

## **Guidelines of the Conference Series: “International Conference of Students of Systematic Musicology (SysMus)”**

*The purpose of this document is to outline the decision-making structures of the SysMus Conference Series, to allow for continuity of the series. Although the SysMus Conference Series is not an association, this document provides a formal structure for the Executive and how it should relate to Hosting Committees and the SysMus Council.*

### **Definitions**

For the purposes of these rules, the following terms are defined as such:

- The SysMus Series: the *International Conference of Students of Systematic Musicology*, held annually
- The Council: this includes all local chairs and supervisors of previous and upcoming SysMus conferences, otherwise known as the SysMus Council
- The Executive: the SysMus Executive Committee
- SysMus Community: including all previous SysMus conference presenters and attendees, as well as former and current hosts and local hosting committees
- Host: an institution and associated local committee responsible for hosting a SysMus conference
- Hosting Committee: the committee responsible for hosting and organising a SysMus conference in a given year
- Conference Director(s): the student(s) responsible for organising a SysMus conference in any given year, usually 1 or 2 people
- Conference Supervisor(s): the senior academic(s) responsible for assisting the Conference Director, usually 1 or 2 people
- Strategic plan: concerns the development of the SysMus series and is announced and updated on the general conference website by the Executive

### **1. SysMus Executive Committee**

#### **1.1 Aims**

- To maintain the SysMus Series with annual quality academic conferences, taking place around the world
- To promote the SysMus Series to current and new audiences
- To maintain communication with and within the SysMus Community
- To provide guidance to Hosting Committees and the wider SysMus Community in matters of importance to the SysMus Series, including, but not limited to:
  - o Promoting awareness of Systematic Musicology as a group of disciplines (for a definition of systematic musicology see, e.g., Gingras, 2014)
  - o Promoting academic quality in the field of Systematic Musicology

- Promoting interactions between subfields of Systematic Musicology, i.e., acknowledging the trans-disciplinary nature of the field as a source of cross-fertilization in music research
- Any other priorities identified in the strategic plan

Gingras, B. (2014). Systematic musicology. In W. F. Thompson (Ed.), *Music in the Social and Behavioral Sciences: An encyclopedia*, vol. 2 (pp. 1093-1095). Thousand Oaks, CA: SAGE.

## **1.2 Tasks**

- Coordinate application process to find and confirm potential hosts
- Support hosts and facilitate handover process between hosting committees
- Coordinate surveys of SysMus attendees and collate data from these into usable recommendations
- Consult the council for host selection and any other major decisions
- Prior to the end of the election period, create a list of active Council members willing to serve for the upcoming period
- Design and follow strategic plans in regular intervals
- Hold online meetings at least quarterly
- Maintain communication with and within the SysMus Community (including managing the SysMus Facebook and SysMus Google Groups)
- Maintain and regularly update the general SysMus conference series website

## **1.3 Members**

- 1 Chair
- 1 Vice-Chair
- 1 Secretary
- 2 Members-at-large
- 1 Advisor
- Current and Future Conference Director(s) – non-voting observer(s)

## **1.4 Online Meetings**

Meetings of the Executive should usually be held online at least four times per year. At least three voting members of the Executive, including the Chair or Vice-Chair, should be present for a meeting to have quorum. Notice of meetings must be given at least two weeks before the date of the meeting; however, future meeting dates should be on the agenda for each meeting. The first order of business at any meeting is to decide on the chair of the meeting (usually the Chair or Vice-Chair of the Executive). If the secretary cannot be present in a meeting, another member of the Executive will be in charge of taking minutes. Votes and decision making: Each of the six individual members of the Executive Committee has one vote (except for the invited current or future conference director(s)). Decisions should be made by consensus, but in the event of a vote, a majority of the voting members present must be in favour for a motion to be carried; in the case of a tie, a motion may be deferred to the next meeting, at the discretion of the meeting Chair.

## **1.5 Executive Member Selection**

Applications for positions on the Executive will be called for and collated by the Secretary every 2 years in September/October (election period starts on November 1<sup>st</sup> and lasts for 2 years). The call for applications has to be sent to the Council as well as to the wider SysMus community. Information on the applicants must be made available to the Council one week prior to the scheduled election week. The Council will then elect Executive members from the applicants (online, during a period of 1 week, which is announced well in advance), with the option to re-open applications.

If several applicants are interested in the same position, the applicant with the most votes will be appointed. In positions with two vacancies (i.e., Members-at-large), voters must select two applicants, and the two applicants with the highest number of votes will be appointed. In cases in which there is only one applicant for one specific position (or only two for positions with two vacancies), 50% + 1 of the valid votes must express support for the candidate. Otherwise the position will be re-advertised, followed by another round of election until the position is filled. The total number of valid votes should amount to 40% + 1 of the total number of Council members. All members of the Council are allowed to vote, regardless of whether they serve as Election Officers or are applying for positions in the Executive. In addition, all applicants who are not members of the Council are allowed to vote.

Two Election Officers are to be appointed from the active members of the Council by the Executive. Election Officers will be responsible for organising the election and counting votes. Vote abstentions should be made possible for the election of each position. Election Officers must not be standing for election to the Executive. The Election Officers ensure that the election procedure (casting of votes) is strictly following the principle of anonymity, preferably by using an online voting system. Applications can only be accepted by the Executive if the applicant fulfils the requirements of the role they have applied for, as outlined in the Role Profiles (see below). Applicants are required to send a short statement of motivation (max. 100 words) and a picture to the Secretary and cannot stand for more than one position. This information will be forwarded to the Election Officers and made available during the election. Incumbent members of the Executive may re-apply for their role for another term, but may serve no more than two terms in the same role.

