

Bylaws

Revised December 2020

1. NAME, NATURE, and FISCAL YEAR

- 1.1 The name of the Society shall be the SOCIETY FOR MUSIC PERCEPTION AND COGNITION (SMPC).
- 1.2 It shall be a nonprofit public benefit corporation under sections 5150-5153 of the corporations code of the state California.
- 1.3 It shall have a fiscal year of January 1 - December 31.

2. PURPOSES and ACTIVITIES

- 2.1 SMPC shall be organized for scholarly and educational purposes, as specified in Section 501 (c) (3) of the Internal Revenue Code.
- 2.2 The primary objectives of the Society are:
 - 2.2.1 To further the scientific and scholarly understanding of music from a broad range of disciplines, including music theory, psychology, psychophysics, linguistics, neurology, neurophysiology, ethology, ethnomusicology, artificial intelligence, computer technology, physics and engineering;
 - 2.2.2. To facilitate cooperation among scholars and scientists who are engaged in research in this interdisciplinary field;
 - 2.2.3 And to advance education and public understanding of knowledge gained.
- 2.3 In support of these goals, SMPC will:
 - 2.3.1 Organize conferences to be held at locations throughout North America, which may include the presentation of papers and panel discussions, the performance of music, and the exhibition of published materials; and
 - 2.3.2 Perform other appropriate actions, such as publicizing SMPC activities, working with our sister societies in Europe and Asia, and so on.

2.4 The activities of SMPC shall not be pursued for profit nor constitute a business.

2.4.1 No part of the earnings of SMPC shall be used for the benefit of any officer or employee of SMPC or any other individual, except as reasonable compensation for goods or services required by SMPC in pursuing its activities.

2.5 No part of the activities of SMPC shall consist of carrying on propaganda or otherwise attempting to influence legislation; nor shall SMPC participate in or financially contribute to any political campaign on behalf of or in opposition to any candidate for public office.

3. MEMBERSHIP

3.1 Membership in SMPC shall be open to all persons interested in any aspect of the study of music perception and cognition.

3.2 The society shall consist of regular members, trainee members, life members, and honorary life members who have received the Lifetime Achievement Award.

3.2.1 Regular Members shall be any persons who join SMPC out of interest in its stated purposes and activities (article 2) and have paid their membership dues.

3.2.1.1 The Board of Directors shall establish annual dues for regular members.

3.2.1.2 Any regular member whose dues have lapsed will be suspended from membership until dues are paid.

3.2.2 Trainee members are members who are currently undergoing research or professional training under the supervision of faculty (in the case of academia) or management (in the case of industry). Examples of trainees are undergraduate and graduate students, technical school students, postdoctoral fellows, and interns.

3.2.2.1 The Board of Directors shall establish annual dues for trainee members.

3.2.2.2 Any trainee member whose dues have lapsed will be suspended from membership until dues are paid.

3.2.3 Any person aged 60 or older may choose to become a Life Member when joining or renewing his or her SMPC membership.

3.2.3.1 A Life Membership option will be available for \$300, and Life Members agree to update their contact information every 1-2 years.

3.2.3.2 Life members shall be exempt from paying any further dues but shall have all the rights and privileges of regular members.

3.2.4 SMPC members who receive the Lifetime Achievement Award are granted honorary lifetime membership.

3.2.4.1 Designation of Lifetime Achievement Award winners is determined by a standing committee, as described in §7.3.3

3.2.4.2 Honorary life members shall be exempt from paying dues but shall have all the rights and privileges of regular members.

