

EUROPEAN SOCIETY FOR THE COGNITIVE SCIENCES OF MUSIC – ESCOM

CONSTITUTION

1. Name and seat of the Society

The name of the association is "European Society for the Cognitive Sciences of Music", abbreviated "ESCOM", and it is officially seated in Jyväskylä, Finland. In addition, the Society has an office in Brussels, Belgium.

2. Purpose and activities

The objectives of the Society are 1.) to further theoretical, experimental and applied research and teaching in the cognitive sciences of music, 2.) to increase and disseminate knowledge and practical applications of music perception and cognition, and 3.) to encourage European and international cooperation within the field of research represented by the Society.

Cognitive sciences of music are those, which study the perceptual and mental processes underlying musical experience and activity. This field of study includes the sub-disciplines within musicology, music theory, music education, music therapy, psychology, acoustics, neuroscience, philosophy, mathematics, artificial intelligence, pedagogy, and others that have as their central focus the cognitive sciences of music.

To fulfil its purpose, the Society will undertake publication activities, regularly organise conferences as well as seminars and educational programs, support young scientists in their training and research activities, perform public relations work and maintain relationships with other national and international organizations that share the society's main goals. The Society operates on a non-profit basis.

To support its activities the Society publishes a journal called *Musicae Scientiae*. In addition, it can undertake publication sales for individuals and institutions, collect membership fees and participation fees at the scientific conferences and seminars it organises, apply for grants, receive donations and wills, and own movable and fixed assets that it requires for its activities.

3. Membership

Membership in the Society consists of Full Members, Student Members, Sustaining Members and Honorary Members.

To be eligible as a full member in the Society, an individual must subscribe to its constitution and aims and have shown interest in the field of the Society through research, publications, training or other activity.

Students of higher education institutions engaged in relevant training, and who subscribe to the Constitution and the aims of the Society, may be elected as student members.

An individual willing to support the Society's objectives and activities can be elected as a sustaining member.

A member who has retired from major academic commitments may be elected as an honorary member by the General Assembly of the Society, following a unanimous proposal by the Executive Council.

Members of the Society, apart from the honorary members, are elected by the Executive Council.

Membership will become effective upon payment of the appropriate dues and when the Executive Council or the General Assembly has approved the membership.

4. Resigning and terminating a membership

At any time, a member may resign from the Society by notifying the Executive Council or the President in writing, or announcing their resignation in the General Assembly.

Membership may be terminated by the Executive Council if the membership dues are in arrears more than one year, or if the member has otherwise neglected those duties they have committed to when joining the Society, or if they have significantly harmed the Society with their actions within or outside the Society or no longer fulfil the legal criteria of membership.

5. Membership dues

The membership fees for each category (full members, student members and sustaining members) shall be set by the General Assembly. Honorary members are exempt from membership fees.

6. Executive Council

The Society is governed by the Executive Council, elected by the General Assembly. The Council is composed of the president, the vice president, the permanent secretary, the treasurer, and at least four (4) and at most six (6) other members. At least half of the members of the Executive Council, including the president, should be nationals or permanent residents in European countries. Members of the Executive Council have to be members of ESCOM.

The president and vice-president are elected for a non-renewable period of three years. At the end of his/her mandate, the president can be elected as the past-president, elected for a non-renewable period of three years. The mandate of the treasurer and the other members of the Executive Council is three years, but renewable.

The General Assembly also elects a permanent secretary for a three-year renewable mandate. The permanent secretary is also a member of the Executive Council. The permanent secretary shall serve as the secretary of the Executive Council.

The other officers of the Executive Council and the division of labour are set forth in the bylaws.

The Executive Council will meet at the invitation of the president or, in his or her stead, the vice-president, when they deem it necessary, or when at least half of the members of the Executive Council demand a meeting.

If the Executive Council so decides, and the Executive Council member in question approves, it is possible to participate in the Executive Council meetings by mail or Internet or other technical medium, either during or before the meeting.

The Executive Council can validly deliberate if at least half of its members, including the president or vice-president, are present. Resolutions of the Executive Council are adopted by a majority vote. If the vote is tied, the president's vote shall be decisive; however, in elections the winner is decided by a draw.

