

**The International Alliance for Women in Music**  
**Manual (revised May, 2005)**  
*Table of Contents*

<b>I. AN OVERVIEW OF THE INTERNATIONAL ALLIANCE FOR WOMEN IN MUSIC (IAWM)</b> .....	<b>4</b>
<b>A. Mission Statement</b> .....	<b>4</b>
<b>B. By-Laws of the IAWM (last amended 2004)</b> .....	<b>4</b>
<b>C. Historical Background</b> .....	<b>7</b>
<b>D. Legal Structure</b> .....	<b>8</b>
<b>II. GOVERNANCE OF THE IAWM</b> .....	<b>8</b>
<b>A. General Responsibilities of IAWM Leadership</b> .....	<b>8</b>
<b>B. Procedure for Preparation of Annual Reports</b> .....	<b>9</b>
<b>C. Officers</b> .....	<b>10</b>
1. Descriptions of term lengths, duties and powers for the officers are found in Article III, Sections 1-4 of the By-Laws. ....	10
2. Term Lengths, Duties and Powers of Officers: Expanded Information on Article III, Section 4 of the 1999 By-Laws, revised 2002 .....	11
<b>D. The Board of Directors</b> .....	<b>12</b>
1. Membership of the Board of Directors (As Prescribed in Article II of the By-Laws.) .....	12
2. IAWM Current Board of Directors (as of November 1, 2008).....	13
3. Meeting details and Responsibilities (By-Laws, Article II, Sections 2-5) .....	13
4. Responsibilities of the Board of Directors (Expanded Information on By-Laws, Article II, Section 3) .....	15
5. Procedure for Approving Minutes for Meetings of Board of Directors .....	15
6. Procedure for Making a Motion Outside a Board of Directors' Meeting .....	16
7. Board Elections Policies and Procedures .....	17
<b>E. The Executive Committee</b> .....	<b>21</b>
1. The membership, powers and meeting frequency of the Executive Committee are stated in Article IV of the By-Laws. ....	21
2. Responsibilities of the Executive Committee .....	21
3. Composition of the Executive Committee .....	21
<b>F. Other Committees</b> .....	<b>21</b>
1. Appointment and Procedures: By-Laws, Article IV, Sections 2 and 3 .....	21
2. Selection of Committee Chairs (Expanded information) .....	22
3. General duties of Committee Chairs .....	22
4. Specific Duties of Committee Chairs .....	23
a. Advocacy: Current project.....	23
b. Annual Concert .....	24
c. Awards/Concert.....	26
d. Communications: See website. ....	28

e. Congress: See separate manual .....	29
f. Development .....	29
g. Finance.....	29
h. Membership.....	29
i. Nominations/Elections.....	30
<b>G. Coordinators.....</b>	<b>33</b>
1. Appointment of Coordinators.....	33
2. General Duties of Coordinators .....	33
3. Specific Duty of Coordinators: The Annual Report .....	33
4. Coordinator Assignments .....	34
a. Archivist.....	34
b. Congress Host (See separate manual.).....	34
c. Distribution Listowner .....	34
d. Hospitality Ambassador: Beata Moon, New York, NY .....	34
e. Information Ambassador: Elizabeth Keathley, University of Tennessee.....	34
f. International Institute for the Study of Women in Music Library.....	34
g. Outreach Coordinator (See Section IV B for responsibilities.).....	34
<b>H. Advisors .....</b>	<b>34</b>
1. Term.....	34
3. Quid Pro Quo.....	34
4. Roster of IAWM Advisors (through 2007) .....	34
<b>I. Affiliates .....</b>	<b>35</b>
1. General information .....	35
2. IAWM Affiliates (as of Jan. 2004) .....	35
<b>J. Exchanges .....</b>	<b>35</b>
1. General information .....	35
2. IAWM Exchange Members (as of March 2003; unchanged as of May 2004) .....	36
<b>K. Liaisons (appointed by the IAWM President).....</b>	<b>36</b>
1. Duties (from 1999 Board Meeting Minutes, Proposal #E4) .....	36
2. Roster of International Liaisons .....	36
<b>III. PROFESSIONAL ACTIVITIES OF THE IAWM.....</b>	<b>38</b>
<b>A. Core Projects and Activities of the IAWM .....</b>	<b>38</b>
<b>B. Archive .....</b>	<b>38</b>
<b>C. Awards: (See Section II F, Committees 4c.).....</b>	<b>38</b>
<b>D. Concerts and Festivals (See also Section II F, Committees 4b.) .....</b>	<b>38</b>
<b>E. Congresses (See also separate manual.).....</b>	<b>40</b>
<b>F. IAWM Endorsement Policy of Concerts, Festivals, Symposia and Conferences .....</b>	<b>40</b>
<b>G. Publications: (See also Section II F, Committees 4j.).....</b>	<b>41</b>
<b>IV. PROFESSIONAL OUTREACH.....</b>	<b>42</b>

<b>A. Outreach History.....</b>	<b>42</b>
<b>B. Outreach Coordinator Responsibilities .....</b>	<b>43</b>
<b>C. Web Site.....</b>	<b>44</b>
<b>V. DOCUMENTS AND FORMS OF THE IAWM .....</b>	<b>47</b>
<b>A. Insurance Coverage: the IAWM has Directors and Officers Insurance.....</b>	<b>47</b>
<b>B. Permission Forms for Recording .....</b>	<b>47</b>
1. Permission Form to Record Performance of the Annual Concert .....	47
2. Permission Form to Record at a Congress .....	48
<b>C. Forms for Nominations and Elections .....</b>	<b>49</b>
1. Call for Nominations .....	49
2. Sample email (listserv) call for nominations.....	49
3. Board Expiration Notice .....	50
4. Board Candidate Information Letter .....	50
5. Candidate letter (sent after December 15 to those who are eligible for Board).....	51
<b>D. Forms for Donations .....</b>	<b>52</b>
1. Letter for Solicitation for Funds [no template as of May 2004] .....	52
2. Letter of Acknowledgment of Monetary donation .....	52
3. In-kind donation form (next page).....	53
<b>E. Discount Coupon to be used at IAWM-sponsored conferences, concerts, or events.....</b>	<b>55</b>
<b>F. Summary of By-Laws and Resolutions Passed at IAWM Board Meetings 1995-1998 compiled by Deon Nielsen Price, July 1999 .....</b>	<b>55</b>

## **I. An Overview of the International Alliance for Women in Music (IAWM)**

### **A. Mission Statement**

The International Alliance for Women in Music fosters and encourages the activities of women in music.

### **B. By-Laws of the IAWM (last amended 2004)**

#### **Article I. Principal Office.**

The principal office of INTERNATIONAL ALLIANCE FOR WOMEN IN MUSIC, INC. (hereinafter called the "Corporation") shall be located in the United States, as designated by the Board of Directors, with such regional additional offices as may from time to time be established.

#### **Article II. Board of Directors.**

##### **Section 1. Number and Election.**

(a) There shall be a minimum of nine (9) members of the Board of Directors. The number of Directors may be increased or decreased by amendment to these By-Laws approved by a majority of the Directors then in office; provided, however, that the number of Directors shall never be fewer than nine (9).

(b) Each of the Directors shall be elected by a majority of the votes cast by the general membership of IAWM and shall serve for three years, with the possibility of re-election. No board member can serve more than two consecutive terms without rotating off the board for at least one year.

(c) As an international organization, it shall be the goal of the Corporation that the Board contain representatives from geographically diverse regions. At least one Director shall reside outside the United States. If any election results in there not being at least one director residing outside the United States, the President shall appoint a special international liaison to serve on the board for a period of one year until the next election. Names of qualified and willing candidates for consideration by the nominating committee may be called for from the general membership (including self-nominations).

##### **Section 2. Meetings.**

(a) At least one annual meeting of the Board of Directors shall be held and additional meetings of the Board may be held at such time and place as may be fixed by a resolution of a majority of the Board, or when called by the President or Vice President, upon thirty (30) days' written notice at such time and such place as shall be set forth in the notice.

(b) Waiver of notice: Whenever any notice of any meeting of the Board of Directors is required to be given under provisions of law or under provisions of the Articles of Incorporation or these By-Laws, a waiver thereof in writing,

signed by the person or persons entitled to such notice and filed with the records of the meeting, whether before or after the holding thereof, shall be equivalent to the giving of such notice. Presence at any meeting without objection also shall constitute waiver of any required notice.

(c) Quorum and Voting: At any meeting of the Board of Directors, one-third of the Directors in office shall be necessary and sufficient to constitute a quorum for the transaction of all business. A majority of the votes cast at a meeting of the Board of Directors, duly called and at which a quorum is present, shall be sufficient to take or authorize action upon any matter which may properly come before the meeting, unless the concurrence of a greater proportion is required for such action by statute. If, at any meeting of the Board of Directors, there shall be less than a quorum present, a majority of those present may adjourn the meeting, without further notice, from time to time until a quorum shall be present. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified.

(d) Action Without Meeting and Voting: Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting, if a consent in writing or by electronic means setting forth such action, is signed by a majority of Directors, and such consent is filed with the minutes of proceedings of the Board, on any proposed resolutions except those for which such Action Without Meeting is prohibited by the By-laws.

A proposed resolution posted to the IAWM electronic board of directors list 10 days prior to a designated vote shall be sufficient for purposes of voting for action on a given resolution. A majority of the votes cast by noon (EST or EDT), of the 31st day, the day designated for a vote, shall be sufficient to authorize action upon any matter which has met the requirements set forth by the by-laws.

Section 3. Powers and Duties. The Board of Directors shall have the control and management of the affairs and property of the Corporation. The Directors may delegate certain of their duties to the officers of the Corporation, but such delegation shall not relieve the Board of Directors of the responsibility for any action so taken.

Section 4. Resignation and Removal of Directors. Any Director or member of a committee may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or if no time be specified at the time of its acceptance by the President. The acceptance of a resignation shall not be necessary to make it effective. Directors may be removed, without cause, at any meeting of the Board of Directors duly called and at which a quorum is present, by a majority of the votes cast at such meeting.

Section 5. Compensation and Reimbursement. Directors and members of any committee of the Board of Directors shall not be entitled to compensation for their services as Directors or committee members; provided that the foregoing shall not prevent a Director or committee member from serving the Corporation in any other capacity and receiving reasonable compensation for such other services. Directors and members of any committee of the Board of Directors may be reimbursed for any reasonable expenses incurred in attending meetings of the Board or any committee of the Board, as the case may be.

### Article III. Officers.

Section 1. Officers Specified. The Board of Directors shall elect or appoint a President, one or more Vice-Presidents, a Secretary and a Treasurer. The Board may also, in its sole discretion, appoint additional officers. Two or more offices, except that of President and Treasurer, may be held by the same person, but no officer shall execute, acknowledge, or verify any instrument in more than one capacity.

Section 2. Term of Office. Each of the officers shall be elected by the Board and shall serve for a recommended period of two years, with automatic renewal of the Board term, as needed to complete the term of office.

Section 3. Removal of Officers. Any officer may be removed from office, without cause, at any time by the affirmative vote of a majority of the Board of Directors. Such removal shall not prejudice the contractual rights, if any, of the person so removed.

#### Section 4. Duties and Powers.

(a) President: The President shall be the Chair of the Board of Directors and the Chief Executive Officer of the Corporation. It shall be the duty of the President to have general and active management and supervision of the activities of the Corporation, to perform all other duties which are incidental to the office of President, and to perform such other duties as the Board of Directors may from time to time prescribe.

(b) Vice-President, or if there be more than one, the Vice-Presidents in the order determined by the Board of Directors, to perform the duties and exercise the powers of the President in the absence or disability of the President, and to perform such other duties and have such other powers as the Board may from time to time prescribe.

(c) Secretary: It shall be the duty of the Secretary to attend and keep the minutes of all meetings of the Board of Directors, to issue or cause to be issued proper notices of all meetings of the Board of Directors, to perform all other duties which are incident to the office of Secretary, and to perform such other duties as the Board or the President may from time to time prescribe.

(d) Treasurer: It shall be the duty of the Treasurer to collect all monies due the Corporation and to have custody of the funds of the Corporation and to place the same in such depositories as may be approved by the Board of Directors. He/She shall approve payment of all bills against the Corporation; he/she shall record and submit to the Board of Directors a report of all receipts and disbursements and a report of the financial condition of the Corporation, both of which reports the Board may cause to be audited by a firm of certified public accountants of its own selection. The Treasurer shall, at the discretion of the Board of Directors, furnish a satisfactory bond in the sum as the Board shall prescribe. He/She shall perform such other duties as the Board or the President may from time to time prescribe.

#### Article IV. Committees.

Section 1. Executive Committee. The Board of Directors may elect from among its members an Executive Committee, to act in the name of and, subject to applicable law, with the full power of the Board during the intervals between meetings of the Board on any matters requiring action by the Directors. The Executive Committee shall be composed of at least five (5) Board members elected by the Board of Directors. All members of the executive committee shall communicate with each other in the committee at least every six months.