Applicants who are also members of the Council must not voice opinions to the Council on any position, during selection process.

In cases in which a member of the Executive resigns from his/her position during an election period by notifying the Secretary in written form, the Executive will invite a replacement member at their discretion. The role-profiles used during a regular Executive election need to be taken into account in such cases.

## **2. Executive Role Profiles**

### **2.1 Chair**

- Heads the Executive (in close collaboration with the Vice-Chair), and by extension the SysMus Council
- Oversees the Executive
- Calls meetings and prepares meeting agendas
- Is a point of contact for future SysMus conference hosts and the main person responsible for the effective functioning of the SysMus Series
- Leads in strategic planning and execution of strategic plan
- Must be a member of the Council or a former Hosting Committee
- Must be a Master's or Doctoral candidate or within 3 years of having completed her/his graduate studies

### **2.2 Vice-Chair**

- Oversees the Executive in close collaboration with the Chair
- Supports the Chair in all issues regarding the functioning of the SysMus Series
- Calls meetings and prepares meeting agendas
- Leads in strategic planning and execution of strategic plan
- Must be a member of the Council or a former Hosting Committee
- Must be a Master's or Doctoral candidate or within 3 years of having completed his/her graduate studies

### **2.3 Secretary**

- Manages communications to and from the Executive to the Council and wider audiences via the SysMus Executive's shared email account
- Takes minutes at meetings and circulates to Executive and Council
- Maintains and updates the general SysMus conference series website
- Manages social media pages and Google Group
- Recruits candidates for the election of the Executive
- Manages the list of active Council members
- Must be a Master's or Doctoral candidate or within 3 years of having completed her/his graduate studies

### **2.4 Members-at-large**

- Participates in meetings and decision-making and supports other members of the Executive
- Flexibility to further define role as member-at-large and Executive see fit
- In general, shall see the welfare of the SysMus conference series
- Must be a Master's or Doctoral candidate or within 3 years of having completed her/his graduate studies

- Should belong to different sub-disciplines of systematic musicology to represent the field in its diversity, preferably with one member representing the humanities side of systematic musicology

## **2.5 Advisor**

- Participates in meetings and decision-making
- Promotes the SysMus Series to academics
- Must be a former Supervisor or Conference Director of a SysMus Conference and member of the Council

## **2.6 Current and Future Conference Director(s)**

The Conference Director(s) for the current and/or upcoming SysMus conference will be invited to become members of the Executive upon their official selection by the Executive, and will remain members of the Executive until the end of their conference. This may also be extended to upcoming Conference Directors up to 2 years in advance, should they have already been selected. The involvement of current and future Directors in the Executive meetings will facilitate the communication and collaboration between the Executive and the respective hosting committees. Current and future Conference Directors will be invited to at least every second scheduled meeting of the Executive. This is a non-voting position.

# **3. The Council**

## **3.1 Responsibilities**

- To provide feedback on future host locations and Conference Directors (see below)
- To elect the Executive, biennially, as outlined under “Executive Member Selection”
- To provide comments on the current strategic plan, as proposed by the Executive, and
- To advise the Executive in matters relevant to their tasks and aims, as required from time to time

## **3.2 Membership**

- All future Conference Directors and Supervisors automatically gain membership to the Council at the moment their application was approved by the Executive.
- Councillors may opt-out of membership at any time by notifying the Secretary in written form.
- A former member of the Council may regain membership by sending a request to the Secretary, if approved by the Executive.
- The Secretary may call for all Council members to affirm their membership prior to an Executive election, as suggested in the “tasks” of the Executive.
- One month prior to an election of the new Executive, the secretary will determine a list of active Council members by asking members to confirm their membership.
- After the election of a new Executive, members of the previous Executive will automatically become part of the Council, whether or not they were Directors or Supervisors of a previous conference.

## **4. Future Conference Hosts**

### **4.1 Selection of Hosts and Directors**

The Executive shall be responsible for finding and selecting possible hosts, preferably one year in advance of an upcoming SysMus conference. All possible hosts must be submitted to the Council for approval, with the aim of giving the possibility to give feedback prior to the selection made by the Executive.

A host proposal must include:

- Institution(s) and location;
- Conference Director(s), who must be a current Master's or Doctoral student;
- Conference Supervisor(s), who must be a current member of academic staff at the hosting institution(s);
- A range of possible dates.

In case there are several proposals for a certain year, a 500-word letter of motivation is required to make it easier for Council members to give feedback and for the Executive to make a selection.

### **4.2 Selection of Hosting Committees**

The membership of the Hosting Committee of any given conference is at the discretion of the Director and Supervisor for that conference. The Conference Director(s) may request advice from the Executive if they so choose.

Hosting committees and Conference Director(s) are generally free to decide on the exact length of their conference (preferable 2-3 days), the number and type of invited keynotes, the number and type of presentations, and whether they would like to include the new format of virtual presentations (teleconferencing, pre-recorded or live video presentations, etc.) or proceedings. The only requirements are that SysMus remains a students' conference series with student presenters, that each conference has its own conference website, that a call for papers is internationally advertised, that conference submissions are peer-reviewed by an independent and international Scientific Committee (experienced PhD students and PostDocs), that English is used as a conference language (a second conference language is possible), a published book of abstracts (online or in print), and that (an adapted version of) the official logo of the SysMus Series is used.

## **5. Maintenance of this Document**

Any changes to this document must be unanimously approved by the Executive and 50% + 1 of the Council members. This document will be made available on the general website of the SysMus conference series.

The current version of this document was approved by the SysMus Council in October 2018.