7. Signing the name of the Society

All acts binding the Society must be signed by the permanent secretary, together with the president or the vice president.

8. Financial year and Auditing

The financial year is the calendar year.

The annual accounts and the annual report of the Executive Council must be delivered to the auditor by the end of February. The auditor must give his/her written statement to the Executive Council at least one month before the General Assembly.

9. Assemblies of the Society

If the Executive Council or the General Assembly so decide, it is possible to participate in the General Assembly by mail or Internet or other technical medium, either during or before the meeting.

The General Assembly of the Society will be held once every three years on a date chosen by the Executive Council, between April and September.

An Extraordinary Assembly will be held when the General Assembly so decides, or when the Executive Council deems it necessary, or when at least one tenth (1/10) of the members request it in writing for a specific issue to be resolved. The Executive Council must then issue a call for an Extraordinary Assembly within 30 days of the presentation of such a request.

In the assemblies of the Society, every member has one vote, regardless of the membership category.

The General Assembly may validly deliberate if the meeting has been convened in accordance with Article 10 of this Constitution. A member may carry only five proxies.

The deliberations of the Assembly are adopted by the majority vote, unless otherwise required by the provisions of this Constitution. If the vote is tied, the vote of the chairperson of the

Assembly will be decisive. However, in elections the winner is decided by a draw.

Members can be expelled and Executive Council officers can be dismissed by the General Assembly by a two-thirds majority of the voting members, after having heard the defence of the party in question.

10. Convening the Assemblies

The Executive Council must convene the assemblies at least four months before the proposed date of the General Assembly by announcing it in the journal of the Society, in an email to the members or in the Society's website.

11. General Assembly

The following procedure shall be followed and the following issues shall be addressed in the General Assembly:

1. opening the meeting
2. electing the chairperson of the meeting, a secretary, two people to scrutinise the minutes and if necessary, two people to supervise the counting of votes
3. recording the legality of the meeting
4. adopting the agenda for the meeting
5. presenting the accounts, annual reports, and auditors' reports since the previous General Assembly
6. approving the accounts and relieving the Executive Council and other officers of their financial responsibility
7. adopting action plans, budgets and membership fees for the following three-year term
8. electing the president, the vice-president, permanent secretary, treasurer and other Executive Council members for the following three-year term
9. electing one auditor and a deputy auditor for the following three-year term
10. resolving other issues mentioned in the call for the meeting.

If a member of the Society wishes to propose an issue to be resolved by the General Assembly, he or she must make a written request to the Executive Council in advance so that the proposal can be included in the call for the meeting.

12. Bylaws

The Executive Council, with unanimous agreement, may adopt a bylaw, which describes the internal organisation and ways of operation of the Society as well as its activities. Under the same conditions the Council may modify the existing bylaws.

The Executive Council shall inform the members of any adoption or modification made to the bylaws in the journal of the Society or in the Society's website.

13. Amending this Constitution and dissolution of the Society

A proposal to modify this Constitution can be made by the Executive Council or in a written request signed by a minimum of ten full members.

A resolution to modify the Constitution or to dissolve the Society will be made by the General Assembly, with a two-thirds majority of the vote. The call for the meeting must explicitly state that the Assembly shall deliberate the modification of the Constitution or the dissolution of the Society.

In the case of the Society's dissolution, the remaining assets of the Society shall be used in the way resolved by the Assembly that dissolves the Society. In this case the assets of the Society must be donated to a registered non-profit organisation pursuing aims similar to those of the Society. In the case of the Society's termination, its assets shall be used in a similar way. Under no circumstances may the assets of the Society be distributed among the members.

BY-LAWS OF THE *EUROPEAN SOCIETY FOR THE COGNITIVE SCIENCES OF MUSIC*

ARTICLE I. *EXECUTIVE COUNCIL*

A. The Executive Council (EC) shall meet at least every three years at regular Scientific Conferences of the Society. Special meetings of the Council may be convened as necessary by the President. Certain Council decision-making processes may be conducted by communications services as deemed appropriate by the Council. In such cases the Permanent Secretary shall centralize and record all such communications in minutes as for other meetings of the Council.