3.3 All members shall have the right:

3.3.1 To be eligible for nomination to elected positions in the Society;

3.3.2 To vote for elected members of the Board of Directors;

3.3.3 To vote on recall of members of the Board of Directors;

3.3.4 To propose and vote on amendments to the Bylaws.

3.4 Applications for membership should be made to the Treasurer.

3.5 Payment of dues for regular members provides membership for a 2-year period, commencing from the date of payment.

4. MANAGEMENT OF SMPC

4.1 A Board of Directors constituted according to Bylaw 5 and elected according to Bylaw 6 will operate SMPC. The Board of Directors will:

4.1.1 Call an annual business meeting of the board of directors of SMPC;

4.1.2 Establish the agenda for all business meetings;

4.1.3 Conduct elections of officers;

4.1.4 Set up and collect membership dues, and establish other fiscal policies;

4.1.5 Cause the Society's accounts to be audited;

4.1.6 Supervise SMPC's publications;

4.1.7 Prepare reports for the membership;

4.1.8 Generally oversee SMPC's welfare.

4.2 The President, Secretary, and Treasurer shall constitute the Executive Committee of the Society for Music Perception and Cognition, Incorporated.

5. THE BOARD OF DIRECTORS

5.1 The Board of Directors shall consist of at least ten and no more than twelve elected members: President, Secretary, Treasurer, four to five Members-at-Large, Media and Communications Chair, Equity Officer, Trainee Member, Past President, and President Elect when the office is occupied. The Past President and President Elect will serve in an advisory capacity and will not be voting members.

5.2 Duties of the President:

5.2.1 The President shall carry out the policies of the Board of Directors, and preside at all meetings of the SMPC, the Board of Directors, and the Executive Committee.

5.2.2 The President shall give a presidential address at each SMPC conference discussing the state of the field.

5.2.3 The President shall appoint all standing committees, with the advice of the Board of Directors, and serve as a member ex officio of these committees.

5.2.4 The President shall represent SMPC in its relations with other musical and scholarly organizations and agencies.

5.2.4.1 To facilitate this role, funding to supplement the President's travel costs as necessary, with the amount subject to approval by the SMPC Executive Board, will be made available for the SMPC President (or his/her designate) to attend the International Conference on Music Perception & Cognition.

5.2.5 The President shall discharge any other duties customarily associated with this office.

5.3 Duties of the Secretary:

5.3.1 The Secretary shall carry on the work of SMPC under the direction of the President.

5.3.2 The Secretary shall take the minutes of all meetings of the society, the Board of Directors, and the Executive Committee.

5.3.3 The Secretary shall manage the annual elections of the society, publish the society's newsletter, conduct its correspondence, and perform any other duties appropriate to his or her office.

5.4 Duties of the Treasurer:

5.4.1 The Treasurer shall maintain records of SMPC's income and expenses, collect membership dues and other monies, deposit them in the name of SMPC, and pay all bills of SMPC.

5.4.2 The Treasurer shall maintain the membership lists of the society.

5.4.3 The Treasurer shall be authorized to disburse funds in the name of SMPC, and—with the authorization of the Board of Directors—invest any funds not needed for current disbursements.

5.4.4 The Treasurer shall ensure that the financial records of SMPC be audited periodically by an external agency, and that this audit shall be reported to the members of the Society.

5.4.5 The Treasurer shall present a financial report at each annual meeting of the Board of Directors or Executive Committee, and make any other reports that the Board of Directors may deem necessary.

5.5 Duties of the Past President:

5.5.1 The Past President will advise and assist the current president, and shall perform other duties appropriate to his or her office.

5.6 Duties of the President Elect:

5.6.1 The President Elect will assist and advise the current President, and shall perform other duties appropriate to his or her office.

5.7 Duties of the Equity Officer:

5.7.1 The Equity Officer will lead SMPC's commitment to be an equitable, anti-racist, diverse, and inclusive organization. The Equity Officer will be responsible for guiding efforts to conceptualize, define, assess, and promote equity in all of SMPC's activities.

5.7.2 The Equity Officer will serve as the chair of the Anti-Racism and Equity Committee (See 7.3.5).

5.8 Duties of the Members-at-Large:

5.8.1 The Members-at-Large will assist and advise the President, Secretary, Treasurer, and President Elect in their deliberations and their duties, and in general shall see to the welfare of SMPC.

5.9 Duties of the Media and Communications Chair:

5.9.1 The Media and Communications Chair will be a member of the SMPC Board of Directors with the same duties as the Members-at-Large, plus the additional responsibility of managing the society's social media accounts, updating the SMPC webpage, and liaising with SMPC conference organizers. The Media & Communications Chair shall perform other duties appropriate to his or her office.

