music.

Membership

All current SAM members who are in the early stages of their careers (defined as ten years past graduation, regardless of age, and includes professionals recently re-entering their career field after an extended leave) are eligible to participate in the FECP.

Mission

As an inclusive group, FECP encourages participation from diverse professions intersecting with American music, including but not limited to performers, composers, librarians, editors, entrepreneurs, administrators, educators, and scholars. The Forum strives to cultivate a safe, inviting environment for people in a variety of job positions, including (but not limited to): independent scholars, performers, composers, adjunct, part-time, full-time, non-tenure-track, and tenure-track positions. The annual FECP discussion meeting will provide a platform for informal meaningful discourse, which may revolve around a central topic such as balance, creative activity and research, technology, service, strengthening skills to excel within varied professions, etc. These discussions will inform the topic of choice for a panel on the SAM program shared with the Student Forum and biennially coordinated by each group separately. The FECP encourages its members to be fully integrated within SAM as participating members of the society: supporting the banquet and opening reception, meeting people of varied backgrounds and years of membership within the society, serving on committees, and serving the needs of the society in general. As such, the FECP co-chairs regularly coordinate with the executive director to assist with various projects, such as collecting syllabi for the website.

Procedures

The leadership consists of three co-chairs with three-year terms that overlap by one year. One new co-chair is elected at each meeting, replacing the retiring chair, and that new chair begins service immediately after the meeting. The term for each co-chair ends after the meeting for her or his final year of service. (For example, the co-chair elected at the 2012 Little Rock meeting will assume duties after the meeting, and serve and plan for the 2013, 2014, and 2015 meetings. Service ends after the 2015 Sacramento meeting.) In the event that one co-chair could not attend an annual meeting, two co-chairs would nevertheless plan for the meeting. The co-chairs present a brief report during the SAM business meeting. They also submit reports to the SAM Board. The newest co-chair will be trained by the two senior co-chairs. The next senior co-chair oversees and delegates. The most senior co-chair advises and assists.

At every annual meeting the FECP will hold a “discussion meeting” to briefly elect a new incoming co-chair and discuss a specific topic of interest to early career professionals. The FECP also host a dinner to discuss ideas with our colleagues and build camaraderie. Effective at the 2013 Little Rock meeting, the FECP shares a panel on the program with the student forum, called “Panel for Students and Early Career Professionals.” Every other year (beginning at the 2014 Lancaster meeting) the FECP co-chairs will be in charge of selecting the topic, panelists, and moderators.

Interest Groups Council

Charge

The Interest Groups Council meets at the annual conference or virtually at an alternate time, to coordinate efforts between the various groups and to discuss potential concerns or questions relayed by the chairs of the interest groups.

Membership

The chairs from each Interest Group sit on this council. The Board Liaison, a member of the Board, serves as Chair.

Interest Group Guidelines

SAM Interest Groups are designed to be largely autonomous, thus allowing members to choose their activities and specific areas of focus. There are no requirements about what an Interest Group should do or how, except that each should hold a session or event at the annual meeting every other year if they wish to remain active (see below). This document serves to provide guidance for the chairs of interest groups, and includes handy information that can be shared with successive chairs to support continuity.

Leadership and Business

Interest group members elect their own chairs who, unless otherwise specified, serve a four-year term. A chair that has served their four-year term is free to run for re-election for additional terms.

The chairs from each interest group sit on the IG Council. The IG Council meets at the annual conference to coordinate efforts between the various groups and to discuss potential concerns or questions relayed by the chairs of the interest groups. Interest Groups are encouraged to remain active within and outside the annual meeting dates. As activities and event planning may warrant discussions beyond the annual meeting, IG Chairs and/or appointed event coordinators have the latitude to meet and prepare.

Program Rotation, Activities, and Dates/Deadlines

Interest Groups meet at the SAM conference on a predetermined rotation schedule (biennial) overseen by the Board of Directors. IGs must submit proposals through the SAM website by the conference proposal deadline. Groups with a guaranteed slot will be included in the program as long as they submit a brief description of their plans through the conference submission website by the conference proposal deadline. IG sessions may not mirror conventional panels featuring a set of twenty-minute papers; instead, IG proposals should pursue alternate formats including, but not limited to, roundtable discussions, guest speakers, sessions combining performance and scholarship, sessions discussing a significant publication, or sessions centered on a key debate. Alternatively, IGs may submit proposals for a conventional panel but acceptance or rejection will be at the discretion of the Program Committee and IGs will not have priority above other panel submissions.

In order to prepare for the conference proposal deadline of an IG’s scheduled year, IGs are encouraged to plan for their events during the off years within the conference programming schedule.

Interest Groups are encouraged to remain active by way of workshops, webinars, lectures, etc., especially during years when they do not have a guaranteed slot on the program. Online/virtual modalities offer flexibility, multiple points for access, and great potential for expanding your membership (or audiences).

Typically, IG events fall within common practices where presenters/panelists cover their own travel accommodation expenses. In the case of a special event that may pose an exception, requests for program funding should be made to the Executive Director and President. Special requests for funding may include parking fees, conference registration, space at the IG event for sales and/or promotions of publications and recordings.

Renewals and Deactivation
Interest Groups renew their mandates (group descriptions) at the end of each four-year period by resubmitting a signed petition to the Board. The group descriptions are found on the IG page on the website and can be amended or resubmitted without changes.

If an IG does not meet and is deemed inactive for two consecutive conference programming cycles (or four years), the IG Liaison will initiate a review process in tandem with the Board to either provide assistance to the IG or to dissolve the IG.

Handbook: Honors, Awards, and Subventions Council

Service and Achievement Awards Committee
Honorary Membership Committee (ad-hoc)

Fellowships

Adrienne Fried Block, Edward T. Cone, and John and Roberta Graziano Fellowships Committee
Paul Charosh Independent Scholar, Wayne Shirley, and Judith Tick Fellowships Committee
Charles Hamm, Hampsong, and Virgil Thomson Fellowships Committee
Judith McCulloh, Anne Dhu McLucas, and Eileen Southern Fellowships Committee
Garrett Fellowship Committee
Koegel Latin American and Latinx Music Fellowship Committee
Margery Lowens Fellowship Committee
Walser McClary Fellowship Committee

Awards

Cambridge University Press Award Committee
Housewright Dissertation Award Committee
Lowens Book Award Committee
Lowens Article Award Committee
Mark Tucker Award Committee

Subventions

Subvention Committee

Submission deadlines for these awards/fellowships are now as follows:

October 15: Block Fellowship, Charosh Fellowship, Cone Fellowship, Crawford Fellowship, Graziano Fellowship, Hamm Fellowship Committee, Hampsong Education Fellowship, McCulloh Fellowship, McLucas Fellowship, Shirley Fellowship, Southern Fellowship, Thomson Fellowship, Tick Fellowship, H. Earle Johnson Book Publication Subvention, Sight and Sound Subvention

February 10: Mark Tucker Award

Service and Achievement Awards Committee

1. Charge

   The Service and Achievement Awards Committee recommends to the Board the names of potential recipients for the Lifetime Achievement Award and the Distinguished Service Citation.

2. Membership

   The committee shall consist of a chair and four members, appointed by the President, who should be senior members and have wide acquaintanceship within the Society, as well as broad knowledge of the national and international music scene. Appointments are for three years, staggered to ensure continuity. Three members will rotate into the role of chair for one year; the remaining two members will serve in non-rotating roles. No member shall serve more than two consecutive terms.

3. Procedures

   The Service and Achievement Awards Committee, in conjunction with the Public Relations committee, shall issue an annual call for nominations for the Lifetime Achievement Award and the Distinguished Achievement Award to the membership. Nominations should be submitted with a statement of justification. The committee may also review nominations from previous years. The Committee should contact the Society's Executive Director for a complete list of committee service appointments held by Society members.

   The committee will review the nominations and submit a slate of three nominees for the Lifetime Achievement Award ranked in order of preference, and a single nomination for the Distinguished Service Citation, to the President and the Board Liaison for Honors and Awards by August 1. The slate will be considered by the Board at its Fall meeting sixth months before the award is to be given. The Board shall discuss and vote on the recommendations at a regular meeting of the full Board.

   The President shall then contact the nominees in slate order before the annual conference at which the Honoree is to be named and confirm willingness to accept the Lifetime Achievement Award in person and attend the annual conference of the Society.

   The names of the honorees, except the recipient of the Distinguished Service Citation, may be made public in conjunction with publicity for the event at which the award is to be made. The recipient of the Distinguished Service Citation will not be announced publicly until the ceremony of conferral, although the recipient may be informed ahead of time.

4. Type and Purpose

    1. Distinguished Service Citation

        This honor is given by the Board to a current member of the Society who has given exemplary and continued service to the Society and its mission.

    2. Lifetime Achievement Award

        The Lifetime Achievement Award is given by the Board of Trustees in recognition of the recipient's significant and substantial lifetime achievement in scholarship, performance, teaching, and/or support of American Music. Eligibility requires that the recipient shall be a long-standing member of the Society. Nominations should be submitted with a statement of justification.

5. Public announcement and notifications

    The awards will be given at the annual meeting of the Society. Preferably, the Lifetime Achievement honoree should agree to be present at the conferring of the award. Posthumous awards will not be given unless the recipient had been selected by the Board before death occurred. The Distinguished Service Citation may be announced without the person being physically present to accept it.

    Wording of the certificates shall be prepared by a member of the Service and Achievement Awards Committee, incorporating information from the nominee if necessary. The certificates are prepared by the Executive Director. At the ceremony, the citations will be read by the chair (or a designate if unable to attend) and the certificate will be presented by the President. The Board Liaison for Honors and Awards will arrange for the citation to published in the Bulletin and the award-winner to be announced on the Society's website. Copies of the citations should be given to the Secretary and the honorees.

6. Hospitality

    No travel funding for attendance at the annual conference will be provided for the recipients of the Lifetime Achievement Award or Distinguished Service Citation or for the family or friends of either honoree. Consideration may be given to providing local airport transportation, waiving the honoree's conference registration fee, and assuming other minor hospitality costs. Funding will be allocated by the Board in the annual budget of the Society for these hospitality costs only.

Honorary Membership Committee (ad hoc)

1. Charge

   Each year the Board of Trustees recognizes a prominent senior figure who has made important contributions to the field of American music by granting an honorary membership. This honor is signified by a certificate and public ceremony that confers life membership in the Society, with all rights and benefits. The Honorary Membership Committee recommends to the Board the names of potential recipients for the Honorary Membership award.

2. Membership

   This ad hoc committee comprises the President and two members appointed by the President. It is advisable to include on the committee at least one representative from the local arrangements committee for the conference at which the Honorary Member will be honored. Members are appointed by the President to a one-year term.

3. Procedures

   The committee will submit a slate of at least three nominees for the Honorary Membership, ranked in order of preference, and submit it to the Board Secretary by August 1. The slate will be considered by the Board at its Fall meeting eighteen months before the award is to be given. The Board shall discuss and vote on the recommendations in executive session at a regular meeting of the full Board.

   When considering names of potential honorary members, the committee should take the conference site and theme into account. The Program and Local Arrangements committees may be consulted to suggest names for the year of their conference. Nominations of music-makers who are closely involved in musical activities located in the general proximity of the convention location are highly recommended.
   The President shall contact the nominees in slate order at least one year before the annual conference at which the Honoree is to be named and confirm willingness to accept the Honorary Membership in person and attend the annual

conference of the Society. It is recommended to select an Honoree far enough in advance so that the program committee may incorporate this information into the call for submissions and program planning.

The name of the Honoree may be made public in conjunction with publicity for the event at which the award is to be made.

4. Public announcement and notifications

   The honor must be given at the annual conference of the Society, at an event scheduled in conjunction with the annual conference, or if appropriate, at another occasion when the citation will bring desirable attention to the Society. Posthumous awards will not be given unless the recipient had been selected by the Board before death occurred.

   Wording of the certificate shall be prepared by a member of the committee, incorporating information from the nominee if necessary. The citation will be read and presented by the President, or as designated by the President. The Board Liaison for Honors and Awards will arrange for the citations to be published in the Bulletin and the names of the award-winners to be published on the Society's website. Copies of the citations should be given to the Secretary and the honoree.

5. Hospitality

   When the Honorary Membership is to be conferred at the annual meeting of the Society, the Chair of the Local Arrangements Committee is responsible for arranging to host the honoree. The Society will offer to pay for the costs of travel, hotel, and transportation for the Honorary Member as well as to waive the conference registration fee. Consideration may be given to airport transportation, local transportation, and other minor hospitality costs such as hosting the Honorary Member for a meal with Society representatives. The Society will also arrange and pay for a reception in conjunction with the Honorary Member award ceremony. When possible, the Society will videotape the award ceremony and make it available on the website. Funding will be allocated by the Board in the annual budget of the Society for these hospitality costs only. No funding for attendance at the annual conference will be provided for the family or friends of the honoree.

Fellowships

Committee members must recuse themselves if they are associated with the nominees as students, TAs, or acquaintances. Unless an exception is explicitly stated in the guidelines for a particular fellowship, no applicant may receive more than one fellowship for the same project in the same year.

Adrienne Fried Block Fellowship

1. Charge
   The Adrienne Fried Block, Edward T. Cone, and John and Roberta Graziano Fellowships Committee administers the Adrienne Fried Block Fellowship, which is given to support scholarly research leading to publication on topics that illuminate musical life in large urban communities.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee, and members should preferably maintain an interest in urban studies.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The deadline for applications is October 15. Applicants must be members in good standing of the Society for American Music.

   Complete application procedures are posted on the SAM website. Applications include a one-page letter of application with contact information, a narrative of no more than five pages (double-spaced) that describes the scope of the project and the need for funding, a current CV, and a budget for the project.

   The maximum award is $3,000. The entire award may be given to an individual winner or the award may be divided evenly between two winners. The Fellowship may support research expenses, including but not limited to travel expenses, books, and media resources.

   The Chair of the committee will submit a report naming the winner(s) and explaining the committee's justification for making the award, along with a copy of the winning proposal (including budget), to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for selection

   This fellowship shall be given to support scholarly research leading to publication on topics that illuminate musical life in large urban communities in the Americas. Preference shall be given to projects that focus on the interconnections among the groups and organizations present in these metropolitan settings and their participation in the wide range of genres that inform the musical life and culture of their cities.

5. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference and the president will present the check to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner’s name and proposed project title published in the *Bulletin* and on the Society's website.

Paul Charosh Fellowship Committee

1. Charge

   The Paul Charosh Independent Scholar, Wayne Shirley, and Judith Tick Fellowships Committee administers the Paul Charosh Independent Scholar Fellowship, which is intended to foster research by independent scholars, and to encourage their participation in Society conferences.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The deadline for applications is October 15. The maximum award is $1,500.

   1. The fellowship is intended to foster research by independent scholars, and to encourage their participation in Society conferences. For purposes of this award, an “independent scholar” is someone who does not teach at an institution of higher learning, or who does so with a non-renewable contract of one year or less. Applicants are not required to hold any particular degree or certification. They may be current SAM members but others, pursuing a scholarly life outside the academy, are also eligible.
   2. Applicants will provide a letter of application with contact information (mailing address, phone number, and email address) and an overview of your engagement with American music as an independent scholar; a 500-word (maximum) narrative describing your research project; one or two sentences explaining how attending the SAM conference will benefit you and/or your project; and a statement of any support that you receive from an employer for research or travel to meetings.
   3. No more than one award will be offered annually. The maximum award is $1,500.

   The Chair of the committee will submit a report naming the winner and explaining the committee's justification for making the award, along with a copy of the winning proposal (including budget), to the President and the Board Liaison for Honors and Awards by December 1, prior to the spring conference. The recipient will be expected to attend and participate in the Society's spring conference. Specific conditions of the participation will be made in consultation with the award committee and the Society's Board. The awardee's name and presence, and nature of their participation in the conference, will be noted in the program. Conference registration fees for the awardee will be waived.

   Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner.

4. Guidelines for selection

   The fellowship is intended to foster research by independent scholars, and to encourage their participation in Society conferences. For purposes of this award, an "independent scholar" is someone who does not teach at an institution of higher learning, or who does so with a non-renewable contract of one year or less. Applicants are not required to hold any particular degree or certification. They may be current SAM members, or they may be non-members. Anyone pursuing a scholarly life outside the academy is also eligible, including journalists, music critics, biographers, and others whose work is of professional value to those working within the academy.

5. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference and the president will present the check to the winner. The award recipient is required to attend the conference and should be encouraged by the Chair to attend the annual meeting to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner’s name and proposed project title published in the *Bulletin* and on the Society's website.

Charles Hamm Fellowship Committee

1. Charge

   The Charles Hamm, Hampsong, and Virgil Thomson Fellowships Committee administers the Charles Hamm Fellowship, which shall be given to support an annual one-week research residency at the Rock and Roll Hall of Fame’s Library and Archives facility on the campus of Cuyahoga Community College in Cleveland, Ohio.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term. The third committee member, appointed as a representative of the Center for Popular Music Studies at Case Western Reserve University, will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee, and committee members should preferably maintain an interest in popular music.

3. Procedures

The program was initiated in 2017 as a co-sponsorship between the Society and the Center for Popular Music Studies at Case Western Reserve University, with funding for the $2,000 annual award split equally between the Society and the Center. Continuation of the award program in its current form rests on mutual understanding between SAM and the Director of the Center for Popular Music Studies. The fellowship may support research expenses including, but not limited to, travel expenses, lodging, books, and media resources.

Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The deadline for applications is November 1. The maximum award is $2,000. No more than one award will be offered annually.

Complete applications include:

1. A one-page letter of application with contact information (including mailing address, phone number, and email address); a current full CV; a narrative of no more than four pages (double-spaced) that describes the scope of the project and explains the research plan as it relates to the holdings of the Rock Hall's Library and Archives; and a one-page budget for the project.
2. Applicants must be members in good standing of the Society for American Music.
3. No more than one award will be offered annually. The maximum award is $2,000.
4. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

The Chair of the committee will submit a report naming the winner and explaining the committee's justification for making the award, along with a copy of the winning proposal (including budget), to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner. The Executive Director will contact the Center for Popular Music Studies to handle the $1,000 Case contribution for the award. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for selection

   The fellowship supports an annual one-week research residency at the Rock and Roll Hall of Fame's Library and Archives facility on the campus of Cuyahoga Community College in Cleveland, Ohio. Awarded competitively to scholars at any phase of their careers, the fellowship may be used to support expenses associated with the residency, such as travel expenses, lodging, and duplication expenses at the center. Suitable projects will take appropriate advantage of the holdings of the Rock Hall's Library and Archives.

5. Public announcements and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference and the president will present the check to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner's name and proposed project title published in the *Bulletin* and on the Society's website.

Edward T. Cone Fellowship Committee

1. Charge

   The Adrienne Fried Block, Edward T. Cone, and John and Roberta Graziano Fellowships Committee administers the competition for the Edward T. Cone Fellowship, which is awarded competitively to scholars at any phase of their careers whose research interest is focused on the history, creation, and analysis of American concert music, ranging from solo or chamber music to symphonic works.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The maximum award is $2,000. The entire award may be given to an individual winner or the award may be divided evenly between two winners.

   Application materials include a general description of the project (including the intellectual rationale, significance to the field of American music, and expected outcome), a plan of work, and a detailed budget. Complete application procedures are posted on the SAM website.

   The Chair of the committee will submit a report naming the winner (or two winners) and explaining the committee's justification for making the award, along with a copy of the winning proposal(s), including budget(s), to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner(s) in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner(s). A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for selection

   The Edward T. Cone Fellowship is awarded competitively to scholars at any phase of their careers whose research interest is focused on the history, creation, and analysis of American concert music, ranging from solo or chamber music to symphonic works. The Fellowship may support research expenses, including but not limited to travel expenses, books, and media resources.

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference, and the president will present a check to the winner(s). Although attendance is not mandatory, the award recipient(s) should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award(s) in person. The Board Liaison for Honors and Awards will arrange to have the award-winner(s)'s name and proposed project title(s) published in the *Bulletin* and on the Society's website.

Richard Crawford Fellowship Committee

1. Charge

   The committee administers the Richard Crawford Fellowship, which supports research conducted by contracted volume editors in the *Music of the United States of America* (MUSA) series of critical editions. Once the MUSA series and the applicant pool diminishes, the scope of the fellowship will be widened to support research by any editors of critical editions of music of the Americas. Endowment funding allows for the fellowship to be awarded at annual conferences held in even years, starting in 2018.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee, and members should preferably have experience with or interest in critical editions of music.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The deadline for applications is October 15. The maximum award is $1,000. Applicants must be members in good standing of the Society for American Music. The award is awarded only at annual conferences held in even years, starting in 2018. The fellowship may support research expenses, including but not limited to travel expenses, lodging, books, and media resources.

   Complete application procedures are posted on the SAM website. Applications include a one-page letter of application with contact information, a narrative of no more than five pages (double-spaced) that describes the MUSA volume, the scope of the project, and the need for funding; a current full CV from the contracted editor; and a budget for the project.

   The Chair of the committee will submit a report naming the winner and explaining the committee's justification for making the award, along with a copy of the winning proposal (including budget), to the President and the Board Liaison for

Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for selection

   The Richard Crawford Fellowship supports research by contracted editors of MUSA volumes. The fellowship supports research expenses involved in the preparation of critical editions, including but not limited to travel expenses, lodging, books, and media resources.

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference and the president will present the check to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner’s name and proposed project title published in the *Bulletin* and on the Society's website.

John and Roberta Graziano Fellowship Committee

1. Charge

2. The Adrienne Fried Block, Edward T. Cone, and John and Roberta Graziano Fellowships Committee administers the John and Roberta Graziano Fellowship, which is given to support scholarly research in all genres of music that originated in the United States in the nineteenth century, as well as other music performed in North America during that historical period.

3. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee, and members should preferably maintain an interest in 19th-century American music.

4. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The deadline for applications is October 15. The maximum award is $1,000. Applicants must be members in good standing of the Society for American Music.

   Complete application procedures are posted on the SAM website. Applications include a one-page letter of application with contact information, a narrative of no more than five pages (double-spaced) that describes the scope of the project and the need for funding, a current CV, and a budget for the project.

   The Chair of the committee will submit a report naming the winner and explaining the committee's justification for making the award, along with a copy of the winning proposal (including budget), to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

5. Guidelines for selection

   This fellowship shall be given to support scholarly research in all genres of music that originated in the United States in the nineteenth century, as well as other music performed in North America during that historical period.

6. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference and the president will present the check to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner’s name and proposed project title published in the *Bulletin* and on the Society's website.

Hampsong Education Fellowship Committee

1. Charge

   The Charles Hamm, Hampsong, and Virgil Thomson Fellowships Committee administers the competition for the Hampsong Education Fellowship in American Song, which provides support for an educator who seeks to help students and the general public understand American history and culture through the medium of song.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The maximum award is $1,000. The application deadline is October 15.

   Complete application procedures are posted on the SAM website. Application materials include a general description of the project (including the intellectual rationale, significance to the field of American music, and expected outcome), a plan of work, a detailed budget, and one reference letter.

   The Chair of the committee will submit a report naming the winner and explaining the committee's justification for making the award, along with a copy of the winning proposal (including budget), to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for selection

   The Hampsong Education Fellowship in American Song is awarded to an educator at any phase of their careers who wish to help students and the general public understand American history and culture through the medium of song, by developing curricular or co-curricular projects that utilize materials from the *Song of America* database and *Voices Across Time*, as well as other primary resources in American song. *Song of America* is an online database created by the Hampsong Foundation for the purpose of understanding American culture through classic song; *Voices Across Time* is a resource guide created by the Society for American Music and the University of Pittsburgh Center for American Music, offering materials and strategies for using historic American songs as primary sources for studying American history and literature.

   Educators in the humanities and social sciences (including but not limited to music history, English literature and poetry, American history, and American studies) are encouraged to apply. Teachers who have completed *Voices Across Time* training are particularly encouraged to apply for funding to develop follow-up projects that could involve performance or collaborative ventures with others. The term "educators" is meant to include K-12 teachers, home-schoolers, graduate students in education programs, college and university professors, museum specialists, performers, and others who educate special audiences and the general public about song in American history and culture.

   The Fellowship may support the development of print and / or online curricular resources, performances with associated curricular resources, collaborative ventures that include non-musicians or non-music scholars and educators, lecture-recitals, illustrated performances or other innovative approaches, as long as the focus of the project is in keeping with the related goals of *Voices Across Time* and *Song of America*.

5. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference, and the president will present the check to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner's name and proposed project title published in the *Bulletin* and on the Society's website.

John Koegel Latin American and Latinx Music Fellowship

1. Charge

   The committee administers the John Koegel Latin American and Latinx Music Fellowship, which is given to support research on Latin American musical life, including research on/pertaining to South America, Central America, Mexico, and the Caribbean, as well as representations of these culture areas in North America and around the world.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. Members should preferably maintain an interest in Latin American and Latinx Music.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The deadline for applications is October 15. Applicants must be members in good standing of the Society for American Music.

   Complete application procedures are posted on the SAM website. Applications include a one-page letter of application with contact information, current C.V. (2-page maximum), a narrative of no more than three pages (double-spaced) that describes the scope of the project and its contribution to Latin American/Latinx music scholarship, and a one-page budget for the project.

   The maximum award is $2,000. The entire award may be given to an individual winner or the award may be divided evenly between two winners. The fellowship may be used for expenses associated with archival or ethnographic research, including but not limited to travel expenses, books, and media resources.

   The Chair of the committee will submit a report naming the winner(s) and explaining the committee's justification for making the award, along with a copy of the winning proposal (including budget), to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for Selection

   This fellowship shall be awarded competitively to scholars in any phase of their career to support research on Latin American musical life. This includes research on/pertaining to South America, Central America, Mexico, and the Caribbean, as well as representations of these culture areas in North America and around the world. Scholars of Latin American / Latinx / Hispanic descent are particularly encouraged to apply. The Society for American Music seeks to award fellowships to support a broad spectrum of research conducted by Society members.

5. Public Announcement and Notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference and the president will present the check to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner’s name and proposed project title published in the *Bulletin* and on the Society's website.

Margery Morgan Lowens Dissertation Research Fellowship Committee

1. Charge

   The committee administers the annual award competition for the Margery Morgan Dissertation Research Fellowship, which is awarded competitively to students at the early stages of their dissertation research on American music.

2. Membership

   The President designates a chair and two members. All committee members will serve for three years, staggered to ensure continuity. Each member will rotate into serving as chair for a one-year term. Membership should consist of individuals with experience appropriate to adjudicating the award.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the Bulletin and on the Society's social media, as well as social media of other related societies.

   Application materials include a one-page letter of application with contact information; a narrative of no more than eight pages (double-spaced) that briefly describes the dissertation and outlines the scope of the research to be conducted with the aid of the fellowship; a one-page budget; and one reference letter. Under separate cover, the dissertation adviser should submit a letter of reference to the fellowship committee chair attesting to the project’s importance and the candidate’s ability to complete it; the letter should also indicate the official date when doctoral candidacy (or equivalent benchmark) was achieved. Fellowship applications are due on July 15th. The fellowship is designed to fund research projects conducted during the period between the application deadline and Sept. 30 of the following year (e.g. July 15, 2020–September 30, 2021).

   Fellowship applications are limited to students who achieved “all but dissertation” status (e.g., Ph.D. or DMA candidacy) within an 18-month period prior to applying for the fellowship (e.g., students applying for the July 15, 2021, deadline must have achieved candidacy between Jan. 1, 2020 and July 1, 2021). Complete application procedures are posted on the SAM website.

   The maximum award is $4,000. The entire award may be given to an individual winner or the award may be split between multiple recipients. The fellowship may support research expenses, including but not limited to travel expenses, books, and media resources. The winner(s) of the award is also granted one complimentary year of membership in the Society.

