

SRME Handbook
Revised January 2017

Executive Summary of Major Changes

- The *Update* Editorial Board has been re-conceptualized to include researchers, clinicians, and an Advisory Council. The size of the *Update* Editorial Board has been increased from 10 to 12.
- A statement has been added regarding the need for SRIG leaders to receive SRME Executive Board and NEB approval for symposia and other events.
- All references to the Music Education Research Council (MERC) have been removed.
- Attendance at NAFME-sponsored research conferences was removed to avoid committing international review board members to mandatory conference attendance.
- Information about the Associate Editor/Editor-Elect of the JRME, including qualifications for the position, was added.
- A section on how a SRIG would be deactivated, “**Deactivation of Special Research Interest Groups,**” has been added.
- All historical references have been removed.

The Handbook of the Society for Research in Music Education

March 2016

Founded in 1960, the Society for Research in Music Education (SRME) is formally authorized to function in Bylaw VII of the National Association for Music Education (NAfME). The Society is composed of members of NAfME who share concerns about the processes, products, and applications of research in music education. The SRME facilitates collective actions and communication among persons interested in research in music education and forms a broad base of support for research within NAfME.

Membership in the Society

A member of the Society is a NAfME member in any category of membership who subscribes to the *Journal of Research in Music Education*.

Purpose of the Society

The purpose of the Society is to promote high quality research in music education and related fields.

In fulfilling this purpose, the society:

1. Promotes the use of research to improve music education;
2. Functions as a source of information, coordination, and communication in all matters affecting research in music education nationally and internationally;
3. Organizes and administers a suitable variety of sessions devoted to original research and relevant topics at national conferences of NAfME;
4. Advises the President, the National Executive Board, or any other committee or unit of NAfME in matters relating to research in music education; oversees and advises NAfME on research-related publications and projects; and
5. Sponsors publication of the *Journal of Research in Music Education* and *Update: Applications of Research in Music Education* and oversees the general direction of these journals in cooperation with the Editorial Committees and Editors.

The SRME Executive Committee

The governing body of the Society is the SRME Executive Committee (EC). The EC facilitates the purpose of the Society by providing leadership, guidance, and means for communication. Specifically, the EC collaborates with and advises the leadership of the umbrella organization, NAfME, on research-related matters pertinent to NAfME's purposes, detailed in Article II, a-f, of its Constitution. The EC oversees the research sessions and structures of selected NAfME conferences, two research journals—the *Journal of Research in Music Education (JRME)* and *Update: Applications of Research in Music Education*, a collection of Special Research Interest Groups, the NAfME-SRME Research Project, and the Senior Researcher Award. The EC monitors the work of the State Research Chairs and the research activities of the affiliated State music education associations.

In addition to facilitating the Society's purpose as listed above, the EC:

1. Serves as the governing body of the Society;
2. Coordinates the work of the Division and State Research Chairs;
3. Oversees the work of the Special Research Interest Groups, such oversight to include authorizing the creation of new Groups, reviewing the viability of existing ones, assuring continuity in the governance of the Groups, requiring the Groups to pursue viable missions that do not conflict with other Groups, and decertifying or dissolving Groups that have become inactive or that fail to contribute to the good of the Society in the judgment of the SRME Executive Committee;
4. Cooperates, individually or collectively, with agencies or organizations undertaking research projects in music education, although it shall not be the duty of the SRME Executive Committee to carry out specific research projects;
5. Works with NAFME to develop and maintain a presence on the NAFME website for all matters related to SRME and to music education research;
6. Cooperates with the Curator of the NAFME Historical Center at the University of Maryland, College Park, in developing the holdings of the Center and in any other matters concerning the Center.