5.10 Duties of the Trainee Member:

5.10.1 The Trainee Member will have the same duties as the Members-at-Large plus the additional responsibility of representing the views of trainee members of SMPC.

5.10.2 The Trainee Member will serve as a member of the Mentorship Committee (7.3.6).

5.11 A majority of the Board of Directors shall constitute a quorum.

5.11.1 Directors who are unable to attend in person may attend by telephone, or other electronic means.

5.12 Each member of the Board of Directors will have a single vote.

5.13 All motions of the Board of Directors, except as specifically noted elsewhere in these bylaws, will be carried by a simple majority.

5.13.1 In the event of absent members, a tie vote may be carried over to a future meeting, or absent members may be canvassed by mail, telephone, or other electronic means.

5.13.2 If all members are present, a tie vote is a lost vote.

5.14 In the event the President is unable to serve:

5.14.1 If there is a President-Elect, the President-Elect will serve as President for the remainder of the year in addition to his or her original two-year term.

5.14.2 If there is not a President-Elect, one of the two remaining members of the Executive Board (i.e., Treasurer or Secretary) will take on the duties of the President for the remainder of the full term, and one of the Members-at-Large will serve as an assistant to the Treasurer or Secretary for the remainder of the full term, according to the discretion of the Board of Directors.

6. ELECTION AND TERMS OF OFFICE OF THE BOARD OF DIRECTORS

6.1 Duration of Terms of Office:

6.1.1 The duration of terms for the Equity Officer, Members at Large, Media and Communications Chair, Secretary, and Treasurer is three years.

6.1.2 The duration of term for the President is two years, beginning a year after being elected.

6.1.2.1 Members newly elected to the office of President serve as President Elect for one year, prior to taking the office of President.

6.1.2.2 The most recent President will serve as Past President for one year following the end of his or her term.

6.1.3 The duration of term for the Trainee Member is two years.

6.2 The terms of office for members of the Board of Directors shall be staggered according to a schedule maintained by the Secretary.

6.2.1 Elections of the members of the executive committee shall be staggered to ensure a maximum of two new members per election.

6.3 All positions on the board of directors are open to election by the general membership, save that of the Trainee Member.

6.3.1 Elections for the positions of Treasurer, Secretary, Equity Officer, Media and Communications Chair, and Members at Large are to be held during the annual election period during the final year of the serving member's term.

6.3.2 Elections for the position of President-Elect are to be held in the penultimate year of the serving President's term.

6.3.3 The Trainee Member will be selected by the Nominating Committee based on formal expressions of interest in the position solicited from trainee members of SMPC and/or their supervisors or managers. To be eligible for selection, potential Trainee Members must be in a postgraduate position (i.e., graduate student, postgraduate intern, or postdoctoral fellow).

6.4 Elections and appointments for upcoming vacancies on the board of directors will be held annually according to the procedures determined by the Board of Directors, executed by the Secretary.

6.4.1 The Nominating Committee will solicit nominations from the Society and propose a minimum of two qualified candidates for each elected position to be filled.

6.4.2 All SMPC members are eligible to vote in elections for members of the Board of Directors.

6.5 Candidates standing for election or appointment:

6.5.1 Must be members of SMPC;

6.5.2 Must agree to serve according to the relevant duties outlined in section 5 of these bylaws;

6.5.3 Cannot stand for election to more than one position on the board in one election period.

6.6 Current members of the board of directors serving their second consecutive term may not normally be presented as candidates.

6.7 Resignation from the board of directors must be declared by written notice to the executive committee.

6.8 The Board of Directors will appoint a replacement for any vacancy that arises between elections until the term expires.

7. STANDING COMMITTEES.

7.1 To carry out the regular business of SMPC, the society shall have a number of standing committees.

7.2 Each Standing Committee shall consist of a chair and two or more persons appointed for one to two years by the President in consultation with the SMPC Board.

7.3 The Standing Committees shall include:

7.3.1 The Program Committee, which shall select the papers, panel discussions, and other offerings to be presented at SMPC conferences.