   The Chair of the committee will submit a report naming the winner (or two winners) and explaining the committee's justification for making the award, along with a copy of the winning proposal(s), including budget(s), to the President and the Board Liaison for Honors and Awards no later than August 1, so that it can be included in that committee's Fall report to the Board. Once the Board has ratified the committee's selection (typically in September), the President shall notify the winner(s) in writing, copying the committee chair on the correspondence. The award check(s) will also be conveyed to the winner once the Board has made its decision. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner(s). A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for selection

   The Margery Morgan Dissertation Research Fellowship is awarded competitively to students at the early stages of their dissertation research on American music. The Society for American Music is dedicated to the study, teaching, creation and dissemination of all musics in the Americas.

5. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference, and the president will present a check to the winner(s). Although attendance is not mandatory, the award recipient(s) should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award(s) in person. The Board Liaison for Honors and Awards will arrange to have the award-winner(s)'s name and proposed project title(s) published in the Bulletin and on the Society's website.

Judith McCulloh Fellowship Committee

1. Charge

   The Judith McCulloh, Anne Dhu McLucas, and Eileen Southern Fellowships Committee administers the Judith McCulloh Fellowship, which shall be given to support an annual short-term research residency on folk-based musical culture of the Americas at any research center or archive for which the applicant makes a compelling case.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee, and members should preferably maintain an interest in American music, folklife, and cultural heritage.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The deadline for applications is October 15. The maximum award is $1,000. Applicants must be members in good standing of the Society for American Music.

   Complete application procedures are posted on the [McCulloh web page]. Applications include:

   1. A one-page letter of application with contact information, a narrative of no more than five pages (double-spaced) that describes the scope of the project (and includes a persuasive and detailed rationale for a short-term residence on folk-based musical culture of the Americas at any research center or archive), a current CV, and a budget for the project.

   2. Applicants must be members in good standing of the Society for American Music.

   3. No more than one award will be offered annually. The maximum award is $1,000.

   4. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

   The Chair of the committee will submit a report naming the winner and explaining the committee's justification for making the award, along with a copy of the winning proposal (including budget), to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for selection

   The fellowship is given annually to support research on a folk-based music culture of the Americas. Awarded competitively to scholars at any phase of their careers, the fellowship is designed to support expenses (such as travel, lodging, and duplication) associated with residency at a research center or archive, or with fieldwork. Potential research center sites include the Folklife Center at the Library of Congress, where McCulloh worked extensively, and other repositories that reflect her broad interests in folk music.

5. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference and the president will present the check to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner's name and proposed project title published in the *Bulletin* and on the Society's website.

Anne Dhu McLucas Fellowship Committee

1. Charge

   The Judith McCulloh, Anne Dhu McLucas, and Eileen Southern Fellowships Committee administers the Anne Dhu McLucas Fellowship, which shall be given to support a graduate student conducting research (archival or fieldwork) on traditional music (music in the oral tradition) or Native American/First Nation music.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee, and members should preferably maintain an interest in traditional music or Native American/First Nation music.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The deadline for applications is October 15. The maximum award is $1,000.

Applications include:

1. A one-page letter of application with contact information, a narrative three-to-five pages (double-spaced) that describes the scope of the project and the need for funding, a current CV, a one-page budget for the project, and one letter of reference from a scholar who is familiar with your work (the letter should be sent separately by your recommender to the committee chair).
2. The fellowship is open to graduate students conducting research (archival or fieldwork) on traditional music (music in the oral tradition) or Native American/First Nation music.Â No more than one award will be offered annually. The maximum award is $1,000. The winner of the award is also granted one complimentary year of membership in the Society.
3. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

The Chair of the committee will submit a report naming the winner and explaining the committee's justification for making the award, along with a copy of the winning proposal (including budget), to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for selection

   This fellowship shall be given to support a graduate student conducting research (archival or fieldwork) on traditional music (music in the oral tradition) or Native American/First Nation music.

5. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference and the president will present the check to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and

Awards will arrange to have the award-winner's name and proposed project title published in the *Bulletin* and on the Society's website.

Wayne Shirley Research Fellowship Committee

1. Charge

   The Paul Charosh Independent Scholar, Wayne Shirley, and Judith Tick Fellowships Committee administers the Wayne Shirley Fellowship, which shall be given to support an annual short-term research residency at the Library of Congress on any topic relating to musics of the Americas.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee, and members should ideally reflect a range of scholarly interests.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The deadline for applications is October 15. The maximum award is $1,000. Applicants must be members in good standing of the Society for American Music.

   Complete application procedures are posted on the Shirley Fellowship web page. Applications include a one-page letter of application with contact information (including mailing address, phone number, and email address); a current full CV; a narrative of no more than five pages (double-spaced) that describes the scope of the project and includes a persuasive and detailed rationale for how the research plan relates to holdings of the Library of Congress; and a one-page budget for the project.

   The Chair of the committee will submit a report naming the winner and explaining the committee's justification for making the award, along with a copy of the winning proposal (including budget), to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference.

Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner.

A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for selection

   The fellowship is given annually to support research on any topic relating to music cultures of the Americas that relate to the Library of Congress's holdings. Awarded competitively to scholars at any phase of their careers, the fellowship is designed to support expenses (such as travel, lodging, and duplication) associated with the residency.
5. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference and the president will present the check to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner's name and proposed project title published in the *Bulletin* and on the Society's website.

Eileen Southern Fellowship Committee

1. Charge

   The Judith McCulloh, Anne Dhu McLucas, and Eileen Southern Fellowships Committee administers the Eileen Southern Fellowship, which is given to support scholarly research on music of the African diaspora in the Americas.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee, and members should preferably maintain an interest in music of the African diaspora in the Americas.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The deadline for applications is October 15. The maximum award is $1,000. Applicants must be members in good standing of the Society for American Music. The fellowship may support research expenses, including but not limited to travel expenses, lodging, books, and media resources.

   Complete application procedures are posted on the SAM website. Applications include a one-page letter of application with contact information, a narrative of no more than five pages (double-spaced) that describes the scope of the project and the need for funding, a current full CV, and a budget for the project.

   The Chair of the committee will submit a report naming the winner and explaining the committee's justification for making the award, along with a copy of the winning proposal (including budget), to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for selection

   The Eileen Southern Fellowship is awarded competitively to scholars at any phase of their careers in support of research on music of the African diaspora in the Americas. The fellowship may support research expenses for archival or ethnographic research, including but not limited to travel expenses, lodging, books, and media resources.

5. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference and the president will present the check to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner's name and proposed project title published in the *Bulletin* and on the Society's website.

Virgil Thomson Fellowship Committee

1. Charge

   The Charles Hamm, Hampsong, and Virgil Thomson Fellowships Committee administers the competition for the Virgil Thomson Fellowship, which is awarded competitively to scholars at any phase of their careers whose research interest is focused on the history, creation, and analysis of American music on stage and screen, including opera.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The maximum award is $4,000. The entire award may be given to an individual winner or the award may be divided evenly between two winners.

   Application materials include a general description of the project (including the intellectual rationale, significance to the field of American music, and expected outcome), a plan of work, and a detailed budget. Complete application procedures are posted on the SAM website.

   The Chair of the committee will submit a report naming the winner (or two winners) and explaining the committee's justification for making the award, along with a copy of the winning proposal(s), including budget(s), to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner(s) in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner(s). A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for selection

   The Virgil Thomson Fellowship is awarded competitively to scholars at any phase of their careers whose interest is focused on the history, creation, and analysis of American music on stage and screen, including opera. The Fellowship may support research expenses, including but not limited to travel expenses, books, and media resources.

5. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference, and the president will present a check to the winner(s). Although attendance is not mandatory, the award recipient(s) should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award(s) in person. The Board Liaison for Honors and Awards will arrange to have the award-winner(s)'s name and proposed project title(s) published in the *Bulletin* and on the Society's website.

Judith Tick Fellowship Committee

1. Charge

   The Paul Charosh Independent Scholar, Wayne Shirley, and Judith Tick Fellowships Committee administers the Judith Tick Fellowship, which shall be given to support scholarly research leading to publication on musical topics involving Women's, Gender, and Sexuality Studies. Preference will be given to projects that resonate with the primary research areas that have been the focus of Prof. Tick's distinguished career, including women's music-making across time and musical genres; musical biography; and source studies in American music. The fellowship is awarded competitively to scholars at any phase of their careers.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies. The deadline for applications is October 15. The maximum award is $1,000. Applicants must be members in good standing of the Society for American Music. Complete application procedures are posted on the SAM website. Applications include a one-page letter of application with contact information, a narrative of no more than five pages that describes the scope of the project and the need for funding, a budget for the project, and a current CV.

   The Chair of the committee will submit a report naming the winner and explaining the committee's justification for making the award, along with a copy of the winning proposal (including budget), to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner. A one-page budget and final report are to be submitted by the recipient to the Executive Director of the Society no more than one year after the award is presented.

4. Guidelines for selection

   This fellowship is awarded competitively to scholars at any phase of their careers to support scholarly research leading to publication on topics involving women's music-making across time and musical genres, musical biography, and/or source studies in American music. The fellowship may support research expenses for archival or ethnographic research, including but not limited to travel expenses, books, and media resources.

5. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference and the president will present a check to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner’s name and proposed project title published in the *Bulletin* and on the Society's website.

Robert Walser and Susan McClary Fellowship Committee

1. Charge

   The committee administers the annual award competition for the Robert Walser and Susan McClary Fellowship, which is intended to diversify the field of scholars working on American music.

2. Membership

   The President designates a chair and two members. All committee members will serve for three years, staggered to ensure continuity. Each member will rotate into serving as chair for a one-year term. Membership should consist of individuals with experience appropriate to adjudicating the award.

3. Eligibility

   An applicant for the fellowship must be
   - a full-time graduate student at a U.S. or Canadian university with proof of good standing at an educational institution;
   - a member of a historically underrepresented group in the field;
   - a Ph.D. candidate (achieved before the application deadline);
   - writing a dissertation on American music (defined broadly by the Society of American Music as “music of the Americas”)

   Applications are especially welcome from African Americans, Native Americans, Native Pacific Islanders, Hispanic Americans, and Asian Americans, and, from Canada, aboriginal peoples and visible minorities (as defined by Canadian legislation). The award recognizes academic achievement and future promise in the study of American music. The Society for American Music seeks to foster a welcoming and inclusive community throughout all Society activities and among all Society members. We embrace and promote diversity of race, ethnicity, class, gender, gender identity, sexual orientation, disability, national origin, and religion, among other expressions.

Required Application Materials

The award is granted Biennially. Fellowship applications are due on November 1.

- A one-page letter of application with contact information, including address, email address, and telephone number.
- A personal statement of no more than 5 double-spaced pages that describes the applicant's musical/academic background, interest in American music, and research plans for the fellowship period.
- A copy of the applicant's dissertation proposal.
- A writing sample of no more than 30 double-spaced pages in length.
- A letter of reference from faculty. The letter should be sent separately to the committee chair. One letter must include the official date of achieving Ph.D. candidacy (before the application deadline) and include information about the expected level of institutional funding for the fellowship year.

4. Procedures

Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the *Bulletin* and on the Society's listserv, as well as the newsletters and listservs of other related societies.

The Chair of the committee will submit a report naming the awardee (the fellowship may not be split between multiple applicants) and explaining the committee's justification for making the award, along with a copy of the winning proposal (applicant's letter, statement, proposal, and writing sample), to the President and the Board Liaison for Honors and Awards by January 15, prior to the Spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. Once the winner has accepted the award, recognizing the terms of the fellowship, the Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner. A public announcement will be made at the Spring conference.

This fellowship, granted biennially, provides a twelve-month stipend of $22,000 for Ph.D. candidates enrolled full time at their educational institution. It is not deferrable or renewable; it must be accepted during the academic year following the application submission. It cannot be held concurrently with a comparable year-long fellowship unless the SAM award is accepted on an honorary basis. The fellowship does not provide payment of tuition or fees. The society encourages the student's home institution to provide tuition fellowships and fee waivers during the fellowship period.

5. Guidelines for selection

   The fellowship is intended to diversify the field of scholars working on American music. It is awarded to an outstanding Ph.D. candidate at a U.S. or Canadian university who is a member of a historically underrepresented group in the field. Applications are especially welcome from African Americans, Native Americans, Native Pacific Islanders, Hispanic Americans, and Asian Americans, and, from Canada, aboriginal peoples and visible minorities (as defined by Canadian legislation). The award recognizes academic achievement and future promise in the study of American music. The Society embraces and promotes diversity of race, ethnicity, class, gender, gender identity, sexual orientation, disability, national origin, and religion, among other expressions.

6. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference. The check will be sent to the awardee at the start of the award period. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner's name and proposed project title published in the *Bulletin* and on the Society's website.

7. Long-term Plans for Fellowship Program

   The fellowship donors, Robert Walser and Susan McClary, intend to support this fellowship initially at its current level (one fellowship of 22k biennially). Once their gift pledge is complete, this fellowship program will support 2 annual diversity fellowships (each award set at $22K annually). Because the definition of diversity within the field of American music studies may change over time, the SAM Board of Directors will periodically revisit the guidelines of this fellowship program to support an appropriate pool of students from underrepresented groups.

Awards

Cambridge University Press Award Committee

1. Charge

   The Cambridge University Press Award committee administers the award for outstanding paper by an international scholar presented at the annual meeting.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner on the committee. Membership on the committee should not include mostly non-U.S. citizens, as that reduces the number of qualified submissions.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue a call in the Bulletin and on the Society's listserv. Society members who are international scholars and will be reading individual papers or presenting a poster are eligible for the Cambridge University Press Award. The award is not designed for students (who should instead apply for the Mark Tucker Award). A presenter wishing to be considered for the award must submit his or her paper (or, for a poster, the equivalent of a 20-minute paper) and accompanying audio-visual material to the award committee chair. Complete application information is available on the SAM website. The deadline for submissions is three weeks (21 calendar days) in advance of the first day of the annual conference.

   The Chair of the committee should acknowledge receipt of each submission and thank applicants for their participation.

   The committee chair will submit the Committee's choice for the award (explaining the committee's rationale in the context of a formal committee report) to the President and the Board Liaison for Honors and Awards no later than 2 weeks (14 calendar days) prior to the first day of the annual conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner.

