

Rules of the Society for Music Analysis

I. Scope; Revisions to these Rules

1. The Constitution states: 'The charity trustees may from time to time make such reasonable and proper rules or bye laws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.'
2. These Rules may be revised at any time by a simple majority vote of the Trustees.
3. These Rules shall be published on the SMA's website, along with the Constitution.

II. Board of Trustees (the 'Council')

1. The Board of Trustees is to be known as the 'Council'.
 - 1.1. As set out in the Constitution, Trustees will be voting members of Council.
 - 1.2. The Society's administrative officers and elected Student Representatives will attend Council as non-voting members.
 - 1.3. Provisions for the election of Trustees are set out in the Constitution.
 - 1.4. Within the upper and lower limits placed on the number of Trustees by the Constitution, the number of elected Trustees will not normally exceed 10% of the total number of members of the Society; the number of Trustee positions available in elections will reflect this limit.
2. The Chair of Trustees is to be known as the 'President'.
 - 2.1. The Role of the President.

As set out in the Constitution, the President will chair meetings of Council, and will have the casting vote in the event of a tied vote in Council. Additionally, the President will from time to time act as the representative of the Society in its dealings with other organisations, and may also lead on matters of strategic importance to the Society, subject to the consent of Council.
 - 2.2. The President's Term of Office.

The President will be elected to a term of office of 2 AGM cycles,¹ and may stand for re-election on two further occasions so as to serve a total of not more than 6 consecutive AGM cycles. Former Presidents are eligible to stand for President again after a gap of 4 AGM cycles. The President, as a Trustee, is also bound by the provisions for terms of office and (re-)election of Trustees in the Constitution; if a President's term as a Trustee expires before the end of her/his presidential term of office, the latter will also end and an election for a new President must be held. A sitting President may resign at any time by submitting a letter of resignation to Council, in which case clause II, 2.4 will come into effect. A retiring or resigning President may continue to serve as a Trustee of the Society in the normal way, subject to provisions for terms of office and (re-)election of Trustees in the Constitution.
 - 2.3. Election of President.

When a presidential election is due, Trustees will be invited to put themselves forward as presidential candidates at the AGM, following the election of new Trustees at the AGM. All candidates for President must be current or newly elected Trustees of the Society.

If one Trustee stands for the role of President, that Trustee will assume the office of President unopposed, without the need for an election. If two or more Trustees stand for the role of President, an election will be held by email within 21 days of the AGM, and candidates will be given the opportunity to circulate a written statement of candidature to

¹ An 'AGM cycle' being the length of time between one AGM and the next.

the membership within 14 days of the AGM. The electorate will comprise the membership of the Society. If no Trustees stand, the Trustees will draw lots to determine who will serve as President.

- 2.4. Should the office of President become vacant between AGMs, the Trustee who is the longest continuous member of the Society will become Acting President until the next AGM.
3. Trustees' Expenses, and Non-Remuneration Policy.
 - 3.1. Trustees will be entitled to the reimbursement of reasonable expenses incurred during the course of their duties as Trustees, as set out in the Society's expenses policy.
 - 3.2. Trustees give their time freely and willingly for the benefit of the Society. Accordingly, Trustees (or their 'connected persons', as defined by the Constitution) may not hold a remunerated position within the Society (including the Journal), nor should they receive any payment for work undertaken on behalf of the Society (including on behalf of the Journal).
 - 3.3. Trustees and other members of Council are entitled to receive free membership of the Society and a free subscription to the Journal for the duration of their term of office, and for the year following the end of their term of office.
4. Assignment of Trustee Portfolios.
 - 4.1. As set out in the Constitution, and so as to reflect their shared legal responsibility for all aspects of the Society, Trustees are elected as Trustees per se, and not to specific portfolios.
 - 4.2. Notwithstanding the above clause, Trustees may be assigned portfolios of responsibility for the better administration of the Society. Council will be responsible for the assignment of portfolios to Trustees; if a consensus cannot be reached, the President will allocate portfolios.
5. Student Representatives.
 - 5.1. Two elected Student Representatives shall be non-voting members of Council, and shall advise Council on matters relating to student members and organise appropriate student-focused events.
 - 5.2. Terms of Office.

The term of office for each Student Representative will be 2 years, commencing in January and ending in December the following year, with terms of office commencing in alternate years so that an election for one Student Representative position is held every year.
 - 5.3. Election.