Section 2. Other Committees. The Board of Directors shall appoint a nominating committee and may appoint one or more other committees. Persons not on the Board of Directors may serve on such committees.

Section 3. Procedures. All Committees appointed by the Board of Directors pursuant to this Article IV shall serve at the pleasure of the Board. Each such committee may make its own rules of procedure and shall meet where and as provided by such rules or by resolution of the Board of Directors. A majority shall constitute a quorum, and in every case the affirmative vote of a majority of all members of such committee shall be necessary for the adoption of any resolution.

#### Article V. Fiscal Year.

The fiscal year of the Corporation shall commence on the first day of January and end on the thirty-first day of December each year, unless otherwise provided by the Board of Directors.

#### Article VI. Amendments of By-Laws.

"These By-laws may be amended, repealed, or altered, in whole or in part, and additional Bylaws may be adopted by the following process: 1) submission in writing at two consecutive Board meetings, 2) previous written 10-day notice of the meeting and 3) at the meeting of action, an affirmative vote of two-thirds of the Board of Directors."

#### Article VII. Dissolution.

If the Corporation should in the future dissolve, all assets are to be turned over to another nonprofit organization at the discretion of the Board of Directors.

### C. Historical Background

The International Alliance for Women in Music was formed on January 1, 1995 through the merger of the International Congress for Women in Music, the American Women Composers and the International League of Women Composers.

#### 1. International Congress on Women in Music

The ICWM was founded in 1979 by Jeannie Pool to form an organizational basis for women-in music conferences and meetings. The Congresses will become projects of the IAWM. The ICWM Newsletter was replaced by the ILWC Journal following the ICWM's merger with the ILWC in 1990. The Library of

the ICWM is now housed at the International Institute for the Study of Women in music located at the California State University, Northridge. The collection includes books and recordings gathered by Aaron I. Cohen, editor of the International Encyclopedia of Women Composers and Congress members' scores and tapes. For more information see the article, "International Congress on Women in Music (ICWM)," published in the June 1995 issue of the IAWM Journal.

## 2. American Women Composers

The AWC was founded in 1976 by Tommie E. Carl to promote music by women composers. The AWC News/Forum will become the IAWM's Scholarly Journal (journal name to be selected). The AWC's many projects have included recordings of music by women by women on the Bravura label (Capriccio Series I and II), concerts at such locations as the Kennedy Center, Carnegie Hall and the National Museum for Women in the Arts and the formation of a score and tape library of member's works. For more information see the article, "American Women Composers, Inc. (AWC)," published in the June 1995 issue of the IAWM Journal.

## 3. International League of Women Composers

The ILWC was founded in 1975 by Nancy Van de Vate to create and expand opportunities for women composers of serious music. The ILWC Journal will become the IAWM Journal. The League's many projects have included the Search for New Music, various regional and international broadcast series, including the Australian Broadcast Series and Expressions, the 1981 publication by Greenwood Press of member biographies and works in Contemporary Concert Music by Women: a directory of the composers and their works (edited by Judith Lang Zaimont and Karen Famera) and the establishment of an electronic communications network and ftp site for women-in-music materials. For more information see the article, "International League of Women Composers (ILWC)," published in the June 1995 issue of the IAWM Journal.

## D. Legal Structure

The International Alliance for Women in Music is a tax-exempt, non-profit organization under section 501(c)3 of the Internal Revenue Code, incorporated in the State of Delaware. Our federal identification number is 52-1928872.

## **II. Governance of the IAWM**

### A. General Responsibilities of IAWM Leadership

1. All IAWM leaders are expected to pay their annual dues in a timely fashion and to make annual reports to the board. Recommendations may be included in reports.

2. A member does not need to be on the Board of Directors to serve as a Liaison, a Coordinator a Committee Member, or on the Journal staff.
3. All IAWM leaders participate in the iawmboard distribution list and are invited to attend board meetings and congresses whenever possible. Only IAWM Board members may vote on motions during official meetings.
4. All IAWM leaders are to submit an annual report to the board prior to the annual board meeting.

#### B. Procedure for Preparation of Annual Reports

1. As one begins the report process, it is appropriate to reread the IAWM Mission Statement.
2. Recommendations and proposals for consideration by the entire board may be included in reports.
3. The report should be limited to a single page. Other important information may be included as an attachment (s) when relevant or necessary. An accompanying narrative is not necessary.
4. It is recommended that each active portfolio report include these elements: a) a succinct report of activities, accomplishments, facts related to the portfolio b) a plan for development of the portfolio in the next year (may include long-range objectives as well). This could be a calendar or a "to do" list of individual portfolio "tasks."
5. Individual reports may adapt a format relevant to the portfolio. If *a* portfolio is undeveloped, then the "tasks description" and "plan" portions of the report will be appropriate places to begin.
6. Update the Portfolio (job) description annually. At the time of the annual report, review the portfolio description for your assignments and update them as needed. This outline builds a "check list" or "task memory" record to assist each board member's successor.
7. Board members are encouraged to recruit others to assist in the accomplishment of their portfolio assignment when appropriate . Forming committees and groups to accomplish various tasks is often an effective way to steward a portfolio. Each portfolio should define a task that needs doing and assure that it is accomplished or that significant progress is made.
8. Reports should be posted to the IAWM Board distribution list and will be posted on the IAWM web site.

## C. Officers

*1. Descriptions of term lengths, duties and powers for the officers are found in Article III, Sections 1-4 of the By-Laws.*

Section 1. Officers Specified. The Board of Directors shall elect or appoint a President, one or more Vice-Presidents, a Secretary and a Treasurer. The Board may also, in its sole discretion, appoint additional officers. Two or more offices, except that of President and Secretary, may be held by the same person, but no officer shall execute, acknowledge, or verify any instrument in more than one capacity.

Section 2. Term of Office. Each of the officers shall be elected by the Board and shall serve for a recommended period of two years, with automatic renewal of the Board term, as needed to complete the term of office.

Section 3. Removal of Officers. Any officer may be removed from office, without cause, at any time by the affirmative vote of a majority of the Board of Directors. Such removal shall not prejudice the contractual rights, if any, of the person so removed.

### Section 4. Duties and Powers

a) President: The President shall be the Chair of the Board of Directors and the Chief Executive Officer of the Corporation. It shall be the duty of the President to have general and active management and supervision of the activities of the Corporation, to perform all other duties which are incidental to the office of President, and to perform such other duties as the Board of Directors may from time to time prescribe.

b) Vice-President, or if there be more than one, the Vice-Presidents in the order determined by the Board of Directors, to perform the duties and exercise the powers of the President in the absence or disability of the President, and to perform such other duties and have such other powers as the Board may from time to time prescribe.

c) Secretary: It shall be the duty of the Secretary to attend and keep the minutes of all meetings of the Board of Directors, to issue or cause to be issued proper notices of all meetings of the Board of Directors, to perform all other duties which are incident to the office of Secretary, and to perform such other duties as the Board or the President may from time to time prescribe.

d) Treasurer: It shall be the duty of the Treasurer to collect all monies due the Corporation and to have custody of the funds of the Corporation and to place the same in such depositories as may be approved by the Board of Directors. He/She shall approve payment of all bills against the Corporation; he/she shall record and submit to the Board of Directors a report of all receipts and disbursements and a report of the financial condition of the Corporation, both of which reports the Board may cause to be audited by a firm of certified public accountants of its

own selection. The Treasurer shall, at the discretion of the Board of Directors, furnish a satisfactory bond in the sum as the Board shall prescribe. He/She shall perform such other duties as the Board or the President may from time to time prescribe.

*2. Term Lengths, Duties and Powers of Officers: Expanded Information on Article III, Section 4 of the 1999 By-Laws, revised 2002*

a. President (from Kris Burns, 2003)

- 1) Oversee all activities related to the IAWM board of directors.
- 2) Set yearly board meeting agenda, call for agenda items, set schedule, and carry out agenda at the board meeting.
- 3) Solicit committee members (from both on the board and from the general membership) for the nine standing IAWM committees.
- 4) Coordinate items between all committees. Present "charges" to all committees of what needs to be accomplished in the coming year, provide general timeline, and offer assistance whenever needed.
- 5) Write the President's Message for the Journal twice a year.
- 6) Assist in election process by nominating members to the Nominations/Elections Committee every Winter.
- 7) Serve as press contact or help to coordinate press contact through the Advocacy Committee.
- 8) Develop Liaison relationships in consultation with the Membership Committee.
- 9) Oversee funding opportunities provided by the Development Committee
- 10) Oversee all website, electronic mailing list, IAWM Journal, and other IAWM publications through the Communication and Journal Committees
- 11) Assist in Congress development and direction with the Congress Committee
- 12) (from 2002 Board Meeting Minutes, Annual Concert Committee Report, Section 15) The current president is ineligible for our (IAWM) calls for scores, papers, performers, and the like, for any public, competitive event sponsored by IAWM during her term of office.

b. Past President (from 1998 Board Meeting Minutes, Section VIII, New Business 3, and from 2002 Board Meeting Minutes, Old Business 5)

The term of office of the Past President shall be one year.

(from 1998 Board Meeting Minutes, Section VIII 3)

The Past-President shall act as a two-year advisor to the Board.

c. Secretary (from Deborah Hayes, 2003)

- 1) The Secretary records minutes at Executive Committee Meetings and at Board Meetings. In advance of a meeting the Secretary, in consultation with the President (or other presiding chair) should advise board members of recommended meeting procedures, i.e. requiring that motions be submitted in writing in order to clarify subsequent board discussion and action.
- 2) If the Secretary is unable to attend a meeting, she/he should notify the President well in advance of the meeting so that a substitute can be found.
- 3) The Secretary's responsibilities concerning the approval of the minutes are

spelled out in Section II, D 5 of this manual, "Procedure of Approving Minutes for Meetings of Board of Directors."

d. Treasurer (from Susan Cohn Lackman, 2002)

- 1) The Treasurer is a member of the Executive Committee of the IAWM Board of Directors and is Chair of the Finance Committee. The tasks of the Treasurer include, but are not limited to, the following:
- 2) Handle all finances for the IAWM, including checks and credit card memberships, other sources of income, and disbursements of funds to pay bills and fees.
- 3) Present a budget update for the current year for presentation to the Board at the annual meeting in June.
- 4) Consult with the Finance Committee to prepare a budget for the next calendar year for presentation to the Board at the annual meeting in June.
- 5) Maintain all financial records.
- 6) Attend to annual tax liabilities, including State of Delaware Incorporation Tax and U. S. Federal Income tax.
- 7) Attend to duties that keep the Incorporation of the IAWM in force.
- 8) Invest funds prudently in dedicated accounts. Seek ways to maximize financial status of the IAWM.
- 9) Investigate insurance and other liability and legal issues.
- 10) Have an annual audit or outside review.
- 11) Consult regularly with the Finance Committee, including presenting current budget update and budget proposals to Committee for comment in advance of annual board meeting.
- 12) Consult with the Development Committee as needed.

## D. The Board of Directors

### *1. Membership of the Board of Directors (As Prescribed in Article II of the By-Laws.)*

#### Section 1. Number and Election.

- a) There shall be a minimum of nine (9) members of the Board of Directors. The number of Directors may be increased or decreased by amendment to these By-Laws approved by a majority of the Directors then in office; provided, however, that the number of Directors shall never be fewer than nine (9).
- b) Each of the Directors shall be elected by a majority of the votes cast by the general membership of IAWM and shall serve for three years, with the possibility of re-election.
- c) As an international organization, it shall be the goal of the Corporation that the Board contain representatives from geographically diverse regions. At least one Director shall reside outside the United States. Names of qualified and willing candidates for consideration by the nominating committee may be called for from the general membership (including self-nominations).

d) (from 2000 Board Meeting Minutes, Board Size) The board size shall be limited to a maximum of 24 members.)

