



MUSIC LIBRARY
WESTERN MICHIGAN
UNIVERSITY

MUSIC LIBRARY ASSOCIATION - MIDWEST CHAPTER

NEWSLETTER

SUMMER 1982

REVISION OF CHAPTER BYLAWS

In the fall of 1981 a Bylaws Committee was constituted and charged with conducting a review of the Midwest Chapter's current governance documents. At that time concerns centered around providing continuity in leadership and achieving greater efficiency in conducting the Chapter's programs and business. During the winter and spring the committee (Gordon Rowley, Chair; David Fenske; Connie Nisbet Field; and Richard Jones, ex officio) carefully examined the Constitution and Bylaws adopted by the Chapter in October, 1970. Additional suggestions and comments were sought from individuals who recently held leadership roles in the Chapter, and specific recommendations for revising the two existing documents were formulated.

As a result of the committee's work a few portions of the Constitution and Bylaws were modified only slightly to modernize language; other sections were substantially reworked in keeping with current operational practices of the Chapter, and a number of altogether new articles were drafted. Upon examining the proposed changes in detail, several key issues became apparent: (1) the membership classes, dues structure, and privileges of membership are more clearly defined, and a new category for student members is established; (2) an expanded roster of officers includes a Vice-Chairperson who shall serve for one year as Vice-Chairperson/Chairperson-Elect, then two years as Chairperson, and a final year as Past Chairperson; (3) an Executive Committee is formally organized; (4) the committee structure is more fully developed, and duties of each group are outlined in greater detail; (5) a parliamentary authority is adopted; and (6) the entire Constitution and Bylaws are streamlined into one document instead of two. In addition to resolving areas of initial concern, the committee believes that these revisions bring the Chapter's operation into greater harmony with that of the Music Library Association at the national level.

In accordance with the Chapter's current procedure for recommending amendments in the governance structure to the membership, the full text of the proposed document is presented here so that it may be studied prior to the upcoming fall Chapter meeting in October. Mail ballot instructions are also included. The specific modifications being proposed at this time are indicated in the text which follows: underscored words are to be added, struck-through words are to be deleted.

Gordon Rowley
Chairperson
Bylaws Committee

I M P O R T A N T B A L L O T E N C L O S E D

Please read carefully and return by October 1, 1982.

CONSTITUTION & BYLAWS

ARTICLE I. NAME

The name of the this organization shall be known as the Midwest Chapter of the Music Library Association.

ARTICLE II. PURPOSES

- A. The purposes of the Chapter shall be ~~1:~~ to promote the establishment and growth of music libraries and collections of music and musical materials in the Midwest; ~~2:~~ to ~~initiate~~ promote and encourage enhance activities aiming to improve the organization, administration, and contents of such libraries and collections; ~~and in pursuance of these aims;~~ to ~~cooperate~~ foster cooperation with each other among individuals, with institutions, and ~~with other organizations in related fields;~~ ~~3:~~ to bring together for exchange of ideas and discussions of problems all persons in the region interested in music libraries and collections; and to stimulate professional activities among the members.
- B. ~~4:~~ The Chapter is a non-stock, non-profit organization operated exclusively for said purposes. No part of the net earnings of the Chapter shall inure to the benefit of any individual. No officer or member shall, as such, receive compensation for his/her services.