Composition of the Committee

The EC shall consist of nine members elected for six-year terms. Three new members shall rotate onto the EC each biennium. New members shall be reviewed and approved by the NAFME National Executive Board from a slate of two nominees (for each vacancy) submitted by the EC on or before May 1 of each even numbered year. New members shall take office at the beginning of the ensuing fiscal year. Retiring members of the EC may not be reappointed until two years have elapsed since their last term of office. Should an EC position become vacant, the EC shall submit two appropriate nominations to the National Executive Board. The National Executive Board shall review and approve a person from that slate of nominees to fill the remainder of the unexpired term. Each biennium, concurrent with the term of office of the National President of NAFME, the EC shall elect from its own membership a Chair-elect, and the serving Chair-elect will become Chair. The Chair or a member of the EC designated by the Chair shall represent the SRME at NAFME leadership meetings and at other events as needed. The Chair-elect will serve as program chair for the following conference. The EC shall elect any other officers it deems necessary.

Qualifications of Committee Members

In order for the EC to function optimally in its leadership role, its members shall be selected on the basis of the following criteria.

Required qualifications:

1. Membership in the Society for Research in Music Education at the time of initial nomination and for the entire period of service;
2. A record of continuing publication of research reports and articles, to include articles in the *Journal of Research in Music Education* or other refereed professional journals of comparable prominence;
3. Commitment to serve in no more than one SRME-affiliated leadership post at one time and to complete a full term in one post followed by two year hiatus before serving again in the same post.

Note: SRME-affiliated leadership posts are as follows: Members of the EC and the Editorial Committees of the *JRME* and *Update*.

Desirable qualifications:

4. An earned doctorate in music education or music;
5. Experience in guiding graduate research projects, particularly doctoral-level research, gained as a faculty member at a graduate degree-granting institution;
6. Sustained involvement in research activities of NAFME at the state, divisional, or national level-

Any member of the Society may place a name in nomination for the EC by submitting the name to the Chair of the EC. Before each biennial conference, the Chair will prepare a formal call for nominations, detailing the qualifications for office specified in this handbook, and will distribute the call to the SRME membership both electronically and through appropriate print journals. Each nomination must include a CV (or resume) and comply in all respects with the call for nominations sent by the Chair. The submitted CV must clearly provide the information needed to evaluate the nominee's qualifications.

When a member of the EC fails to complete a full term, that member shall submit a letter of resignation to the Chair of the EC. The Chair may declare the position vacant without majority approval of the EC. Any person elected to fill a vacated position that does not exceed three years may be nominated for a full six-year term on the EC.

Members of the EC attend Committee meetings convened at the time and place of the national biennial conference and participate in periodic between-conferences virtual meetings as determined by the EC Chair.

JOURNAL OF RESEARCH IN MUSIC EDUCATION

The Journal of Research in Music Education (JRME) is an official publication of NAFME, under the auspices of the SRME. The JRME is the flagship publication of the SRME and is sent to all members of the Society. The mission of the *JRME* is to encourage, publish, and disseminate research of the highest caliber for the advancement of music teaching and learning. This peer-reviewed journal considers quantitative, qualitative, historical, and philosophical research relevant to national and international settings. An essential objective of the *JRME* is to communicate research findings that support the National Association for Music Education's strategic plan of encouraging the study and making of music by all. NAFME's *National Executive Board Codified Policies* determine the composition of the *JRME* Editorial Committee. The Editorial Committee of the *JRME* reports to the SRME Executive Committee.

Editorial Committee of the *Journal of Research in Music Education*

The Editorial Committee of the *Journal of Research in Music Education (JRME)* shall consist of twenty-one members, plus an Editor and an Associate Editor/Editor-Elect, who will be elected for the last two years of the Editor's term. Each shall be elected by the NAFME National Executive Board from a ranked slate of two nominees [for each vacancy] submitted by the Executive Committee of the SRME. The Editor shall serve as chairperson of the Editorial Committee. It shall be the responsibility of the Committee to supervise the publication of the *JRME* and provide critical review and evaluation of manuscripts submitted for publication. The term of office of each member shall be six years (note below an exception for Associate Editor/Editor-Elect). Retiring members of the Committee may not be reappointed until two years have elapsed since the end of their terms. On or before May 1 of each even-numbered year, the Executive Committee of the SRME shall present a slate of fourteen NAFME members to the National Executive

Board. The National Executive Board shall elect seven members from this slate of nominees. New members shall take office at the beginning of the ensuing fiscal year.