*2. IAWM Current Board of Directors (as of November 1, 2008)*

**Executive Committee**

*President:* Hsiao-Lan Wang (10), composer, music technologist, Montana State University, MT

*Past President:* Anne Kilstofte ('09), composer, publisher, Hamline University, Bloomington, MN

*Vice-President:* Elizabeth Hinkle-Turner ('10), composer and ethnomusicologist, University of North Texas, Denton, TX

*Secretary:* Brenda Hutchinson ('10), composer, sound artist, Brooklyn, NY

*Treasurer* Julie Cross ('10), professor of voice, University of Wisconsin-Whitewater, WI

**Directors**

Christine Ammer (09\*), Author, Lexington, MA

Carolyn Bremer (10\*), Composer, Professor of Composition and Theory, California State University Long Beach, CA

Violetta Dinescu (10\*), Composer (Romanian), Oldenburg University Germany

Linda Dusman (11), Professor of Music, University of MD/Baltimore County

Adriana Isabel Figueroa (11), Composer, Performer (winds), Argentina

Jenece Gerber (11), Composer, Performer (soprano), Ohio and New York

Ying-Chen Kao (09), Composer, Doctoral candidate at the Peabody Institute of the Johns Hopkins University, Baltimore, MD

Cecilia Heejeong Kim (11\*), Composer, Sang Myung University, Seoul, South Korea

Beverly Lomer (09), Florida Atlantic University

Sharon Mirchandani (09\*), Westminster Choir College of Rider University, Princeton, NJ

Hasu Patel (10\*), Indian Classical Musician, Sursangam School of Music, Ohio

Ursula Rempel (11), Professor of Music, University of Manitoba Winnipeg, Canada

Meira Warshauer (10\*), Composer, Columbia, SC

Li Yiding (09), Composer, Beijing, China

Tao Yu (10), Composer, France

*3. Meeting details and Responsibilities (By-Laws, Article II, Sections 2-5)*

Section 2. Meetings

(a) At least one annual meeting of the Board of Directors shall be held and additional meetings of the Board may be held at such time and place as may be fixed by a resolution of a majority of the Board, or when called by the President or Vice President, upon thirty (30) days' written notice at such time and such place as shall be set forth in the notice.

(b) Waiver of notice: Whenever any notice of any meeting of the Board of Directors is required to be given under provisions of law or under provisions of the Articles of Incorporation or these By-Laws, a waiver thereof in writing, signed by the person or persons entitled to such notice and filed with the records of the meeting, whether before or after the holding thereof, shall be equivalent to the giving of such notice. Presence at any meeting without objection also shall constitute waiver of any required notice.

(c) Quorum and Voting: At any meeting of the Board of Directors, one-third of the Directors in office shall be necessary and sufficient to constitute a quorum for the transaction of all business. A majority of the votes cast at a meeting of the Board of Directors, duly called and at which a quorum is present, shall be sufficient to take or authorize action upon any matter which may properly come before the meeting, unless the concurrence of a greater proportion is required for such action by statute. If, at any meeting of the Board of Directors, there shall be less than a quorum present, a majority of those present may adjourn the meeting, without further notice, from time to time until a quorum shall be present. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified.

(d) Action Without Meeting and Voting: Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting, if a consent in writing or by electronic means setting forth such action, is signed by a majority of Directors, and such consent is filed with the minutes of proceedings of the Board, on any proposed resolutions except those for which such Action Without Meeting is prohibited by the By-laws.

A proposed resolution posted to the IAWM electronic board of directors list 30 days prior to a designated vote shall be sufficient for purposes of voting for action on a given resolution. A majority of the votes cast by noon (EST or EDT), of the 31st day, the day designated for a vote, shall be sufficient to authorize action upon any matter which has met the requirements set forth by the by-laws.

### Section 3. Powers and Duties

The Board of Directors shall have the control and management of the affairs and property of the Corporation. The Directors may delegate certain of their duties to the officers of the Corporation, but such delegation shall not relieve the Board of Directors of the responsibility for any action so taken.

### Section 4. Resignation and Removal of Directors

Any Director or member of a committee may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or if no time be specified at the time of its acceptance by the President. The acceptance of a resignation shall not be necessary to make it effective. Directors may be removed, without cause, at any meeting of the Board of Directors duly called and at which a quorum is present, by a majority of the votes cast at such meeting.

### Section 5. Compensation and Reimbursement

Directors and members of any committee of the Board of Directors shall not be entitled to compensation for their services as Directors or committee members; provided that the foregoing shall not prevent a Director or committee member from serving the Corporation in any other capacity and receiving reasonable compensation for such other services. Directors and members of any committee of the Board of Directors may be reimbursed for any reasonable expenses incurred in attending meetings of the Board or any committee of the Board, as the case may be.

*4. Responsibilities of the Board of Directors (Expanded Information on By-Laws, Article II, Section 3)*

- a. All members of the Board of Directors shall be members in good standing in the IAWM, keeping current with their dues payments and attending congresses and annual Board meetings whenever possible. (from 2000 Board Meeting Minutes, Removal from Board): If dues are delinquent by more than one year, the board member will be immediately removed.
- b. Make informed commentary and vote on budget and policy issues. Proposals are discussed via e-mail and telephone calls, and at the annual Board meeting.
- c. Accept a portfolio project or responsibility.
- d. Submit a report before the annual board meeting and as necessary for conference calls.
- e. Adopt a budget for the next fiscal year during the annual board meeting.
- f. Be legally responsible for the operation and fiscal affairs of the Alliance.
- g. Become familiar with the content of various reports from the IAWM leadership prior to the annual board meeting. Board members should plan carefully to allow maximum time for substantive discussion during the meetings.
- h. Board members may take on additional responsibilities as officers, or serve on committees such as budget, development, bylaws, or as editors of IAWM publications, or as liaisons, or work on other projects of need and interest.

The raison d'etre of the Board is to carry the legal and fiscal responsibility of the organization by voting on budget and policy issues. This is the only board duty which is legally determined and binding.

*5. Procedure for Approving Minutes for Meetings of Board of Directors*

- a. Secretary puts together a working draft of the minutes. If there are items that need clarification or completing, people should be contacted individually to clear these problems up BEFORE submitting the minutes (to save LOTS of time later).
- b. Secretary submits the minutes to the President for her review and revision.
- c. President gets the minutes posted to the website, where a board page is set up for the purpose with an e-mail link to the person counting the votes.
- d. President posts call to the boardlist referring them to the web page and asking for a motion to accept the minutes as posted there.
- e. Some discussion may ensue, resulting to changes in the minutes. (That's OK.) When a formal motion is received and seconded, the "discussion period" officially begins.
- f. The discussion period is 10 days. It begins when the announcement (from the Elections Committee) is made that the discussion period has begun. (Not when the

second is received, or at any other moment.) The announcement should specify the exact start and finish of the discussion period, as well as the exact start and finish of the ensuing voting period.

- g. During the discussion period, the minutes may be changed some more. This is perfectly acceptable, since the original motion (to accept the minutes as posted on the website) is unchanged. No votes are accepted during the discussion period.
- h. One day before the end of the discussion period, an announcement to that effect is posted by the Elections Committee.
- i. The Elections Committee announces the closing of the discussion period, and the opening of the 5 day voting period. The announcement should specify the exact start and finish of the voting period.
- j. During the Voting Period, no changes may be made to the minutes. If some enormous error is detected, the minutes may be withdrawn and revised, in which case the entire process begins all over again.
- k. One day before the end of the voting period, an announcement to that effect is posted by the Elections committee.
- l. At the close of the Voting period, the votes are tallied by the Elections Committee. The results are valid if a quorum number of votes is received.
- m. Valid results are communicated by the Elections Committee to the Secretary for communication and archiving.

## 6. *Procedure for Making a Motion Outside a Board of Directors' Meeting*

### a. Policy

The procedure for electronic board voting (See "Electronic Board Voting") outside of a board meeting makes it necessary to standardize the presentation of motions for board consideration, and to work out the wording and content of the motions in advance of the voting period. The purpose of this procedure "Motions outside a board meeting" is necessary to avoid having too much of the board's time taken up with matters that can be decided by the Executive Committee, or with motions made repeatedly.

### b. Procedure

1) All motions outside of the annual meeting will go through the Executive Committee (EC) before going to the board (if necessary; see below). Anyone wishing to make a motion for action outside of the annual board meeting should first inform the Executive Committee of the content of the proposed motion.

2) The Executive Committee may act directly on issues that do not have any direct bearing on by-laws, mission, or general policies of the IAWM Board.

3) The EC reserves the right to decide whether a motion pertains to by-laws, mission, or general policies of the IAWM Board, and whether it should therefore be placed before the Board (in accordance with the procedure entitled "Electronic Board Voting") for action.

4) The same motion may be presented to the board for formal consideration (voting) a maximum of two times in any year. A motion may be considered the same if it is deemed substantially the same by the Executive Committee. The Executive Committee reserves the right to decide whether a proposed motion is the same or substantially the same.

5) Wording, content and other details can be discussed and worked out in a preliminary way among the Executive Committee, with the input of the proposer, before presentation to the Board for voting (through the Nominations/Elections committee, see "Electronic Board Voting").

6) The Executive Committee reserves the right to canvass the board for its advice on matters which will not be voted upon by the board, but for which the EC will make the decision.

7) Any decisions that are made outside a Board Meeting shall be recorded in the minutes of the next Board meeting (By-Laws, Article II, Section 2d, page 48.)

## *7. Board Elections Policies and Procedures*

### *a. Eligibility to Run for the Board*

- 1) must be a current member and have been a member for at least one full year.
- 2) board members who have served two consecutive terms (starting in June 1999) are NOT eligible to run, but must rotate off the board for at least one year before running again.
- 3) Board members must attend at least one meeting during their term or they are ineligible for immediate re-election. Exceptions include international members and members with unavoidable circumstances approved by the EC.
- 4) The chief officer or director of any dues-paying IAWM organizational member may be considered as an individual member for purposes of holding elected office in the IAWM.

### *b. Elections Materials (found in this manual under Documents and Forms, section V, letter C)*

- 1) Timetable
- 2) Call for Nominations
- 3) Sample Email
- 4) Board Expiration Notice
- 5) IAWM Board Candidate Information letter
- 6) Candidate letter
- 7) Paper ballot
- 8) Vote counting instructions from the Center for Voting and Democracy (fairvote.org)

### *c. Elections Procedure*

- 1) May. Check with Journal editor about deadline for receiving the call for nominations/volunteers for the fall journal.

- 2) June. Send draft of call for nominations/volunteers to the president for review of areas of special need.
- 3) Send revised call for nominations/volunteers to Journal editor in time for inclusion in the fall journal (usually July).
- 4) Send the same call for nominations to the listserv in early autumn.
- 5) Send an email (Board Expiration Notice) to current board members whose terms will expire the following June, asking them whether they would like to run for re-election.
- 6) Update the IAWM Board Candidate Information letter, send to president for review.
- 7) To anyone who expresses an interest in running for the Board, send the IAWM Board Candidate Information letter.
- 8) Update the Candidate letter; send to president for review.
- 9) Keep track of those who express interest. Refer to the president those who want to volunteer but not run for the Board for "job placement." Refer to the president those who want to volunteer and are not sure about running for the Board. Follow up with prospective candidates and with the president as the response deadline (Dec. 1) approaches to make sure that all who want to be included are included.
- 10) Send a second notice to the listserv a couple weeks before the Dec. 1 deadline.
- 11) Follow up with current board members whose terms expire to make sure they have expressed their intentions.
- 12) After the deadline has passed, determine eligibility by sending a list of the prospective candidates to the Membership Director for verification of membership status (current of at least one full year duration).
- 13) Send out the candidate letter to those eligible to be candidates. Inform anyone not eligible of the reason they are not eligible; invite them to run next year, and refer them to the president for other volunteer "job placement."
- 14) Ascertain from the president (or otherwise) who will be responsible for posting the ballot, the candidate statements and the voting instructions module to the website.
- 15) Follow up as the deadline for receipt of materials (Feb. 1) approaches to make sure materials are received from all.
- 16) Before the deadline, get a set of labels from the Membership Director (those who have requested a hardcopy mailing).
- 17) Assemble and format the platform statements (retyping where necessary) in alpha order and the ballot and (updated) voting instructions into the hardcopy mailer. Take to the copy shop and have the hardcopy ballots made up (3 or 4 more than the number of labels), folded and tabbed. Save your receipt. Send the platform statements and any updated voting information (number of seats, etc.) electronically to the designated web poster (from step 14 above).
- 18) Test the website voting mechanism with the web poster. Test that the emails are going to both the vote counter and to the verifier.
- 19) The emails should have "ballot" in the subject line; configure your email reader to deposit those ballots in one separate folder.