ARTICLE III. MEMBERSHIP

- A. Eligibility. ~~1:~~ Membership in ~~this the~~ Chapter shall be is open to all persons or institutions actively engaged in library work; or who have an interest interested in the stated purposes of the chapter. ~~1:~~ The Midwest is defined to include the following states: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin, and peripheral areas not affiliated with other MLA chapters should they so choose.
- B. Membership classes. 1. REGULAR: available to persons actively engaged in library work, or who have a serious interest in the stated purposes of the chapter. 2. STUDENT: available to students registered at colleges or universities who have an active and serious interest in the purposes of the chapter.
- C. Dues. 1. The dues of the membership classes shall be determined by a majority vote at the annual business meeting. Student members will be entitled to membership at half the rate for regular members. 2. The dues shall be paid to the Secretary-Treasurer. 3. The membership year shall be from January 1 to December 31. 4. If a member's dues remain unpaid for one membership year, the membership shall be considered terminated. ~~2:~~ Persons eligible for membership shall be considered members upon payment of annual dues.
- D. ~~3:~~ Only members shall be entitled to vote at business meetings of the Chapter or on official ballots. Privileges. 1. All members except student members shall be entitled to a vote. 2. All members, regular and student, shall be entitled to receive the chapter newsletter.

ARTICLE IV. OFFICERS

- A. 1- The officers of the Chapter shall be: (1) a Chairman Chairperson, (2) a Vice-Chairperson/Chairperson-Elect/Past Chairperson, (3) and a Secretary-Treasurer; and (4) a newsletter editor. The newsletter editor shall be appointed by the officers of the Chapter, and may be an officer of the Chapter. The Chairperson, Vice-Chairperson/Chairperson-Elect/Past Chairperson, and Secretary-Treasurer shall be elected officers of the Chapter. Elected and appointed officers of the Chapter as described in this section shall be appointed as the Executive Committee of the Chapter.
- B. 2- 1. Nominating Procedures. The officers shall be elected by the members of the Midwest Chapter from a slate prepared by the Nominating Committee. The Nominating Committee shall be comprised as specified in Article VI, Section F, below. 1- Not later than two months before the annual meetings held in odd-numbered years; a The Nominating Committee will shall submit to the Chapter Chairman Executive Committee the names of two nominees for each office; together with a written statement from each nominee informing the committee that he will serve if elected; no fewer than sixty days before the annual meeting. 2- Not later than six weeks before this meeting; the Chairman will notify all chapter members of the nominations made by the committee; and at the same time he will invite members to submit additional nominations by mail. To be valid; mail nominations must be signed by three Chapter members; must contain the nominee's written statement that he will serve if elected; and must reach the Chapter Chairman not later than three weeks before the Chapter meeting. 2. Qualifications for Office. Candidates for office must be members of the Association and must file an acceptance of the nomination with the Nominating Committee.
- C. Election Procedure. 1. Officers shall be elected by a plurality of the ballots cast by members of the Chapter. 2. 3- Not later than two weeks before the annual meeting; the Chairman will submit the names of all properly nominated candidates to the Chapter members. Members may vote by mail if they so desire. Ballots shall be distributed no less than one month before the meeting. Ballots shall be returned by voting members to the Secretary-Treasurer no later than the date specified on the ballot. 4- At the annual business meeting the candidate receiving the majority of the total votes cast; both by mail and at the meeting will be considered elected to the office for which he is nominated. If no majority is reached on the first ballot; balloting will be continued among the members present at the meeting until the final decision is reached. In the event that more than one ballot is required; the name of the candidate receiving the smallest number of votes in one ballot shall be withdrawn before the next ballot. 3. A majority vote of the voting members of the Executive Committee shall break a tie.
- D. Terms of Office. 5- A- Officers shall serve terms of two years. B- The Chairman and Secretary-Treasurer shall serve until their respective successors are elected. 1. The term of office of the Vice-Chairperson/Chairperson/Past Chairperson shall be one year as Vice-Chairperson / two years as Chairperson / one year as Past Chairperson. C. The Chairman shall not be elected to succeed himself. An incumbent may not succeed him/herself. 2. The term of office of the Secretary-Treasurer shall be

two years. An incumbent may succeed him/herself. 3. The term of office of the newsletter editor shall be one year. An incumbent may be reappointed. 4. No elected officers shall serve on the Executive Committee for more than six consecutive years. 5. All officers shall serve until the adjournment of the final session of the meeting at which the names of their successors are made public.