4. Guidelines for selection

   The award is designed to recognize the outstanding paper by an international scholar presented at the annual meeting. "International Scholars" are defined as presenters who hold an institutional affiliation and/or principal residence outside the United States.

   The award shall be given only to a single winner. No dividing of the prize is allowed. The committee may, if they desire, designate one paper for honorable mention, which will be announced at the annual business meeting.

5. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference, and the president will present the winner with a gift certificate to be redeemed for books from the Cambridge University Press catalog. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner’s name and paper title published in the Bulletin and on the Society's website.

Wiley Housewright Dissertation Award Committee

1. Charge

   The Wiley Housewright Dissertation Award committee administers the annual award competition to recognize the most outstanding dissertation on American music.

2. Membership

   The President designates a chair and four members. All committee members will serve for three years, staggered to ensure continuity. Three committee members will rotate into serving as chair for a one-year-term; the other two committee members will serve in non-rotating roles.

   Membership should consist of individuals with experience appropriate to the award. To avoid any suggestion of conflict of interest, no person who has served as the adviser for an eligible dissertation should be appointed to serve. Should a member unexpectedly find a conflict of interest, that member will be required to resign from the committee. It is advantageous to have a previous winner of the fellowship on the committee.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue an annual call for nominations in the Bulletin and on the Society's listserv, as well as the newsletters and listservs of other related societies. Complete application procedures are posted on the SAM website. The application deadline is June 1 for dissertations filed the previous calendar year.

   The Chair of the committee should acknowledge receipt of each submission and thank applicants for their participation.

   The Chair of the committee will submit a report naming the winner and explaining the committee's rationale to the President and the Board Liaison for Honors and Awards no later than August 1, so that it can be included in that committee's Fall report to the Board. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner (and dissertation adviser).
4. Guidelines for selection

   The award is designed to recognize a single dissertation on American music for its exceptional depth, clarity, significance, and overall contribution to the field. American music is interpreted in all its historical and contemporary styles and contexts, including, but not limited to art and popular musics, the musics of ethnic groups and minorities, and the full range of activities associated with music. "America" is understood here to embrace North America (Canada, The United States, and Mexico), including Central America and the Caribbean, and aspects of its cultures elsewhere in the world. The dissertation must be in English.

   The award shall be given only to a single winner. No dividing of the prize is allowed. The committee may, if they desire, designate one dissertation for honorable mention, which will be announced at the annual business meeting.

5. Public announcement and notifications

   The award is given the following spring (i.e., a dissertation filed in 2007 would be recommended to the Board in the fall of 2008 and receive the award in the spring of 2009). The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference, and the president will present the check to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the name of the award-winner and the dissertation title published in the Bulletin and on the Society's website.

Lowens Book and Article Award Committees

1. Charge

   The Lowens Award Committees administer the annual awards recognizing the most outstanding book and the most outstanding scholarly article in American music. The awards commemorate Irving Lowens—the principal founder of the society and its first president—and his contributions to the study of American music.

2. Membership

   The President designates a chair and four members for each committee. Each member of these two separate committees serves for three years, staggered to ensure continuity. Three members of each committee will rotate into serving as chair for a one-year term; the remaining two members will serve in a non-rotating role.

   Members should consist of individuals with experience appropriate to the award. It is advantageous to have a previous winner of each fellowship on the appropriate committee. To avoid any suggestion of conflict of interest, no person whose own work is eligible for an award should be appointed to serve. Should a member unexpectedly find a conflict of interest due to early or late publication of his/her work, that member will be required to resign from the committee.

3. Procedures

   Working in conjunction with the Public Relations Committee, each subcommittee will issue an annual call for nominations for each award in the Bulletin and on the

Society's listserv, as well as the newsletters and listservs of other related societies. Self-nominations are welcome. Complete application procedures are posted on the SAM website. The application deadline is June 1 for books/articles published the previous calendar year (as identified by the official copyright date that appears in print on the back of the title page).

The Lowens committees review all submitted materials of a given year, and identify the winning work and author. Each committee may devise its own winnowing procedures to establish a list of finalists, but all members of each committee must read the complete submissions of all the finalists.

The Chair of each subcommittee shall submit the committee’s recommendation to the President and the Board Liaison for Honors and Awards by August 1, so that it may be discussed by the Board at its fall meeting. Each recommendation should include a paragraph supporting the selection, a rationale for the committee's decision, the text of the citation to be read at the award ceremony, and the addresses of the author(s) and publishers, when applicable. The award is given the following spring (i.e., a work published in 2007 would be recommended to the Board in the fall of 2008 and receive the award in the spring of 2009).

4. Guidelines for selection

These awards are made for works that make outstanding contributions to American music studies, and stimulate the appreciation, performance, creation, and study of American musics of all eras and in all their diversity throughout the world. Works written in a language other than English are eligible for consideration, but must include an English translation of the complete article or a significant chapter of a book. Factors to be considered include contributions to under-represented areas of interest, stimulation of dialogue on controversial issues, long-lasting scholarly value, or setting new standards for the field. Bibliographical works, thematic catalogues, and other works of reference are normally excluded. Nominees need not be members of the Society.

Submissions should have sufficient scope to supplement substantially or revise previous knowledge about American music. The thesis should be well documented and supported by strong arguments. No explicit size or coverage is required, but the work should convey the impression of important research and thinking. Articles may appear in refereed journals, Festschrifts, as essays in book-length anthologies, or as essays accompanying scholarly editions.

The Irving Lowens Book Award shall be given only to a single winner. No dividing of the prize is allowed. The committee may, if they desire, designate one book for honorable mention, which will be announced at the annual business meeting.

The Irving Lowens Article Award shall be given only to a single winner. No dividing of the prize is allowed. The committee may, if they desire, designate one article for honorable mention, which will be announced at the annual business meeting.

5. Public announcement and notifications

   The President notifies the recipients and publishers of the awardees after the fall Board meeting. In the case of the Lowens Book Award, the publisher is encouraged to exhibit at the conference at which the award will be given. The Chair of the Lowens Book Award committee thanks all publishers whose books were submitted for consideration. The Chairs of each committee (or a designate if unable to attend) will announce the recipients of the awards and the president will present the checks to the winners at the annual conference. Although attendance is not mandatory, award recipients should be encouraged to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the names of the award-winners and the titles of the award-winning work announced in the Bulletin and on the Society's website.

Mark Tucker Award Committee

1. Charge

   The Mark Tucker Award committee administers the award for outstanding student paper presented at the society’s annual conference.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner (who is no longer a student) on the committee.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue a call in the Bulletin and on the Society's listserv. Students who will be reading individual papers or presenting a poster at the annual conference are eligible for the award. Those who wish to be considered for the award should submit his or her paper (or, for a poster, the equivalent of a 20-minute paper) and accompanying audio-visual material to the award committee chair. The deadline for submissions is February 10, in advance of the annual meeting. Complete application procedures are posted on the SAM website.

   The Chair of the committee should acknowledge receipt of each submission and thank applicants for their participation.

   The committee chair will submit the Committee’s choice for the award (explaining the committee’s rationale in the context of a formal committee report) to the President and the Board Liaison for Honors and Awards no later than 2 weeks (14 calendar days) prior to the first day of the annual conference. Once the Board has ratified the committee's selection, the President shall notify the winner in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner.

4. Guidelines for selection

   The award is designed to recognize the outstanding student paper presented at the annual conference. Students who will be reading individual papers or presenting a poster are eligible for the Mark Tucker Award. Seminar papers are not eligible for the Tucker Award.

   The award shall be given only to a single winner. No dividing of the prize is allowed. The committee may, if they desire, designate one paper for honorable mention, which will be announced at the annual business meeting.

5. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient of the award at the annual conference and the president will present a certificate to the winner. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person. The Board Liaison for Honors and Awards will arrange to have the award-winner’s name and paper title published in the Bulletin and on the Society's website.

Subventions
H. Earle Johnson Subvention

1. Charge

   The Subvention Committee will make recommendations to the Board regarding financial assistance to facilitate the publication of significant books on American music.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a previous winner of the fellowship on the committee.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue a call for applications in the Bulletin and on the Society's listserv. Applications should be submitted by October 15 to the Subvention Committee. The maximum award is $2,500; smaller requests are invited and encouraged. The committee may award up to a combined total of $5,000 in subventions. Complete application procedures are posted on the SAM website. Application materials include an outline of proposed publication, brief curriculum vita, a statement detailing publication plans, a detailed financial statement, and a sample chapter or excerpt. Only works, including collections of essays by contributing authors, whose author or editor is a member in good standing of the Society are eligible to receive a subvention.

   The Chair of the committee should acknowledge receipt of each submission and thank applicants for their participation.

   The Chair of the committee will submit a report regarding the proposed recipient(s) of the award(s) to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winner(s) in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner.

4. Guidelines for selection

   Only completed original manuscripts authored and submitted by members of the Society, already accepted for publication and scheduled to appear within twelve (12) months of the announcement of the year's award, are eligible for consideration. Requests for subventions must come from the publisher with a statement indicating the impact of the subvention on the eventual price of the book or the costs borne by the author, and a list of other subvention awards to which the publisher or author is making application. Publishers should indicate that they have received final permission from all contributors prior to submission of the proposal.

   The Committee is not obligated to make an award in a given year if it determines that there are insufficient qualifying proposals. The Committee is also not obligated to use the entire sum of $5,000 on subventions. Monies not used in an award cycle will be returned to the treasury and become part of the general fund. Unused monies do not accumulate from year to year.

   There is no restriction on the number of awards the Committee may make, so long as the combined total does not exceed the $5,000 limit; however, awards will tend to reflect the high costs associated with publishing.
5. Requirements

   An appropriate credit line should appear on the copyright page with the following wording: “Publication of this book was supported in part by a grant from the H. Earle Johnson Fund of the Society for American Music.” A copy of each supported work is to be deposited in the Society's archives together with published reviews.

6. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient(s) of the award(s) at the annual conference.

   Once the subvention awards are approved and announced, the Executive Director sends a letter and an award check to the editor of the press of publication, or where appropriate, the author or other designated person. The letter should give the required credit line and the address to which the archive copy is to be sent.

The Board Liaison for Honors and Awards will arrange to have the names of the award-winners and book titles published in the Bulletin and on the Society's website.

Sight and Sound Subvention

1. Charge

   The Subvention Committee will make recommendations to the Board regarding financial assistance to facilitate the publication of non-print material concerning American music. Such material may include film, DVD, CD and other audio/visual formats, radio programs, website development, or other projects that further the Society's mission and goals. In all cases, these materials should be available through a commercial source, not on the applicant's personal pages, and the Board must approve committee recommendations for the expenditure of funds.

2. Membership

   The President designates a chair and two members. All committee members will serve for four years, staggered to ensure continuity. Two committee members will rotate into serving as chair for a two-year term; the third committee member will serve in a non-rotating role. It is advantageous to have a member with experience in audio-visual projects.

3. Procedures

   Working in conjunction with the Public Relations Committee, the committee will issue a call for applications in the Bulletin and on the Society's listserv. Applications to the Subvention Committee may be made by performers, editors, or producers who are members of the Society. Applications should be submitted by October 15. The maximum award is $750. Complete application procedures are posted on the SAM website. Application materials include a description of the project and its contribution to American music, a brief statement about publication and/or distribution plans, a detailed financial statement, and a brief curriculum vita or resume.

   The Chair of the committee should acknowledge receipt of each submission and thank applicants for their participation.

The Chair of the committee will submit a report regarding the proposed recipient(s) of the award(s) to the President and the Board Liaison for Honors and Awards by January 15, prior to the spring conference. Once the Board has ratified the committee's selection, the President shall notify the winners in writing, copying the committee chair on the correspondence. The Chair of the committee will then notify the other candidates, and also send a congratulatory note to the winner.

4. Guidelines for selection

   The Society may endorse research projects, manuscripts, and other programs that further the mission of the Society. Endorsement attaches the Society's name to the program, project, or manuscript, as a stamp of approval.

   Only completed non-print publications or projects under contract and ready to be produced by members of the Society will be eligible for support. Before application for a subvention can be made, a producer must have agreed to issue the work. All projects must help further the Society's mission and goals.

   Awards may be made up to but not over the collective amount of $750.

   The Committee will make its recommendations to the Board. Each recommendation for funding should include the performer's (editor's, producer's) full name and address, full title of work, name, Social Security number, and acquiring producer's (or other appropriate) name and address (fax, email) to which the subvention letter will be sent.

5. Requirements

   Projects receiving funding must agree to credit assistance from the Society, unless the Board approves other arrangements. A credit line should appear on the project's copyright with the following wording: “This project was supported in part by a grant from the Sight & Sound Subvention Fund of the Society for American Music.” Any website supported should be linked to the Society's webpage.

6. Public announcement and notifications

   The Chair of the committee (or a designate if unable to attend) will announce the recipient(s) of the award(s) at the annual conference. Although attendance is not mandatory, the award recipient should be encouraged by the Chair to attend the annual meeting (at his/her expense) to receive the award in person.

   Once the subvention awards are approved and announced, the Executive Director sends a letter and an award check. The Board Liaison for Honors and Awards will arrange to have the names of the award-winners and projects published in the Bulletin and on the Society's website.

Handbook: Publications Council

Contents

General Information

Charge

The Publications Council meets at the annual conference (more frequently if necessary) to discuss all matters pertaining to the Society's publications. It reports directly to the Society's Board and is expected to present policy issues to the Board for action. The Board expects this Council to be a powerful forum for the exchange of ideas, problems, and visions, and to be a strong advocate for the centrality of publications in the mission of the Society.

Membership

The Council is comprised of the immediate former President of the Society, who serves as Chair for two years, the editors of the Society's publications, and the website maintainer.

Editors

The Board appoints the editors of the *Journal of the Society for American Music* and the *Bulletin* and appoints the Advisory Editorial Board of the Journal, in consultation with the editor and the publisher.

Attendance at meetings

Editors may be invited to attend those Board meetings at which deliberations of direct import to their work occur. If such deliberations require attendance at interim Board meetings, they may receive, with approval of the President, financial assistance in the amount of half of the transportation expenses to the meeting.

Approval of publications

The Board must approve any publication that bears the Society's name. Publications other than the Journal of the Society for American Music and the *Bulletin* are screened by the Publication Council and forwarded to the Board with recommendations for action.