- 20) When all is ready, give the signal to go live with the website (by placing the link on the welcome page).
- 21) Send a "voting is open" message to the listserv; specify the closing date; that they can only vote once. Include the information that only members in good standing can vote and they should check their membership status with the Membership Director before voting.
- 22) Send a "voting is open" message to the boardlist; exactly the same as in 21 above (board members, too, need to be reminded to check their membership status).
- 23) Don't open the ballots in your email reader's folder—that way you have a count (at least on Outlook Express) of how many ballots have been received.
- 24) Keep sending reminders to both lists (do not assume that all on the boardlist are also subscribed to the listserv) with increasing frequency as the deadline approaches.
- 25) Do not, in your election frenzy, forget to vote yourself!
- 26) Send message to website poster alerting her to the approaching deadline and that you will need to remove the link and the email links at that time. Verify that this will take place as scheduled.
- 27) After the "polls" have closed, check with the verifier that the number of ballots received electronically is the same.
- 28) Print out the ballots received electronically. Keep the hard copy ballots received in a separate pile.
- 29) Make a list of all those who voted (electronically + hard copy ballots received).
- 30) Send this list to the Membership Director to check the membership status of all.
- 31) Communicate to the verifier any votes that are to be thrown away because of membership status.
- 32) Fax copies of the valid hardcopy ballots to the verifier.
- 33) Deal with duplicates as in Note 5 below.
- 34) Check with verifier that the number of votes to be counted is the same.
- 35) Count the votes according to the instructions. Each time you redistribute the votes, place the new ballots at right angles on top of the pile so you will know which are the new ones to add to the running total.
- 36) Check the results with the verifier. (Note: the results must be the same; there may be some discrepancy in the fractional totals.)
- 37) Communicate the results to the president.
- 38) If, as a result of the election, there is not at least one board member resident outside the US, advise the president that she will have to appoint a special international liaison.
- 39) Remind the president to write individually to those elected welcoming them (back) to the board, and informing them of the dates of the upcoming annual meeting, and reiterating the invitation to attend.
- 40) Remind the president to write individually to those not elected inviting them to run next year and informing them of other opportunities to gain experience with the IAWM.
- 41) Send a blanket e-mail to all candidates informing them of the results of the election.
- 42) One day later, send a blanket e-mail to the boardlist informing them of the results of the election.

- 43) Send a blanket e-mail to the listserv informing them of the results of the election.
- 44) Send Secretary a list of those coming off the board and those coming on, for updating the IAWM materials.
- 45) Get a good night's sleep. Then go back to step 1.

d) When the slate is not full

- 1) the IAWM will have a vote of the entire membership even in the event of the number of candidates being less than or equal to the number of open seats;
- 2) the procedure in this case will be that choice voting will not be used (it would continue to be used when the number of candidates is greater than the number of open seats);
- 3) in this case, the membership would simply indicate which candidates they wish to represent them on the board (rather than ranking them as they do for the choice voting);
- 4) all candidates would be considered duly elected whose names are checked on at least 20% of the ballots received.

Notes to the foregoing:

- 1) The above materials do not have go through the committee each time (having already been developed by the committee), but copies should be sent to the committee as a courtesy, and also in case there are new members who haven't seen the materials before.
- 2) Nominations must receive a second—either from another current member (in the case of self-nomination) or from the prospective candidate herself (in the case of nomination by a third party).
- 3) Candidate must submit "platform statement" in order to be included on the slate.
- 4) The committee should be kept informed of progress—number of responses, number of eligible candidates, etc. as the process unfolds. Any problems should be discussed in committee before being referred to the president or other officer.
- 5) In the case of duplicate ballots, if one is blank, discard that one and count the other. If both appear valid, discard the earlier one and count the later one.

Elections Timetable (dates approximate):

- 1) Autumn. Call for nominations goes out in the Journal and to listserv.
- 2) Dec. 1. Deadline for receipt of nominations.
- 3) Dec. 15. Deadline for contacting prospective candidates, determining eligibility. They will be informed of the meeting in June at which their term begins.
- 4) Feb. 1. Deadline for receipt of essay-cum-bio and seconding—those without e-mail may fax the materials by that date.
- 5) Feb. 15. Deadline for Elections Comm. to assemble balloting materials and instructions and candidate info for distribution via the e-list and the website. Also on that date, hard copy version mailed to those requesting it.
- 6) April 1. Deadline for returning ballots.
- 7) April 15. Votes tallied; results announced.

## E. The Executive Committee

*1. The membership, powers and meeting frequency of the Executive Committee are stated in Article IV of the By-Laws.*

Section 1. Executive Committee. The Board of Directors may elect from among its members an Executive Committee, to act in the name of and, subject to applicable law, with the full power of the Board during the intervals between meetings of the Board on any matters requiring action by the Directors. The Executive Committee shall be composed of at least five (5) Board members elected by the Board of Directors. Meetings of the Executive Committee shall take place at least once every six months, in person or by telephone conference call.

*2. Responsibilities of the Executive Committee*

a. The Executive Committee will act on issues that do not have any direct bearing on the by-laws, mission, or general policies of the IAWM board. With items such as the American Composers Radio and the Zwilich Prize, the Executive Committee can and will, of course, solicit advice from other board members, but the final decision could easily be made by the Executive Committee.

b. All motions outside of the annual meeting will go through the Executive Committee before going to the Board as a whole. The same motion may only be resubmitted to the Board once in the same year.

c. In accordance with the current policies of the Board, any motions that will incur financial obligation must go through the Finance Committee. Therefore, such motions will be brought to the Executive Committee, discussed, and forwarded to the entire board prior to any final decision is made.

*3. Composition of the Executive Committee*

a. President

b. Immediate Past-President

c. President-Elect (from 1998 Board Meeting Minutes, Section VIII 3): A New Executive Committee position of President-Elect shall be created.

d. Vice-President

e. Secretary

f. Treasurer

g. International representative (if appointed by President)

## F. Other Committees

*1. Appointment and Procedures: By-Laws, Article IV, Sections 2 and 3*

Section 2. Other Committees. The Board of Directors shall appoint a nominating

committee and may appoint one or more other committees. Persons not on the Board of Directors may serve on such committees.

Section 3. Procedures. All Committees appointed by the Board of Directors pursuant to this Article IV shall serve at the pleasure of the Board. Each such committee may make its own rules of procedure and shall meet where and as provided by such rules or by resolution of the Board of Directors. A majority shall constitute a quorum, and in every case the affirmative vote of a majority of all members of such committee shall be necessary for the adoption of any resolution.

2. *Selection of Committee Chairs (Expanded information)*

a. The committee chairs are appointed by the President. There is no term of office. Committee chairs may or may not be members of the board. Because of the scope of their commitment and responsibilities, current officers of the organization do not normally serve as committee chairs. Other members of the Executive Committee may do so as their other responsibilities permit.

b. Committee Members. Committee members are appointed by the president or committee chair for work on specific committees.

3. *General duties of Committee Chairs*

a. The committee chairs assume final responsibility (although individual duties may be delegated) in the following principal areas:

- 1) initiating and moderating board discussion
- 2) preparing the annual report
- 3) maintaining the committee calendar posted on the website
- 4) verifying the committee membership
- 5) assuring that the committee has access to needed information through liaisons with other committees

b. General procedures

- 1) Verifying the committee membership
  - a) At the close of each year, the chair should contact all the members of the committee individually to ascertain if they want to continue to serve on the committee.
  - b) The list of names of those consenting to serve on the committee for the following year should be given both to the President and to the Chair of the Nominations/Elections Committee at the annual (June) Board Meeting.
  - c) The goal is that each committee should have no fewer than three active members. An active member is one who participates fairly regularly in discussions.
  - d) The chair keeps in regular contact throughout the year with the President about the need for more active members on the committee.

c. The annual report

- 1) The President sets the deadline for receipt of the annual report each year.
- 2) The report should be circulated in draft form to the entire committee in time for review and discussion before it is submitted to the President for website posting and accessibility to all board members.
- 3) The annual committee report should carry the names of all the members of the committee (whether or not they have entered into that particular discussion).

d. Other

The chair may be included on the Boardlist as required to keep current with the issues of concern to the board.

4. *Specific Duties of Committee Chairs*

a. Advocacy: Current project

- 1) Any press release on behalf of the IAWM must first be approved by the President of IAWM.
- 2) Advocacy for Orchestral Performers: IAWM's successful work in 1996-97 led to the Vienna Philharmonic Orchestra granting membership to harpist Anna Lelkes as its first women member. The IAWM VPO Protest Page contains links to distribution list post, journal articles and other resources related to the VPO advocacy project on this site. The VPO Watch continues to monitor the situation in Vienna and provides documentation of this effort. For more information or to volunteer, contact Monique Buzzarté.
- 3) Publisher Contact Service: The IAWM provides this free publisher contact service to encourage the publication and distribution of music by women, in keeping with the IAWM Mission Statement.
- 4) Advocacy for Promotion of Recordings: The goal is to advocate inclusion of recordings by women composers in major record (CD) catalogs. For more information or to volunteer, contact IAWM Advisor Emma Lou Diemer <eldiemer@cox.net>.
- 5) Recording Advocacy Project: The project provides listings and reviews of IAWM members' newly released commercial CDs in the IAWM Journal. Information may be submitted online or sent by email to Editor Eve. R. Meyer <evemeyer@spotcat.com> or Elizabeth Hinkle-Turner <ehinkle@unt.edu>.
- 6) Advocacy for Promotion of Broadcasts: The project emphasizes radio broadcasts featuring women in music programming. For more information, or to volunteer, contact IAWM member Casper Sunn.
- 7) Advocacy for Concert Endorsements: The goal is to encourage applications for concert endorsements according to the policy for endorsing concerts by members or of members' music. (See Section III F, IAWM Endorsement Policy.)

8) Advocacy through Advisors: The committee should formulate a list of possible new IAWM Advisors.

9) Advocacy through the IAWM Journal: The committee should prepare an ongoing column on advocacy issues, preferably for each edition of the Journal.

#### b. Annual Concert

(under the umbrella of Awards, letter c below)

The Chair coordinates and delegates tasks for the preparation of the Annual Concert according to the “Flowchart for the Organization of an IAWM Concert” as posted on the website and as outlined below.

#### 1) Flow Chart for the Organization of an IAWM Concert

##### Preliminary Tasks

- a. Set up and confirm a date and venue for the next concert.
- b. Find volunteers for the organization of the concert (3-4).
- c. Find qualified judges for the music (3).
- d. Find an interested conductor (1).
- e. Secure a realistic budget (\$).
- f. Find at least one on-site contact person (volunteer Mary Findley).

Phase 1: Place Call for Scores -- Call for Pro Bono Performers. Send to composer newsletters, including IAWM Journal (Eve Meyer), AMC, CMS, AMF, etc. Answer all inquiries. Send requested membership forms. Send Composer/Performer Information Forms. Collect/keep track of the incoming mail. Make certain that both calls are placed on the IAWM Web Page.

Phase 2: Judging: Confer with other judges, check membership compliance, inform winners and others. Send/Return Materials with SASE. Answer lots of inquiries. Design the flow of the concert. Put together the program. Photocopy all performance materials as backup in case of loss or forgetfulness.

Suggestion: The Call for Scores and Call for Volunteer Performers could be separated and handled by two different people.

Phase 3: Match performers with the pieces. Inform Performers. Get/Send parts to performers. Send score and tapes to the conductor.

Phase 4: Hire professionals for unfilled positions. Hire recording engineer, additional performers.

Phase 5: Type composer bios, performer bios, program notes. Edit lengthy texts. Correct grammar. (REVISIT shortly before concert. Make required changes.)

Phase 6: Publicity. Organize design of Poster/Flier/Program design (NMWA no longer is able to do it). Work out ads in local papers and budget for them. Ask for photos of composers, performers. Write a publicity release. Decide on publicity. Contact NMWA publicity director. Contact news papers, TV and radio stations. Give them a story. Give away ticket. Etc. Suggestion: ONE interested or paid person should handle Publicity. It should not be added to the task for organizers.

Phase 7: Travel Information. Due to the international composers and volunteer performers traveling to DC, travel needs to be organized well in advance. Composers and performers want/need to know at least TWO MONTHS ahead of time, where they are going to stay and what it will cost them. Send small maps, information on the museum, etc. IMPORTANT: HOTEL INFORMATION NEEDS TO BE IN PLACE EARLY.

Phase 8: IMPORTANT! ACCOMPLISH EARLY Contact NMWA early in January. Confirm the date and venue of the concert. Work out an agreement in the division of tasks (NMWA offers some help) and division of profits. Decide: Ticket prices. Send program information for NMWA Web Page. Arrange for piano tuning with NMWA. Find out when performance hall can be used for rehearsals. Reserve the room ASAP.

Phase 9: Printing posters, fliers, programs, program-notes. Ask for mailing labels well in advance, remind the museum (or other venue) if not sent. Send posters, fliers to friends and members. Composers and performers are first.

Phase 10: GENERAL Mailings (NMWA is no longer is able to do it). I received the IAWM and NMWA address labels and handled about 1000 mailings. Suggestion: Please make certain that zip codes are in numerical order.

Phase 11: Schedule the rehearsals in different locations. Accommodate performer needs (arrival dates, etc.) as well as possible. Make certain performers have enough time to get from one location to the next. Mail or E-mail rehearsal schedules to all performers and composers.

Phase 12: Get WRITTEN permission from all performers and composers for a recording of the IAWM concert for documentation purposes.

Phase 13: Ask performers, composers, for contact information in D.C. Give directions to rehearsal spaces. Give your own contact information. Facilitate all performer/composer contacts.

Phase 14: Preparation for the performance: Design instructions for the stagehand. Find stagehand, ushers, persons for ticket sales. Coordinate with NMWA.

Phase 15: Work out details of the concert budget. Submit list of all charges to IAWM.