A call for candidates will be issued in November, 'Statements of Candidature' will be issued in early December, and the election will take place in mid-December by an email vote of members of the Society.

To be eligible to stand for election, candidates must be enrolled on a programme of study at a university or equivalent institute of higher education.

If only one candidate stands, that candidate will assume the position of Student Representative unopposed, without the need for an election. Should no candidates stand, the post will remain vacant until the next SMA student TAGS or MAC event, where student members in attendance will be invited to elect a representative from among their number, in a manner determined by Council; in this case the original term of office, incorporating the period of time for which the post was vacant, will stand.
 - 5.4. There is the presumption that students who wish to serve on the Council will stand for election as student representatives, rather than as trustees. Applications from an eligible student for election as a trustee will be subject to approval by the Chair, such approval not to be unreasonably withheld.
6. Administrative Appointments.
 - 6.1. Council will appoint one or more administrative officers to facilitate the running of the Society.
 - 6.2. Administrative officers will receive appropriate remuneration for their work, and may attend Council meetings, but they may not vote in Council meetings and may not be Trustees.

III. *Music Analysis* Editorial Board

1. Membership of the Editorial Board.
 - 1.1. The Editorial Board will comprise the Chair of the Editorial Board, the Editor, the Associate Editor and the Critical Forum Editor, up to 15 further scholars, and a representative of the publisher.
 - 1.2. Appointments to the Editorial Board should be approved by a simple majority vote of the Editorial Board, and are subject to the approval of Council. There is no limit on the term of office.
 - 1.3. Members of the Editorial Board may resign at any time by submitting a letter of resignation to Council.
 - 1.4. Trustees may serve as members of the Editorial Board, and the Chair of the Editorial Board will be an ex officio Trustee, however the Editor, Associate Editor and Critical Forum Editor may not serve as Trustees.
 - 1.5. All members of the Editorial Board must also be members of the Society; if their membership of the Society lapses, they will be required to re-join or otherwise resign from the Editorial Board.
2. Chair of the Editorial Board.
 - 2.1. Members of the Editorial Board shall elect from their number a Chair, who will also serve as an ex officio Trustee of the Society.
 - 2.2. The Chair, in consultation with the Editor, will call meetings of the Editorial Board, and will chair meetings of the Editorial Board. In the event of a tied vote of the Editorial Board, the Chair will have the casting vote.
 - 2.3. The Board's choice of Chair is not subject to the approval of Council; however the Chair must not be legally disqualified or otherwise prevented from serving as a CIO Trustee.
 - 2.4. The Chair of the Editorial Board may not simultaneously serve as Editor, Associate Editor or Critical Forum Editor.
 - 2.5. Term of Office.

The Chair will serve for 5 years in the first instance, but this term of office may be extended once by a period of up to 5 years, if a resolution is passed by the Editorial Board.
 - 2.6. The Chair's term of office may be ended early by: (i) the Chair submitting a letter of resignation to Council; or (ii) a motion of no confidence carried by a two-thirds majority of the Editorial Board. Following the end of the Editor's term of office, s/he may continue as a normal member of the Editorial Board, or may assume the position of Editor, Associate Editor or Critical Forum Editor, but may not serve as Chair again until a period of 5 years has elapsed.
 - 2.7. The Chair may not vote in resolutions relating to the extension of her/his term of office, or in votes of no confidence in her/his Chairship; in these circumstances only, in the event of a tied vote the Editor will have the casting vote.
3. Duties and Expenses.
 - 3.1. Duties. Members of the Editorial Board are expected to attend meetings of the Editorial Board and to peer review for the Journal when asked. Members who are repeatedly unable to fulfil their expected duties may be asked to resign from the Editorial Board.
 - 3.2. Members of the Editorial Board are not remunerated for their work, but are entitled to reimbursement of reasonable expenses incurred during the course of their duties as Board members, as set out in the Society's expenses policy. Members of the Editorial Board will receive an online subscription to the Journal.
4. The Editorial Team of the Journal *Music Analysis*.
 - 4.1. The Editor.
 - 4.1.1. The Editor will be appointed by Council, in consultation with the Publisher.
 - 4.1.2. Term of office.

The Editor will serve for up to 5 years in the first instance, but this term of office may be extended once by a period of up to 5 years, if resolutions are passed by both the Council and the Editorial Board. The Editor's term of office may be ended early by: (i) the Editor submitting a letter of resignation to Council; (ii) a motion of no confidence carried by a simple majority of Council; or (iii) a motion of no confidence carried by a two-thirds majority of the Editorial Board. Following the end of the

Editor's term of office, s/he may continue as a normal member of the Editorial Board, but may not serve as Editor, Associate Editor or Critical Forum Editor again until a period of 5 years has elapsed.