Obituaries

SAM wishes to recognize the lives and service of its members in a respectful and equitable manner. In the event of a member's death, SAM will take the following actions to acknowledge the member's passing and update records.

1. The Executive Director's office will be responsible for initiating communications. The ED or a board member will verify with a family member, institution, or close colleague.

2. The Executive Director will notify the SAM board.

3. After confirmation and board notification, there will be a tiered process for communication:

    a. immediate notice to membership
    b. obituary in Bulletin
    c. memorial list at the annual conference

4. All members who pass will receive acknowledgement. This includes the following information via email notice and in the *Bulletin*:

    a. Name
    b. Affiliation (if applicable)
    c. Dates of birth and death
    d. Contributions to the field
    e. Service to SAM
    f. Brief mention of awards and accomplishments
    g. Length of the obituary may vary, according to SAM service (e.g., leadership role, recipient of major awards; founding member/long history of service)
    h. Links to public-facing obituary

5. The *Bulletin* prints obituaries only of Society members (including honorary members and any awardee of the Society). If the Editor believes an exception to this policy is warranted, please consult the President.

6. The Executive Director will change the member's status to deceased in the membership record and remove information pertaining to society service roles from the website.

Standing Periodicals

Journal for the Society for American Music

The *Journal of the Society for American Music* (hereafter *JSAM*) is the journal of the Society. It is owned by the Society and published by Cambridge University Press (CUP). It is issued quarterly and is devoted to all aspects of American music and music in America.

JSAM Editor

The editor is appointed by the Board for a term of four years. The editor serves as Associate Editor for Year 1, as Editor-in-Chief for Years 2-3, and as Advisory Editor for Year 4. The editor's official term commences with the start of a new volume number (rather than according to a calendar month). The four-year editorial term, which overlaps for a year with the previous editor and the succeeding editor, is designed to assure a smooth handover of knowledge, responsibility, and participation. A committee for the recommendation of a new editor of *JSAM* will be convened at least two years before the appointment as Editor-in-Chief is to take effect, to ensure adequate lead time for the new editor to arrange for release time and staff support.

Year (Volume)	2020 (Vol. 14)	2021 (Vol. 15	2022 (Vol. 16)	2023 (Vol. 17)
Editor 1	Editor-in-Chief	Advisory Ed. (final year)		
Editor 2	Assoc. Ed. (first year)	Editor-in-Chief	Editor in Chief	Advisory Ed. (final year)
Editor 2			Assoc. Ed. (first year)	Editor-in-Chief

During Year 1 of the editorial term, the Associate Editor shadows the Editor-in-Chief, gradually assuming editorial responsibilities as they arise (e.g. submissions, editing, production). By the end of the Associate Editor's initial year, their first issue as editor should be in press and the second advanced in editing.

A committee for the recommendation of a new editor of *JSAM* will be convened at least two years before the appointment is to take effect, to ensure adequate lead time for the new editor to arrange for release time and staff support. During Years 2 and 3 of the editorial term, the Editor-in-Chief is responsible for publishing two complete volumes of the journal. It is advisable for the Editor-in-Chief to attend the Publications Council

Meeting at the annual conference for all four years of the appointment. The Editor-in-Chief is responsible for establishing and maintaining a production schedule for *JSAM* that assures its publication in timely fashion, for upholding standards of incisive and relevant contents, and for following editorial and production guidelines that place *JSAM* among the leading scholarly journals in music. The Editor-in-Chief should also confirm that the *JSAM*, SAM, and Cambridge websites are accurate, consistent, and up to date.

During Year 4 of the editorial term, the Advisory Editor serves in a general advisory capacity to the Editor-in-Chief to include recommending articles from the previous volume for scholarly awards and CUP marketing campaigns. The Production Editor at CUP checks previously accepted articles for copyright issues and recommends handling of permission requests and fair use claims. Previous evaluations and correspondence for resubmitted articles are housed in CUP's submission system.

The editor is responsible for establishing and maintaining a production schedule for *JSAM* that assures its publication in timely fashion, for upholding standards of incisive and relevant contents, and for following editorial and production guidelines that place *JSAM* among the leading scholarly journals in music.

Editorial Board

The Editor recommends an Editorial Board, chosen from the membership of the Society, to the President for approval. The Editorial Board has twenty members, each serving a four-year term. These are staggered so that five are replaced each year.

Editorial Staff

In consultation with the Editor, the President of the Society shall appoint a book review editor, a recorded sound editor, and a multimedia editor who will be charged with soliciting, editing, and submitting reviews to the Editor. In consultation with the Editor and Cambridge University Press, reviews are scheduled for publication. Editors are always active members of the Society in good standing, and their appointment is approved by the Board.

All review editors are appointed for a three-year term, which is non-renewable under normal circumstances. Each term commences with the start of a journal volume number (rather than according to a calendar month); review editors are responsible for editing reviews for three complete journal volumes. To prepare for this transition, new editors will shadow their predecessors for six months or more. It is advisable for incoming editors to attend the Publications Council Meeting at the annual conference before their term begins. In the event that an editor resigns during his/her term, a replacement would be appointed for the remainder of that term. Reappointment for a subsequent full term would be considered if the replacement term is for three years or less (i.e., less than 50% of a full term).

Appointments of the different review editors are based on the calendar year (terms ending in December) and are staggered so that one individual is appointed to one of the posts every two years.

Book, Recorded Sound, and Multimedia Reviews

Criteria

Reviews of books, recorded sound, and multimedia material are published in JSAM and are primarily limited to those items that deal substantively with American music, are intended to elicit major discussion, point out conjunctions, and add significantly to the literature or repertoire on American music. Submissions that provide new knowledge, and works that are deemed to be substantial, universal, and enduring standard sources will normally be reviewed in JSAM.

Standard popular recordings, recordings that are widely reviewed in the mainstream press, or new recordings of works frequently recorded normally should not be reviewed unless a reviewer can contribute something not found elsewhere. Also not normally reviewed are printed works of music (except for critical editions or editions of unusual interest), music education materials, classroom materials, consumable workbooks, trade press, children's press, Festschriften honoring Americans, or outdated materials. However, the review editor, in consultation with the Editor, may decide that an exceptional case affecting a large segment of the membership will merit special consideration.

Before sending a book, record, or multimedia item to a reviewer, the review editor will make a predetermination of (a) the probable merit of the item; (b) the relevance of the item to the Society's membership; and (c) the appropriate nature and length of the review.

Review process

Review editors should receive all materials for review (materials received by the JSAM editor or the Press shall be forwarded to the appropriate review editor). All books should be sent to the JSAM book review editor, who will choose the books to be reviewed in JSAM and send the remainder to the Bulletin book review editor. Each JSAM review editor should keep a master list of all review materials received and which items have been sent to reviewers. They should maintain an updated list of reviews and reviewers in correspondence with both the Editor and the Press. Decisions about potential reviewers, whether to group reviews, and all other matters affecting the content and length of the reviews are the purview of each individual editor, consulting as necessary with the Editor. Review editors should not serve as reviewers in other media or their own during their period of appointment.

Procedures

Reviewers are chosen carefully, and are persons of recognized authority and integrity. They may be members of the Society, but are not required to be so. Requests to graduate students to serve as reviewers should be made with great caution so as not to jeopardize their futures in the job market. The review editor shall send a standardized initial communication to a potential reviewer. Upon a positive response, the item to be reviewed shall be sent, with standard guidelines on content and intent of the review, word length, a suggested deadline (normally three months) and a statement to be signed affirming that the reviewer is unbiased and has no conflict of interest in reviewing this record, book, or multimedia material. A statement concerning copyright clearances shall be sent by the Press at the time that proof sheets are circulated to the reviewer for final approval. Unsolicited reviews may occasionally be accepted at the discretion of the appropriate review editor, if both the material to be reviewed and the reviewer meet Society criteria.

Length of the review

The following are general guidelines; exceptions may be made at the discretion of the editors. All reviews should be no less than 400 words nor more than 1,200 words. Flexibility to assign more extensive reviews and review essays is at the discretion of the review editor in consultation with the respective Editor.

Responses to reviews

Communications that respond to reviews may, at the discretion of the editor, be printed in *JSAM*. Communications that contain personal attacks on reviewers will be rejected or edited to remove anything of a personal nature. Corrections of fact and well-reasoned contrary opinion that, in the judgment of the review editor, in consultation with the Editor-in-Chief, have merit in themselves, will be printed under the respective "Communications."

Indexer

The indexer works chiefly with the staff of Cambridge University Press to produce an annual index of authors and titles of articles, illustrations, and reviews, which is printed in the fourth number of each volume.

US-RILM Abstracts Coordinator

The US-RILM abstracts coordinator facilitates and assures complete coverage of articles and reviews published in JSAM through collection of abstracts written by contributors to the journal. The coordinator works with the editor to prepare and distribute abstracting instructions, collects completed abstracts, and sends them to the US-RILM office.

The Bulletin of the Society for American Music

Goals

The Society for American Music Bulletin is published three times yearly and provides a timely and informal means by which members communicate with each other. Issues contain short feature articles; reports on activities of the Society and its members; reviews; information about recent publications, upcoming conferences, concerts, broadcasts, meetings, and events; editorials, communications, and notes and queries.

The production of the Bulletin is the responsibility of the General Editor. The President, in consultation with the Chair of the Publications Council, appoints the General Editor (following Board approval), for a term of three years. The General Editor’s term formally commences at the start of the calendar year (coinciding with the Winter issue of the Bulletin), but the editor will typically shadow their predecessor for 3-6 months to ease the transition. It is advisable for the incoming editor to attend the Publications Council Meeting at the annual conference before their term begins.

The general editor is primarily responsible for soliciting, collecting, curating, and editing the content of the Bulletin, which is published online at the society’s website three times each year. The editor coordinates with the Public Relations chair to publicize announcements of the Call for Content on musicology, theory, and music library listservs; collects submissions via e-mail; solicits specific submissions by society members and/or Committees and Interest Groups; edits and approves all submissions for content, length, and syntax, including book and media reviews; and sends the final content to the Design, Layout, and Media Editor for PDF layout. The position entails about 15-20 hours of work on each of the three yearly issues within about a four-week span.

Calendar of suggested inclusions in the Bulletin:

Winter issue (January):
- Feature article on the venue of the upcoming annual conference
- Summary of fall Board actions
- Publication of bylaws changes to be voted on at annual meeting

Spring issue (May):
- Illustrated report of annual conference
- Committee reports
- Special reports on honorees and award winners, honorary member, citations
- Call for nominations for officers and Board

Fall issue (September):
- Short announcement concerning the annual conference

In all issues:
- Publication and copyright information
- Change of address information
- Notice of where to send materials
- Letter from the President

Other information that may appear in any issue:
- Book/media reviews
- Obituaries/Memorials
- List of new members
- Members in the news
- Student Forum report
- Conference/Grants calendar
- Letter from foreign correspondents
- Advertisements from publishers and other organizations

Guidelines for Bulletin General Editor

Feature articles

These are solicited, unsolicited, or reprinted from secondary sources with limited circulations. They may deal with current special events, historical discoveries of significance or of interest, persons honored by the Society, or with research centers and sources of value to members. While all articles are subject to judicious editing, major changes are not made without consultation with the author.

News of the Society

Minutes of meetings are not printed in their entirety. All important actions of the Society are covered in separate articles or are summarized briefly, at the discretion of the General Editor. The General Editor works with the Program and Local Arrangements Chairs of conferences concerning advance and follow-up publicity.

Notes about members

These deal briefly with activities of members. For composer members, premieres and special honors are noted, but performances of works normally are not. (See item 4 below.) An attempt should be made to use all items submitted by members; other items will be added from news releases and other sources when appropriate.

Performances

Certain performances of special interest may be mentioned in the "Bulletin Board" section. Criteria: historical significance, special observance, or unusual format or venue. Limited space precludes listing all performances of American music.

News of other societies

Limited to brief mentions of meetings and calls for papers.

Editorial staff

In consultation with the Chair of the Publications Council, the President of the Society shall appoint a Bulletin book review editor and a Bulletin design, layout, and media editor. These editors are always active members of the Society in good standing, and their appointments must be approved by the Board. The Book Review Editor and the Design, Layout, and Media Review Editor report to the General Editor of the Bulletin and are members of the Publications Committee.

Staff Editors are appointed for a three-year term. Each editorial term formally commences at the start of the calendar year (coinciding with the Winter issue of the Bulletin); editors will need to shadow their predecessors to ease the transition. It is advisable for incoming editors to attend the Publications Council Meeting at the annual conference before their term begins. Appointments of both editors coincide with the term of the Bulletin editor.

***Bulletin* Book Review Editor**

The Book Review Editor is responsible for soliciting and commissioning reviews for all books submitted to the society that are not selected for inclusion in JSAM. The Bulletin includes an average of 3 reviews per issue. The first duty is to review all incoming books for suitability for review. Reviews are then commissioned with faculty and graduate students (often as “mentored reviews” with their respective advisors) at least two months ahead of the deadline for each issue. The editor should ensure that publishers mail books out to the reviewers. Guidelines for writers unfamiliar with the academic book reviews can be made available upon request. Once the review is completed, the editor provides feedback, revisions, and copyedits to the author. The extent of this editing varies greatly with respect to time commitment, but on average each review receives 1.5 hours of attention before it is returned to the author. Once the final review is submitted, the editor does another round of proofing in preparation for submission to the Bulletin General Editor. In total, each book review receives about 4 hours of total time (including commissioning process, correspondence, editing, etc.), with the total commitment of approximately 60 hours for the three issues published each year.

***Bulletin* Media Reviews**

The Design, Layout, and Media Editor is responsible for soliciting and commissioning reviews of recorded sound and multimedia products that are not selected for inclusion in JSAM. The Media Editor should be in touch with the JSAM review editors to coordinate which items are suitable for review in the *Bulletin*. Reviews are then commissioned with faculty and graduate students (often as “mentored reviews” with their respective advisors) ideally at least six months ahead of the deadline for each issue. The editor should ensure that publishers mail out review material to the reviewers. Once the review is completed, the editor provides feedback, revisions, and copyedits to the author. The extent of this editing varies greatly with respect to time commitment, but on average each review receives 1.5 hours of attention before it is returned to the author. Once the final review is submitted, the editor does another round of proofing in preparation for submission to the *Bulletin* General Editor. In total, each media review receives about 4 hours of total time (including commissioning process, correspondence, editing, etc.).