Phase 16: Make arrangements with the recording engineer/performers regarding recording documentation and CD copies distribution.

Phase 17: Introduce the concert.

Phase 18: Write thank-you notes to all people that helped and/or volunteered their time to make the event special. Thank performers and composers.

2) Permission Form to Record Performance (See Section V-B, no. 1.)

c. Awards/Concert

The Awards/Concert Committee is composed of three subcommittees--the Search for New Music, the Annual Concert, and the Pauline Alderman award. There are 3 chairs of the individual subcommittees who keep in contact with each other to share information. Depending on the subcommittee, the chair may

- 1) Suggest members and chairs of various subcommittees to the President, who will make the official appointment. It is suggested that all subcommittees have an Assistant Chair who will "intern" for a year prior to taking over the duties of the chair. Each subcommittee chair should reiterate the duties and assignments with all subcommittee members and make amendments as necessary.
- 2) Develop awards, both within the current structure and new awards. It is strongly suggested that a representative from the Awards/Concert committee sit on the Development Committee. This will facilitate the application and development of new grants that would cover the cash prizes associated with new awards.
- 3) Contact the donors yearly to thank them, to inform them of the winners and to ask for funds.
- 4) Identify judges. All three committees need judges, and it is the duty of the subcommittee chairs to help in the solicitation and procurement of qualified judges. In general, all three committees have at least two competent professionals in the field on the judging panel, and that the roster of judges for each competition is different for each competition cycle.
- 5) Search for New Music Awards:
  - \* Libby Larsen Prize (for composers currently enrolled in school) Works for any medium
  - \* Judith Lang Zaimont Prize (for women in or out of school, age 30 and up, whose music has not yet been recorded or published) Extended instrumental compositions: large solo or chamber works
  - \* Pauline Oliveros Prize: Works for electro-acoustic media
  - \* Ellen Taaffe Zwilich Prize (for women 21 and under) Works for any medium
  - \* Theodore Front Prize (for composers 22 and over): sponsored by Theodore Front Musical Literature, Inc. Chamber and orchestral works

\* Miriam Gideon Prize (for composers 50 and over) Works for solo voice with 1 to 5 instruments

Competition Guidelines:

1. Contestants must be IAWM members or must join at the time of entry (\$45.00 individuals; \$25 student; \$30 senior over 65). If you wish to join, please send your check, made payable to IAWM, to Susan Lackman, Membership Chair, Box 2731, Rollins College, 1000 Holt Ave., Winter Park, FL 327894499. **(Do NOT send your new membership check along with your score submission.)**

2. A composer may submit only one piece in any given year to be considered for only one prize category.

3. The work submitted must be unpublished by a major publishing house and must have won no prior awards at the time of entry in the competition. For the Zaimont award, the work must also have no plans to be professionally recorded when it is submitted.

4. Please send a score (not the original) and a recording (CD or cassette tape), if available. Formats other than a traditional score may also be acceptable in some cases where the work does not lend itself to score notation; please contact the Chair of the Search for New Music [insert name and contact info] for individual guidelines. Materials must be sent complete and must be received by the deadline. Incomplete submissions will be disqualified.

5. Submissions are anonymous. Please do not put your name on either score or recording. Submissions with names on them will be automatically disqualified. All works and recordings should be identified by title and a 6-digit number (which the composer chooses), and the appropriate identifying prize code:

- Larsen = LL
- Zaimont = JLZ
- Zwilich = ETZ
- Oliveros = PO
- Front = TF
- Gideon = G

6. On a separate piece of paper please write the following: your 6-digit number; the title of the submitted work; your name, address and phone number; e-mail address; a short 75-word biography; and your birth date, if you wish to be considered for the Zwilich, Front, or Gideon Prizes. For the Student Composer Prize, please include a statement from your composition teacher verifying your student status, or a copy of your course registration.

7. Place the paper and verification statement in a sealed envelope and write your 6-digit number on the outside. Enclose the envelope with your score.

8. If return of materials is desired, please include a self-addressed stamped envelope, with sufficient postage. Materials with insufficient return postage will not be returned.

9. IAWM reserves the right to withhold an award, should the judging panel so recommend.

Receipt of Materials Deadline: [insert date]

Mail entries to:

[insert name]

IAWM Search for New Music

[insert address]

For further information:

Contact [insert name] at [insert e-mail address] or the IAWM Web site:

<http://www.IAWM.org>

Awards for the Search for New Music will be announced in the IAWM Journal and on the IAWM Web site.

6) Pauline Alderman Awards: IAWM grants the Pauline Alderman Award in recognition of outstanding contributions to women in music scholarship in three categories:

a) The most important book-length monographic study about women in music (including biographies, histories, genres and issues), in any academic format (e.g., books, dissertations, theses, reports, etc.).

b) The most important journal article or essay dealing with an aspect of women in music.

c) The most important bibliographic study, research tool, or reference work about women in music.

The Pauline Alderman Awards are made every 3-4 years. The 1993 and 1997 awards were made in conjunction with musicALASKAwomen (Fairbanks, 1993) and the Tenth International Congress on Women in Music (Valencia, CA, 1997).

History: Since 1986 the Pauline Alderman Awards have been presented during the International Congress on Women in Music (sponsored by the International Alliance for Women in Music) for new research on women in music. The prize-winning research projects have included books, articles, papers, essays, dissertations, and other published and unpublished materials.

7) Policy for having an award named after someone: to be discussed

d. Communications: See website.

e. Congress: See separate manual.

f. Development

- 1) The Development chair is responsible for coordinating grant application activities, according to the grants procedure. This procedure generally applies to any correspondence or application for funding from an outside source, not only to grants as narrowly defined.
- 2) The Development chair is responsible for coordinating the annual appeal mailing, sent in the autumn to all current members via hard copy, and electronically to the listserv.
- 3) (from 1998 Board Meeting Minutes, Section VIII, New Business B) Grant proposals may not be put forward without Board approval. Furthermore, proposals should clearly delineate other application sources and what the funds are to be used for, and the development committee is to disclose other implied funds before implementation. (from 2001 Board Meeting Minutes, Section IV B) No grants can be submitted on behalf of IAWM unless approved by the Development Committee and the President.

g. Finance

- 1) Contact committee members to advise them of a procedural change that will affect the area of Finance.
- 2) Solicit opinion and discuss requests for extraordinary or non-budgeted expenses. All such projects must go through the Finance Committee for approval.
- 3) Circulate status of budget year at regular intervals.
- 4) Apprise committee members of income-producing projects (annual appeals, membership, et al).
- 5) When necessary, delegate authority to committee members to assist in Treasurer's duties.
- 6) Any project unfunded or under funded by the budget must go through the Finance Committee and then to the Executive Committee or full Board for approval (from 2000 Board Meeting Minutes).

h. Membership

- 1) Maintain database information for all members. Process new membership applications and request publications for new members.

- 2) Create and circulate a membership directory (March), with an update later in the year (November).
- 3) Execute yearly membership drive.
- 4) Provide mailing lists and labels for Journal mailings and at others' requests.
- 5) Provide membership verification for contest applicants, board members, board candidates and those who make submissions for the publications.
- 6) Determine eligibility of applicants for subsidized memberships (subject to availability of funds).

#### Dues: Categories

- 1) Individual: \$55
- 2) Institutional: \$55 (Journal only)
- 3) Student: \$30.00
- 4) Senior (65 and over): \$30.00
- 5) Joint: \$80
- 6) Lifetime: \$1000 (may be paid in \$200 installments) . (from 2000 Board Meeting Minutes) All income from lifetime memberships is to be placed in a separate, interest-bearing IAWM endowment account These funds are not to be used for general operating expenses.
- 7) Those who join at an IAWM-sponsored conference or event may be offered a special rate of \$5 off regular dues in any category.
- 8) Exchanges or Affiliates (for an organization): Exchange Memberships are available with other women-in-music organizations, and Affiliate Memberships are available with music organizations. For information on participating organizations, or to begin an Affiliate or Exchange program with your organization, please contact Deborah Hayes, hayesd@colorado.edu. Members of affiliate organizations may join the IAWM at a discounted rate, currently \$25.00.
- 9) Member subsidy: All members with Subsidy memberships are requested to return the renewal form each year in order to verify contact information. For more information about subsidized memberships, please contact the IAWM Membership Director and petition for the subsidy, citing reasons for the request. Subsidized members are expected to provide some service to IAWM, from clerical to editorial, in exchange for the subsidy.
- 10) Surcharge for Printed Materials: The IAWM Board voted that, beginning in 2001, the preferred format for the IAWM Directory, Opportunities, Election Materials, and Membership Renewals Forms be electronic. For those who prefer to receive these materials by first-class mail there will be a \$10 surcharge.

#### i. Nominations/Elections

- 1) Duties of Nominations/Elections Committee Chair
  - a) Manage the annual general election to the Board of Directors (according to the

procedures in II.D.7 of this manual).

- b) Work in conjunction with the President or other officer and Membership Director to identify new volunteers, and maintain list of volunteers, committee chairs and board members.
- c) Manage the board vote to accept the minutes of the annual meeting (according to the procedure in II.D.5 of this manual).
- d) Manage any voting on motions conducted electronically between annual meetings (according to the procedure in II.D.6 of this manual).

## 2) Choice Voting

The elections will be held according to the principle of choice voting, as set forth by the Center for Voting and Democracy, a non-profit organization dedicated to election reform which researches how voting systems affect participation, representation and governance. This system is explained in detail at their website at <http://www.fairvote.org>.

It consists of each voter ranking the candidates in order of preference. A certain number of votes is necessary to constitute election to the board. This number is determined by a formula based on the number of open slots and the number of votes received (so that it is a fair number and not arbitrarily set by a committee). After the initial counting of the votes, the candidate with the most first place votes is elected and the number of votes in excess of the winning number for that candidate is then distributed among the remaining candidates according to the second place choices. This procedure continues until all the places are filled. See the website for more details.

The reasons that choice voting has been adopted, after considerable thought and discussion, include

- It is a system already in place in many organizations and used in local elections in many states.
- It is known to be fair and to give less well-known or minority (in political elections) candidates a better chance of being elected (applying, in our case, to members who are more or less isolated from the "mainstream" musical communities).
- Because more than just first place votes contribute to elect a candidate, more voters have more voice in electing the candidates than if they just voted by checking boxes next to names.
- It forces the voter to make an informed choice by examining the candidates' supporting materials, rather than just checking off names.

j. Publications – The publications committee has no chair, and consists of the editor (or designate) of the IAWM Journal, and the Chair (or designate) of the Communications Committee (website). The purpose of the committee is to assure consistency as to lists, style sheet and similar issues across the board in our publications, including the website.

1) Editors are appointed by the President. The publications staff is appointed by the respective editors.

2) The IAWM Journal (a publication of the International Alliance for Women in Music, the IAWM Journal replaces the ILWC Journal , the ICWM Newsletter and the AWC News/Forum )

#### Responsibilities of the Editor-in-Chief

- a) Solicit articles and secure reviewers to write reports on conferences and concerts.
- b) Periodically, write to the listserv asking for volunteers and suggestions for topics.
- c) Review proposals for articles.
- d) Contact the president regarding the IAWM News section. Contact the persons in charge of the search for new music, the annual concert, and any other awards or IAWM-sponsored events.
- e) Send reminders of the deadline to all contributors, including the various liaisons regarding reports from their countries.
- f) Read and do preliminary editing of all material submitted. Return the material to the writer if the editing is substantial or if a revision is requested.
- g) Send articles and reviews to the copy editor and then determine whether her recommendations should be accepted. (Return the material to the writer for review if the copy editor makes substantial changes.)
- h) Do final editing of the entire journal.
- i) Check with the president for corrections and changes in the listing of Board Members, Advisors and Committees.
- j) Compile several "fillers"—short items that can be used if a page has too much extra space.
- k) Compile a table of contents (no page numbers) plus a brief table of contents for the title page.
- l) Format all material in RTF Windows: Times New Roman, 12 pt, single spacing, no hyphens.
- m) Send material in separate attachments (a separate attachment for each review) via e-mail to the production manager.
- n) Read the page proofs and send corrections to the production manager.
- o) Compile a mailing list (spread sheet) with the names and addresses of those who should receive complimentary copies (include the number of copies) and send to the production manager. She will also obtain the membership and institutional mailing lists.
- p) Inform the production manager how many copies should be ordered.
- q) When the journals are mailed, inform the members via the listserv.
- r) See IAWM website for other information.

## G. Coordinators

### 1. *Appointment of Coordinators*

Coordinators are appointed by the IAWM President. There is no set term of office. An incoming president will review and (re)appoint all coordinator positions. Coordinators may or may not be members of the board; they are generally members of the committee relevant to their portfolio. If the committee is without a chair, the president acts in lieu of the chair for 2 and 3 below.

