## PHI MU ALPHA ${ }^{\text {amona men }}$ SInFOnIA ${ }^{\text {навмону }}$

## Alpha Delta Chapter Constitution and Bylaws

Ratified April 25, 2023

Phi Mu Alpha Sinfonia Fraternity of America, Inc.
Alpha Delta Chapter Constitution and Bylaws | Drafted by 2016 President Tyler Bainter Adopted January 17, 2017

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## Interpretations, Definitions, and Abbreviations

## INTERPRETATIONS

A specific rule takes precedence over a general rule when both address the same subject.

## Definitions

Sinfonian: Any collegiate, alumni, or honorary initiated member of Phi Mu Alpha Sinfonia.

Abbreviations<br>- Phi Mu Alpha Sinfonia Fraternity of America (Fraternity)<br>- Alpha Delta Chapter (Chapter)<br>- Iowa State University (University)<br>- Province 26 (Province)<br>- National Constitution and Bylaws (NC\&B)<br>- Province Constitution and Bylaws (PC\&B)<br>- National Executive Committee (NEC)<br>- Commission on Standards (COS)<br>- Province Governor (PG)<br>- Deputy Province Governor (DPG)<br>- Collegiate Province Representative (CPR)<br>- Assistant Collegiate Province Representative(s) (ACPR)<br>- Probationary Member (PM)<br>- Fraternity Education Officer (FEO)<br>- Alumni Relations Officer (ARO)<br>- Executive Committee (EC)<br>- Purchasing Card (P-Card)

## CONSTITUTION

Preamble

We, the Brothers of the Alpha Delta Chapter of Phi Mu Alpha Sinfonia Fraternity of America, in order to develop the best and truest fraternal spirit, the mutual welfare and brotherhood of musical students, the advancement of music in America, and a loyalty to the Alma Mater do ordain and establish this Constitution for the Alpha Delta Chapter of Phi Mu Alpha Sinfonia.

## ARTICLE I. DESCRIPTION

## Section I. Name and Structure

The name of this organization shall be the Alpha Delta Chapter of Phi Mu Alpha Sinfonia Fraternity of America.

The primary characteristics of the Chapter and structure are defined by the National Bylaws, Title II.
The Chapter Constitution prescribes how the Chapter shall function. It shall include all rules that the Chapter considers so important that they

- cannot be amended without previous notice to the members and by a three-fourths vote and
- cannot be suspended, except clauses that provide for their own suspension under specified conditions, or clauses in rules of order, and by a three-fourths vote.

This Constitution shall fulfill the obligations of Title III of the National Bylaws.

## Section 2. Non-Discrimination Statement

Iowa State University and the Alpha Delta Chapter of Phi Mu Alpha Sinfonia do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

## Article III. Governing Documents

## Section I. National Governing Documents

The Chapter is governed first and foremost by the National Constitution and Bylaws. Any articles or bylaws within this document in conflict with the NC\&B shall be superseded by the conflicting article or bylaw.

## Section 2. National Policies

The Chapter reports to the NEC, which, in part, creates or approves National Policy. Any articles or bylaws within this document in conflict with the National Policy Manual shall be superseded by the National Policy.

## Section 3. Province Governing Documents

The Chapter shall also be governed by the Province 26 Constitution and Bylaws. Any articles or bylaws within this document in conflict with the $\mathrm{PC} \& \mathrm{~B}$ shall be superseded by the conflicting article or bylaw.

## Section 4. Chapter Governing Documents

The Chapter Constitution and Bylaws shall be the guiding documents for the Chapter business not detailed in the National Constitution and Bylaws. The Chapter shall further be governed by ratified Chapter Policies which cover items not described by National Policies. This Constitution and Bylaws shall govern the Chapter in all cases to which they apply and are consistent with the $\mathrm{NC} \& \mathrm{~B}$, the PC\&B, and any policies that the Fraternity might adopt.

## Section 5. Statement of Compliance

The Chapter abides by, and supports established University policies, State and Federal laws and follows local ordinances and regulations.

## Article IV. Membership

## Section I. Eligibility

Title I, Article I, Section 2 of the National Constitution and Bylaws states that no man under the age of eighteen (18) shall be permitted to hold any class of membership. Additionally, no man will be considered for membership if he is a member of any other secret national fraternal society in music.

> Regarding National Constitution and Bylaws, Title I, Article I, Section Two, it is the interpretation of the National Executive Committee that any individual who identifies consistently and in good faith as a man is eligible for status as a Probationary Member and initiation. This policy upholds the Fraternity's mission as a brotherhood of men and maintains the all-male character of the Fraternity; it should not be interpreted as a waiver of the Fraternity's exempt status under Title IX of the Education Amendments of 1972.

Adopted: December 11, 2016

## Section 2. Classes of Membership

The four classes of membership are collegiate, probationary, alumni, and honorary.

## Section 3. Probationary Membership

Probationary Membership shall follow the provisions in Title III, Article III of the National Constitution and Bylaws.

In addition, the Chapter shall hold two probationary classes annually. The first shall occur in the Fall semester and the other in the Spring semester.

## Section 4. Removal of Members

Per Title III, Article VIII, Section 1 of the National Constitution and Bylaws, "For conduct which is harmful to the best interests or good name of the fraternity, the Chapter may expel any of its collegiate members from the Fraternity."

Three-fourths of the members in good standing, present and voting, may expel a member from the Fraternity.

## Article V. Officers

## Section I. Officer Slate

As defined by Title III, Article IV, Section 1 of the National Constitution and Bylaws, with the addition of Music Director, Province Delegate, Social Chair, Webmaster, and Meme Chair.

## Section 2. President

The President shall be responsible for all duties appointed to him in Title III, Article IV, Section 6 of the National Constitution and Bylaws.

He shall fill the roles of vacant offices until the office is filled, either by special or regular election.

## Section 3. Vice President

The Vice President shall be responsible for the duties appointed to him in Title III, Article IV, Section 7 of the National Constitution and Bylaws.

In addition, the Vice President shall supervise all standing Chapter committees. He shall also chair any standing committee without a constitutionally designated chairman.

The Vice President shall also serve as Parliamentarian. He shall keep the National Constitution and Bylaws, the Province 26 Constitution and Bylaws, the Chapter Constitution and Bylaws, and Robert's Rules of Order. He shall be responsible for the interpretation and application of the same.

The Vice President shall assist the Music Director in coordinating recitals.