- E. Duties. The officers shall perform the duties prescribed by this Constitution and Bylaws and by the parliamentary authority adopted by the Chapter (see Article IX, below). 1. The Chairperson shall act as the chief executive officer of the Chapter. E: The Chairman This person shall act as liaison between the Midwest Chapter and the national organization. 2. The Vice-Chairperson/Chairperson-Elect/Past Chairperson shall act as chief executive officer in the event of the Chairperson's inability to serve. This person shall chair the program committee for the annual meeting. 3. The Secretary-Treasurer shall record the minutes of the business meeting of the Chapter and of the Executive Committee, handle all financial accounts of the Chapter and keep an accurate record of income and expenditures, prepare quarterly and annual reports for submission to the Executive Committee and to the membership, report applications for extraordinary disbursements to the Executive Committee for action, and distribute Chapter publications. This person shall chair the membership committee. 4. The newsletter editor shall publish the newsletter at least twice per year.

ARTICLE V. EXECUTIVE COMMITTEE

- A. The three elected officers of the Chapter and newsletter editor, if different from the other three, shall constitute the Executive Committee. Only the three elected officers shall be voting members of the Executive Committee.
- B. Duties. The Executive Committee shall: 1. Act in the name of the Chapter between the annual meetings of the Chapter; 2. Appoint or reappoint the newsletter editor at the annual meeting; 3. D: Appointments of persons to fill vacancies occurring in either office may be made by the remaining officer; to serve until the next election; Fill by appointment any vacancy in office for the unexpired term; 4. At its discretion provide the representation for the Chapter at meetings of organizations in related fields; 5. Submit an annual report of its activities at the regular annual meeting of the Chapter; 6. Authorize necessary disbursements through checks drawn on the account of the Chapter and signed by the Secretary-Treasurer; 7. Perform such other duties as are specified in this Constitution and Bylaws.
- C. Meetings. 1. The regular meeting of the Executive Committee shall be held in conjunction with the annual meeting of the Chapter. Special meetings may be called by the Chairperson and shall be called upon the written request of two voting or non-voting members of the Executive Committee. 2. The Chairperson shall give advance notice of meetings to the members of the Executive Committee. 3. Decisions shall be made by a majority of the voting members of the Executive Committee.

ARTICLE VI: STATE OR AREA GROUPS

- 1: A state or area within the Midwest Chapter may organize itself into a smaller unit within the Midwest Chapter.
- 2: Each such state or area should elect a state or area chairman to direct activities with his group; to act as liaison with the Midwest Chapter officers; and to represent his area on the Board of State Chairmen; which will meet with the Midwest Chapter officers during the annual fall meetings.
- 3: The structure of state or area groups within the Midwest Chapter (additional officers; committees; dues; frequency of meetings; etc.) shall be determined by the individual state or area. N.B. Meeting dates should not conflict with those of the Midwest Chapter.

ARTICLE VII VI. COMMITTEES

- A. 1: The Standing Committees of the Chapter shall be the Nomination Program, Personnel and Placement, Membership, and Publications, Bylaws, and Nominating Committees. 2: Committees shall consist of not fewer than three members. 3: The Chairman shall appoint members of Standing Committees.
- B. 4: The duty of the Program Committee, comprising no fewer than three voting members who shall be the Vice-Chairperson/Chairperson-Elect/Past Chairperson and at least two other members appointed by the Chapter Chairperson, shall be to prepare responsible for preparing the programs of the for regular meetings for which it is appointed; and for conducting all business concerning these programs. One member of the committee should be from the locality where the next regular meeting is to be held. The Vice-Chairperson/Chairperson-Elect/Past Chairperson shall serve as Chairperson of the Program Committee.
- C. 6: The duties of the Membership, Personnel and Placement, and the Publications Committee shall be liaison with the National Organization. The Membership Committee, comprising no fewer than three voting members appointed by the Chapter Chairperson, shall be responsible for attracting new members to the Chapter. The Secretary-Treasurer shall serve as Chairperson of the Membership Committee.
- D. The Publications Committee, comprising no fewer than three voting members appointed by the Chapter Chairperson, shall coordinate all publication activities of the Chapter. Its responsibilities shall include initiating new publications projects, acting upon manuscripts, and bringing to completion those manuscripts which are accepted for publication by the Executive Committee. The Chapter Chairperson shall designate one member to serve as Chairperson of the Committee.
- E. The Bylaws Committee, comprising no fewer than three voting members who shall be the Vice-Chairperson/Chairperson-Elect/Past Chairperson and at least two other members appointed by the Chapter Chairperson, shall be responsible for reviewing this Constitution and Bylaws and for making recommendations for changes to the membership. The Chapter Chairperson shall designate one member to serve as Chairperson of the Committee.