### 2. *General Duties of Coordinators*

Coordinators are responsible for specific projects, or they chair committees such as competitions, conferences, awards, internet communications, publications, and other important tasks. They participate in committee discussions, keep the committee chair up to date with their project, and prepare an annual report for the committee chair (which is used in the preparation of the committee's overall annual report). Coordinators should maintain their dues payments.

### 3. *Specific Duty of Coordinators: The Annual Report*

A formal call for the annual committee report is put out by the President one month prior to the annual June meeting. The deadline for receipt of the overall committee report is generally one week prior to the meeting. The committee chair will call upon the coordinators to submit an individual report in time to be incorporated into the overall committee report.

- a) The committee chair sets the deadline for receipt of the annual report.
- b) If the coordinator works with a group of people to accomplish the work (a subcommittee) the report should be circulated in draft form to that group in time for review and discussion before it is submitted to the committee chair.

4. *Coordinator Assignments*

a. Archivist

b. Congress Host (See separate manual.)

c. Distribution Listowner

d. Hospitality Ambassador: Beata Moon, New York, NY

e. Information Ambassador: Elizabeth Keathley, University of Tennessee

f. International Institute for the Study of Women in Music Library: Beverly Grigsby, Northridge, CA

g. Outreach Coordinator (See Section IV B for responsibilities.)

H. Advisors

1. *Term*

Invited to serve by the President for the presidential term.

2. *Duties/Expectations* (communicated to advisors in letter of invitation)

- a) May be contacted by the Executive Committee pertaining to important issues facing the organization.
- b) May make other contacts important to the IAWM to help further the mission.
- c) Other input/advice as necessary.

3. *Quid Pro Quo*

Advisors' membership dues are waived for the duration of the advisor status.

4. *Roster of IAWM Advisors (through 2007)*

Chen Yi, Conservatory of the University of Missouri-Kansas City, Kansas  
City, MO

Emma Lou Diemer, composer, UCSB (emerita), Santa Barbara, CA

Jennifer Higdon, composer, Philadelphia, PA

Apo Hsu, conductor, San Francisco, CA

Tania León, Brooklyn College, Brooklyn, NY

Pauline Oliveros, composer, Oliveros Foundation, Kingston, NY

Jeannie G. Pool, Film Music Society, Los Angeles, CA

Marta Ptaszynska, University of Chicago, Chicago, IL

Judith Shatin, University of Virginia, Richmond, VA

Judith Lang Zaimont, University of Minnesota, Edina, MN

## I. Affiliates

### *1. General information*

IAWM Affiliate members are other music organizations, especially national women-in-music organizations. Affiliate relationships encourage a sharing of information, help avoid duplication of effort, and add to our numbers and thus to our political clout for advocacy issues. We exchange newsletters and journals and other publications with our Affiliates. Affiliate organizations' representatives are welcomed at IAWM board meetings. The organizations do not pay dues to one another. Individual members of IAWM are not automatically members of the Affiliate organizations, and vice versa. However, members of affiliates qualify for a reduced price membership to the IAWM. The amount of that reduced-price membership in 2004 is \$25.

The IAWM has also established Affiliate relationships with publishers, journals, national music centers, and other organizations with whom we exchange information. Affiliate members pay no dues.

### *2. IAWM Affiliates (as of Jan. 2004)*

Archiv Frau und Musik: Internationaler Arbeitskreis e.V. (Germany)  
Association of Canadian Women Composers (Canada)  
CID-Femmes (Luxembourg)  
Fondazione Adkins Chiti: Donne in Musica (Italy)  
Frauenmusik-Forum Schweiz (Switzerland)  
Kapralova Society (Canada)  
Korean Society of Women Composers (South Korea)  
Mu Phi Epsilon, Los Angeles Alumni Chapter (USA)  
National Association of Composers (USA)  
National Federation of Music Clubs (USA)  
National League of American Pen Women (USA)  
Romanian Association of Women in the Arts (Romania)  
Sigma Alpha Iota (USA)  
Sophie Drinker Institut (Germany)  
Stichting Vrouw en Muziek (Netherlands)  
Suonodonne-Italia (Italy)  
Women in Music (London, UK)

## J. Exchanges

### *1. General information*

IAWM Exchange members are other music organizations, especially national women-in-music organizations. Exchange relationships encourage a sharing of information, help avoid duplication of effort, and add to our numbers and thus to our political clout for advocacy issues. We exchange newsletters and journals and other publications with our Exchanges. Exchange organizations'

representatives are welcomed at IAWM board meetings. The organizations do not pay dues to one another. Individual members of IAWM are not automatically members of the Exchange organizations, and vice versa.

The IAWM has also established Exchange relationships with publishers, journals, national music centers, and other organizations with whom we exchange information. Exchange members pay no dues.

*2. IAWM Exchange Members (as of March 2003; unchanged as of May 2004)*

Australian Music Centre (Sydney)  
Contemporary Music Centre (Ireland)  
Culver Crest Publications (U.S.A.)  
Hildegard Publishing Co. (U.S.A.)  
International Music Council of U.N.E.S.C.O.  
The Rising of Women in Music (Website)  
Signs: A Journal of Women and Culture (online journal)  
Society for the Performance of New Music (London, U.K.)  
Swedish Music Information Center (Stockholm)

K. Liaisons (appointed by the IAWM President)

*1. Duties (from 1999 Board Meeting Minutes, Proposal #E4)*

The IAWM liaison with another organization facilitates communications, promotes IAWM goals, and publicizes major IAWM programs and activities with other complementary musical organizations. The IAWM liaisons also share with the IAWM Board and general membership information from the wider musical community, including dates of major conferences and workshops sponsored by other musical organizations.

The IAWM Liaison to a nation serves as an outreach arm of the IAWM to disseminate information about the goals and programs of the IAWM to a larger international community, often loosely uniting various subgroups of organizations at the national level into a single entity to operate globally. The Liaison makes at least one report annually to the Board of Directors, and works with them, as needed, to develop special events or programs. Liaisons are expected to maintain their dues payments.

*2. Roster of International Liaisons*

- 1) Africa: Plaxedes Vimbai Chemugarina
- 2) Asia: Jin Hi Kim
- 3) Australasia: TBA
- 4) Australia: TBA
- 5) China: Li Yiding
- 6) Europe: Esther Flückiger

- 7) Korea: Chan Hae Lee, with Cecilia Kim as public relations
- 8) Japan: Taeko Nishizaka
- 9) Jordan and the Middle East: Agnes Bashir-Dzodtsoeva
- 10) Philippines: Corazon C. Dioquino
- 11) Romania: Mihaela Vosganian
- 12) South Africa: Jeanne Zaidel-Rudolph
- 13) South America: TBA

### **III. Professional Activities of the IAWM**

#### **A. Core Projects and Activities of the IAWM**

The IAWM has no regular paid administrative staff (except for student assistants provided by supporting universities), and conducts its many projects and activities through the volunteer efforts of individual IAWM members.

#### **B. Archive**

IAWM maintains a digital archive online <<http://www.iawm.org>). This community archive is developed and maintained by members of the IAWM and contains more than 4000 pages of materials on women composers and women in music.

#### **C. Awards: (See Section II F, Committees 4c.)**

#### **D. Concerts and Festivals (See also Section II F, Committees 4b.)**

##### **1. National Museum of Women in the Arts**

- a. IAWM co-sponsors annual concerts with the National Museum of Women in the Arts (in the museum's recital hall in Washington, D.C.) since 1991.
- b. NMWA/IAWM concerts feature compositions by IAWM members chosen through an anonymous score selection process.
- c. The concert in 2000 included commissioned works by two American women of color/diversity.

##### **2. American Composers Midwest**

IAWM co-sponsored concerts in New York City and Chicago in collaboration with and American Composers Midwest. Each concert featured IAWM member works chosen through a blind score selection process.

##### **3. International Festival of Women Composers, IUP**

- a. IAWM provided support for concerts at the Fourth and Fifth International Festivals of Women Composers at Indiana University of Pennsylvania in 1996 and 1998.
- b. The annual board meeting of the IAWM was held in conjunction with the Fifth Festival in March 1998.

##### **4. Festivals Hosted by Individual IAWM Members**

Hildegard Festival of Women in the Arts, March 4-7, 1999 and March 20-22, 2003,  
California State University Stanislaus, Turlock, California, hosted by Deborah Kavasch

#### 5. Concerts Endorsed by IAWM

Beijing, July 2002 Music and Art, Brentwood, California, November 10, 2002  
International Women's Day, Pasadena, California, March 9, 2003 In Praise of Music,  
La Canada, California, April 27, 2003

#### 6. Other Cooperative Ventures

- a. CMS/IAWM (CMS=College Music Society) Examples of the types of projects undertaken in the past include:
  - 1) CMS Board approval (see IAWM CMS Report) from the College Music Society to author 2000 Report on The Status of Women in College Music
  - 2) CMS / IAWM - significant working alliance producing a new Report on The Status of Women in College Music which will go beyond the scope and intent of previous reports; collaboration directed by Judith Coe.
- b. Library Collaborations
  - 1) Co-sponsored a concert to celebrate the placing of the American Women Composers' score collection in the Gelman Library of George Washington University in September 1997. Scores for the performance were selected by George Washington University faculty/performers from the collection.
  - 2) The score archive of the International Congress on Women in Music is housed at the International Institute for the Study of Women in Music archive co-maintained at California State University, Northridge.
- c. Asia Society and Asian Composers League Conference
  - 1) Co-presented concerts and panel discussions entitled "Asian Women in Music Today" in collaboration with the Asia Society, World Music Institute and Thomas Buckner's Interpretations in New York City October 22 and 23, 1999.
  - 2) Co-sponsored a panel discussion on women composers in Asian countries during the Asian Composers League Conference (1997), Manila, The Phillipines.
- d. Donne in Musica
  - 1) An official IAWM representative presents a world report on the status of women in music in the United States during the Donne in Musica Festival held each fall in Fiuggi, Italy.
  - 2) IAWM members participated in writing the "Declaration of Fiuggi,"

- 3) IAWM members participate each year in the Donne in Musica concerts and world reports.
- 4) IAWM is a member of the Honor Committee of the Donne in Musica Foundation.

E. Congresses (See also separate manual.)

- 1) IAWM periodically (ideally on a biennial basis) produces Congresses alternating between US and international venues, most recently in Vienna, Austria (May 1995), Valencia, CA (Cal Arts, May 1997), and London, England (July, 1999).

F. IAWM Endorsement Policy of Concerts, Festivals, Symposia and Conferences

The IAWM may endorse events that follow these guidelines.

1. All interested individuals and groups must submit a proposal for endorsement by the IAWM. Proposals should include dates, personnel, timetable, and a brief description of the women-in-music activity. Projects for which an IAWM endorsement will be sought should be brought to the attention of the IAWM as soon as possible in their development, even if some details such as the performers, repertoire, etc are still being worked out. The IAWM may require further information before making a decision.

Clearly state what is expected from this endorsement. For example, will the IAWM name be used as a part of the grant-writing process, will the IAWM appear on advertising, brochures, concert programs, etc. Does the presenter require an official letter of endorsement, and to whom should this letter be addressed? Please note: all grants must be obtained solely by the presenting organization, and will not be written with assistance from the IAWM.

2. At least one person of the organizing body must be an IAWM member in good standing at the time of application and at the time of the event. The IAWM does not generally endorse events of non-members. On rare occasions, the IAWM will lend its name to a women-in- music event not affiliated with the parent organization. However, this will be decided on a case-by-case basis.

3. Upon completion of the activity, the following materials must be submitted:

- a. one original complete copy of the conference booklet, brochure, program, notes, etc. submitted to the IAWM Executive Committee
- b. 20 copies (originals) of the basic materials (listed in a above) submitted to the Chair of the IAWM Development Committee
- c. All proposal materials should be submitted by email or hard copy to the IAWM Executive Committee, via the current IAWM President.

G. Publications: (See also Section II F, Committees 4j.)

1. Publications of the IAWM

a. IAWM Journal, a member magazine (50-70 pages, two-three issues per year). This publication replaces the ILWC Journal , the ICWM Newsletter and the AWC News/Forum.

b. Several "In House" publications, including a membership directory, the Invitation to Membership brochure and letterhead stationary. These are available in PDF format.

c. List Archives for the IAWM Electronic Distribution List and a Web Site

2. Subscriptions to the two IAWM periodicals and the annual membership directory (PDF format via e-mail) are included in an IAWM Membership.

## IV. Professional Outreach

### A. Outreach History

A History of IAWM Outreach Initiatives (compiled by Sally Reid, August, 1998)  
November/December 1995 - During our first year we mailed approximately 900 journals to Women Studies programs throughout the U.S. The mailing list was provided by then IAWM Journal editor Sylvia Glickman from the Hildegard address database. assessment: response was minimal; perhaps the journals were mailed too late in the year; perhaps it would have been helpful to include additional information (no brochure was yet available).