The Associate Editor/Editor-Elect will work with the editor for two years prior to the Editor's end of term. At the end of the Editor's term, the Associate Editor will begin a six-year term as Editor.

Recommendation of Nominees for the *JRME* Editorial Committee

Before submitting a slate of qualified candidates for membership on the *JRME* Editorial Committee, the SRME EC will seek and consider the advice of the Editor and the current Editorial Committee. The Editorial Committee will rank the candidates who have been nominated for consideration, with the ranking carried out via written, anonymous ballot. Typically ranking will occur after a discussion of the candidates at the biennial meeting. The chair of the SRME EC will call upon the Editor to provide the ranked list and offer advice to the EC. The Editor may offer this advice verbally or in writing, or the Editor may choose not to offer advice.

Members of the *JRME* Editorial Committee will be selected according to the following criteria:

Required qualifications:

1. Membership in the Society for Research in Music Education at the time of initial nomination and for the entire period of service;
2. A record of publication of research reports and articles including articles in the *Journal of Research in Music Education* and other refereed professional journals of comparable prominence;
3. A commitment to serve in no more than one SRME-affiliated leadership post at one time and to complete a full term in one post followed by two-year hiatus before serving again in the same post;

Note: SRME-affiliated leadership posts are as follows: Members of the EC and the Editorial Committees of the *JRME* and *Update*.

Desirable qualifications:

4. An earned doctorate in music education or music;
5. Experience in guiding graduate research projects, particularly doctoral-level research, gained as a faculty member at a graduate degree-granting institution;
6. Continuing interest and involvement in scholarly research activity that clearly establishes an area of expertise;
7. Expertise that contributes to a balanced distribution of expertise on the Editorial Committee; and
8. Geographic representation that contributes to a balanced distribution on the Editorial Committee.

When a Committee member fails to complete a full term, that member shall submit a letter of resignation to the Editor. The Editor may declare a position vacant when a committee member exhibits a pattern of weak and/or untimely reviews and non-attendance at the NAFME biennial conference. Any person appointed to fill a vacated position that does not exceed three years may be nominated for a full six-year term on the Editorial Committee.

Associate Editor/Editor-Elect of the JRME

The Associate Editor will serve for two years and will assist the Chair of the Editorial Committee (Editor) with journal operations, learn to use the online submission system, and prepare for serving a 6-year term as Editor.

Qualifications:

1. Membership in the Society for Research in Music Education at the time of initial nomination and for the entire period of service;
2. Record as a professional music educator who has received national recognition as a researcher as evidenced by academic training in research and by a continuing record of high quality research and research publications;
3. At least 2 years of experience as an Editor (chair of an editorial committee) or as a member of an editorial committee for a professional music, music education, or music-related journal;
4. Commitment that he or she will volunteer the necessary time to carry out the duties of Associate Editor, and then Editor, including attendance at Editorial Committee meetings, usually in conjunction with NAFME biennial conference; and
5. Commitment from the employing institution that it will support the applicant's tenure as Associate Editor, and then Editor, in terms of release time, use of facilities, and an editorial assistant averaging 10 hours per week, for the entire 6-year term as Editor.

The applicant must provide the Chair of the SRME-EC with the following documents in support of his or her candidacy:

1. A complete curriculum vitae, to include degrees earned, special areas of study, employment history, publications, presentations at meetings, awards, offices held in the profession, and any other information that might be helpful in establishing the applicant's qualifications.
2. A letter from the applicant assuring his or her willingness to be responsive to the positions in terms of duties and time.
3. A letter from the applicant's employer or overseeing administrator assuring the conditions stated in Qualification 5 above.
4. Three letters of recommendation from nationally recognized researchers in music or music education testifying to the applicant's qualifications.