- F. Nominating Committee. The Chapter Chairperson shall appoint a nominating committee comprising no fewer than three members, only one of whom may be a member of the Executive Committee. The Chapter Chairperson shall designate one member to serve as Chairperson of the Committee. Members of this committee may not serve for consecutive terms. 5: The duties of the Nominating Committee shall be to nominate the officers designated in Article IV, above, in the manner specified in the this Constitution and Bylaws to Article IV. Preferably, the members of the committee shall represent different geographical areas within the Chapter.
- G. The Chairperson of each standing committee shall be responsible for carrying out the duties of his/her committee. He/she shall make certain that all Committee meetings and activities are recorded. He/she shall submit to the Chapter Chairperson or the designated member of the Executive Committee an annual report to be distributed at the regular fall meeting.
- H. Committee membership shall be open to all individual members of the Chapter. The term of office of all committee members shall expire at the conclusion of each regular fall meeting or at a time designated by the Chapter Chairperson at the time of appointment to the committee. Committee members and chairpersons may be reappointed except when otherwise specified.
- I. A quorum of a committee shall consist of a majority of its members provided the committee Chairperson is present. Written approval by members of a committee shall constitute an affirmative vote.
- J. 2: Special committees may be created by the officers with committee heads appointed by the Chapter Chairman. Such other committees, standing or special, or interest groups or task forces, shall be appointed by the Chairperson in consultation with the Executive Committee as the Chapter or the Executive Committee shall from time to time deem necessary to carry on the work of the Chapter. 3: The Chairman Chapter Chairperson shall appoint the chairmen heads of special committees; at the discretion of the Chapter Chairman Chairperson and the Executive Committee other committee members may be appointed by the Chapter Chairman Chairperson; or, they may be chosen by the special committee chairmen heads.

ARTICLE V VII. MEETINGS

- A. Regular meetings. 1: The Chapter shall hold at least one regular meeting during the fall each year, at a the time and place which shall to be determined by the officers of the Chapter Executive Committee. Note: When feasible, meetings could profit by taking place concurrently with those of a state library or other professional association.
- B. Business meetings. A business meeting shall be held at each regular meeting of the Chapter. The members of the Chapter present shall constitute a quorum.

- C. Special meetings. The Chairperson shall call a special meeting at the written request of either the Executive Committee or of twenty percent of the membership. At such a meeting no business may be transacted other than that stated in the notice of the meeting. A special meeting may be called for the purpose of a joint meeting with an organization in a related field.
- D. Notice of meetings of the Chapter shall be mailed to all members by the Secretary-Treasurer no less than one month in advance of the meeting.

ARTICLE ~~X~~ VIII. AMENDMENTS

- A. ~~1:~~ The Constitution and Bylaws may be amended at any business meetings by majority vote of two-thirds of the all members present voting, provided that the text of the amendment(s) is circulated to the all membership at least one month before the annual meeting vote. ~~2: The By-laws may be amended by a majority vote of the members present and voting at any business meeting; provided the text of the amendments is circulated to the membership at least one month before the annual meeting:~~
- B. ~~3:~~ Amendments to the Constitution ~~or~~ and Bylaws may be proposed in writing, to the ~~Chairman~~ Chairperson, by any three members at least two months before any business meeting.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws and any special rules of order the Chapter may adopt.