B. All officers must be Full Members of the Society. They shall immediately inform the Permanent Secretary of any change of address. Each member of the EC has the responsibility of seeking support for the activities of ESCOM from the appropriate institutions of the country within which he or she works.

C. The **President** shall be the official representative of the Society. The President directs and supervises the activities of the Society and maintains permanent contact with its officers. The President's duties shall be to preside at the General Assemblies and EC Meetings. In case of absence of the President, her or his duties shall be assumed by the officers in the following order: Vice-President, Permanent Secretary, Treasurer. The President may not serve two consecutive terms.

D. The **Vice-President** shall serve in place of the President when necessary or as requested by the President. The Vice-President is responsible for actively seeking to increase the membership of the Society.

E. The **Permanent Secretary** will maintain the correspondence of the Society and conduct its daily business within the framework of the resolutions of the General Assembly, and in accordance with the President. The Permanent Secretary shall record the minutes of all meetings of the EC and the General Assembly, and shall present a triennial report to the General Assembly. The Permanent Secretary shall also serve as Historian of the Society. The Permanent Secretary is responsible for conducting all routine administration concerning membership.

F. The **Treasurer**, on behalf of the EC, is responsible for the funds of the Society. The Treasurer shall present an account of the state of the finances of the Society to the EC on request, and at least once per year. At each General Assembly the Treasurer shall make a report of current income and expenditure and shall present a provisional budget of future income and expenditure. The Council may receive professional assistance as required in the management of the Society's finances.

G. The purpose of the office of **Past President** is to provide continuity between successive ECs.

ARTICLE II. *RESTRICTED EXECUTIVE COUNCIL*

The Restricted Executive Council (REC) shall consist only of the following officers: President, Vice-President, Permanent Secretary, and Treasurer. Additional members of the EC can be invited as guests. The function of the REC is to prepare issues that play a significant role for ESCOM (conferences, finances, plans of actions, etc.). The minutes of the meetings by the REC shall be disseminated to all members of the EC.

ARTICLE III. *SCIENTIFIC CONFERENCES*

A. A Scientific Conference for all members of the Society and other interested professionals shall be held at every third year for the purpose of communication and the exchange of scientific and musical ideas.

B. The EC will establish rules for the organization of official Society conferences.

C. The names of prospective Conference Organizers will be submitted to the General Assembly by the EC on the basis of written proposals that demonstrate the ability to hold the conference at a reasonable price to participants, and to be able to assure the necessary technical and clerical infrastructure. One of these proposals shall be approved by the General Assembly for a given Conference.

D. All contacts with national (e.g. ministries) or international bodies (e.g. UNESCO) may be undertaken only by the Permanent Secretary. Conference organisers in their countries are responsible for all formal contacts with institutions there. The organiser of an event is responsible for all financial aspects in relation to the event.

ARTICLE IV. *COMMITTEES*

Specialized committees may be formed as required by the activities of the Society. Their composition, powers and responsibilities shall be determined by the EC.

ARTICLE V. *AFFILIATIONS*

The General Assembly may accept affiliations with other organizations. The Society shall seek to encourage the establishment of affiliated local chapters based within European countries which may meet on a more frequent basis than the Society itself. The Society shall also make a concerted effort to affiliate itself and to coordinate its conference activities with other appropriate societies and bodies dedicated to research in music perception and cognition, among others with the ICMPCs.

ARTICLE VI. *ESCOM PUBLICATIONS*

The journal *Musicae Scientiae* will be distributed as part of the dues paid by members of the Society. The editor will be elected by the EC for a period of three years. The editor appoints associate and consulting editors after listening the opinions of the EC. The society informs its members about its activities by means of other media as well, such as a website, a newsletter, and social media.

ARTICLE VII. *CHANGE OF BY-LAWS*

Changes of the By-laws are confirmed by the General Assembly. Changes are proposed by the Executive Council.

Liège, Belgium, 19 December 1990

Modified 20 January 1991 to concord with modifications of the Constitution requested by the Belgian Ministry of Justice

Amended 17 December 1994

Amended 12 September 2003

Modified 28 June 2012