Any member of the Society may place a name in nomination for Associate Editor/Editor-Elect by submitting the name to the Chair of the EC. Before the appropriate biennial conference, the Chair will prepare a formal call for nominations, detailing the qualifications for office specified in this handbook, and will distribute the call to the SRME membership both electronically and through appropriate print journals. The EC will also seek recommendations from the current *JRME* Editor. The Editor may offer this advice verbally or in writing. On or before May 1 of the appropriate year, the EC will forward to the NAFME National Executive Board its recommendation for Associate Editor/Editor-Elect. The Board shall approve the appointment of the Associate Editor/Editor-Elect.

Should the Associate Editor/Editor-Elect be unable to complete a two-year term for any reason, then the Associate Editor/Editor-Elect shall submit a letter of resignation to the Editor. The Editor may declare a position vacant and shall recommend a replacement, selected from among current *JRME* Editorial

Committee members, to the Chair of the EC. The Chair of the EC shall seek approval of the EC, and shall forward the recommendation for Associate Editor/Editor-Elect to the NAFME National Executive Board.

Editor and Chair of Editorial Committee of the *JRME*

The Editor and Chair of the *JRME* reads submissions, assigns them as appropriate to Editorial Committee members for review, makes decisions on results of manuscript reviews, and conveys decisions to authors. He or she represents the journal to the organization and field, works with SAGE staff to publish at least four issues per year, recruits authors and readership to the journal, and reports journal activity and progress biennially.

Should the Editor be unable to complete a six-year term for any reason, the Editor shall submit a letter of resignation to the Chair of the EC. If an Associate Editor/Editor-Elect is in place, the Associate Editor/Editor-Elect shall become Editor. If an Associate Editor/Editor-Elect is not in place, the Chair of the EC shall convene a special meeting of the EC, who will recommend a new Editor from among the current members of the Editorial Committee. An individual who fulfills a term as Editor that does not exceed three years shall be eligible for a full six-year term as Editor.

UPDATE: APPLICATIONS OF RESEARCH IN MUSIC EDUCATION

Update: Applications of Research in Music Education is an official publication of NAFME, under the auspices of the Society for Research in Music Education. Available to all NAFME members, *Update* contains articles that emphasize the interpretation and application of research findings in music education. *Update* serves as a bridge between researchers and practitioners. Its purpose is to provide music teachers with the findings of research in an easily readable form.

Organizational Structure of *Update*

The organization structure of *Update* shall consist of an Editorial Committee of Researchers and Clinicians and an Advisory Council of K-12 music teachers. The three arms in the structure all play roles that are fundamentally important to the journal's purpose. The Editor serves as chairperson in this structure. Six researchers and six clinicians provide critical review and evaluation of manuscripts submitted for publication. As such, two points of view are represented in this part of the review process, those of researcher and clinician. Because clinicians are well-practiced in interacting meaningfully with K-12 teachers, they help to bridge a real or perceived gap between researcher and practitioner. The term of office for each Committee member shall be four years. Nomination, recommendation by the EC, consideration by the NEB, and retirement from service follow the procedures outlined above for the *JRME* Editorial Committee.

The Editorial Committee shall consist of 13 members, including an editor. The Editor shall serve as chairperson of the Committee. There will be two Editorial Committee member designations, Researcher and Clinician, and the Committee will include 6 members from each designation. The primary responsibility of the Editorial Committee of *Update* is the critical review and evaluation of manuscripts submitted for publication. The term of office for each member shall be four years. Nomination, recommendation by the EC, election by the NEB, and retirement from service will follow the procedures outlined above for the *JRME* Editorial Committee.