Reviews Procedure

The editor of *JSAM* and the *JSAM* review editors will periodically send to the *Bulletin* Reviews Editors any materials that they deem worthy of review and of interest to the SAM membership. The *JSAM* Book Review Editor should mail surplus books directly to the Bulletin Book Review Editor quarterly, unless there is another mutually agreeable arrangement. The *JSAM* Media Editor should mail surplus items directly to the *Bulletin Design, Layout, and* Media Editor quarterly, unless there is another mutually agreeable arrangement. The *Bulletin* Reviews Editors will decide whether these publications merit review in the *Bulletin*.

In consultation with the *Bulletin* Editor, the Reviews Editors will decide the general length of reviews. The Reviews Editors will attempt to ensure balanced coverage of time periods and music styles. When possible, SAM members should be chosen as reviewers. If no member has adequate expertise, then nonmembers who are appropriate specialists may be engaged.

Both Reviews Editors should refrain from writing book reviews for *JSAM* and the *Bulletin* during their appointments.

The *Bulletin* Design, Layout, and Media Editor

The layout editor is responsible for the visual layout of each issue of the SAM *Bulletin, which is delivered to the General Editor as a single PDF file*. The layout editor collaborates with the rest of the editorial team to ensure that the *Bulletin*'s contents are free of errors, accessible and engaging. The position entails approximately 10-15 hours of work on each of the three yearly issues, usually with a rapid turnaround of one or two weeks. The layout editor holds the position for three years.

Website Committee

Charge

The Website Committee updates the SAM website at the direction of the Executive Director, the President, and members of the Board. Examples of updates include listing new committee members, updating award winners, adding announcements to the home page, and revising wording to fellowships or application forms.

Membership

The Committee is comprised of 4–6 members. Members are appointed for three years, at which time they may be reappointed. The Chair should revolve every two years. Members should have experience with building a website or with website backends, or have an aptitude for learning these skills (training provided). This work is deadline oriented and requires accuracy. All Society members are welcome to serve. Students may serve with the recommendation of a mentor who can speak to the desired skills and qualities. The Chair is a member of the Publications Council and will attend the council's meeting at the annual conference, or else send a committee representative.

Procedures

Led by the Chair, the committee members will determine areas of responsibility. For example, each member may be responsible for updates three months at a time, or the Chair may choose to delegate tasks. Upon updating the website, the website committee member will email the Executive Director, who will inform the person requesting the changes and ask that they proofread the update.

The Website Committee is not authorized to make changes to the website unless directed to do so. The committee is welcome to suggest changes to the website that facilitate ease of use; such suggestions should be sent to the Executive Director, who will consult with the Board. The Website Committee will not have access to sections of the website devoted solely to Board communications.

Handbook: Ad Hoc Committees

Definition

Ad Hoc committees are committees appointed by the President to accomplish a specific task.

Currently active committees

Program Committee for the annual conference (see Conference Management and Planning Handbook for a detailed explanation of responsibilities)

Appointment of Chair and Committee

In consultation with the Board, the President appoints the Program Chair.

In consultation with the Program Chair, the President appoints a committee of five additional members, including the Chair of the succeeding year's program committee, who represent the Society's various constituencies (e.g., scholarly specialty, age, gender, ethnicity, type of institutional affiliation, etc.), to evaluate submitted proposals, including lecture-recitals, performances, and alternative presentation formats. The Society welcomes proposals involving all facets of musical life throughout the Americas and about American music and aspects of its cultures anywhere in the world. The Committee is charged with constructing a program that is interesting, inclusive, well-rounded, and representative of the diversity of scholarship among Society members.

The Program Committee works closely with the Conference Manager and the Local Arrangements Chair, and is guided by the with regard to additional procedures and duties.

In order to submit a proposal to the conference, one must be a duly registered member of the Society. Members may not submit more than one proposal for the same conference.

Local Arrangements Committee for annual conferences (see Conference Management and Planning Handbook for a detailed explanation of responsibilities).

Appointment of Chair and Committee

In consultation with the Board, the President appoints the Local Arrangements Chair, who is usually a person from the host institution and was introduced initially during the invitation process. The LA Chair works with the Executive Director on all aspects of planning and running its particular conference, and coordinates with the Program Committee on special events.

The LAC chair picks a committee of three to five people to assist with the planning and execution of the conference. Most of the LAC members should be geographically located near the meeting site, although certain tasks can be delegated to distant members. A Membership Committee liaison, identified by the committee's Chair in consultation with the Chair of the Local Arrangements Committee, will be appointed by the President by the time of the previous conference. The function of this liaison is to serve the needs of outreach. Additional staffers (students, volunteers, etc.) will be needed at the time of the conference, although these people are not necessarily involved in the planning of the conference (see Conference Handbook). The Board does not approve the other members of the LAC, nor is it necessary that they be members of the Society, although non-members should be encouraged to join.

Handbook: Special Appointees of the Society
General Information

Appointments

Special appointments are made by the President, in consultation with the Board. The President provides a written charge for every appointee, making it clear to whom each should report, in what forms, how often, and under what circumstances, and specifying annual or more frequent reports, budget requests, and attendance at meetings. All charges are made available to the Board.

Removal

After consultation with the Board, the President may remove from such appointed position those unable to fulfill their charge.

Reports

Unless otherwise requested, appointees make an annual written report for the Board's spring meeting.

Current Appointees

Archivist

The archivist is charged to: acquire, organize, deposit, and monitor the maintenance of the Society's archives, which are the property of the Music Division of the Library of Congress; assist the Music Division personnel when necessary in providing service to readers and inquirers on the materials in the archives; and ensure that all pertinent materials generated by the Society, its officers, committees, and members – as well as other items relevant to the Society's activities and history – are collected and added to the archives.

Conference Manager

The Conference Manager is authorized by the Board of Trustees to manage the national conferences of the Society. The Conference Manager assures that conferences are in keeping with established policies of the Board of Trustees, are self-sustaining to the extent possible, are held in comfortable and adequate facilities, and are enjoyed by all in attendance. The responsibilities of the Conference Manager are outlined in the Conference Manager Handbook.

The Conference Manager receives an honorarium and is reimbursed for expenditures on transportation, lodging, and meals (excluding alcoholic beverages) incurred in connection with Society business that are not paid by his/her institution. Requests for reimbursement accompanied by receipts are submitted to the Treasurer. In the absence of receipts for meals, a per diem food allowance at the amount set by the Board will be paid.

The Conference Manager is appointed for a term of four years, renewable at the discretion of the Board.

Executive Director

Term of office

The Executive Director is appointed by the Board for the term of four years, to begin at the first (Spring) meeting of the new Board in the midst of a presidential term.

Charge

The Executive Director maintains the business offices and records of the Society in order to provide continuity and help coordinate Society business. Specific duties and responsibilities of the Executive Director are listed in the Executive Director Handbook.

The Executive Director is an employee of the Society and is paid a salary.

The Executive Director is evaluated every other year through a defined process conducted by the Vice-President. The President should have the personnel file and pass it on to the next President at the time of the handover. Reviews will be kept for ten years and then the confidential part (just the comments, not the summaries) will be destroyed. There should always be five reviews, so that when a new one is added, the oldest one (only the comments) are destroyed. What is turned over to the archives are the Reports minus the Appendix plus the list of materials to be submitted by the Executive Director (i.e., the list of things that have been accomplished and the list of projects that are ongoing).

Representative to the Committee on the Publication of American Music

The President appoints a representative to serve as a non-voting member of the American Musicological Society's Committee on the Publication of American Music, representing the interests and concerns of the Society for American Music members, communicating with the membership on the issues and progress of the projects, and advising the Board on matters concerning the Society. This representative is limited to a term of four years.

Representative to US-RILM

The US-RILM Committee is charged with finding extramural money to support the RILM project, and with encouraging other societies to do the same. It most often meets during the American Musicological Society's annual meeting. The Society's representative participates on the US-RILM Advisory Committee, informs the Society's membership of the needs and progress of the project, encourages Society members to write and submit abstracts for publication in RILM, and advises the Board on the level of financial support needed by the project.

ACLS Delegate

Charge

The ACLS delegate represents the Society at the annual meeting of the ACLS and any special meetings that might occur. The delegate also reports to the Board on the activities of the ACLS, offering suggestions on how the Society may take advantage of this membership.

Term of office

The term of office is a two-year term that can be expanded, based on ACLS guidelines, and runs from January through December. This position should be offered to a past president, when feasible.

Board Liaison to Ad Hoc Committees & Appointees

Charge

One of the Members-at-Large is appointed by the President to serve as a consultant and advisor to the Ad Hoc Committees & Appointees. In addition to serving as a liaison for the committees and appointees, the appointee is responsible for gathering their biannual reports (due on Aug. 15 and Feb. 15 each year in advance of Board meetings) on the appropriate report template form. Ad-Hoc appointees include the archivist, the ACLS delegate, the program committee chair(s), the chair(s) of the local arrangement committee(s), the COPAM delegate, and the US-RILM representative.

Term of office

The Board Liaison serves during his or her term on the Board.

Board Liaison to the Governance Council

Charge

The Secretary serves as liaison to the Governance Council and is responsible for gathering their biannual reports (due on Aug. 15 and Feb. 15 each year in advance of Board meetings) on the appropriate report template form.

Term of office The Board Liaison serves during his or her term on the Board.

Board Liaison to the Interest Group Council

Charge

One of the Members-at-Large is appointed by the President to serve as a consultant and advisor to the Interest Group Council. The liaison is responsible for working with the interest group chairs to ensure that the rotation for the conferences is upheld and the renewal process is followed. The Board Liaison meets with the entire council every year at the annual conference.

Term of office

The Board Liaison serves during his or her term on the Board.

Board Liaison to the Honors, Awards, and Subventions Council

Charge

One of the Members-at-Large is appointed by the President to serve as a consultant and advisor to the Honors, Awards, and Subvention Council. In addition to serving as a liaison to each committee for honors, awards, and subventions, the appointee is responsible for gathering their biannual reports (due on Aug. 15 and Feb. 15 each year in advance of Board meetings) on the appropriate report template form.

Term of office

The Board Liaison serves during his or her term on the Board.

Board Liaison to the Outreach Council

Charge

One of the Members-at-Large is appointed by the President to serve as a consultant and advisor to the Outreach Council. In addition to serving as a liaison to each committee chair(s) for members of the outreach council, the appointee is responsible for gathering their biannual reports (due on Aug. 15 and Feb. 15 each year in advance of Board Meetings) on the appropriate report template form.

Term of office
The Board Liaison serves during his or her term on the Board.

Handbook: Archives Collection Policy

The Society for American Music Archives are the repository for records of enduring value that were created or received by the Society during the conduct of business, as well as for certain collections of personal papers that have relevance to the historical development of the Society and American music. All Society records are the property of the Library of Congress once transferred to the Library, and may not be destroyed or removed from the Library of Congress except in accordance with established procedures. The Society for American Music retains all intellectual rights.

Official records are documents created by founders, officers, committee members, special appointees, interest group members, and employees during the conduct of Society business. All persons conducting Society business shall be responsible for

maintaining documentation of their activities on behalf of the Society and for properly disposing of or transferring official records to the Archives. The disposition of official inactive or non-current records shall be determined by the Archivist and the Archives Committee (consisting of the Past President, Executive Director, and Archivist).
Guidelines for Weeding Records

Files transferred to the Archives should be purged of certain routine documents, multiple copies of documents, and documents not produced by the transferring office. These guidelines will aid each responsible person in weeding files before transferring. Each individual is responsible for reviewing and weeding his or her own files. When in doubt, leave materials in the files. The archivist will aid in the review of files if necessary.

Official documents: Only the final version of a document should be archived. Include drafts only when significant comments or annotations appear, or when there is original material not included in the final version.

Routine Correspondence and Memoranda: Discard routine correspondence such as letters of transmittal or cover letters, any cc'd correspondence, meeting announcements, and routine requests for general information. Only memoranda sent by the individual's office should be transferred to the Archives. Email for archiving should also be weeded (see Guidelines for Transferring Records to the Archives for instructions on saving electronic records).

Financial Records: Detailed and summary financial records come to the Archives from the Treasurer; other officers do not need to include such routine financial records as purchase orders, invoices, budget working papers, and other records documenting routine expenditures at the office level. Retain office financial records in the office for the current fiscal year for accounting purposes.

Minutes and Reports: All minutes and reports from official meetings of the Board and the Society are to be archived by the Secretary. Any other meeting minutes and reports should be transferred to the Archives from the responsible committee or group.

Reference Materials: Weed out non-Society information brochures, promotional material, directories, etc., used as reference by your office.

Multiple Copies: In general, the Archives will not keep multiple copies of documents and/or publications. Extra copies should either be discarded or stored by individual offices as needed.

Miscellaneous: Weed out blank forms, envelopes (unless annotated), personal edits materials, personal copies of Society publications, etc.

Records Retention Schedule

The following schedule should be followed by all officers, committee heads, special appointees, and heads of interest groups:

Do Not Send to the Archives:

Type of Record: Accounts Payable Records
Description: Records pertaining to the payment of bills and all checks drawn on the Society accounts
Recommendation: Treasurer should retain current fiscal year plus 7 years in office; older records should be destroyed. No accounts payable records are sent to the archives.

Type of Record: Deposit Records
Description: Records pertaining to the deposit of monies and credits to the Society
Recommendation: Treasurer should retain current fiscal year plus 7 years in office; older records should be destroyed. No deposit records are sent to the archives.

Type of Record: Outside Publications
Description: Professional journals, directories, promotional materials, etc.
Recommendation: Retain in office as long as needed; otherwise discard.

Type of Record: Reference Files
Description: Reference information on scholars, musicians, outside organizations
Recommendation: Retain in office as long as needed, otherwise discard.

Send to the Archives:
Type of Record: Agendas
Description: Schedule for Board and other meetings
Recommendation: Secretary should transfer 1 copy of each to the Archives at the end of each calendar year for permanent retention.