## Section 4. Secretary

The Secretary shall be responsible for his duties appointed to him in Title III, Article IV, Section 8 of the National Constitution and Bylaws.

## Section 5. Treasurer

The Treasurer shall be responsible for his duties appointed to him in Title III, Article IV, Section 9 of the National Constitution and Bylaws.

In addition, the Treasurer shall submit a semesterly Chapter budget. He shall be responsible for collecting and keeping accurate records of all dues from collegiate members, as well as any money owed or other excessive fines. He shall present an update on the status of the Chapter's funds at each business meeting.

## Section 6. Warden

The Warden shall be responsible for his duties appointed to him in Title III, Article IV, Section 12 of the National Constitution and Bylaws.

In addition, the Warden shall reserve locations for Chapter functions and maintain the quality of all Chapter materials. The Warden shall manage all Chapter keys and distribute them to Chapter officers as necessary.

The Warden shall also hold the title of Risk Management Officer. He shall uphold the Risk Management Policies of Phi Mu Alpha Sinfonia Fraternity and of Iowa State University.

As Risk Management Officer, the Warden shall help minimize potential risks for Chapter activities. He shall recommend risk management policies or procedures and submit documentation to the Iowa State University Office of Risk Management. He shall ensure that proper waivers and background checks are on file with the Office of Risk Management for events, when applicable.

He shall send all disciplinary letters to members requiring disciplinary action.
The Warden shall also serve as Ritual Director.

## Section 7. Historian

The Historian shall be responsible for the duties appointed to him in Title III, Article IV, Section 13 of the National Constitution and Bylaws.

In addition, the Historian shall keep an up-to-date, photographic record of all Chapter activities. He will create a yearly scrapbook highlighting all Chapter events that have taken place over the last year.

He shall regularly update and preserve the family trees and update the Chapter bulletin board with upcoming Chapter events.

He shall also assist the Alumni Relations Officer with creating an annual alumni newsletter and send an informational letter to national headquarters for publication.

The Historian shall collaborate with the Fraternity Education Officer on continuing Fraternity education. He shall give a presentation once a semester on the history of the Chapter or the National Fraternity.

## Section 8. Alumni Relations Officer

The Alumni Relations Officer shall be responsible for the duties appointed to him in Title III, Article IV, Section 11 of the National Constitution and Bylaws.

In addition, the Alumni Relations Officer shall update all Chapter alumni on current Chapter events regularly. He shall inform any local alumni association of graduating brothers. He shall create an alumni newsletter, along with the Historian, detailing the projects the Chapter is currently working on.

## Section 9. Fraternity Education Officer

The Fraternity Education Officer shall be responsible for the duties appointed to him in Title III, Article IV, Section 10 of the National Constitution and Bylaws.

In addition, the Fraternity Education Officer shall organize the voting process for Probationary Members and handle all bid distribution. The Fraternity Education Officer shall be responsible for continuing Fraternity education; he shall use the Historian for assistance.

He shall schedule all Probationary Member meetings and record attendance for each meeting. He shall also report on all attendance for Color Nights.

## Section IO. Music Director

The Music Director shall direct all vocal music. He shall oversee all song rehearsals and determine which songs will be performed. He shall coordinate Chapter recitals with the Vice President.

## Section II. Province Delegate

The Province Delegate shall be one of the primary liaisons between the Chapter and the Province in conjunction with the President.

He will maintain contact with and receive information from the Province Council about provincial events, national events, and important pertinent material. He shall relay information from the Province to the EC and the Chapter.

The Province Delegate shall also serve as a messenger between the Chapter and the Province. He shall communicate information from the Chapter to other chapters.

The Province Delegate shall be a member of the Province Council. He shall engage with the PC and members of other chapters to create a better community in the Province. He shall look among other Chapters for new, original ideas and improvements to traditional Chapter events.

## Section I2. Social Chair

The Social Chair shall schedule and manage all social events for the Chapter. He shall complete group orders for shirts in collaboration with the Treasurer or Chapter.

The Social Chair shall hold the title of Interfraternal Chair. He shall communicate with and attend the meetings of other fraternities as necessary and schedule cross-fraternity events.

## Section I3. Webmaster

The Webmaster shall be nominated by the President and confirmed by the Executive Committee. The Webmaster shall administer all Chapter social media accounts and websites, and shall ensure the information on Chapter social media pages and websites are accurate and up-to-date.

## Section I4. Meme Chair

The Meme Chair shall provide the Chapter with a meme at each business meeting.
Memes must be approved by the EC before each meeting. Memes shall not include any content which may be considered discriminatory in nature. The memes shall follow the standards set in the Risk Management Policies.

## Section I5. Faculty Advisor

The Faculty Advisor shall be responsible for the duties appointed to him in Title III, Article IV, Section 14 of the National Constitution and Bylaws.

The Faculty Advisor(s) shall also maintain a record of the academic status of all active members and shall meet with all brothers falling below the minimum academic standards of the University. If a brother chooses not to attend this meeting, he shall be immediately considered for suspension.

The Faculty Advisor(s) should attend at least the first business meeting of each month.

## Section 16. Nominations

A Nomination Committee shall be created as defined by Title III, Article IV, Section 3 of the National Constitution and Bylaws. Officer nominations will take place during the last business meeting of the Fall Semester.

## Section 17. Elections

In addition to Title III, Article IV, Section 1 of the National Constitution and Bylaws, Chapter elections will take place during the first business meeting of the Spring semester.

## Section 18. Installation and Term

Officers are installed on the second meeting of the Spring semester, using the official installation ceremony. The length of each Officer's term will be a full calendar year, beginning on the second meeting of the Spring semester and ending on the second meeting of the Spring semester of the following year.

## Section 19. Removal

An officer may be removed from his office for the following offenses: Violation of his Oath of Office, Violation of his Obligation, or any other offense, as deemed necessary by the Executive Committee. Removal of an officer shall follow the policies and procedures laid out in Title III, Article IV, Section 4 of the National Constitution and Bylaws.

## Section 20. Resignation

An officer may resign his position. Upon the Officer's resignation, the President assumes the duties and responsibilities of the vacant office until it is filled by special or regular elections.

## Section 21. Officer Academic Standards

Chapter Officers must meet the following requirements, except for the Alumni Relations Officer and Faculty Advisor:
a) Be in good standing with the University and enrolled at least half-time during his term of office.
b) Have a minimum cumulative grade point average of 2.00 during the semester immediately before, during the semester of election, and during the term of office. For this provision to be met, the Officer must have been enrolled at least half-time during the semesters under consideration.
c) Be ineligible to hold an office should the student fail to meet the requirements prescribed in (a) and (b).