ARTICLE ~~V+++~~ X. DISSOLUTION

~~1:~~ In the event of the dissolution of the Chapter, any assets remaining shall be turned over to the Executive Board of the Music Library Association.

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THE PROPOSED REVISIONS TO THE CONSTITUTION AND BYLAWS WILL BE DISCUSSED AND VOTED ON AT THE ANNUAL BUSINESS MEETING ON OCTOBER 22ND IN INDIANAPOLIS.

IF YOU WILL NOT BE ATTENDING THAT MEETING, PLEASE RETURN THE BALLOT ON PAGE 11 OF THIS NEWSLETTER TO THE SECRETARY-TREASURER BY OCTOBER 1, 1982 SO THAT YOUR VOTE AND/OR COMMENTS CAN BE INCLUDED BY PROXY.

Indianapolis Meeting

The annual Midwest Chapter meeting will be held in Indianapolis, October 21-23, 1982. Phyllis Schoonover, local arrangements chairperson, reports that the meeting will be held in the Essex Hotel, within easy walking distance of downtown and about three blocks south of the Indianapolis Marion County Public Library. The Butler University dance department will provide a short program at the banquet and a block of tickets will be available for a performance by the Indianapolis Symphony Orchestra, with cellist Lynn Harrell as featured soloist.

Preliminary planning calls for a Thursday (Oct. 21) workshop on music cataloging and tagging, an open meeting of the Bibliographic Instruction Committee, dealing with bibliographic competencies in music and a workshop in a master class format on teaching librarians to teach. Friday's (Oct. 22) activities will include a formal paper session, the Business Meeting of the Chapter, a session on the place of research in music librarianship and an Open Forum. A trip to Butler University to see the Music Library and the Sibelius Collection has been planned for Saturday (Oct. 23).

Additional details and registration information will appear in the fall Newsletter. Please plan now to be able to attend the Chapter Meeting.

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Bibliographic Instruction Committee Publication

A Directory of Music Library Instruction Programs in the Midwest, compiled by members of the Bibliographic Instruction Committee, MLA Midwest Chapter, (Linda Fidler, Richard Jones, Gordon Rowley, Kathryn Talalay, Beth Christensen) is currently at press and should be available for distribution to Chapter members along with the Fall Newsletter.

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Name Our Chapter Newsletter

A reminder!! It has been suggested that we give a name to our Chapter Newsletter. There will be a contest toward that end at the Fall Chapter Meeting, so please be thinking of creative titles for our Chapter publication.

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A Note from the Secretary-Treasurer

A big thank you to all of you who so promptly paid outstanding current and back dues as a result of the Spring Newsletter. You will find a list of new members, both individuals and institutions, in this Newsletter. Please remember to let us know about any changes of address, so that our membership files can be updated as quickly as possible. A form for NEWS OF MEMBERS is also included in this Newsletter. We hope you'll keep us posted on what you've been doing.

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NEW MEMBERS

Individuals

Debra Austin
University of Wisconsin

H. Murray Baylor
Professor Emeritus
Know College

Bly A. Corning
Flint, Michigan

Jewell Grothaus
Retired Professor and Music
Librarian
Olivet Nazarene College

Joseph H. Huebner
Fine Arts Bibliographer
University of Notre Dame

Anthony Kooiker
Professor of Music
Hope College

David J. Quinlan
Library Director
Marquette School

Paul J. Revitt
Professor of Music
Conservatory of Music
University of Missouri -
Kansas City

Lois I. Rowell
Music Cataloger/Reference
Librarian
Ohio State University

Theresa P. Walker
Assistant Librarian for
Reader Services
Grinnell College

Richard Wang
Professor of Music
Director of Jazz Studies
University of Illinois at
Chicago

John A. Whisler
Fine Arts Librarian
Eastern Illinois University

Institutions

A-R Editions, Inc.
Gary Aamodt, Director

Alverno College Library Media
Center

American Conservatory of Music -
Library

Denison University Library

G. Leblanc Corp.
Vito Pascucci, President

Indianapolis - Marion County
Public Library

Minneapolis Public Library

Northern Illinois University -
Library

Northwestern University Library

Rosary College Library

University of Wisconsin -
Memorial Library

NEWS OF MEMBERS

Marjorie Adkins...