Type of Record: Budget
Description: Annual budget plus amendments made throughout the year
Recommendation: Treasurer should transfer 1 copy of annual budget at the end of each fiscal year to the Archives for permanent retention.

Type of Record: Charges
Description: Responsibilities for every committee and individual appointee; prepared by the President
Recommendation: President should transfer one copy of each not covered in the Handbook to the Archives at the end of each calendar year for permanent retention.
Type of Record: Financial Reports
Description: Reports of income and expenditures; prepared by the Treasurer quarterly and annually
Recommendation: Treasurer should retain current fiscal year in office; transfer at the end of each fiscal year to the Archives for permanent retention.

Type of Record: Handbook
Description: Official book of policies and procedures for the Society
Recommendation: Executive Director should transfer one copy of updated handbooks to the Archives at the end of the calendar year in which it is updated for permanent retention.

Type of Record: Minutes
Description: Reports of Board and other meetings
Recommendation: Secretary should transfer one copy of each to the Archives at the end of each calendar year for permanent retention.

Type of Record: National Conference
Description: Materials relating to the national conference including mailings to members, conference packet, programs, and session handouts.
Recommendation: Conference Manager, Program Committee Chair, and Local Arrangements Chair should retain files needed for future planning; transfer inactive files and 1 copy of any publications, mailings, programs, and handouts to the Archives at the end of each conference for permanent retention.

Type of Record: Press Releases
Description: Society press releases to the media and appropriate journals
Recommendation: Public Relations chair should transfer one copy of each announcement to the archives at the end of each calendar year for permanent retention.

Type of Record: Promotional Materials
Description: Materials designed to educate and attract members to the Society
Recommendation: Executive Director should transfer one of each new item to the Archives at the end of each calendar year for permanent retention.

Type of Record: Reports
Description: Reports for the Board and other official meetings from appropriate chairs and appointees
Recommendation: Secretary should transfer one copy of each report to the archives at the end of each calendar year for permanent retention
Type of Record: Business Files
Description: Files containing Society business maintained by the officers, committee heads, special appointees, and interest group heads.
Recommendation: Maintain active files in office; transfer inactive files to the archives for permanent retention. Outgoing officers, committee heads, appointees, and interest group heads should transfer files not needed by their successor at the end of their term. President may retain files until the end of his/her Past-President term.

Type of Record: Society Publications
Description: Includes the Journal of the Society for American Music, and the Membership Directory.
Recommendation: Official publications of the Society, such as JSAM, are catalogued separately and bound at the Library of Congress. Issues are usually received at the Library via copyright deposit. The Executive Director, in consultation with the Archivist, should determine whether additional copies of Society publications are required and supply as needed.

Type of Record: Society Subvented Publications
Description: Books, audio/video, and other publications supported by the Society for American Music
Recommendation: Publications supported by SAM subvention awards are catalogued and shelved separately at the Library of Congress. Committee members should ensure that a written record of the awards is kept for the archives.

Type of Record: Tax Returns
Description: Annual federal and state returns
Recommendation: Executive Director should retain current fiscal year in office; transfer at the end of each fiscal year to the Archives for permanent retention.

Guidelines for Transferring Records to the Archives

Records are transferred to the Library of Congress by the SAM Archivist on an annual/biennial schedule. However, SAM members may send records to the Archivist at the end of the fiscal year or calendar year, or at the end of their office term, as stipulated in the retention and disposal schedules. Members wishing to transfer records to the archives should first contact the Archivist paul.allen.sommerfeld@gmail.com for instructions on packing and mailing.

All transfers must be accompanied by an archives transmittal form (available here). If you are transferring both paper and electronic records, please fill out a separate form for each. If you are transferring records that represent more than one position you have held in SAM, please fill out a separate form for each position.

Review records and discard items based on the "Guidelines for Weeding Records" and the "Records Retention Schedules" in the Handbook. If discarded items appear to be of a sensitive nature, separate and contact the Archivist for disposal.

Transfer paper records to clearly labelled folders. Keep files in their original order.

Electronic files must be saved to a CD or flash drive. Documents created with standard programs such as any Microsoft Office application, Adobe, etc. can be saved as is. If you have electronic records in a format you are unsure of, contact the SAM Archivist.

Review and weed email according to "Guidelines for Weeding Records" in the Handbook. Remove any emails that contain personally identifiable information (social security numbers, medical information, personal financial records, etc.). The email archive should be organized into well-labelled folders and should be exported using a common archive file extension, such as PDF, MSG, MBOX, PST, OST. This process varies depending on the email client. Your local IT staff should be able to guide you. The email archive file(s) should then be copied onto a flash drive along with any other electronic records and sent to the SAM Archivist with a completed transmittal form.

Handbook: Procedures for Amending This Handbook

Changes and additions to the Handbook shall be made by the Executive Director as necessary due to Board actions and will be reviewed annually. The Handbook should be checked for consistency and accuracy every five years by a committee of the Board designated by the President. A dated copy of the Handbook is saved annually as a PDF and kept on file. Once the Board has accepted a revision, this version of the Handbook is dated. Once the revised version of the SAM Handbook has been uploaded to the website, that shall be considered to be the authoritative version.

Conference Management and Planning Handbook

Contents

Summary

The Executive Director sends this planning guide to Program and Local Arrangements Chairs at the time of their appointment.

Basic procedures are provided here. There is also a Program Chair Manual (available from the Executive Director) with more detailed procedures for organizing and evaluating proposals, as well as corresponding with conference presenters. Program chairs should also consult the Sample Program Chair Timeline. The Local Arrangements and Program chairs should contact the Executive Director if they have questions regarding their role, the procedures described here, or matters not covered in the Program Chair Manual.

Two ad-hoc committees are established for each conference: the Local Arrangements Committee, which has responsibility for planning and logistics, and the Program Committee, which has responsibility for program content. The chairs of both committees are appointed by the President of the Society. The Program Committee Chair should be appointed prior to the two conferences preceding the subject conference, and the Local Arrangements Committee should be appointed at least a year in advance.

The Local Arrangements Chair appoints other members of the Local Arrangements Committee, who should reside in the city where the conference is to take place and need not necessarily be members of the Society.

The Program Chair submits suggestions to the President, who names the Program Committee. This committee consists of members of the Society only, and it should include members with diverse research interests and scholarly expertise. It should also include the Program Chair of the upcoming conference.

When the committees are appointed, the Executive Director is notified. Throughout the planning for the conference, all parties must keep in mind that the event should be appealing to a large and diverse audience in order to attract attendees.

Please note: This guide is intended to facilitate the work of Society members and to ensure the continued high quality of our annual conferences. We encourage committee chairs and others involved in conference planning to submit suggestions for improving this guide to the Executive Director.

Role of the Conference Team

1. The Conference Team comprises the Executive Director, the Associate Conference Manager (ACM) and the Technology Coordinator (TC). Tasks assigned to this team are noted throughout this document.

2. The Conference Team meets weekly beginning in January.

Role of the Local Arrangements Chair

1. The Local Arrangements Chair has overall responsibility for planning a unique and interesting conference. The sponsoring institution, the community, and the geographic area should be featured to the greatest extent possible.

2. At least three years before the conference, the Executive Director (or a representative) visits the community to select a hotel for the conference.The Executive Director asks advice from potential local arrangement chairs on the hotel choice. A key element in the success of any conference is the hotel in which it is held. The following are guidelines in selecting hotels for Society for American Music conferences.

   The ideal hotel size is one in which there are 250 to 600 guest rooms. Hotels with less than 250 rooms will not be able to handle an organization the size of the Society for American Music. Hotels with more than 600 rooms often have several conferences meeting at the same time, resulting in a lack of intimacy characteristic of Society for American Music conferences.

   The hotel must have adequate meeting space, which includes rooms for six concurrent sessions and a securable exhibit room. In the ideal setting, these rooms will be in close proximity to each other and have ample lobby area for networking and socializing. A ballroom adequate for the banquet and traditional dancing must be available.

It is desirable but not necessary for the hotel to be near the campus of the host institution. Downtown sites are preferred but other locations can provide facilities for good conferences. It is important that the hotel be within walking distance of things of interest such as shops, museums, restaurants, etc.

A variety of food service in the hotel and within walking distance of the hotel is important.

Other considerations are safety, cost, availability dates, proximity to the airport, hotel amenities, and aesthetic considerations.

3. The Local Arrangements Chair shares with the Executive Director unique aspects of the community that may be featured during the conference; the Executive Director may also meet with appropriate host officials.

   Please note: Because this may impact the conference budget, the Local Arrangements Chair should work with the Executive Director to plan any unique events early. Amount of assistance from the sponsoring institution must be determined, and requests for special grants and their approval must be accomplished, before the budget is finalized.

4. The Local Arrangements Chair selects a committee of local people to help him/her with various aspects of the conference. It is usually most efficient to appoint different tasks to individuals who can take responsibility for specific needs. Examples are provided below:

   - In charge of recruiting student volunteers
   - In charge of fundraising with local institutions
   - In charge of special events
   - In charge of local transportation
   - In charge of instrument loans and rentals
   - In charge of coordination with other organizations meeting with SAM (if any)
   - Work with the Public Relations Committee for conference promotion and outreach.

5. The Local Arrangements Committee is responsible for:

   - staging the Vivian Perlis Concert
   - locating the Banquet entertainment
   - Locating a venue for the Sacred Harp sing

    - handling arrangements for any local special events (such as concerts)
    - planning the Friday afternoon excursions and transportation
    - Soliciting quotes for local vendors
    - coordinating with the President and the Executive Director on the Honorary Member Ceremony

All event planning must be finalized in conjunction with the Executive Director, to whom all performance agreement forms must be sent for signature. By the time the program committee meets the summer prior to the conference, the Local Arrangements Chair should have a general idea what these special events or programs will be.

6. The Local Arrangements Chair, together with the Executive Director and Conference Team, is responsible for the overall plan of the conference. The Conference Team, in consultation with the Local Arrangements Chair as needed, ensures that all scheduled events at the conference hotel (including Board and committee meetings) have adequate space, time allotments, and amenities. The Local Arrangements Chair should consult with the Executive Director about arrangements for any additional Society events (including events held outside the hotel) that will be part of the conference.

7. By October 1 of the year before the conference, the Local Arrangements Chair writes promotional text for the Winter Bulletin (deadline December 15) and the announcement flyer and submits it to the Executive Director for approval. The promotional text is also sent to the chair of the Public Relations Committee for dissemination to the media and other outlets. An electronic form of the text should be sent to the manager of the Society's web site for posting there.

8. The format of the Announcement remains the same from year to year. The Local Arrangements Chair, together with the Program Chair, prepares the complete text once the program is set and sends it to the Executive Director for approval and/or typesetting. Once typeset, it is proofread by several people including but not limited to the Program Chair, the Local Arrangements Chair, and the Executive Director. The final program is also converted for use with the Guidebook app, which enables conference-goers to access the program with smart phones and other mobile devices.

9. The announcement is emailed to all members of the Society (or via postal mail to those without email addresses) and disseminated by the Society's Public Relations Committee. It is advisable to send the announcement by email (or postal mail) to local institutions for display or dissemination to faculty and students.

10. The Local Arrangements Chair should check with local sources of support, both in-kind and outright, in addition to that of the host institution. This might include support such as local grants for a special program. Often the local tourist bureau can help in a variety of ways, such as furnishing folders, maps, and information on local attractions for the packets. Sometimes local music stores, piano tuners, or printers will offer their services in return for free advertising, etc.

11. The Local Arrangements Chair secures signed Performance Agreements (a blank form is attached) from all persons, groups or organizations who/that are to be paid. No payment is made until these documents are signed by the Executive Director. No one other than the Executive Director or the President has authority to enter into binding contracts for the conference. It is helpful for the Local Arrangements Chair to maintain a list of contracts by event name, performer, and amount; such record-keeping ensures that all checks will be issued.

12. If another organization meets with the Society for American Music, it is the role of the Local Arrangements Chair and the Program Chair to coordinate the meetings. There are questions such as combined or separate sessions that must be decided early and provided for. The Executive Director can help with the planning for combined sessions and must approve all arrangements to ensure that the hotel contract provides adequate facilities.

13. The President of the Society may request that the Local Arrangements Chair provide transportation, hospitality, and other amenities for invited guests of the conference. Budgetary considerations should be directed to the Executive Director.

14. The Local Arrangements Committee assists the Conference Team with volunteers for a registration/information center with students/volunteers during the conference. (Details below under “Conference needs.”). It is advisable to recruit 10-15 student volunteers for this purpose, including local student volunteers who will be available for a short training/orientation session before the conference.

15. The Local Arrangements Committee works in coordination with the Membership Committee to meet the needs of outreach, which may include publicizing the conference to local educational institutions and reaching out to students as well as members of groups historically underrepresented in the discipline.

16. The Conference Manager determines the number of pianos needed for the conference, and the Local Arrangements Committee is responsible for procuring piano loans/rentals. Piano loans may be available from the host institution or a sponsor in return for thanks in the conference program; otherwise, rental fees for pianos are covered by the Society. The Local Arrangements Committee also works with the Executive Director and the Program Committee Chair to coordinate the room schedule for each piano as well as any necessary tunings. Piano rental services often ask for a detailed list including where the piano will reside, when it will be tuned, and any other special needs.

17. The Local Arrangements Committee should obtain a welcome letter from the host institution(s) for publication in the Conference Program. All host institutions should be thanked in the Conference Program. The Local Arrangements Committee may be asked by the Executive Director to locate an appropriate printer for the Conference Program and to arrange for delivery to the conference hotel.

18. The Local Arrangements Chair may be asked to store a handful of boxes of Society conference materials for the year prior to the annual conference; a few additional boxes of conference materials will be sent to the Local Arrangements Chair shortly before the conference.

19. The Local Arrangements Chair prepares a list of specific needs for the conference. A list of typical needs is provided below under "Conference Needs," but every conference is unique. The Local Arrangements Chair must plan carefully for all the needs for activities and events at the conference.