## Section I. Executive Committee

The Executive Committee shall be responsible for the duties appointed to them by Title III, Article VI, Section 1 of the National Constitution and Bylaws.

The Executive Committee shall consist of the President as Chairman, the Vice President, Secretary, Treasurer, Warden, and Faculty Advisor. The Faculty Advisor is a non-voting member ex oficio of the EC.

The EC shall act as the disciplinary review board. The EC shall review any case of active member misconduct, defined as any action harmful to the interests and reputation of the Fraternity.

The EC shall maintain the Chapter calendar.
The EC shall assess all fines.

## Section 2. Additional Standing Committees

The additional standing committees of the Chapter shall consist of Recruitment Committee, Financial Committee, Sweetheart Committee, and Awards Committee.

## Section 3. Special Committees

Special committees may be appointed according to the provisions outlined in Title III, Article VI, Section 3 of the National Constitution and Bylaws.

## Section 4. Recruitment Committee

The Recruitment Committee shall schedule, plan, and execute all Rush Week events, posters, and announcement delegation. The members of the Recruitment Committee shall include the Fraternity Education Officer as its chairman, the Treasurer, and any other active member.

## Section 5. Financial Committee

The Financial Committee shall schedule, plan, and execute all fundraising events and advise the Treasurer on the creation of the budget and financial decisions. The members of the Financial Committee shall include the Treasurer as Chairman, the Social Chair, and any other active member.

## Section 6. Sweetheart Committee

The committee shall select the Chapter Sweetheart and keep stock of appropriate Sweetheart jewelry, and coordinate all serenades. The Chapter may overrule the Sweetheart decision by vote at a regular business meeting.

## Section 7. Awards Committee

The Awards Committee shall be responsible for facilitating the allocation of awards to any individual and shall oversee the procedures for selecting Sinfonian of the Month and any other form of recognition for service. The members of this committee shall include the President as Chairman, the Treasurer, and one collegiate Sinfonian in his last year.

## Section 8. Bylaws Committee

The Bylaws Committee shall review the Chapter Bylaws and oversee changes to the Chapter Bylaws. The Bylaws Committee shall be convened by the President. It shall include the President as Chairman, one other Officer, one graduating senior, and one member of junior status.

## Article VII. Finances

## Section I. Dues

In addition to the National Per Capita Tax detailed in Title I, Article X, Section 1 of the National Constitution and Bylaws, and the Province Tax detailed in Article X, Section 2 of the Province Bylaws, each collegiate member of the Chapter shall pay Chapter dues, due to the Treasurer no later than the due date for National Per Capita Tax.

All members in good standing who have failed to remit the total dues owed to the Chapter shall be automatically suspended without a Chapter vote, per Title III, Article VIII, Section 2 of the NC\&B.

## Section 2. Initiation Fee

Each PM shall be required to pay the Initiation Fee outlined in Title I, Article I, Section 10 of the National Constitution and Bylaws. This is a requirement for initiation and is to be paid no later than two weeks before initiation. The EC will consider any PM who has not paid his fee for removal from the probationary process.

## Section 3. Accounts

All monies belonging to the Chapter shall be deposited and disbursed through a bank account established for the Chapter at the Campus Organizations Accounting Office, which shall serve as the Chapter Treasury.

## Article VIII. Special Events and Observances

## Section I. Special Observances

The Chapter shall observe Founder's Day (October 6) and Chapter Day (December 17) per Title III, Article II, Section 5 of the National Constitution and Bylaws. The Chapter shall also recognize the Reactivation of the Chapter (December 13) when it celebrates Chapter Day.

## Section 2. American Music Recital

The Chapter shall present annually, in the Spring semester, at least one program devoted exclusively to the music of American Composers.

## Section 3. Mills Music Mission

The Chapter shall present at least one Mills Music Mission annually.

## Section 4. Required Chapter Service Events

Required Chapter Service Events are defined as any event where members must make additional commitments outside of the Chapter's regular schedule.

## Section 5. Pin Attire Day

The Chapter shall observe Pin Attire Day on the first business meeting of the month, excluding the first meeting of the Fall and Spring semesters.

Members shall wear pin attire for the entire day unless they are unable to otherwise, such as work, class, or safety requirements. Pin attire shall be worn throughout the day regardless of whether a member will attend the meeting. Probationary Members are exempt from Pin Attire Days but are encouraged to participate.

## Section 6. Brother and Faculty Recitals

Brothers shall be required to attend senior recitals of Chapter members, as well as one Faculty Advisor recital or concert, to be chosen by the Chapter each semester. Attendance of Junior recitals and other faculty Sinfonian recitals is encouraged but not required.

## Article IX. Voting and Quorum

## Section I. Voting

Voting shall always follow Robert's Rules of Order.

## Section 2. Quorum

A quorum shall be defined as half of all active members in good standing plus one.
A quorum is required to approve minutes from the previous meeting. No business can be conducted if a quorum is not reached.

## Article X. Amendments

## Section I. Amendments

This Constitution may be amended by a three-fourths affirmative vote of the collegiate members of the Chapter in good standing, present and voting, at any regular business meeting. The proposed amendment must have been presented in writing at a previous meeting. The amended Constitution shall be submitted to the Office of Student Engagement within ten (10) days.

## Section 2. Clerical and Technical Changes

The Executive Committee has the authority to make clerical and technical changes to the Chapter Constitution, including corrections of typographical, spelling, grammatical, or other errors which would not change the meaning of the clause.

## BYLAWS

## Article I. Officers

## Section I. President

The President shall schedule all ceremonies for the Chapter.
He shall fill out all membership invitations.
The President shall complete President's Training for student organizations annually.
The President shall ensure the Faculty Advisor is aware of all chapter events, including business meetings.

## Section 2. Vice President

The Vice President shall attend each committee meeting at least once per semester.
The Vice President shall schedule service projects for the Chapter. He shall coordinate yearly or semesterly recital hall cloud cleaning. He shall schedule and coordinate Mills Music Missions. He shall plan other service projects as the Chapter sees fit.

## Section 3. Secretary

The Secretary shall keep track of active members' attendance at all meetings and Chapter events. The Secretary shall record minutes of all Chapter and Executive Committee meetings and be responsible for distributing each to the Chapter. He shall notify all active members of the date and time of all Chapter functions and any changes to the scheduled program.

