



INTERNATIONAL COUNCIL FOR TRADITIONAL MUSIC  
STUDY GROUP ON MUSIC AND GENDER

**Operating Procedures**

**1. Name**

The name of the organization shall be: ICTM Study Group on Music and Gender. ICTM Study Groups are approved by the ICTM Executive Board. Study groups manage their activities independently and report regularly to the Executive Board. The ICTM is a non-profit, non-governmental organization in formal consultative relations with UNESCO.

**2. Objectives**

The Study Group shall promote the understanding of music and gender through research, documentation, and interdisciplinary study, and shall provide a forum for cooperation among scholars and students of music and gender by means of international meetings, publications and correspondence. The Study Group may undertake such projects as are in support of its stated objectives, including, but not limited to, organization of Study Group symposia, formation of sub-study groups, and publication of symposium proceedings and works of the sub-study groups.

**3. Membership**

(a) Membership in the Study Group is open to all members of the ICTM in good standing. Study Group members' ICTM dues must be current.

(b) Rights of Study Group members are to participate in business meeting discussion and to vote.

(c) Members shall assemble and participate in business meetings, normally held biennially in association with Study Group symposia. Extraordinary business meetings (in-person or virtual), may be called by the Board.

**4. Elected Officers and Responsibilities**

The elected officers of the Study Group, who must be members of ICTM and the Study Group, shall be Chairperson, Vice- Chairperson, Secretary/Treasurer.

(a) The term of office shall be four years with terms staggered\* so that one or two new officers are elected at each business meeting of the Study Group. (\*The first election under these Operation Procedures shall install all three officers for the following terms: Chairperson for two years, Vice-Chairperson for four years, Secretary/Treasurer for four years. In the following election the term of the Chairperson shall revert to four years.) Officers may serve no more than two consecutive terms in the same position.

(b) The Secretary/Treasurer shall send a call for nominations to Study Group members at least 60 days prior to a business meeting. Nominations - with secured consent - shall be submitted in writing by any

Study Group member to a designated electronic or postal mailing address prior to a business meeting, or nominations may be made orally during the business meeting.

(c) Elections for officers shall be conducted by email or other electronic media; voting will be facilitated by the ICTM Secretariat. Officers are elected by a majority of members voting (with 20% or at least 12 members constituting a quorum).

(d) No member shall hold more than one office at a time.

(e) The duties of the Chairperson shall include: responsibility to the Boards of the Study Group and the ICTM for all current affairs of the Study Group; presiding at business meetings; serving as Chairperson at the Study Group Board meetings; calling Board meetings (in person or electronically) or securing written decisions of the Board when necessary; assuring that parliamentary procedure according to paragraph 9 is followed in all meetings of the Study Group; acting as corresponding secretary; co-signing with the Secretary/Treasurer the annual report which shall be sent to the ICTM President and Secretary General; serving as the sole spokesperson of the Study Group to the ICTM Board; and representing the Study Group at the Assembly of Study Group Chairs at the ICTM World Conference. The current membership list shall be kept by the both the Chairperson and the Secretary/Treasurer.

(f) The duties of the Vice-Chairperson shall include: to assist the Chairperson in the management of the Study Group and its activities; to represent the Study Group publicly when the Chairperson is not present; to assist whenever possible the Chairperson with Study Group participation in the ICTM World Conference; to assist whenever possible the Editor(s) in the production of the Study Group publication(s). In the absence or in the event of the Chairperson's resignation or removal from office or inability or refusal to perform the duties of the office of the Chairperson, the Vice-Chairperson shall undertake the duties of the Chairperson.

The duties of the Secretary/Treasurer shall include: to assist the Chairperson in the management of the Study Group; to keep a record of all proceedings of Study Group business meetings (noting proposals, discussions, decisions, and motions, and giving names of individuals who make them); to send this record – which shall be signed by the Chairperson - to the ICTM President and Secretary General for publication in the ICTM Bulletin; to supervise Study Group monies; to maintain records of all financial affairs which shall be reported annually to the membership; to transfer all files and official Study Group correspondence to the ICTM Archives ; to arrange for all files and official Study Group correspondence to be stored electronically; to transfer to the successor Secretary/Treasurer all past minutes, files, and financial records.

(g) A vacancy in any office may be filled until the next election by the majority affirmative vote of the remaining Board members. If the vacancy occurs in the office of Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson for the remainder of the Chairperson's term. In this case, the remaining Board members shall appoint a replacement to the office of Vice-Chairperson.

## **5. Board**

(a) The Board of the Study Group shall consist of three elected officers of the Study Group (Chairperson, Vice-Chairperson, and Secretary/Treasurer), plus Symposium Chairperson(s). Board meetings may be called by the Chairperson or any two Board members. Any three Board members shall constitute a quorum at a Board meeting. Decisions of the Board require a majority vote of all members of the board. The Board may conduct its business and make decisions in person or by means of various communication media.

(b) The Symposium Chairperson shall be a representative of the Study Group and shall remain on the Board until the final completion of Symposium business matters. (Thus it is possible that there will be more than one Symposium Chairperson serving on the Board in any given year.)

(c) The Board shall have general supervision of the affairs of the Study Group between its business meetings, shall assure the time and place of business meetings, and shall recommend policy to the Study Group. The board shall be subject to the resolutions of the Study Group, and none of its acts shall conflict with the resolutions of the Study Group.

## **6. Committees**

(a) Symposium organizing and program committees:

The Study Group shall aim to hold a symposium at least every two years. The location, topics, and responsible organizer of Study Group symposia shall be approved by a majority of members present and voting at a business meeting. The Study Group symposia and meetings shall be scheduled so as not to conflict with the ICTM World Conference.

(b) Sub-study groups:

To conduct projects related to music and gender, sub-study groups may be formed at the discretion of members and on written application to the Study Group Board. Members may self-declare participation in sub-study groups. Each sub-study group will be led by a Secretary, selected by its participants. Sub-study groups may publish the results of their activities. A report of activity shall be given by the Secretary of each sub-study group at Business meetings. If a sub-study group remains inactive for an extended period of time, the board may dissolve it.

## **7. Business Meetings**

A business meeting shall be held at least once every two years, at each Symposium of the Study Group or during the ICTM World Conference, and shall be announced to participants through the ICTM Bulletin, through the Study Group internet resources, and/or and through the Study Group Newsletter. The quorum for a business meeting shall be 20% of the current membership or at least 12 members.

## **8. Operating Procedures**

These Operating Procedures can be amended following a vote by Study Group members. A proposed amendment to the Operating Procedures shall be submitted to the Study Group members through the Study Group internet resources and/or through the ICTM Bulletin. Votes on proposed amendments shall be conducted by email or other electronic media; voting will be facilitated by the ICTM Secretariat. An amendment will pass and be adopted by the Study Group only if two-thirds of the votes cast are in favor of the amendment.

## **9. Rules of Order**

The Chairperson shall preside over the business meetings. Business meetings can start if at least 12 members are present. Every member is allowed to speak at business meetings; members secure permission to speak by raising their hands. Every member has the right to make a motion (proposal) which will be discussed and put to vote. Votes will be decided by a simple majority. Minutes of business meetings (i.e. official record of decisions taken in a meeting) will be passed on to all members via the ICTM Bulletin and will be, if necessary, discussed at the next business meeting.

This version of the Study Group's Operating Procedures was amended by a by-law committee appointed at the Study Group's business meeting in Astana, Kazakhstan in July 2014. It was accepted at the Study Group's business meeting in Bern, Switzerland in July 2015.