7.3.2 The Nominating Committee, which shall review nominations and recommend candidates to stand for all positions on the Board of Directors, based on merit and on contributions to the field.

7.3.2.1 The Secretary is a member of the Nominating Committee, ex officio.

7.3.2.2 The Nominating Committee will advise and support the Secretary in the manage the annual elections of the society

7.3.3 The Awards Committee, to give awards periodically to recognize outstanding contributions to the field in the form of the SMPC Lifetime Achievement Award.

7.3.3.1 Nominations for such awards should be submitted by at least three SMPC members to any member of the Board of Directors or the Awards Committee chair.

7.3.3.2 Recipients of the Lifetime Achievement Award will be determined by the Awards Committee and presented at the biennial SMPC meeting.

7.3.3.3. The award carries with it honorary lifetime membership.

7.3.4 The Local Arrangements Committee, to supervise the planning and arrangements for meetings of SMPC, including convention facilities, hotel accommodations, registration, and printing of programs and abstracts. The chair of the Local Arrangements Committee will be appointed at least one year in advance.

7.3.5 The Anti-Racism and Equity Committee, to envision, plan, and deliver sustained programming with the goal of transforming SMPC into an anti-racist and equitable organization.

7.3.5.1 This committee will be chaired by the Equity Officer, and will be composed of 5 to 8 members.

7.3.5.2 Members will be selected from members of SMPC, based on formal expressions of interest in the position. The President and SMPC Board must consider racial and other forms of representational diversity as a core principle in constituting this committee.

7.3.5.3 At least once per calendar year, the Anti-Racism and Equity Committee is required to submit a working report to the SMPC Board. This document will report on the current status of ongoing work, and introduce new action items to be voted on by the board.

7.3.6 The Mentorship Committee, to envision, plan, and deliver programming with the goal of creating and sustaining robust mentorship networks within the SMPC membership.

7.3.6.1 This committee will include the Trainee Member, and will be composed of 5 to 8 members.

7.3.6.2 Members will be selected by the Nominating Committee, in consultation with the Trainee Member, based on formal expressions of interest in the position solicited from members of SMPC . The Nominating Committee must consider career stage and other forms of representational diversity as a core principle in constituting this committee.

7.3.6.3 At least once per calendar year, the Mentorship Committee is required to submit a working report to the SMPC Board. This document will report on the current status of ongoing work, and introduce new action items to be voted on by the board.

8. CONFERENCES AND MEETINGS

- 8.1 SMPC will hold conferences or meetings at times and places to be fixed by the Executive Committee.
 - 8.1.1 The Secretary shall notify members of any conference or meeting at least three months before the meeting date.
- 8.2 An open business meeting shall be held in every year in which a meeting of the society takes place.
- 8.3 At all such meetings a quorum shall be 20 SMPC members.
- 8.4 The rules contained in the latest edition of Roberts Rules of Order shall govern procedure at SMPC's business meetings, except in the cases where these procedures are inconsistent with the Bylaws of SMPC.

9. AMENDMENTS TO THE BYLAWS

- 9.1 An amendment to the SMPC bylaws may be proposed by any single member, provided that:
 - 9.1.1 The proposed amendment is seconded by at least four (4) other members; and
 - 9.1.2 The proposed amendment is received by the Secretary no fewer than 30 days in advance of the meeting at which the amendment is to be considered.
- 9.2 The Secretary shall distribute the proposed amendment to the entire membership of SMPC at least 15 days prior to a meeting on the proposed amendments.
- 9.3 A proposed amendment to the bylaws may be adopted in one of two ways:
 - 9.3.1 By a two-thirds majority at any meeting of the Board of Directors, or
 - 9.3.2 By a two-thirds majority of the quorum present at the business meeting portion of a SMPC meeting or conference.

10. DISSOLUTION

- 10.1 In case of the dissolution of the SMPC, any assets remaining after settlement of its obligations shall be disposed of at the discretion of the Board of Directors, providing that this disposal be limited to the purposes of SMPC or to organizations that are then qualified as tax-exempt organizations under section 501 (c) (3) of the Internal Revenue Code.