Advisory Council members provide a practitioner point of view in the review process. Advisory Council members provide critical review and evaluation of (a) manuscripts submitted for publication and (b) those recently published. For the former, one practitioner is part of every review team for submitted manuscripts. For the latter, one practitioner per article in a published issue of *Update* provides feedback on readability and practicality as means to answer the questions How is *Update* doing? How are our submission and review processes working? This practitioner feedback will be used by the Editor, the Researchers, and the Clinicians to improve submission and review processes. The Advisory Council will be comprised of up to

12 members representing a broad range of music teacher types (choral, instrumental, general, elementary, secondary). There is no set term of service. Members are added as needed and can opt out as they wish. The make-up of the Council is reviewed each biennium to monitor eligibility and breadth of coverage.

Members will be selected according to the following criteria.

Required qualifications for researchers:

1. Membership in the Society for Research in Music Education at the time of initial nomination and for the entire period of service;
2. A record of publication of research reports and articles, to include articles in the *Journal of Research in Music Education*, *Update: Applications of Research in Music Education*, or other refereed professional journals of comparable prominence;
3. Commitment to serve in no more than one SRME-affiliated leadership post at one time and complete a full term in one post followed by 2-year hiatus before serving again in the same post;

Note: SRME-affiliated leadership posts are as follows: Members of the EC and the Editorial Committees of the *JRME* and *Update*.

Desirable qualifications for researchers:

4. Experience in guiding graduate research projects, particularly doctoral level research, gained as a faculty member at a graduate-degree-granting institution.

Required qualifications for clinicians and researchers:

1. A record of at least three years of successful, full-time teaching or teaching supervision at the elementary or secondary level within the past 10 years;
2. Continuing interest and involvement in teaching and research that clearly establishes an area of expertise;
3. Attendance at the NAFME Music Research and Teacher Education Conferences.

Desirable qualifications for clinicians and researchers:

4. Expertise that contributes to a balanced distribution of expertise on the Editorial Committee;
5. Geographic representation that contributes to a balanced distribution on the Editorial Committee; and
6. An earned doctorate in music education or music.

When a committee member fails to complete a full term, that member shall submit a letter of resignation to the editor. The Editor may declare a position vacant when a committee member exhibits a pattern of weak and/or untimely reviews and non-attendance at the biennial conference. Any person elected to fill a vacated position that does not exceed three years may be nominated for a full four-year term on the Editorial Committee.

Required qualifications for Advisory Council members:

1. Current teaching positions in K-12 settings
2. Nomination by an *Update* Editorial Committee member

Editor and Chair of Editorial Committee of *Update*

The editor and Chair of *Update* reads submissions, assigns them as appropriate to Editorial Committee members for review, makes decisions on results of manuscript reviews, and conveys decisions to authors. He or she represents the journal to the organization and field, works with SAGE staff to publish at least two issues per year, recruits authors and readership to the journal, and reports journal activity and progress biennially.

During the fourth year of the editor's six-year term, a co-editor and editor-designate will be elected from the Editorial Committee membership. The co-editor will serve for two years before assuming the role of editor.

Qualifications:

1. Membership in the Society for Research in Music Education at the time of nomination and for the entire period of service;
2. Commitment to serve in no more than one SRME-affiliated leadership post at one time and complete a full term in one post followed by 2-year hiatus before serving again in the same post;

Note: SRME-affiliated leadership posts are as follow: Members of the EC and the Editorial Committees of the *JRME* and *Update*.

3. Documentation of sustained, high-quality research publication;
4. Experience indicating the ability to address issues of research and practice in music education;
5. A record of leadership within SRME; and
6. Commitment that he or she will volunteer the necessary time to carry out the duties of Editor, including attendance at Editorial Committee meetings, usually in conjunction with NAFME biennial conference.

The applicant must provide the Chair of the SRME-EC with the following documents in support of his or her candidacy:

1. letter of nomination;
2. two letters of recommendation from colleagues active in SRME;
3. a letter of support from the candidate's institution regarding appropriate release time, resources, and clerical support/administrative assistant for the position (approximately 5 hours per week) for the duration of the term (6 years).