Conference Management and Planning Handbook

Role of the Program Committee Chair

Any special emphasis or theme for the conference is decided upon by the Program Committee Chair in consultation with the Local Arrangements Chair and the President. The conference theme is included in the call for proposals, but the call must state that submission of proposals on all musics of the Americas is encouraged.

The call for proposals contains guidelines for preparation and presentation, as well as the online submission process. Those submitting should include a 250-word proposal, a 100-word publishable abstract (which will not be seen by the Program

Committee), and indications of audiovisual needs. The Program Committee considers four types of proposals:

Individual papers that are twenty minutes in length, followed by ten minutes of questions. The proposal should include up to five keywords. Individual posters for the conference poster session. The proposal should include up to five keywords. Note: Those submitting may indicate that they want their proposal to be considered for both paper and poster sessions. Panels of 2-4 papers and public musicology panels with up to four presenters. Panels that include performance elements should provide links to online audio or video files (anonymized, if possible) and a list of any special equipment needs. Discussion-oriented panels should provide rationale for their length (i.e., 60, 90, or 120 minutes). Lecture-recitals of thirty to forty-five minutes in length. The body of the proposal should include links to online audio or video files and a list of any special equipment needs. If possible, these files should be anonymized. Papers for the seminars. In the seminar format, participants make their papers available in advance of the conference; at the seminar session, papers are discussed rather than read. The call for papers must be approved by the President and the Executive Director before it is circulated.

Please note: The call for proposals should specify that the Society's policy is that members may not submit more than one proposal for the same conference.

The call for proposals is published in the issue of the Society Bulletin preceding the deadline for proposal submissions. It is also sent in electronic form to the chair of the Public Relations Committee for dissemination to the media, the newsletters of allied organizations and for posting to their listservs. It is sent in electronic form to the manager of the Society's website for posting there.

The Program Committee Chair makes a brief presentation at the business meeting of the preceding conference, providing deadlines and emphasis for the conference.

Members of the Program Committee shall not submit proposals.

Membership in the Society is a requirement for all proposal submissions and all presenters shall register for the entire conference. Attending the conference is strongly recommended for all presenters; however, in extraordinary circumstances when a presenter cannot attend and someone will present on their behalf, the presenter must still register for the entire conference.

The Program Chair schedules the meeting of the Program Committee so that all deadlines in the Conference Planning Calendar can be met. Meetings to select papers and recitals can be held remotely provided all committee members attend.

Please note: A detailed Program Chair Manual for organizing and processing the proposals, as well as corresponding with conference presenters, is available from the Executive Director.

In order to ensure fair and consistent evaluation of all proposals, the Program Committee develops shared criteria for evaluation. Before reading any proposals, the Program Committee meets by teleconference to establish a list of up to six specific criteria that will be applied in the evaluation process, and agrees on how to apply a scale of 1 to 5 points for each of these criteria. Possible criteria may include: significance/originality; evidence of substantive research (e.g., sources, methods, theory); liveliness (quality of prose in the proposal, likeliness of topic/approach to interest conference attendees); relevance to conference theme (e.g., local scene, diverse music of the Americas); attention to an underrepresented topic (e.g., pre-twentieth century music, indigenous and Native American musics, etc.).

Committee members then apply the agreed-upon criteria as they evaluate the submitted materials. The committee members submit their scores for the agreed-upon criteria and their total scores in an Excel spreadsheet to the committee chair, who aggregates the scores into a ranked list. As the committee examines the results, there might be further discussion about differences in ratings or how the criteria were applied, but committee members should be aware that deviating from their criteria or making more intuitive judgments of excellence is likely to introduce bias.

Committee members must recuse themselves if they are associated with the nominees as students, TAs, or acquaintances.

Paper sessions have assigned themes. The Program Committee organizes sessions around papers of compatible content and assigns each session a name that is clear and appealing to persons who might attend the conference.

The Program Committee may wish to invite speakers for plenary sessions outside the usual paper sessions.

The Board of Trustees invites an Honorary Member to come to the conference. This person may be worked into the conference program as appropriate, for example, in a roundtable, talk, or concert. The Board may wish to make other awards that will affect program planning. The Program Chair and Local Arrangements Chair should confer with the President early on (18 months before the conference) to suggest possible honorees and/or ascertain who has been or will be invited.

Within the framework of the Conference Planning Form, the program is set. At this point, in consultation with the Interest Group Coordinator, the Interest Group Sessions are scheduled, taking care not to create topic conflicts. Note: Interest Groups submit proposals to the Program Chair through the normal proposal process. Certain interest groups have to meet in certain years, so the understanding is that interest groups need to submit proposals to ensure that the Program Chair is aware of what they plan to do and place them on the schedule.

A draft of the conference schedule including all paper sessions, lecture recitals, plenary sessions, and Interest Group sessions is sent to the Executive Director and Local Arrangements Chair for approval.

The Program Committee Chair notifies proposers of acceptance or denial. Personalized rather than form letters are desirable, especially for persons whose proposals have not been accepted. Acceptance letters should include the following:

a request for any additional information needed from the presenter, such as an updated abstract if necessary;

notification to check the SAM website by a specific date in September (TBD by program committee in consultation with ED) to find out presentation date and time;

information about the guidelines for the Mark Tucker Award and the Cambridge University Press Award, as well as encouragement to submit;

an explanation of the requirement that all presenters must register for the entire conference;

a clause making clear that if a presenter does not register for the conference by a specific deadline, they will be removed from the program. This deadline will be set each year in relation to the deadline for the printing of the program. The Executive Director is responsible for contacting those who have not registered to inform them that they have forfeited their spot on the program.

The names of all presenters, session and presentation titles, and AV requests are then sent to the Conference Team. At this point, all information necessary for the announcement should be final.

Draft conference schedule is displayed on the SAM website by mid-September. Note: Program Chair / ED should submit the schedule at least 3 days before the announced publication date to allow Technology Coordinator.

Session chairs are selected and their names sent to the Executive Director. It is preferable but not necessary for these names to be included in the conference announcement, but they must be determined in time for publication in the program book, i.e., at least 6 weeks before the conference. All session chairs should be members of the Society in good standing. They also need to register for the entire conference.

The Program Chair assembles 100-word abstracts for every presentation, 100-word descriptions of all recitals, concert programs, and a synopsis of other planned events in electronic form. These are sent to the Associate Conference Manager for inclusion in the Program.

Role of Conference Manager

1. The Associate Conference Manager (ACM) should be the onsite manager of the Annual Conference, working closely with the local arrangements chair.

2. The ACM works closely with the program chair to compile the printed program. S/he should work with the printer and schedule delivery or pick up to the hotel.

3. The ACM works with the LAC and chair of the Student Forum to create a volunteer schedule for the registration desk, room monitors, and silent auction shifts.

4. The ACM works with the President and Secretary to ensure the business meeting runs smoothly.

5. The ACM solicits quotes for printing and AV and makes a recommendation to the Executive Director. The ED handles contracting and payments.

6. The ACM works closely with the hotel staff to provide necessary planning documents, including room layouts and banquet orders.

7. The ACM oversees the production of:
    a. Name tags
    b. Banquet tickets

c. Excursion tickets and lists

Role of the Technology Coordinator

1. The Technology Coordinator, in conjunction with the Executive Director, will build the registration for the Annual Conference. Information regarding the conference, including registration costs, excursion descriptions and costs, and information about the banquet should be provided to the TC by November 1st.

2. The Technology Coordinator aggregates and anonymizes abstract submissions for the Program Chair. The PC receives this information by mid-June.

3. The TC advises and executes all technology-based conference innovations, including live-streaming and other new initiatives.

4. The TC creates and maintains a conference hub on the website, including daily pages and all relevant information.

5. The TC liaises with AV and ensures all technology runs smoothly at the conference, including assisting at the registration desk.

Role of the Executive Director

1. The Executive Director serves in an advisory role for all aspects of the conference. She/he maintains records of past conferences including documents such as programs and announcements that can be used as models. S/he also works closely with the Conference Team, Local Arrangements and Program Committees, both as a facilitator and to assure compliance with policies established by the Board of Trustees.

2. The Executive Director seeks suitable sites with the assistance of the site selection committee. After finding suitable venues, she/he seeks input from the potential Local Arrangements chair. (See criteria for hotel selection under Local Arrangements Chair). With input from the Local Arrangements Chair, the Executive Director prioritizes the choice of hotels and negotiates with them in order of preference to determine if an acceptable package can be put together.

3. The Executive Director applies for tax-exempt status in the state in which the conference is to be held.

4. The Executive Director creates a budget for the conference. This is based on a conservative estimate of anticipated attendance. After fixed costs are determined, the Local Arrangements Chair is notified of funds that are available for special programs and activities unique to the particular conference or locality.

Creating the budget must be done early in the conference planning process, as no money can be spent until a budget has been adopted. Once the budget is adopted, significant or costly new initiatives cannot be added. While many items are fixed expenses and remain the same from year to year, there are inevitably some changes from year to year that result from the unique aspects of a particular conference. (Bus transportation for events away from the hotel is an example of a budget item that may vary significantly.) Therefore, the Local Arrangements and Program Chairs need to plan for those unique events early. The amount of assistance from the sponsoring institution must be determined, and requests for special grants and their approval must be accomplished, before the budget is finalized.

5. All pre-conference registrations are monitored by the Executive Director and sent to the Conference Manager,. S/he should also keep checking the hotel pick-up list, to make sure that we are making our commitment to the contract. S/he, with the ACM, prepares a list of pre-registrants and brings sufficient copies for all attendees. He/she also brings envelopes containing tickets (for the banquet), and receipts for all those pre-registered for the conference.

6. The Executive Director and the ACM oversee all aspects of the Silent Auction, with the Student Forum Co-Chairs.

7. The Executive Director maintains financial records for the conference and pays all invoices for conference expenses as per the adopted budget.

8. The Executive Director:

    - oversees all planning and arrangements for exhibitors;
    - approves plans for all off-site activities;
    - assures that the conference will be self-sustaining;
    - completes a final financial statement for the conference.

Combined Meetings

Meetings of other societies can be incorporated into meetings of the Society for American Music. Suggestion for a combined meeting may come from other organizations, the hosting institution, the site selection committee, or someone else. No matter who it comes from, the Board's approval is required. Plans must be made early because additional meeting rooms are needed; if a significant number of persons are involved, additional hotel rooms are needed. Hotel selections and contracts for space are made more than two years in advance.

When a combined meeting is planned, the Local Arrangements Chair should request permission for the combined meeting from the President. The President will discuss the plan with the Executive Director and recommend action to the Board of Trustees. As presented, specific plans for integration of the societies and sessions must be clearly stated.

A letter of understanding needs to be put together between the executives in charge to clarify the distribution of responsibilities. The local arrangement chairs of both organizations need to work closely together. The contracts for the hotels are typically signed by each organization, but contain similar terms. All joint hotel charges are made to the master account, but each organization needs to set up their own separate account with the hotel for organization-specific charges.

Sponsoring Institution

Society for American Music conferences are usually sponsored by a college, university, or other institution. This results from a colloaboration between the Society and an institution after a suitable site has been established. Upon acceptance, a person from the host institution is usually named Local Arrangements Chair.

The sponsoring institution gains publicity from hosting a Society for American Music conference. The institution's name appears on all announcements, program booklets, etc. Senior music faculty from leading institutions throughout the United States attend the conference, as do doctoral-level graduate students. In the past small colleges have gained recognition, and larger universities have gained graduate students through hosting a Society for American Music conference.

There is no required financial obligation for an institution to host a Society for American Music conference, although host institutions have assisted in a variety of ways. The following list is not inclusive, but represents ways institutions have assisted at previous conferences:

- Provide audio-visual equipment
- Provide pianos
- Sponsor a reception
- Provide postage
- Loan instruments for use by the Society's brass band
- Provide local transportation
- Sponsor a concert

- Provide printing services
- Sponsor conference tote bags
- Sponsor the Guidebook app on smart phones and mobile devices
- Provide technical assistance
- Provide registration folders

Host institutions often provide an evening of events on their campus. These occur on either Thursday or Friday evening. They can include a combination of events such as a dinner, a concert, and a reception.

The Local Arrangements Chair or an institutional representative should discuss these things with his/her Dean, Chair, Provost, etc. This should be done before making a proposal to host a conference. A commitment, although not required, makes the proposal more attractive to the Site Selection Committee.

Conference Needs

1. Students can help staff the registration desk, which is open throughout the conference. If necessary, honorariums for this purpose can be included in the budget, or students can be offered complimentary registration. All staff should be fully briefed on all aspects of the conference; especially the scheduled off-site activities and they should be knowledgeable about the area around the hotel, especially eating places within walking or a short taxi ride distance.
2. A packet of information should be provided to each registrant at check-in. It should include the following as well as other items appropriate for the conference.
    - Program book
    - List of pre-registrants (brought by the Executive Director)
    - Restaurant list, with a map
    - Brochures describing interesting things near the hotel (book, record stores…)
3. The Executive Director brings the list of pre-registrants (in enough copies for all attendees) and pre-registration envelopes containing tickets name badges, and receipts. The Local Arrangements committee assembles the pre-registration envelopes.
4. Near the registration desk, there should be a large bulletin board with ample push pins where attendees can leave messages for one another and where important information can be posted.
5. Signs indicating each session should be posted outside the door of that session. Easels for this purpose should be put in the budget if needed, but normally these are provided by the hotel.

6. A piano should be available in those session rooms where requested. At least one of these must be a grand piano. The Society will supply audio-visual equipment on an as-needed basis.

Forms

1. The Society for American Music Sample Conference Schedule (.xlsx) is a sample schedule for conferences. This form should not be seen as a fixed template, given that conference schedules change periodically in response to recommendations from the Committee on the Conference and to conference-specific scheduling changes determined by the Program Committee. There is room for flexibility, which may be required for conferences with unique events. Deviation from the general format must be approved by the Executive Director to ensure that the new schedule conforms to the hotel contract for spaces.

2. The Performance Agreement Form must be used whenever an honorarium is being given. The form is completed by the Local Arrangements Chair, signed by the contractor (the person receiving the honorarium), and then sent to the Executive Director for signature. It is helpful for the Local Arrangements Chair to maintain a list of contracts by event name, performer, and amount; such record-keeping ensures that all checks will be issued.