He shall promote events as the Chapter sees fit. He shall maintain Google Drive documents. He shall maintain both digital and physical records of all Chapter minutes.Section 4. Treasurer
The Treasurer shall deposit all monies he has collected to the Campus Organizations Accounting office within forty-eight (48) hours of receipt.

The Treasurer must complete Treasurer's Training for student organizations annually.

## Section 5. Historian

The Historian shall maintain video recordings of all Chapter recitals. He is encouraged to record at least either or both the Founder's Day and Chapter Day ceremonies annually.

In conjunction with the Social Chair, he shall author Chapter website updates and social media posts at least twice monthly.

## Section 6. Alumni Relations Officer

The Alumni Relations Officer shall distribute an alumni newsletter at least twice a semester.
He shall send monthly updates to the Province Alumni Coordinator to inform him about chapter events and activities.

## Section 7. Fraternity Education Officer

The Fraternity Education Officer shall record attendance at all Probationary Member meetings. The FEO must be present at all PM meetings. If he cannot attend, he is responsible for finding a suitable member to take his place and record attendance.

## Section 8. Province Delegate

The Province Delegate ${ }^{1}$ shall connect with all PC members via the approved Province communication medium, as determined at Province Workshop.

## Section 9. Music Director

The Music Director shall assist at the Vice President's discretion on recitals.

## Section 10. Social Chair

The Social Chair shall organize Brotherhood activities, which shall occur at least once per month.
In conjunction with the Historian, he shall author Chapter website updates and social media posts at least twice monthly.

## Section II. Webmaster

The Webmaster shall manage access and permissions to all Chapter social media accounts and websites. He shall make regular data backups at least twice monthly.

He shall ensure all Chapter data's confidentiality, integrity, and availability.
He shall follow Iowa State University security standards and policies.

## Section 12. Meme Chair

The Meme chair shall provide a meme in an approved picture format (JPEG or PNG) or provide a link to a video. This shall be presented in the reports section of the business meeting.

## Section 13. Nominations

In addition to the Nominations Committee, the Chapter shall also accept nominations from the floor, considering all members' opinions. In addition, all nominated members must prepare a speech to deliver on the night of the elections.

## Section 14. Elections

Each candidate shall be given five (5) minutes to discuss his platform and five (5) minutes for questions. Additional time may be granted to questioning with a proper motion to extend debate. A person will be granted extra time by a simple majority.

## Section I5. Training

Current officers and officers-elect shall both be required to attend a training night. Training night shall occur between the first and second business meetings of the Spring semester. During this time, the outgoing officers shall instruct the officers-elect on the duties of the office to which they are to be installed. The outgoing

[^0]President shall prepare and present a short keynote over leadership expectations. Officers-elect shall use this time to ask questions and familiarize themselves with essential documents pertaining to their position(s) before installation.

## Section 16. Removal

In addition to Title III, Article IV, Section 4 of the National Constitution and Bylaws, a member shall only give notice of his intent to move for officer removal during new business. The member shall move to open discussion on providing this notice. After his motion has been made and seconded, he will state why he believes an officer should be removed. Immediately after, the Brother to which the charge is brought shall voice his response. The rest of the debate shall follow regular order and follow Robert's Rules of Order.

## Section 17. Resignation

Should an officer consider resignation, he shall follow these procedures:
The Officer shall notify the Executive Committee of his decision one week before the proposed resignation. This shall be by official method only (i.e., email or letter). During that subsequent week, the Officer shall have time to withdraw his resignation. During that week, the EC shall note but not make any announcements of a potential vacancy. After that week has passed, to the day, the Brother will have officially resigned from his office.

While the office is vacant, the President shall assume the duties of the office until it is filled by a special or regular election.

If a special election is required, it shall be made the new business of the next business meeting.
If the Officer in question forgoes the one-week notice and chooses immediate resignation, then the above procedures shall be followed as if the week-long consideration had passed.

## Article II. Committees

## Section I. Awards Committee

The Awards Committee shall complete their work and have awards ready by the Graduating Brothers Ceremony in the Spring Semester.

## Section I. Dues

Chapter Dues shall be eighty dollars (\$80) annually, payable in two semesterly installments of forty dollars (\$40) each.

## Section 2. Fines

The Warden or Executive Committee must give notice of a fine within one week of its incurrence, or it will be rendered invalid.

Any member who has accumulated fine(s) must pay them within one (1) week of receiving notice. Failure to pay a fine after 1 week will result in the member automatically being placed on probation. If an egregious time, to be determined by the EC, has passed without payment of the fine to the Treasurer, the EC may recommend the member for suspension or further disciplinary action, up to and including expulsion. Disciplinary status shall be lifted, and good standing returned immediately upon receipt of payment to the Treasurer.

## Section 3. Use of Chapter Funds

All checks must require two signatures for the use of Chapter funds. Any two of the following three Chapter officers can sign for the use of Chapter funds: Treasurer, President, or Faculty Advisor.

The Executive Committee may approve using emergency funds, up to one hundred dollars (\$100) per emergency. The Chapter may then review the legitimacy of the emergency at the following Chapter meeting. If the funds are deemed to be misused, those funds must be immediately repaid by the members of the EC.

The use of funds through a University Purchasing Card shall be approved by the Chapter through the budget and by vote at business meetings as needed. Only two P-Cards may be used by the Chapter at any time: one for the Treasurer, and one for the President.

All Chapter expenditures must be approved by the Faculty Advisor.

## Article IV. Observances

## Section I. Pin Attire

Pin Attire shall be defined as stated in Title I, Article XVI, Section 3 of the National Constitution and Bylaws, but with these specifications:

- The Pin must be worn on the outermost clothing item that a brother will not take off.
- The base layer for pin attire is a button-up dress shirt, defined as "a collared shirt that is suitable for wear with a necktie."
- A suit vest, formal sweater vest, or formal sweater may be worn over the dress shirt, and the Pin placed thereon. Ties shall be optional.
- Dress pants or non-cargo khakis are acceptable bottoms. Dress shoes are preferred but not required.

If a brother wishes to wear jeans, they must fit the following specifications:

- Jeans must be dark wash and non-baggy.
- Dress shoes or boots are required; athletic shoes are not allowed.
- A tie or blazer is required.

Pin Attire shall not be a reason for which a Probationary Member or Brother feels unable to participate in the Fraternity. If Pin Attire poses a problem for a member, the Chapter shall assist him in finding affordable attire, or by making exceptions to the dress code for that member.