SPECIAL RESEARCH INTEREST GROUPS

Establishment and Purpose of the Special Research Interest Groups

The Special Research Interest Groups (SRIGs) were established by action of the SRME Executive Committee at the biennial national conference held in Chicago in 1978. The purposes of the SRIGs are to (a) broaden the base of support for research in NAFME by actively involving members with specific research interests in the activities of the SRME, (b) provide a focal point for research specialties for both for researchers and for teacher practitioners, (c) provide a continuing source of qualified leadership for SRME, and (d) provide a vehicle for engagement among researchers with similar scholarly interests. Each biennium, the SRME Executive Committee Chair will designate a member of the Executive Committee to serve as Liaison to the Special Interest Research Groups. The SRME Executive Committee Chair will designate one member of the SRME Executive Committee to serve as Liaison to the Special Interest Research Groups and one member to serve as Assistant Liaison.

Membership in Special Research Interest Groups

Members of the Society for Research in Music Education may join any SRIG. SRIG members participate in the election of SRIG officers and receive SRIG announcements and other correspondence.

Creation of New Special Research Interest Groups

A new Special Research Interest Group may be proposed by any member of SRME by means of the following procedure.

1. Draft a written petition proposing a unique mission for the proposed SRIG. Circulate it to interested parties and obtain the signatures of at least 50 SRME members from at least three NAFME divisions. Those who sign must agree to join the new SRIG if it is approved.
2. Submit the mission statement and the signed petition to the SRME Executive Committee Chair. The SRME Executive Committee will review the final mission statement of the proposed SRIG and determine approval or disapproval by majority vote. Criteria for approval will be the uniqueness of mission and breadth of support by the proposing membership. If the proposed mission appears to conflict with that of existing SRIGs, the SRME Executive Committee Chair will ask the proponents of the proposed SRIG to develop a uniquely focused mission statement. If a proposal is not approved, the SRME Executive Committee will make an effort to accommodate the proposed SRIG's research interests within one or more of the existing SRIGs.
3. The timeline for the proposals is as follows:
 - a. If a SRIG proposal is submitted to the SRME Executive Committee Chair within one year after the most recent biennial conference, it will be reviewed and acted upon in advance of the next conference. If the proposal is approved, SRME Executive Committee will schedule an initial meeting for the proposed SRIG at the following NAFME biennial national conference.
 - b. If a SRIG proposal is submitted to the SRME Executive Committee Chair more than one year after the most recent biennial conference, it will be reviewed and acted upon at the next biennial conference. If the proposal is approved, SRME Executive Committee will schedule an initial meeting for the proposed SRIG at the following NAFME biennial national conference.
4. If the SRIG is approved then prior to the next conference the SRIG proponents must ratify a final mission statement and hold an online election for both a chair and chair-elect. The approved mission statement will be submitted, along with the names of the chair and chair-elect, to the SRIG liaison of the SRME Executive Committee within six months of receiving approval.

Governance of the Special Research Interest Groups

Prior to each NAFME biennial national conference, the SRIG Chair will solicit nominations from the membership for Chair-elect. The Chair will conduct an election prior to the conference to identify a Chair-elect and any other officers by procedures agreed upon by the SRIG membership. Duties of the SRIG Chair and Chair-elect are found below. Each SRIG will determine its other officers' duties. The term of office will be two years, beginning on July 1 of each even-numbered year. The offices of Chair and Chair-elect must be filled at all times, and the names, addresses, phone numbers, and e-mail addresses of both officers must be reported to the SRME Executive Committee Chair or to his or her designee. Failure to maintain these offices and to report officers' names to SRME Executive Committee will be grounds for deactivation of the SRIG.

If the office of SRIG Chair becomes vacant during a biennium, the currently serving Chair-elect will become Chair. The new Chair will solicit nominations and then hold an election online for a new Chair-elect. If the office of SRIG Chair-elect becomes vacant during a biennium, the SRIG Chair will solicit nominations and then hold an election online for a new Chair-elect.