1995 - The ICMA offered free memberships to IAWM members in an attempt to increase participation by women in the ICMA. This was initiated by ICMA president Allen Strange. assessment: none

1995, 1996 and 1997 - IAWM Members were given the opportunity to list the names of prospective members on their dues form. We contacted these individuals and sent a sample journal, a special "compliments of \_\_\_\_\_" letter and an Invitation to Membership brochure. assessment: We sent out about 24 invitations in the first year and fewer each succeeding year. No records were kept of responses to this initiative.

April 1996 -We purchased a CMS mailing list for women composers, theorists and musicologists. Membership Director Carolyn Bremer sent 1362 Invitation to Membership brochures to these composer members. assessment: none

March and August 1996 -Membership Director Carolyn Bremer arranged a membership/advertisement exchange with the Minnesota Composers Forum (now the American Composers Forum). We published a full page ad for the MCF in the IAWM Journal in two issues and they published a full page ad for the IAWM (prepared by Carolyn) in two issues of the MCF Newsletter. Reduced membership fees were offered to members on both sides. March and August 1996 assessment: We recruited between 12 and 20 new members. A nice gesture and cost effective, but not terribly effective in recruiting numbers.

March 1996 - Membership Director Carolyn Bremer arranged a membership / advertisement exchange with the American Music Center. assessment: Less effective than MN Comp Forum effort

1996 - Hildegard Publishing Co. graciously included mention of the IAWM and an invitation to membership in their catalog which was mailed to 20,000 addresses. assessment: none

Spring 1996 - Membership director Kris Burns contacted with Stephen David Beck, president of SEAMUS, and tried to initiate an exchange membership similar to the one Carolyn had set-up with ICMA. Assessment: That did not go well; Kris was told that "SEAMUS is not interested in expanding its membership." There has been no follow-up.

Spring 1997 -Membership Director Kris Burns contacted leaders in campus music fraternities/sororities with membership information encouraging participation in IAWM. She contacted the music honoraries, both current student chapters and alumni chapters, of Mu Phi Epsilon, Sigma Alpha Iota, Delta Omicron, and Tau Beta Sigma. She had email contact with all of the chapter representatives listed on the various websites, and sent brochures as a follow-up to these conversations. assessment: This correspondence made contact with Hansonia Caldwell and cultivated interest from the LA chapter of Mu Phi Epsilon, who became an IAWM affiliate.

Spring 1997 - Kris Burns contacted the major women and music presses. assessment: Both Arsis and Hildegard press are including a copy of the IAWM membership brochure in their catalog mailings.

1997 - IAWM Hospitality Ambassador Lynn Gumert was named as an IAWM Coordinator. Lynn contacts visitors to the IAWM web site and new subscribers to the IAWM list. She also periodically compiles the IAWM elist directory. assessment: none Lynn??

1997 - Sample IAWM Journals and brochures were sent to visitors of the IAWM Web Site who used the IAWM Publisher Contact Service. 1998 - Brochure and letter sent to visitors. Assessment: This initiative was deemed too expensive as all support came directly from the IAWM Journal budget. Both resources for mailing the journals and journal supplies were considered inadequate to maintain this initiative. In early 1998 it was decided that only the brochure and a letter from the journal archives would be sent to these visitors. Twenty-four of these were mailed in July 1998. The number of contacts increases slightly each month.

## B. Outreach Coordinator Responsibilities

Assist IAWM Coordinators and Board Members in outreach to performers, composers, educators, librarians, and musicologists using email, mailings, advertisements, membership exchanges, etc. as directed by the IAWM Supervisor.

The Outreach Assistant will make personal contact with IAWM members who have failed to renew their membership, encouraging them and reminding them how much we need their continual support. We have a rather large number of supporters who seem to join in alternating years. We believe that many of these people do intend to support the Alliance. The Outreach Assistant will send out email, invitation letters, brochures (and perhaps some sample Journals). We will keep careful records about the success of our efforts - by placing a marking on the brochures - or checking the new members against our contact lists - to document for the board if our efforts are paying for themselves - and also to help us redirect our efforts as necessary into the activities that promise the most success.

There may be other types of "outreach" efforts that the Assistant can help us with as well - not just to new members - but outreach to performers, educators, etc. (men as well as women) encouraging them to consider music by women composers - this might tie in with some of the advocacy efforts of others on the board, etc.

## C. Web Site

### a. Objectives: Early IAWM Web Site Objectives (compiled by Sally Reid)

1) Education Tool: information for the general music community. The web site assists in educating "new" seekers who ask the old questions, "Who are/were the women composers and how/where do we find their music?" Individuals can be referred to the bibliographies, discographies, work lists, syllabi, press releases, journal articles and publisher information published on the IAWM web site. All these resources become accessible to a wider audience through this new technology. The site also advertises various concerts, projects, festivals, women in music organizations (international and regional), the wonderful Degenhardt Vagabondage prints and the IAWM electronic list.

2) Communication Network: resources for women composers The IAWM seeks to build a stronger communication network among women composers and between women in music organizations through:

- \* publication of the IAWM Journal
- \* advertisement of projects and achievements of various women-in-music organizations
- \* establishment of the IAWM electronic list (October 1993)
- \* establishment of the IAWM web site (December 1994)

The sharing of information between various ensembles, projects, festivals and performers is one way to avoid the unnecessary duplication of effort that has plagued women-in-music efforts of the last twenty years. The IAWM Web Site promotes interaction and a greater awareness of the many activities related to women in music which are taking place. The IAWM Web Site serves as a valuable resource for women composers-containing opportunity listings, festivals, contact information and links for other composer organizations and services. Younger women composers have much to gain through an awareness of historical and contemporary models.

3) Research Resource: pointers to available materials for scholars  
The web site connects electronic resources in a powerful way. It links existing databases and provides a useful beginning resource for scholars and students. Much information has been placed in digital form (e.g. computer lists, databases, bibliographies) but is not yet available via the Internet.

### b. The IAWM Electronic List:

The IAWM Electronic List includes more than 500 composers, performers, educators, musicologists and librarians, a community united by a common interest in the music of women composers and the achievements of women in music throughout history.

To join the IAWM Electronic list (a forum open to IAWM members and non-members, women and men), send the following command to the address [listserv@unt.edu](mailto:listserv@unt.edu):

subscribe IAWMLIST FirstName LastName

After the subscription is accepted by the server, the subscriber receives a welcome statement and a message explaining everything they need to know to successfully use the list.

Subscribers may send posts directly to the list address, [iawmlist@unt.edu](mailto:iawmlist@unt.edu).

c. IAWM Distribution Listowner (part of the Communication Committee).

- \* Maintain the automated welcome message.
- \* Receive all list ERROR messages, manually removing addresses as appropriate.
- \* Manually add/remove addresses as requested.
- \* Manually remove addresses when error messages (rejections) are received for an extended period.
- \* Work with local system administrators to solve any list related problems (looping posts, spam, etc.).
- \* Submit an annual written report to the board detailing list activities.
- \* Maintain the IAWM committee distribution lists (adding and removing addresses of coordinators, affiliates, advisors and liaisons as directed by the President).

d. List Monitor

- \* Post periodic reminders to the list to gently encourage proper list etiquette, proper SUB and UNSUB procedures and to encourage individuals to stay on topic and avoid no-content posts.
- \* Correspond with members who have problems or need assistance - making referrals as necessary (to the membership director, the IAWM Board or Executive Committee, the IAWM Information Ambassador, the listowner, etc.).
- \* Remove list members as necessary when list rules continue to be violated after a clear warning (based on committee consensus).

e. List Announcements

Post to the list various announcements, appropriate press releases and opportunities received at the IAWM Journal office, the IAWM Maitland, Florida office, the Web Site/Journal archives office, etc.

f. IAWM Web Site

THE IAWM Web Site is a community archive developed and maintained by members of the International Alliance for Women in Music. The IAWM Web Team provides technical assistance, policy advice and html conversion for this community archive, maintaining and developing content of modules for which they have assumed ownership. Questions about the IAWM website can be directed to the IAWM web team via Elizabeth Hinkle- Turner, website manager, at [ehinkle@unt.edu](mailto:ehinkle@unt.edu)

g. IAWM Web Team

The IAWM Web Team provides technical assistance, policy advice and html conversion for this community archive. Various members maintain and develop content of modules as noted in the IAWM Web Team Assignments.

h. Copyright and Disclaimer notifications

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Reference within these pages to any specific commercial product or service does not constitute or imply an endorsement or recommendation by the IAWM.

This site is being developed and maintained as a service to the musical community by members of the International Alliance for Women in Music. Your comments or suggestions for improvement are appreciated. [ehinkle@unt.edu](mailto:ehinkle@unt.edu)

i. Scrapbook images

This page is seeking an "owner" to develop and maintain content. The IAWM Web Site is a community archive developed by volunteer members of the IAWM.

Owners are needed for various site modules. The Alliance can provide server space for worthy projects. Please contact site administrator, Elizabeth Hinkle-Turner at [ehinkle@unt.edu](mailto:ehinkle@unt.edu)

## V. Documents and Forms of the IAWM

A. Insurance Coverage: the IAWM has Directors and Officers Insurance (the policy is kept at the IAWM office).

### B. Permission Forms for Recording

#### *1. Permission Form to Record Performance of the Annual Concert*

Reply via email or use this form to FAX or mail.

\_\_\_\_ Annual Chamber Music Concert  
presented by \_\_\_\_\_ and IAWM  
Sunday, June \_\_, 200\_\_, 3:00 p.m.

\_\_\_\_\_  
(venue)

Permission to Record Performance:

I give the IAWM permission to make a recording of my

composition \_\_\_\_\_ performance \_\_\_\_\_

(title) : \_\_\_\_\_

for documentary and archival purposes.

Permission to Make Copies of Performance:

In addition, I give IAWM permission to make copies of this recording available to IAWM members. I understand that additional permissions and releases will be negotiated as appropriate if the Alliance makes additional uses of these recordings.

OR

I deny IAWM permission to make copies of this recording available to IAWM members, but consent to having the recording deposited in the IAWM archive.

Permission to Broadcast Performance:

I give IAWM permission to broadcast this recording on the IAWM Web Site as streaming audio and to include this recording in any radio broadcasts.

OR

I deny IAWM permission to broadcast this recording on the IAWM Web Site or to include this recording in any radio broadcast.

OR

I have elected to complete the LONGER license agreement for web site transmissions. I understand that I may terminate any portion of this agreement with written notice.

Signed: Your Name  
Dated: date  
Email: your e-mail address

*2. Permission Form to Record at a Congress*

\_\_\_\_\_ IAWM CONGRESS

\_\_\_\_\_ (venue, dates)

I hereby give the IAWM permission to record my

\_\_\_\_\_ presentation

(title) \_\_\_\_\_

\_\_\_\_\_ performance

(title) \_\_\_\_\_

\_\_\_\_\_ composition

(title) \_\_\_\_\_

for documentary purposes.

\_\_\_\_\_ In addition, I give IAWM permission to make available to IAWM members CD copies of this recording(s) for the cost of making the copies with the understanding that these CDs will help promote my work and advance the goals of IAWM, which is a nonprofit, tax-exempt organization. I further understand that if IAWM in the future seeks to do anything else with the recording(s) additional permissions and releases will be negotiated between the IAWM and me as appropriate.

OR

\_\_\_\_\_ I hereby deny IAWM permission to make available to IAWM members CD copies of this recording(s), but consent to having the recording deposited in the IAWM archive.

Signed \_\_\_\_\_ Dated: \_\_\_\_\_

Email \_\_\_\_\_

Please complete and FAX this form to: \_\_\_\_\_

## C. Forms for Nominations and Elections

### *1. Call for Nominations*

The IAWM needs YOU!

The IAWM operates mainly by the vision, energy, talent, and commitment of its members. There is so much to be done to promote women in music!

Please consider whether you would like to play a more active role.

Nominations, including self-nominations, to the Board of directors for the spring 2002 elections are now being accepted. But Board membership is not the only way to make a real difference; you may choose to volunteer in any leadership capacity without a Board commitment. Ours is a very flexible organization, representing not only a diversity, but a multiplicity of interests and passions. Do you have a special interest or talent you could share with us? Would you be willing to help in some administrative capacity? Think about these areas: hospitality, nominations, by-laws, web design and content, grants, fundraising, finance, public information, the IAWM Journal and more! Some of these areas urgently need help; others will need it in the future. Do you have expertise or interest in any of them? In something else entirely? Think it over and contact \_\_\_\_\_, President, or \_\_\_\_\_, Nominations Chair, to discuss your participation.

Please help us to strengthen and invigorate our commitment to women in music, and broaden our vision for the future.

\_\_\_\_\_, IAWM President

\_\_\_\_\_ (address)

\_\_\_\_\_ (address, cont.)