Members are expected to wear their membership pin at all performances while in pin attire. Failure to do so will result in an admonishment from the Executive Committee on the first occurrence and a five-dollar (\$5) fine for each subsequent occurrence.

## Section 2. Pin Attire Day

The purpose of Pin Attire Day is to inspire fraternal pride amongst brothers, promote the organization, and make the Fraternity visible on campus.

Failure to participate in a Pin Attire Day shall result in a ten-dollar (\$10) fine to the Brother.

## Section 3. Formal Attire

Formal attire is defined as follows:

- A button-up dress shirt
- A necktie
- A suit jacket or blazer
- Dress slacks
- Dress shoes

Formal attire shall be required for brothers of all membership classes in attendance at Ceremonies for Pledging, Color Nights, Initiations, and Mills Music Missions.

When required, probationary Members' formal attire shall be the same as is defined above. The Bigs and Fraternity Education Officer shall be obligated to ensure that the new PMs understand these guidelines preceding the Ceremony for Pledging.

Formal attire shall not be a reason a PM or Brother feels unable to participate in the Fraternity. If Formal Attire poses a problem for a member, the Chapter shall assist him in finding affordable attire, or make exceptions to the dress code for that member.

Brothers may wear cultural attire in place of formal attire.
Failure to wear formal attire, when required, shall result in a ten-dollar (\$10) fine for each occurrence.

## Section 4. Brother and Faculty Recitals

A short sing should follow all required recitals. The song selection shall include "Hail Sinfonia" and other songs as requested by the performing Brother.

## Article V. Discipline

## Section I. Attendance

A collegiate Chapter member in good standing may have two (2) unexcused absences per semester. If the member accumulates more than two unexcused absences, the member will automatically be put on probation, pending an Executive Committee review.

All collegiate Chapter members shall be required to attend two (2) meetings of the Probationary Member class. If this is not possible, the member must make arrangements with the Fraternity Education Officer.

Any member who enters an event defined as a meeting at least fifteen (15) minutes after it has begun will be counted as tardy.

Any member who enters an event defined as a ritual, rehearsal, or special/required event at least ten (10) minutes after it has begun will be counted as tardy.

Three (3) tardies will count as one unexcused absence.

## Section 2. Excused Absences

Any member who must miss a Chapter meeting must file his reason with the Executive Committee at least twenty-four (24) hours before the meeting. If he plans to be late to a Chapter meeting, he must file his excuse with the EC at least two (2) hours before the meeting.

Any member who must miss a Ritual or Special Event as defined in Article V, Section 1 of the Chapter Bylaws must file his reason with the EC ten (10) days before the event, having been given early enough notice.

Any member who must miss a Ritual Rehearsal, as defined in Article V, Section 1 of the Chapter Bylaws, must file his reason with the EC twenty-four (24) hours before the event.

Any member who must miss a required recital, as defined in Article VIII, Section 6 of the Chapter Constitution, must file his reason with the EC forty-eight (48) hours before the event.

Any member who must miss a Required Chapter Service Event, as defined in Article VIII, Section 4 of the Chapter Constitution, must file his reason with the EC twenty-four (24) hours before the event. The member must also inform the Chapter and find a replacement.

All notifications to the EC regarding absences must be made via an official communication method, defined as either email, letter, or carrier pigeon.

The decision as to whether any reason for absence is acceptable is at the discretion of the EC.
If emergencies arise, such as severe illness or a family emergency, a simple notification to the Secretary may suffice, regardless of how soon it is to the event. The EC will review the emergency circumstances and may serve as an excused absence.

## Section 3. Fines

Any member with an unexcused absence for a ritual, defined as a Ceremony for Pledging, Color Night, or Initiation, will be fined thirty dollars ( $\$ 30$ ).

Any member who misses a special event, defined as a Mills Music Mission, Chapter Recital, or other events without a prescribed fine that require all collegiate members, will be fined twenty dollars (\$20).

Any member who incurs an unexcused absence for any Ritual rehearsal, as designated by the Warden, shall be fined five dollars (\$5) for each occurrence.

Any member absent from a Required Service Event as defined in Article VIII, Section 4 of the Chapter Constitution shall be fined ten dollars (\$10) for each occurrence.

Any member absent from a Special event defined in Article VIII, Section 6 of the Chapter Constitution shall be fined twenty dollars (\$20) for each occurrence.

Any member who fails to participate in Pin Attire Day, as defined in Article VIII, Section 5 of the Chapter Constitution, shall be fined ten dollars (\$10) for each occurrence.

Any member who fails to wear Formal Attire, when required, as defined in Article IV, Section 3 of the Chapter Bylaws, shall be fined ten dollars (\$10) for each occurrence.

## Section 4. Probation

The Executive Committee may place a member on probation as part of the disciplinary process. Reasons for probation include but are not limited to failure to pay fines, excessive unexcused absences, failure to uphold the responsibilities of membership, or other offenses. While on probation, members lose voting privileges but are still entitled to all other rights of membership.

## Section 5. Disciplinary Hearings

Any member under review by the Executive Committee for misconduct shall be notified in writing, one week prior, of the location and time of their hearing. The member in question can also represent himself in writing given to the EC.

## Section 6. Removal of Members

Per Title III, Article VIII, Section 1 of the National Constitution and Bylaws: "For conduct which is harmful to the best interests or good name of the fraternity, the Chapter may expel any of its collegiate members from the fraternity."

A motion to start the expulsion process of a member must be made at a regularly scheduled business meeting. It must be approved by a majority of members in good standing who are present and voting.

Per Title III, Article VIII, Section 3 of the NC\&B:
"The Chapter sends at least one week's written notification to any member being considered for... expulsion by the Chapter informing him of his right to and interview with the Chapter executive committee and Faculty Advisor. The member may waive such interviews. The written notification states the reasons for the proposed action, the time and place of the proposed interviews, and the member's right of appeal to the NEC if the Chapter approves the ... expulsion."

Three-fourths of the members in good standing, present and voting, may expel a member from the Fraternity.

## Article VII. Amendments and Reviews

## Section I. Amendments

These Bylaws may be amended by a two-thirds affirmative vote of the collegiate Chapter members in good standing, present and voting, at any regular business meeting, provided that the proposed amendment was presented in writing at a previous meeting. The amended bylaws shall be submitted to the Office of Student Engagement within ten (10) days.

