

Center for Popular Music Middle Tennessee State University Advisory Council Bylaws

Mission

The mission of the Center for Popular Music Advisory Council (hereafter known as “the Council”) is to provide leadership in bringing positive change to the Center for Popular Music (hereafter “the Center”). To achieve this mission, the Council will:

- Assist the Center in defining and attaining its mission, goals, and strategic plans;
- Provide consultation to the Center’s director and staff;
- Serve as advocates for the Center and its users;
- Promote the exchange of ideas, information, and experiences among Center users with business and industry professionals as well as students and scholars locally and globally; and
- Assist identifying and securing funding and collections development opportunities for the enhancement of the Center and its programs.

Membership and Length of Term

Members of the Council constitute the body of the Council and are its government. The number of regular members at any one time shall not be more than fifteen (15). A quorum is required for all actions binding on the Council. A quorum shall consist of one more than half of the current voting members of the Council.

- For the appointment of the first Council under these bylaws, as close to one half as possible shall receive a two-year term. The remainder shall receive a one-year term.
- Membership terms shall begin at the adjournment of the meeting when annual elections of Council officers are held, and shall expire at the adjournment of the Council meeting of the second year when elections are held.
- All members (other than ex-officio members) shall thereafter be appointed for two-year terms, which may be renewed for an additional two-year term, after which that member must vacate the Council. A member who has served more than one term consecutively may be reappointed after a period of two years of non-membership.
- An individual appointed to fill a vacancy shall hold membership until the expiration of the term of the replaced member.
- A minimum of two and a maximum of five outside (non-MTSU affiliated) persons will serve on the Council. They will be appointed by the director in consultation with the Council.

- Appointment of members to the Council shall be made by the director in consultation with the Council. The composition of MTSU-affiliated members of the Council should be representative of the academic units of the university that are engaged with and supportive of the Center and whose faculty or students are established or potential users of the Center's collections and programs.
- The director shall serve as an ex-officio member.

Officers of the Board

The officers of the Council shall be a chairperson and vice-chairperson. The officers shall be elected by the Council from its membership to one-year terms. Re-election to a second term is permitted if the member's term includes that year. Elections shall take place at the first spring semester meeting for the following academic year.

Duties of the Chairperson

The duties of the chairperson shall include: developing meeting agendas in consultation with the director, chairing meetings, and advising the director as needed. The chairperson will:

- Preside at all meetings of the Council;
- Appoint members to standing and ad hoc committees as may be required for the resolution of matters not already provided for in these bylaws;
- Serve as an ex-officio member of all committees of the Council;
- Assume such other duties as the membership shall determine consistent with the provision of these bylaws;
- Report to the members of the Council at all meetings.

Duties of the Vice-Chairperson

The duties of the vice-chairperson shall include:

- Perform the duties of the chairperson at his/her request or in case of his/her absence or incapacity;
- Perform such other duties as may be conferred upon him/her by the chairperson consistent with the bylaws.

Meetings and Agenda

- The Council shall meet once in the fall, once in the spring, and additionally as deemed necessary.
- Notice of meetings shall be provided to each member at least two weeks before the meeting date.
- A written agenda shall be provided in advance of the meeting.

- Center staff may be invited to the meetings, at the discretion of the chairperson.
- The chairperson, director, and staff members may report to the Council at its regular meetings. Reports may be made in writing and may be circulated in advance via the most expedient and efficient method. Ad hoc committees and standing committees also may report on the status of their activities. The Council shall initiate whatever action is deemed necessary.

Minutes

The executive aide to the director will keep minutes of each meeting and maintain copies. Should the executive aide not be present, the Chair will appoint a substitute to keep minutes of the meeting.

Amendments

These bylaws may be altered, amended, or repealed at meetings of the Council. Notice of the proposed change(s) must be circulated to the Council at least two weeks before the meeting at which the change will be voted upon, and notice of the proposed change(s) must be on the agenda for that meeting. Proposed amendments to the bylaws shall be referred to the director and the chairperson for inclusion on the agenda. Changes to the bylaws require a two-thirds vote of Council members present at the meeting, and a quorum must be present.

Committees

The Council will have two standing committees: Collections Development and Conference and Programs. Committee membership shall consist of Council members and be appointed by the chairperson, in consultation with the director.

--adopted 1 March 2012