SRIG Chairs and Chairs-elect must be current members of SRME and should possess the following qualifications:

1. Present a record of interest and involvement in that particular SRIG;
2. Be actively involved in research activity; and
3. Attend the NAFME biennial national conferences.

Duties of the SRIG Chairs

1. Respond to queries and file appropriate reports with the SRME Executive Committee Chair or his or her designee;
2. Serve as liaison with NAFME staff to maintain an accurate and current roster of SRIG membership;
3. Provide leadership for the planning and execution of activities at the biennial national conferences;
4. Oversee SRIG sessions at the biennial national conferences and attend the national SRIG leadership meeting at the NAFME biennial conference;
5. Communicate through a national newsletter or by other means with the SRIG membership at least yearly, and at least once between NAFME biennial conferences;
6. Represent the SRIG to SRME Executive Committee;
7. Review paper submissions if requested by the SRME Executive Committee Chair; and
8. Respond to inquiries from potential new members.

Duties of SRIG Chairs-Elect

1. Assist the Chair in creating and/or maintaining SRIG membership list and networking sites for the membership.
2. Provide support for Chair on all SRIG matters, e.g. conference sessions, website.

3. Correspond with Divisional SRIG Chairs.
4. Assume office of Chair, if Chair is unable to complete his or her term.

Co-sponsorship of SRIG Symposia and Other Events

Since all SRIGs fall under the family of organizations within NAFME, NAFME is considered a co-sponsor of SRIG symposia and other events (e.g., a mid-biennium conference). Requests/proposals for co-sponsorships shall be submitted to the Chair of the SRME Executive Committee as a first step in an approval process that includes the SRIG liaison and NAFME's Professional Development Committee (PDC) and Executive Director. For complete information, see Codified Policies IV-B.

Review and Evaluation of Special Research Interest Groups

The SRME Executive Committee will review the SRIGs at each biennial national conference. Each SRIG Chair will report on the SRIG's activities as requested by the SRME Executive Committee's SRIG Liaison prior to the conference. The Liaison will review the reports and summarize each SRIG's activities in a report to the SRME Executive Committee, which will review and evaluate the SRIGs according to the following criteria.

1. The Mission Statement continues to be unique and to describe the SRIG's activities;
2. Research activities generated by the SRIG are appropriate to the mission and are conducted with full knowledge and support of the SRME Executive Committee Chair and SRIG Liaison;
3. Research projects or reports generated by the SRIG meet suitable methodological standards;
4. Research activities sponsored or endorsed by the SRIG reflect activities in three or more NAFME Divisions;
5. SRIG sessions at the national biennial conference are attended by 25 or more persons, and the program is appropriate to the mission of the SRIG;
6. SRIG leadership communicates regularly (minimum once a year) with the membership of the SRIG and the SRME SRIG Liaison through email, electronic newsletters or other forms of communication and keeps websites current;
7. Response to assignments and inquiries from the SRME Executive Committee Chair, the SRIG Liaison, or conference program organizers regarding the program and other activities is timely and appropriate; and
8. National SRIG leadership meeting at the NAFME biennial conference is attended by chairs and/or chairs elect.

Deactivation of Special Research Interest Groups

A SRIG may be deactivated by majority vote of the SRME Executive Committee for (a) failure to maintain a chair and chair-elect whose names, addresses, phone numbers, and e-mail addresses have been reported to the SRIG Liaison, (b) failure to present evidence of SRIG activity beyond that of its chair for a period of at least one biennium, or (c) failure to respond in a timely manner to correspondence from the SRME Executive Committee Chair or his or her designee. The SRME Executive Committee Chair shall have

authority to initiate deactivation proceedings for a SRIG if any of the above conditions have developed. A SRIG may be deactivated by majority vote of the SRME Executive Committee, a vote that may be taken by mail or at the biennial national conference. A deactivated SRIG will be dropped from the list of approved SRIGs and denied any request for meeting time and the opportunity to propose sessions at future national conferences. A SRIG may appeal its deactivation to the SRME Executive Committee by its representatives appearing before the SRME Executive Committee at the subsequent biennial national conference and presenting reasons why it should not be deactivated. The appeal will be accepted or denied by majority vote of the Executive Committee. In order to be reinstated, a deactivated SRIG must follow the same procedure required to organize a new SRIG.