## Section 2. Reviews

The Bylaws Committee shall review these Bylaws at least once every year and following any changes to the governing documents listed in Article III of the Chapter Constitution.

The Bylaws Committee shall review these Bylaws no later than December of the year of a National Assembly.

## Section 3. Clerical and Technical Changes

The Executive Committee has the authority to make clerical and technical changes to the Chapter Bylaws, including the corrections of typographical, spelling, grammatical, or other errors which would not change the meaning of the clause.

## Appendices

## Appendix I. Responsibilities of Membership

1. Attend all required meetings.
2. Pay all financial obligations.
3. Maintain academic performance standards.
4. Become familiar with the Fraternity's governing documents and policies.
5. Become familiar with the Fraternity's history.
6. Support the efforts and objectives of the Fraternity.

## Appendix I. Province Delegate

This role was first defined and enacted in August 2016, by 2016 Collegiate Province Representative Andrew R Hoffmann, 2017 Collegiate Province Representative-elect Luke Sanders, and 2017 Assistant Collegiate Province Representative Clayton Ryan. The primary roles were defined by 2017 Assistant Collegiate Province Representative elect Clayton Ryan. Constant contact with the other Brothers and Chapters is important in creating fun, engaging, and Brotherly events for the advancement of our order, music in America, and fraternal spirit.

## Appendix 2. Schedule of Fines

| Offense | Fine |
| :--- | ---: | ---: |
| Unexcused Absence from Ritual | $\$ 30$ |
| Unexcused Absence from Special Event | $\$ 20$ |
| Unexcused Absence from Required Recital | $\$ 20$ |
| Failure to participate in Pin Attire Day | $\$ 10$ |
| Failure to wear Formal Attire when required | $\$ 10$ |
| Unexcused Absence from Required Service Event | $\$ 10$ |
| Unexcused Absence from Ritual Rehearsal | $\$ 5$ |
| Failure to wear Pin at performance | $2^{\text {nd }}$ and subsequent occurrences, $\$ 5$ |

## Appendix 3. Required Advance Notice Times for Excused Absences

|  | Event | Time |
| :--- | ---: | ---: |
|  |  |  |
| Ritual | 10 days |  |
| Special Event | 10 days |  |
| Required Recital | 48 hours |  |
| Required Service Event | 24 hours |  |
| Ritual Rehearsal | 24 hours |  |
| Chapter Meeting | 24 hours |  |
| Chapter Meeting (Tardy) | 2 hours |  |

Province 26

# Provincial Constitution and Bylaws 

## Province 26 of Phi Mu Alpha Sinfonia Fraternity of America

Drafted September 2022
Ratified November 22, 2022 by Province 26 Council
Formally Adopted January 1, 2023 by Province 26 Assembly

Drafted by:
Br. Levi Frazier, Upsilon Chi 2017 / Alpha Delta | Province 26 CPR 2022 | Chair, CPR Council 2022-2025 Phi Mu Alpha Sinfonia NEC
Br. Tyler Bainter, Alpha Delta 2015 | Province 26 Deputy Province Governor 2022-2025

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## Interpretations, Definitions, and Abbreviations

## Interpretations

A specific rule takes precedence over a general rule when both address the same subject.

## Definitions

Affiliates: Any Chapter or Alumni Association within the boundaries of Province 26.
Sinfonian: Any collegiate, alumni, or honorary initiated member of Phi Mu Alpha Sinfonia.
Province Assembly: The voting delegation of the Province Workshop, consisting of up to (5) members from each Affiliate Chapter, in accordance with the National Bylaws Title II, Article II, Section 4.

Abbreviations<br>National Executive Committee (NEC)<br>Commission on Standards (COS)<br>Province Governor (PG)<br>Deputy Province Governor (DPG)<br>Collegiate Province Representative (CPR)<br>Assistant Collegiate Province Representative(s) (ACPR)<br>Province Alumni Coordinator (PAC)<br>Province Music Director (PMD)<br>Province Treasurer (PT)<br>Province Historian (PH)<br>Province Executive Committee (PEC)<br>Province Council (PC)<br>Probationary Member(s) (PM)

## Constitution <br> PREAMBLE

The primary characteristics of the Province and structure are defined by the National Bylaws, Title II.
The Province Constitution and Bylaws prescribe how the Province shall function, and include all rules that the Province considers so important that they
(a) cannot be changed without previous notice to the members and by a two-thirds vote, and
(b) cannot be suspended, except clauses that provide for their own suspension under specified conditions, or clauses in the nature of rules of order.

This Constitution and Bylaws shall govern the Province in all cases to which they are applicable and in which they are not inconsistent with the National Constitution and Bylaws, and any policies the Fraternity may adopt.

## Article I. Description

## Section 1. Name.

This organization shall be known as Province 26 of Phi Mu Alpha Sinfonia Fraternity of America.

## Section 2. Use of Name.

The name of this Fraternity, or any part thereof, or derivative wherefrom, may be employed only in connection with the official activities of Province 26 of Phi Mu Alpha Sinfonia Fraternity of America or under conditions granted by Article I Section 3 of the National Constitution.

## Article II. Object

The object of this Province shall be that which is stated in Article II of the National Constitution of Phi Mu Alpha Sinfonia Fraternity of America, to fulfill the obligations of Article VIII of the National Constitution and to ensure communication, cooperation, and interaction among the brothers of the chapters of Province 26.

## Article III. Governing Documents

## Section 1. National Governing Documents

Province 26 of Phi Mu Alpha Sinfonia Fraternity of America is governed first and foremost by the National Constitution and Bylaws. Any articles or bylaws within this document in conflict with the National Constitution and Bylaws shall be superseded by the conflicting article or bylaw.

## Section 2. National Policies

Province 26 of Phi Mu Alpha Sinfonia Fraternity of America is governed and reports to the National Executive Committee who, in part, creates and or approves National Policy. Any articles or bylaws within this document in conflict with the National Policy Manual shall be superseded by the National Policy.

## Section 3. Province Governing Documents

The Province Constitution and Bylaws shall be the guiding documents for the business of the Province not detailed in the National Constitution and Bylaws.

The Province shall further be governed by ratified Province Policies which cover items not detailed by National Policies.

## Article IV. Membership

## Section 1. Eligibility

All brothers who hold membership in an Affiliated Chapter, all brothers who hold membership in an Affiliated Alumni Association, and all brothers who are within the geographical are of Province 26 are members of Province 26.

