

CONSTITUTION of the NORTHERN CALIFORNIA CHAPTER  
of the  
AMERICAN MUSICOLOGICAL SOCIETY

ARTICLE I. Name

This organization shall be known as the “Northern California Chapter of the American Musicological Society.”

ARTICLE II. Objectives

The objectives of the Chapter shall be to foster

1. the advancement of research in the various fields of music as a branch of learning and scholarship;
2. the exchange of ideas through the dissemination of professional information;
3. cooperation among members of the American Musicological Society (“AMS”) residing in the Chapter area.

ARTICLE III. Area

The geographical area of the Chapter includes the following zip codes: California 93601 to 96699 and Nevada 89301 to 89999.

ARTICLE IV. Membership

All members of the AMS who reside within the Chapter’s geographical area are automatically members of the Chapter.

ARTICLE V. Government

The elected officers are the President, the Treasurer, and the regular student AMS Council Representatives. The Treasurer also serves as Secretary. The President may designate a Vice President.

ARTICLE VI. Meetings

The Chapter meets at least once a year in person.

ARTICLE VII. Amendments

This Constitution may be amended by a majority vote of the Chapter members. ARTICLE

VIII. Ratification

The Constitution shall be ratified and come into force upon a majority vote of the members voting in a ratification ballot.

BY-LAWS OF THE NORTHERN CALIFORNIA CHAPTER  
of the  
AMERICAN MUSICOLOGICAL SOCIETY

I. Officers and Terms of Office

1. The officers are the President, the Vice-President (nominated by the President), the Secretary-Treasurer, one or two regular student representatives and the student AMS Council Representatives.
2. The President shall call and preside at Chapter meetings or authorize the Vice-President to do so. The President shall issue all communications on behalf of the chapter or authorize others to do so. The President and the Vice-President serve a two-year term. The elections for the President and the Treasurer are staggered and happen in alternate years to preserve institutional memory and continuity in the maintenance of the chapter websites and in communications with central AMS officers.
3. The Treasurer-Secretary keeps the records and correspondence of the Chapter, and files the required AMS reports each year by June 30. The Treasurer-Secretary also collects and disburses the Chapter's funds. The Treasurer-Secretary serves a two-year term which does not overlap with that of the President.
4. The AMS Council Representative represents the Chapter on the AMS Council and serves a three-year term.
5. The two AMS Council Student Representatives are doctoral students who represent the Chapter on the AMS Council. They serve overlapping two-year terms. They are elected or chosen by the President and Vice-President each year.

II. Elections

1. The President shall call an election at least 60 days before the expiration of any officer's term, within 30 days after an office becomes vacant, or when necessary to amend the Constitution or By-Laws. The call shall invite input and nominations, set the election date, and state whether the election will take place via email or at a Chapter meeting. If the election is to be held at a Chapter meeting, further nominations may be made from the floor.
2. The call, ballots, and election results shall be sent to all Chapter members via e-mail.
3. The Secretary shall conduct the election via email or at a Chapter meeting.
4. Officers shall be selected by a majority of those voting.
5. The incumbent officers shall close all business and transfer all Chapter documents and assets to their successors within 14 days after the end of their terms.

### III. Meetings

The Chapter normally holds at least one meeting per calendar year, at times and places determined by the President. The meeting includes the NorCal Award competition for the best paper by a graduate student. The Prize ad hoc committee is formed on the day of the in-person meeting and deliberates on the winner within 7 business days after the meeting.

### IV. Amendments

Amendments to the Constitution or By-Laws may be formulated by any five members, and submitted to the Secretary for inclusion in the next Chapter election or meeting. The By-Laws may be amended by a majority of those voting.

### V. Finance

1. The Chapter officers shall determine the amount of dues necessary to fund Chapter functions, and send out an annual call for the payment of dues. Members may choose to pay the full amount, a reduced amount, or make no payment.
2. The Treasurer shall receive all payments made to the Chapter, shall deposit them into a Chapter account at a bank or within his or her academic institution, and shall pay expenses as directed by the President.
3. At each business meeting, or when requested by any Chapter officer, the Secretary-Treasurer shall report on the Chapter finances.

### VI. Dissolution

In the event of the dissolution of the Chapter, the Chapter officers shall seek to combine the chapter with an existing, contiguous chapter. In this case, all Chapter records and assets shall be turned over to the treasurer of that chapter; otherwise, they shall be turned over to the Executive Director of the American Musicological Society.

#### ATTACHMENT

The Northern California Chapter includes the following zip-coded areas:

CALIFORNIA:                    93601 – 96699  
NEVADA:                         89301 – 89999