4.1.3. The Editor may not vote in resolutions relating to the extension of her/his term of office, or in votes of no confidence in her/his editorship.

4.2. The Associate Editor.

4.2.1. The Associate Editor will be appointed by Council, in consultation with the Editor and the Publisher.

4.2.2. Term of office.

The Associate Editor will serve for up to 5 years in the first instance, but this term of office may be extended once by a period of up to 5 years, if resolutions are passed by both the Council and the Editorial Board. The Associate Editor's term of office may be ended early by: (i) the Associate Editor submitting a letter of resignation to Council; (ii) a motion of no confidence carried by a simple majority of Council; or (iii) a motion of no confidence carried by a two-thirds majority of the Editorial Board. Following the end of the Associate Editor's term of office, s/he may become Editor or Critical Forum Editor, or continue as a normal member of the editorial board, but s/he may not serve as Associate Editor again until a period of 5 years has elapsed.

4.2.3. The Associate Editor may not vote in resolutions relating to the extension of her/his term of office, or in votes of no confidence in her/his associate editorship.

4.3. The Critical Forum Editor.

4.3.1. The Critical Forum Editor will be appointed by Council, in consultation with the Editor and the Publisher.

4.3.2. Term of office.

The Critical Forum Editor will serve for up to 5 years in the first instance, but this term of office may be extended once by a period of up to 5 years, if resolutions are passed by both the Council and the Editorial Board. The Critical Forum Editor's term of office may be ended early by: (i) the Critical Forum Editor submitting a letter of resignation to Council; (ii) a motion of no confidence carried by a simple majority of Council; or (iii) a motion of no confidence carried by a two-thirds majority of the Editorial Board. Following the end of the Critical Forum Editor's term of office, s/he may become Editor or Associate Editor, or continue as a normal member of the editorial board, but s/he may not serve as Critical Forum Editor again until a period of 5 years has elapsed.

4.3.3. The Critical Forum Editor may not vote in resolutions relating to the extension of her/his term of office, or in votes of no confidence in her/his critical forum editorship.

4.4. Remuneration of the Editor, Associate Editor and Critical Forum Editor.

4.4.1. The Editor, Associate Editor and Critical Forum Editor shall be remunerated positions.

4.4.2. The level of remuneration shall be reviewed by the Trustees every 3 years.

4.4.3. Subject to the approval of the Editorial Board, the Editor, Associate Editor or Critical Forum Editor may from time to time delegate their editorial responsibilities, and a proportionate level of their remuneration, to another member of the Editorial Board, or to a third party (provided that the third party is a member of the Society). If, however, editorial responsibilities are delegated to a Trustee, that Trustee may not receive remuneration for their editorial work.

5. Advisory Panel.

5.1. An 'Advisory Panel' shall support the work of the Editorial Board, comprising selected former Editorial Board members, former Editors, and other senior scholars. From time to time the Advisory Panel will be invited to advise the Editor, Editorial Committee and the Trustees on the intellectual direction of the Journal and other matters, and may from time to time be asked to peer review submissions to the journal.

5.2. Appointment to the Advisory Panel is by simple majority vote of the Editorial Board.

5.3. Members of the Advisory Panel may stand down at any time by writing to the Chair of the Editorial Board.

5.4. Membership of the Advisory Panel may be revoked by a simple majority vote of the Editorial Board.

6. Journal Contract.

The Journal contract shall be managed by the Trustees, in consultation with the Editor.

IV. Grants and Bursaries

1. Grants and Bursaries will be overseen by the Awards Committee, a sub-committee of Council.
2. The Awards sub-committee will comprise the President, the Chair of the Editorial Board, a third Trustee nominated by Council, the Editor of the Journal and the Treasurer.
3. The Society shall operate two awards schemes: the Society for Music Analysis Development Fund, and the Society for Music Analysis Student Travel Bursaries.
4. Details of the schemes, including how to apply, will be made available on the Society's website.
5. All applicants must be members of the Society at the time of application.

V. Membership of the Society

1. Rules concerning members are set out in the Society's Constitution.
2. Membership rates and categories shall be reviewed by Council every 3 years.
3. Members must be individual persons, and not a corporate body.

Last updated 13.03.2018