Probationary Members of Affiliated Chapters shall be members of Province 26.

## Section 2. Geography

The Province is characterized as covering the geographic areas of Iowa, Northwestern Illinois, and Southern Minnesota. This is subject to change by decisions of the National Executive Committee.

## Section 3. Affiliated Chapters

The Chapters of Province 26 of Phi Mu Alpha Sinfonia Fraternity of America include:
Alpha Beta - Drake University, Des Moines, IA
Alpha Delta - Iowa State University, Ames, IA
Beta Kappa - Coe College, Cedar Rapids, IA
Beta Nu - University of Northern Iowa, Cedar Falls, IA
Iota Gamma - University of Iowa, Iowa City, IA
Zeta Beta - Augustana College, Rock Island, IL

## Section 4. Affiliated Alumni Associations

The Alumni Associations of Province 26 of Phi Mu Alpha Sinfonia Fraternity of America include:
The Central Iowa Area Alumni Association (CIAAA)

# Article V. Province Officers and Province Executive Committee 

## Section 1. Names of Officers

The officers of Province 26 of Phi Mu Alpha Sinfonia Fraternity of America, are the Province Governor (PG), Deputy Province Governor (DPG), Collegiate Province Representative (CPR), Assistant Collegiate Province Representative (ACPR), Province Alumni Coordinator (PAC), Province Treasurer (PT), and Province Historian (PH).

## Section 2. Province Executive Committee

The Province Executive Committee shall consist of the Province Governor (PG), Deputy Province Governor (DPG), Collegiate Province Representative (CPR), Assistant Collegiate Province Representative (ACPR), Province Music Director (PMD), Province Alumni Coordinator (PAC), and Province Treasurer (PT).

## Section 3. The Purpose of Province Officers

Province 26 shall have officers for the purposes of fulfilling the National Constitution and Bylaws and maintaining order, representation, cooperation, interaction and communication throughout the Province.

## Section 4. Province Governor

The Province Governor, in accordance with the National Bylaws Article XV, is appointed by the National President and their duties are described in the National Bylaws Article XV, Sections 4-6.
In addition to those duties prescribed by the National Constitution, they may perform other duties as prescribed by the Province and the Province Council. They shall hold no other Province Office while in this position.

## Section 5. Deputy Province Governor

The Deputy Province Governor, in accordance with the National Bylaws, Title I, Article XV, is appointed by the National President and their duties are described in the National Bylaws, Title I, Article XV, Section 8. In addition to those duties prescribed by the National Constitution and Bylaws, the DPG shall act as Province Parliamentarian, they may perform other duties as prescribed by the Province Governor, Province and the Province Council that are consistent with their nationally recognized duties. They may also serve as the Province Treasurer or Province Music Director.

## Section 6. Collegiate Province Representative.

The Collegiate Province Representative, in accordance with the National Bylaws, Title II, Article I, is elected by the Province and their duties are described in the National Bylaws, Title II, Article I, Section 2. In addition to those duties prescribed by the National Constitution and Bylaws, the Collegiate Province Representative shall perform the duties prescribed by these bylaws and the duties of a chairman as prescribed by the parliamentary authority adopted by the Council. They shall be subject to orders of the Council. They shall hold no other Province Office while in this position.

## Section 7. Assistant Collegiate Province Representative.

The Assistant Collegiate Province Representative, in accordance with the National Bylaws, Title II, Article I, is elected by the Province and their duties are described in the National Bylaws, Title II, Article I, Section 3. In addition to those duties prescribed by the National Constitution and Bylaws, the Assistant Collegiate Province Representative shall perform the duties prescribed by these bylaws, they shall serve as the Province as Secretary for the PC, and Secretary and Warden for the business portions of Province Workshop. They shall be subject to orders of the Council. They may also serve as the Province Music Director.

## Section 8. Province Music Director.

The Province Music Director shall facilitate musical cooperation and learning amongst chapters, coordinate Province music events and recitals, conduct Mills Music Mission events and other musical philanthropic endeavors, and act as an appointed head of the Province wide choir. They shall also perform other duties as prescribed by the Province Council and Province Executive Committee. They shall not also hold the offices of Province Governor, Collegiate Province Representative, or Province Treasurer. They shall be elected annually by the Province Assembly. They may succeed themselves.

## Section 9. Province Alumni Coordinator.

The Collegiate Province Representative, in accordance with the National Bylaws, Title II, Article I, Section 5, is appointed by the Province Governor and confirmed by the Province Council and their duties are described in the National Bylaws, Title II, Article I, Section 6.
They shall communicate Province issues to alumni associations and other interested alumni as needed. They shall also work with chapter alumni relations officers on alumni newsletters, databases, and other activities. They are also responsible for the development of new associations in the Province and assisting in coordinating Province Alumni Events. They shall hold no other Province Office while in this position.

## Section 10. Province Treasurer.

The Province Treasurer shall assist the Province Governor in managing the finances of the Province. They shall manage a Province 26 bank account at the bank of the Province's choosing. They shall not also hold the offices of Province Governor, Collegiate Province Representative, or Province Music Director. They shall be elected annually by the Province Assembly. They may succeed themselves.

## Section 11. Province Historian.

The Province Historian shall serve at the appointment of the PG. They shall be appointed following a National Convention. They shall serve for the full triennium. They may succeed themself.

They shall keep photographic and video documentation of all Province events and functions. They shall keep a compiled book of minutes for all Province Meetings (PEC, PC, and Workshop). They shall work with Affiliate historians to cultivate a Province Scrapbook, which may be physical or digital. They shall submit all their work to each affiliate at the end of their term for safe keeping and to the National Headquarters at the end of their term for safekeeping and documentation.

## Section. 12 Chapter Province Delegate.

Each Affiliate Chapter shall elect a brother to serve in the chapter office titled the Province Delegate. They may succeed themself.

The Province Delegate shall serve as one of their chapter's delegates to the Province Council, but does not necessarily need to serve as one of the five (5) voting members of the chapter's delegation to the Province Assembly. The Province Delegate may perform other provincial duties as the Council or their chapter direct.

## Article VI. Province Workshop

## Section 1. Time and Date

In accordance with the National Bylaws Title II, Article II, Section 1, "Each province holds a Workshop annually at a time and place determined by the PG."

Typically the Province 26 Workshop is held each fall on the Sunday of Labor Day Weekend.

## Section 2. Location

The location of Province Workshop shall be on a rotation shared by the Chapters of the Province, it has usually been in alphabetical order according to chapter name, but is subiect to change at any time.