Phone: \_\_\_\_\_ fax: \_\_\_\_\_

Email: \_\_\_\_\_

### *2. Sample email (listserv) call for nominations*

Call for Nominations: Get Involved with the IAWM!

New members of the IAWM Board will be elected by the general membership next spring. Nominations to the Board are now being sought. Are you willing to share some of your experience and skill on behalf of women in music? Do you know someone who might? If you are interested in

becoming more actively involved to promote the mission and goals of the IAWM, whether as a Board member, or in another capacity, please contact \_\_\_\_\_, chair of the Nominations/Elections Committee, by December 1 for more information.

### *3. Board Expiration Notice*

As you are probably aware, your 3-year term on the IAWM Board will expire in June, 2001. On behalf of the Nominations/Elections Committee, I would like to invite you to consider running for election to the Board of Directors as we hold elections for the second time.

The deadline for responding in order to be included on the slate of candidates is December 1, 200\_.

Your contributions to the women-in-music movement are unique and invaluable-- please think seriously about another term of service on the IAWM Board, and let me know what you decide by December 1. And thank you for all you have done, and are doing!

\_\_\_\_\_, Chair  
Nominations and Elections Committee

### *4. Board Candidate Information Letter*

Thank you so much for your interest in serving on the Board of Directors of the International Alliance for Women in Music.

Here are some practical points:

#### General and Legal Responsibility of Board Members

The raison d'être of the Board is to carry out the legal and fiscal responsibility of the organization by voting on budget and policy issues. This is the only board duty which is legally determined and binding.

Elected to 3-year terms which are renewable, Board members are also:

Expected to attend annual Board meetings (not always possible, of course)\*

Expected to be working on a portfolio project or responsibility, self-determined except in the case of officers.

Expected to submit reports to the Board at least annually.

\*NB the Board meeting at which new board members will be seated will be the weekend of \_\_\_\_\_, 200\_ in \_\_\_\_\_.

There are maximum \_\_\_\_ vacant slots to be filled at this election.

Prospective board members must be current members of at least one year's standing.

Inclusion on the slate requires one nomination and one second (one of these is the candidate him- or herself: if self-nominated, one second from another member required; if nominated by another person, the consent of the nominated constitutes the second).

Inclusion on the slate further requires submission of a supporting platform statement on how the candidate plans to serve the IAWM to advance its mission. The statement will also incorporate some background/biographical information. If English is not your native language, please consider having your statement looked at by a native speaker, or even translated professionally. Since voters' assessment of the candidates is based largely upon the statement, it is obviously important that it be very clear. We hope to increase international representation on the board. If you would like help with the formulation of the statement, please contact me separately.

The deadline for receiving nominations is December 1, 200\_. Eligibility will be determined and candidates notified of their status by December 15, 200\_. The deadline for receipt supporting materials (a second and the platform statement) to be included on the slate for election in spring 200\_ is February 1, 200\_. All materials should be sent to the attention of the Chair of the Nominations/Elections Committee.

It is, of course, possible to serve on committees, as a coordinator, or do almost anything for or with the IAWM WITHOUT being on the Board, if you prefer. If you are not currently performing any active function or serving on any IAWM committee, and would like to be active without being on the Board, or if you would like to change your area of activity within the IAWM, please contact President \_\_\_\_\_ (email: \_\_\_\_\_) And please do not hesitate to contact me with any questions you may have.

In any case, we are so very pleased that you are willing to serve the IAWM to advance our mission, and we look forward to working with you!

CONTACT \_\_\_\_\_

*5. Candidate letter (sent after December 15 to those who are eligible for Board)*

Dear candidates,

Thank you for agreeing to stand for election to the IAWM Board.

In order to be included on the slate of candidates presented to the general membership, you must write a brief statement about how you propose to contribute to the mission and goals of the IAWM as a Board Member. You should probably include some background information about yourself, and your connection to music and issues of women in music. You may include anything that would help the voting membership vote. Please limit your

statement to one or two pages. Examples of such statements from last year's candidates are available for your inspection on the website at <http://iawm.org>

You will also need to send me a second for your nomination. This can be in the form of the briefest of emails. It should be from a member. Please ask the person seconding your nomination to address the seconding to me \_\_\_\_\_ and to put SECOND as the subject in the subject line.

The deadline for my receipt of these materials is FEBRUARY 1. You may email your statement to me, or fax it to me at \_\_\_\_\_. It is your responsibility to make sure that the second is also received by that time. (I'll try to let you know when it has, but check with me if you don't hear from me.) The reason for this early deadline is so that the materials can be prepared and mailed out to those members who have no e-mail, allowing them time to return the ballots by the April 1 deadline.

The Board of Directors will meet the weekend of \_\_\_\_\_ in \_\_\_\_\_. Newly-elected members are invited and strongly encouraged to attend if at all possible.

#### D. Forms for Donations

*1. Letter for Solicitation for Funds [no template as of May 2004]*

*2. Letter of Acknowledgment of Monetary donation*

Treasurer's address

Donor's address

date

Dear \_\_\_\_\_,

Thank you very much for your following contribution to the International Alliance for Women in Music. Your generosity is very important to the fulfilling of the many missions of the organization. check # , dated , for \$ for \_\_\_\_\_

Please keep this letter for your tax records, as it serves as the official receipt for your gift to the International Alliance for Women in Music (IAWM). As required by current tax regulations, I confirm that no quid pro quo benefits were returned to you by IAWM as a consequence of your making this gift; therefore, the full amount of your gift may be deductible for federal income tax purposes. The International Alliance for Women in Music is a tax-exempt, non-profit organization under section 501(c)3 of the Internal Revenue Code, incorporated in the State of Delaware. Our federal identification number is 521928872.

Sincerely, [signed]

[Treasurer name]

3. *In-kind donation form* (next page)



Record of In-Kind Donation

Completion of this form is a necessity for accurate bookkeeping by the IAWM. An in-kind donation is a gift of services or tangible material given to a non-profit organization without future consideration. The value of material given by the donor may be eligible for individual tax deduction (see your tax professional), but the comparable value of services rendered is not eligible. Allowable expenses include standard fee for performance, lodging (not meals), transportation, and related performance expenses. The International Alliance for Women in Music is a tax-exempt, non-profit organization under section 501(c)3 of the Internal Revenue Code, incorporated in the State of Delaware, Federal identification number 52-1928872.

Name of Donor \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code, Country \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date(s)	Gift (Item or Service)	Market Value of Item OR Standard Fee for Performance
TOTAL GIFT		
HONORARIUM RECEIVED		

Signature \_\_\_\_\_

o I would like a copy of this form. **Return to:** IAWM, Box 2731, Rollins College, 1000 Holt Avenue, Winter Park, FL 32789-4499.

E. Discount Coupon to be used at IAWM-sponsored conferences, concerts, or events.

Insert Name of Event Here  
CONVENTION SPECIAL!  
Take \$5 off any membership in the  
INTERNATIONAL ALLIANCE FOR WOMEN IN MUSIC  
Your Price: Regular \$40/Student \$20/Senior \$25  
Good through [Insert Date Here]  
Include this coupon with Membership Form  
\*\*\*\*\*

F. Summary of By-Laws and Resolutions Passed at IAWM Board Meetings 1995-1998  
compiled by Deon Nielsen Price, July 1999

#### AMENDMENTS TO THE IAWM BY-LAWS

1995: Draft of By-Laws Discussed, Finalized and Adopted subject to review by a lawyer.

1996: None

1997: Allow groups of members to form local chapters

1998: Revision of procedure to Revise By-Laws referred to committee.

#### RESOLUTIONS

1995: PASSED:

1. Establish a credit card service for membership dues.
2. Secure Bulk Mailing permit for IAWM.
3. Postpone continuing annual \$1000 recording awards to individuals until financially able.
4. Support 1996 Festival of Women composers at IUP with \$1000 and plan seed money for next Congress.
5. Planned scholarly journal should go to IAWM members at no additional charge.
6. Develop Membership brochures.
7. Regina Himmelbauer, Susan Wheatley, Jin Hi Kim, Laura Kaminsky, Geraldine Carr, Althea Waites, Janis Rozena-Peri nominated to serve on Board of Directors; Chen Yi, Marin Alsop, and Ellen Taaffe Zwilich as Advisors.

8. Executive Committee to include 4 officers, IAWM publication editors, International Liaison, and Membership director.
9. Budget for 1995-96 to be proposed for Board vote by August 15.
10. Develop Administrative Calendar.
11. Board members to submit written activity reports to the President.
12. Solicit a proposal from IAWM members in California to hold next Congress there.

1996: PASSED:

1. Mail dues notices separately from Journal.
2. Personnel
  - a. Executive Committee: Susan Wheatley as Secretary, Eve Meyer as IAWM Journal Editor, Regina Himmelbauer as International Liaison; Deon Nielsen Price as President, Sylvia Glickman as Treasurer, and Stefania deKennesey as Past-President.
  - b. Board Service: Monique Buzzarté, Lily Hood Gunn, Nancy Fierro, and Ellen Grolman Schlegel.
  - c. Resigning from Board of Directors: Laura Kaminsky, Geraldine Carr, Althea Waites.
  - d. Advisors: Judith Lang Zaimont, Emma Lou Diemer, Pauline Oliveros
  - e. Committees: Cathy Pickar, Historian
3. Waive dues for IAWM Advisors.
4. Purchase Quark Express software for new Women and Music Journal.
5. Allocate \$1000 for Board travel.
6. Authorized clerk assistant for President
7. Submit tax-exempt IRS status application.
8. Authorize Sally Reid to represent IAWM at Donne in Musica Symposium in Italy in September.
9. Solicit from Bernadette Speach a proposal for an Administrative Director for fund-raising and development.
10. Board set up a list of 1996-97 priorities for funding.
11. Authorize a letter campaign to protest the discriminatory hiring practices of the Vienna Philharmonic Orchestra, to coincide with their early 1997 tour of the USA, under chairs Regina Himmelbauer in Vienna, Monique Buzzarté in New York City, and Nora Graham in Los Angeles.

1997: PASSED

1. Personnel

- a. Patricia Morehead, Anne Kilstofte and Marilyn Shrude to serve on the Board of Directors
- b. Kris Burns, Frances Nobert; Judith Coe and Anne Deane to serve as Coordinators
- c. Rosemary Killam to serve as Liaison
- d. Executive Committee: Kristine Burns as Membership Chair, Frances Nobert as Treasurer

2. Add to the Mission Statement "by encouraging the publication and distribution of music by women Add to the Mission Statement "by continuing the International Congresses on Women in Music as the International Alliance for Women in Music Congresses

3. Resolve to implement the expanded organizational structure proposed by the president by adding more vice-presidents and with categories of service called Board of Directors, Coordinators, Liaisons, Representatives, Advisors, and Affiliates

4. Resolve to establish an annual end-of-the-year Fund Raising Drive among members.

5. Fund from outside sources

- a. Asian Outreach
- b. awards program for young women,
- c. joint national competition for young female composers with the Walden School

6. Fund from IAWM

- a. a mentoring program for young women composers
- b. advocacy projects to promote recordings and broadcasts of music by women and to promote books about women composers
- c. advocacy for orchestral programming of music by women
- d. a fund from which the President could draw to represent IAWM

7. Offer Honorary membership to Elena Ostleitner

8. Authorize Deon Price to represent IAWM at regular meetings of the American Alliance of Composer Organizations (AACO).

1997: DEFEATED

1. Amend the By-Laws to allow a general membership vote

2. Resolve to establish two budgets - operations and discretionary

3. Raise membership dues

4. Hold more than one official, voting Board meeting per year.

1997: TABLED

1. Amend the By-laws to develop a stipend schedule in support of those Board members whose responsibilities go beyond normal volunteering
2. Hire an Administrative Director.

1998: PASSED

1. Proposed 1998-99 Budget, balanced but austere.
2. Raise dues by \$5.00 in each membership category beginning in 1999.
3. Establish Committees: Nominations - Monique Buzzarté, Melissa Maier, Judith Shatin, Kris Burns; By-laws - Catherine Pickar, Anne Kilstofte, Monique Buzzarté; Development - Jeannie Pool, Lucille Field Goodman, Deborah Kavasch.
4. Officers terms be two years.
5. A four year stint for president: President-Elect for one year, followed by President for two years, and Past President for one year.
6. All other Board Service be two year terms with a three-term limit.  
(Invalid. This would require amending the By-laws.)
7. Sally Reid to serve as President-Elect; Renate Matthei, Margaret Lucy Wilkins, Hansonia Caldwell to serve on the Board of Directors; Mihaela Vosganian and Monica Hofstetter as Liaisons
8. Executive Committee is responsible for informing the Board of all official proceedings and resolutions.
9. Funding possibilities to be referred to the Board prior to making application.

1998: REFERRED TO COMMITTEE

Proposals relating to general elections and online voting procedures to the By-laws Committee