

BYLAWS

Name: The Name of the organization is the **Society for Music Production Research**. It is also designated as **SMPR**.

Legal Status: SMPR is a 501(c)(3) not-for-profit corporation organized under the laws of the State of Delaware, USA.

Purpose: The Society for Music Production Research is dedicated to building knowledge and dialogue among practitioners and scholars related to all aspects of music production. SMPR promotes research, publication, and networking among scholars and practitioners in the domains of creation, technologies, historical and industry contexts, aesthetics, and reception.

Language: The operating language of SMPR is English.

Membership: Membership is open to any person interested in the purpose of SMPR. Membership is granted upon receipt of annual dues.

Membership Rights: Each member in good standing is eligible to cast one vote in SMPR elections.

Annual Dues: Initial annual dues amounts will be established by the Executive Committee. Changes in annual dues will be proposed by the Executive Committee and approved by a majority vote of members in good standing. Continued membership is contingent upon being up-to-date on annual dues.

Annual dues are scaled based on three categories: fully-waged, partially-waged, and student/unwaged.

Governance: SMPR is governed by an Executive Committee. Officers of the Executive Committee are elected to a three-year term and may not serve more than two consecutive terms in the same office. The Executive Committee meets yearly (minimum) or quarterly (maximum). Executive Committee meetings are scheduled in consultation with Executive Committee members to facilitate maximum participation. Executive Committee members are to be given notice of meetings at least two weeks in advance via their provided contact email.

Resignation from the Executive Committee must be in writing and received by the Secretary. An Executive Committee member may be terminated from service by a three-fourths vote of the remaining Executive Committee officers. Reasons for termination include, but are not limited to, failure to uphold SMPR's Code of Conduct.

When a vacancy on the Executive Committee exists mid-term, the present Executive Committee officers can appoint a replacement officer from the membership. If the vacant office is the Chair, the Secretary will take over as Chair and the Executive Committee can appoint a new Secretary. These vacancies will be filled only to the end of the particular Executive Committee officer's term.

The Executive Committee is comprised of the following officers:

Chair responsible for formally representing SMPR in activities which further its purpose. The Chair convenes regularly scheduled board meetings, presides at each meeting or arranges for other members of the Executive Committee to preside in their absence.

Secretary keeps records of Executive Committee actions, including overseeing the taking of minutes at all Executive Committee meetings, sends out meeting announcements, distributes copies of minutes and the agenda to each Executive Committee member, and assures that corporate records are maintained. The Secretary is responsible for any updates to the Bylaws, providing that such updates are communicated to and approved by the Executive Committee.

Treasurer oversees all financial matters of SMPR, prepares the budget in coordination with the Chair, helps develop fundraising plans, liaise with relevant institutions regarding organizational finance matters, and makes financial information available to Executive Committee members and Society members in good standing upon request and within reason.

Events Director oversees coordination of all SMPR events, including conferences, webinars, symposia, or any other event that supports the SMPR mission. This role will maintain event guidelines with approval of the Executive Committee, oversee event budgets, seek potential event hosts, liaise with local organizers, and ensure events are adequately planned and conformed to event budgets and guidelines.

Communications Director oversees all official SMPR communications, announcements and notifications. The Communications Director furthers SMPR's mission by promoting publications, conferences, and events, and any other SMPR initiative.

Website Manager oversees all official SMPR communications through website maintenance, and social media presence.

Elections: Executive Committee members shall be elected or re-elected by a vote of the membership. The Executive Committee will solicit nominations through SMPR communication networks and by encouraging members to stand alongside any nominees who self-nominate. All nominees will follow the same election procedure. Standing for election will involve submitting a CV and position statement. Executive Committee members will be elected via an electronic voting system that is open to all members in good standing. In the event that a single candidate stands for a position, that candidate may be appointed by a vote of existing Executive Committee members, or the Executive Committee may decide to reopen nominations or postpone the election.

Finances: SMPR finances are the responsibility of the Executive Committee. While the Treasurer oversees financial transactions, all budgeting and spending must be approved by the Executive Committee.