Membership of a SRIG may seek its deactivation after (a) the Chair of the SRIG announces discussion of possible deactivation to its membership at least six months prior to the biennial national meeting; (b) a majority of the membership present at the biennial meeting votes for deactivation; (c) a letter announcing the results of the deactivation vote and a formal request for deactivation is submitted to the SRME Executive Committee Chair; and (d) a discussion of the deactivation request is held at the next biennial meeting of the SRME Executive Committee, and a majority vote for deactivation is obtained. Any SRIG member wishing to attend this discussion or speak to the proposed deactivation will be given time upon written request to the SRME Executive Committee Chair.

THE DIVISIONS OF THE SOCIETY

The members of the Society within each NAFME Division constitute a Division of the Society. Each Division, if it has a Research organization and Research Chair, functions on behalf of and in the name of the Society for Research in Music Education. The SRME Executive Committee Chair will designate a member of the SRME Executive Committee to serve as Liaison to the Divisions and State Chairs of the Society.

Division Function

The primary function of a Division unit of the SRME is to serve the needs of the Division members of the Society and Division association and leadership. In fulfilling this purpose, the Division organization may sponsor and organize research sessions at Division meetings, disseminate research findings, and foster communication among the SRME Division members and State Research Chairs.

Division Organization and Division Chairs

Activities of the Division are coordinated by a Division Research Chair, who may be assisted by State Research Chairs in that Division. Typically, the Division Research Chair is appointed by the Division President, based on the recommendation of the current Division and State Chairs. The term of the Division Research Chair coincides with that of the Division President. Division Chairs may serve multiple consecutive terms.

The duties of the Divisional Research Chair include:

1. Organize and coordinate research sessions for Division biennial meetings, for Divisions that have such meetings;
2. Disseminate information to Division members and State Research Chairs;

3. Report research activities of the Division to the SRME EC;
4. Transmit relevant Division materials to the NAFME Historical Center and assist the Center in its search for holdings; and
5. Serve as liaison between Division SRME membership, the Division leadership, and the SMRE and Executive Committee.

THE STATE UNITS OF THE SOCIETY

Members of the state units within NAFME constitute an entity within the Society. Each state unit, if it has a research chair, functions on behalf of and in the name of the Society for Research in Music Education. The SRME Executive Committee Chair will designate a member of the SRME Executive Committee to serve as Liaison to the Divisions and State Chairs of the Society

State Unit Function

The primary function of a state unit is to serve the needs of the state members of the Society and the state association. In fulfilling this purpose, state units may organize and sponsor research sessions at state meetings, sponsor state research journals, write a research column for the state journal, and foster communication among the state members and state leadership.

State Organization and State Chairs

A state unit is coordinated by a State Research Chair, who may be assisted by a State Research Committee. Typically, the State Research Chair is appointed by the State President, and the Chair's term of office coincides with that of the President. Some states use other methods of appointment. In some states, constitutional provision has established the office of State Research Chair.

State Research Chair duties vary according to the needs and activities of that state. Typical duties of State Research Chairs include:

1. Provide assistance to individuals, groups, and the state association membership and leadership in matters concerning music education research;
2. In states in which the association constitution designates the State Research Chair as a member of the state association executive board, serve on the board and carry out duties as assigned by that board.
3. Organize and coordinate research sessions at state association meetings;
4. Report research activities of the State to the SRME EC;
5. Transmit relevant Division materials to the NAFME Historical Center and assist the Center in its search for holdings;
6. Serve as a liaison between the state association membership, the state leadership, the appropriate Divisional Research Chair (where one exists), and the SRME Executive Committee.