Retired in June 1980 from her position as Fine Arts Division Chief at the Chicago Public Library. She has been working part-time as a volunteer librarian at two private libraries and working extensively in ceramics since retirement. Her husband, Winston, passed away suddenly in January 1982. She writes that she is still very interested in MLA news.

Lenore Coral...

Has taken a new position as Music Librarian at Cornell University in Ithaca, New York.

Peter Eisenberg...

Is the new Music Librarian at VanderCook College of Music in Chicago, coming to us from an active involvement in the Pennsylvania Chapter of the Music Library Association from 1976 to 1981.

Thomas Heck... (Ohio State University)

Has reviews of *Franz Berwald: Die Dokumente seines Lebens* and Werner Neumann's *Bilddokumente zur Lebensgeschichte J.S. Bachs* in *Fontes*, 28/4 (1981), p. 330-332; gave a paper on the possible methods of enlarging the scope and improving the timeliness of RILM on-line, at IAML Brussels, July 4-10, 1982; and is chairing the MLA Philadelphia meeting (Feb. 1983) program committee.

Arthur Lawrence...

Formerly a faculty member at Indiana University at South Bend and Editor of *The Diapason*, has taken a new job as Associate Editor of *The American Organist* and is currently living in Lancaster, Pennsylvania.

Karen Nagy... (Northwestern University)

Compiled the annual Necrology column for the June 1982 issue of *Notes*.

Steve Sundell... (University of Wisconsin at Stevens Point)

Has had two compositions published recently: *Four bagatelles for solo amplified flutes*; *December fog (with angels) for twelve clarinets*. (Dorn Publications, Needham, Massachusetts)

Anna Sylvester...

Has taken a position at East Georgia State University in Carrollton, Georgia.

NEWS OF MEMBERS

Editor's note: *As a regular feature, we will include news from members of our Chapter. Please complete and return this form to share news with everyone.*

Name & Address _____

New Position _____

Publications _____

Professional activities _____

Other _____

Send to: *Kären Nagy, Northwestern University Music Library, 1935 Sheridan Rd.
Evanston, IL 60201*

BALLOT

_____ I FAVOR THE PROPOSED REVISIONS TO THE CONSTITUTION AND BYLAWS OF THE MIDWEST CHAPTER OF THE MUSIC LIBRARY ASSN.

_____ I AM OPPOSED TO THE PROPOSED REVISIONS TO THE CONSTITUTION AND BYLAWS OF THE MIDWEST CHAPTER OF THE MUSIC LIBRARY ASSN.

COMMENTS: _____

N.B. PLEASE SEND THIS BALLOT TO THE SECRETARY-TREASURER BY OCTOBER 1ST, 1982, ONLY IF YOU WILL NOT BE ATTENDING THE ANNUAL BUSINESS MEETING ON OCTOBER 22ND IN INDIANAPOLIS.

YOUR BALLOT WILL BE VALID ONLY IF YOUR NAME APPEARS IN THE UPPER LEFT-HAND CORNER OF THE ENVELOPE.

Send to: *Kären Nagy, Northwestern University Music Library,
1935 Sheridan Rd. Evanston, IL 60201*

FROM: *Karen N. Nagy, Sec./Treas.*
MLA - Midwest Chapter
Northwestern University Music Library
1935 Sheridan Rd.
Evanston, IL 60201



TO:

Mark Evan Bonds
Western Michigan University
Music Library
Kalamazoo, Michigan 49008