Operational currency of SMPR will be the local currency of the Society's business registration. However, events such as conferences may operate in the local currency of the hosting institution.

The income and property of SMPR however derived is applied solely towards the promotion and the objectives of SMPR and no proportion thereof to be paid or transferred directly or indirectly by dividends, bonus or otherwise to any member of SMPR, except when the payment is made in good faith by way of remuneration for goods or services provided to SMPR by the member of the Society or the Executive Committee.

If upon the dissolution of SMPR there remains after the satisfaction of all its debts and liabilities any property whatsoever, such property will not be paid to or distributed among the members of SMPR, but will be paid or transferred to an approved Association which in the opinion of the Executive Committee comes closest to performing the type of activities carried out by SMPR.

Journal: SMPR will maintain a peer-reviewed journal titled: “Journal of Music Production Research.” The Executive Committee will assign an editorial team to manage the journal, allowing for co-editors and special editors to be implemented when needed. The assigned editors terms will coincide with the appointing Executive Committee. The journal editor(s) will oversee journal operations including the establishment of journal guidelines with approval of the Executive Committee, organize call-for-papers, organize the peer review process, edit and coordinate the journal design and layout, and coordinate any other publication that supports the SMPR mission.

Committees: The Executive Committee may create committees as and when required. Such committees may include, but are not limited to, fundraising, public and media relations, conferences and events, special publications, etc. At any time the Executive Committee may appoint an ad hoc committee/task force to address specific issues or otherwise work toward a defined goal as determined by the Executive Committee.

Assembly: Regular meetings of the members are to be held annually, either in-person at a SMPR conference or remotely when no conference is scheduled. At regular meetings, the members will receive reports on the activities of SMPR and determine the direction of the Society for the coming year. If the meeting takes place at a conference, efforts will be made to provide non-attendees with remote accessibility. Notice of meetings will be given to members at least four weeks prior to the meeting and meeting agendas will be distributed at least one week prior to the meeting via member-supplied email address. The members present at any properly announced meeting will constitute a quorum. All issues to be voted on will be decided by a simple majority of those present at the meeting in which the vote takes place.

Special meetings may be called by the Chair or the Executive Committee. A petition signed by thirty percent of members may also call a special meeting.

Conferences: SMPR will hold a conference periodically. The Events Director will oversee the call-for-hosts and work with the Executive Committee to select conference locations. The conference will provide opportunities for scholarly networking and dissemination of research in accordance with the SMPR mission, values, and vision. Conference hosts will abide by guidelines established by the Executive Committee under the direction of the Events Director. (See Conference Guidelines)

Equity: SMPR is firmly committed to inclusion, diversity, and equity in all aspects of the organization. SMPR believes its mission can only be achieved by diverse membership and leadership that cultivates an environment of open communication, inclusion, and respect. Additionally, it is the policy of SMPR not to discriminate on the basis of membership scale, race, class, ethnicity, nationality, gender, sexual identity, disability, economic status, employment status, religion, and age. SMPR seeks equity in the Executive Committee, society committees, journal submissions and reviews, conference planning and programming and will therefore commit to inclusionary strategies in all SMPR activities.

Amendments: SMPR Bylaws may be amended as and when necessary by a quorum or two-thirds majority of the SMPR Executive Committee. All proposed amendments must be submitted to the SMPR Executive Committee Secretary. Agreed amendments will be implemented by the SMPR Executive Committee and will be communicated to SMPR members upon request.

Conflict of Interest: Executive Committee members are to act in the best interest of SMPR. Each Executive Committee member is obligated to disclose the existence or potential existence of any conflict of interest. If the Executive Committee determines that a conflict of interest exists, they will take appropriate actions, including prohibiting the conflicted member from voting on any matter related to the conflict of interest or by terminating the conflicted member's service as an officer in extraordinary cases.

Code of Conduct: All members will abide by the established Code of Conduct. (See Code of Conduct)