## Section 3. Province Workshop Officers

The Province Workshop is planned, called, and executed by the Province Governor, who can at any time preside. The Collegiate Province Representative shall act as Presiding Officer for at the business portion of the workshop, at the discretion of the Province Governor. The ACPR shall act as Warden. The DPG shall perform his duties as Parliamentarian.

## Section 4. Attendance

Attendance at Province Workshop by each Chapter and Alumni Association of the Province shall be governed by the Province 26 Province Workshop Attendance Policy.

## Article VII. Province Council

## Section 1. Purpose

The purpose of the Province Council is to be the legislative body of the Province and to promote cooperation and communication between chapters and alumni associations.

## Section 2. Membership

Each Affiliated Chapter in the Province shall have two (2) representatives on the Province Council. The representation shall include the Chapter Province Delegate and the Chapter President. Each Affiliated Alumni Association is entitled to two (2) representatives on the Province Council. The representation shall include one (1) member in good standing, appointed by the association president, and the Alumni Association President.

The Province Executive Committee shall have ex-officio membership on the Province Council with voice, but no vote.

The Deputy Province Governor shall act as the Parliamentarian. The ACPR shall act as Secretary of the Province Council.

## Section 3. Chairman

The Collegiate Province Representative, shall act as chair of the Province Council and shall cast the deciding vote only in the event of a tie.

## Article VIII. Province Assembly

## Section 1. Purpose

The purpose of the Province Assembly is to give equal and full representation amongst Affiliate Chapters and in major changes in Province policy and Province officer elections.

## Section 2. Membership

Each chapter is entitled to a maximum of five (5) voting delegates who are chosen from among the chapter's members in good standing except that the Faculty Advisor of a chapter, unless they decline, is considered one of its five voting delegates if they are present at the workshop in accordance with the National Bylaws Title II, Article II, Section 4.

## Section 3. Credentials

At the registration for each Province Workshop before the Province Assembly is gaveled in, the PG shall obtain a credentials report from each Affiliate listing the five (5) voting delegates from each affiliate.

## Section 5. Chairman

The Collegiate Province Representative shall act as chair of the Province Assembly. In their absence the Province Governor shall be the chair of the Province Assembly.

## Article IX. Parliamentary Authority

All official and/or formal meetings of the Province shall follow the latest edition of Robert's Rules of Order. Robert's Rules of Order shall be superseded by the Phi Mu Alpha Sinfonia National Constitution and Bylaws in the event of any discrepancy.

## Article X. Amendments and Revision

## Section 1. The Power to Amend and Revise

The Power to Amend and Revise this Constitution shall be as such:

- At any time, by the National Executive Committee to conform to the National Constitution and Bylaws.
- By the Province Executive Committee, at a formal meeting only to conform to the National Constitution and Bylaws or for changes mandated by the National Executive Committee.
- By the Province Assembly, at an annual Province Workshop.


## Section 2. Editorial Changes

The Province Executive Committee may approve editorial, formatting, and grammatical changes to the Province Constitution with an unanimous affirmative vote only and only if the changes have no effect on the meaning or interpretation of the passage.

## Section 3. Proposal Eligibibility

Any member of Province 26 in good standing, may propose an amendment to the Province Constitution from the floor of a Province Workshop, or by submitting the amendment in writing to the Province Executive Committee.

## Section 4. Proposal to Committee

Amendments formally submitted to the Province Executive Committee must go before the Province Council or Province Assembly and pass with a three-fourths majority vote.

## Section 5. Proposal from the Floor

A member of Province 26 in good standing may propose an amendment to this Constitution from the floor of a Province Council meeting or at a Province Workshop as new business. The proposal must be voted on in the same meeting and pass with a three-fourths majority.

## Section 6. Amendment Timetable

Unless specified in the original proposal, all passed amendments shall take effect immediately following the affirmative vote.

## Section 7. Amendments during a Convention Year

Following a National Convention, the CPR shall call a special meeting of the PC no later than two-weeks prior to the Province Workshop. The purpose of this meeting shall only be for reviewing the Province Constitution and Bylaws in accordance with changes to the National Constitution and Bylaws, and any other National Policies and Resolutions. The CPR shall distribute the PC's findings to the Province immediately following the special meeting for the Province's review and preparation prior to Workshop.

## Section 8. Province Governor Veto

The Province Governor shall have the authority to veto any changes to this Constitution for any reason they see fit. The Province Assembly may overrule the PG's veto by a three-fourths majority. The PG may not further veto the amendment after their decision is overruled.

## Bylaws

## Article I. Membership

## Section 1. Non-discrimination policy

In accordance with the National Bylaws, Title I, Article I, Section 1, Province 26 of Phi Mu Alpha Sinfonia Fraternity offers membership to as many male identifying people as possible regardless of race, ethnicity, national origin, sexual orientation, disability or religion.

## Section 2. Duties of Membership

A member becomes acquainted with the governing documents and history of the Fraternity and supports the efforts and objectives of the Fraternity and Province 26. A collegiate member attends meetings and events of the Province whenever they are able and expected, promptly pays all financial obligations to the Province and the Fraternity and maintains the minimum academic performance standards for successful continuation as a student in good standing as defined by their chapter's sheltering institution.

## Section 3. Term of Membership

All brothers within the geographical boundaries of Province 26 are members, until which point the National Executive Committee changes provincial boundaries, or revokes a chapter's charter.

## Article II. Status of Affiliates

## Section 1. Active status

Active status indicates that an affiliate is fulfilling all of its operational responsibilities and is in good standing with the Fraternity. A chapter or alumni association is on active status if it is not on reorganizational status, inactive status, probation, or suspension and has not had its charter revoked. (Excerpted from National Bylaws, Title I, Article II, Section 1)

## Section 2. Reorganizational Status

Reorganizational status is a chapter rehabilitative status that lasts no longer than 365 days. During the period of reorganization, the Province Governor, in consultation with the National Staff, may modify the normal rights, privileges, duties, and obligations of the chapter. In addition, the chapter undertakes activities in the form of a Reorganization Contract, prescribed by the Province Governor that is intended to help the chapter overcome organizational difficulties. (Excerpted from National Bylaws, Title I, Article II, Section 2)

## Section 3. Reasons for Reorganizational Status

The Province Governor may place a chapter on reorganizational status when it is having difficulty maintaining a minimum standard of viability or for other concerns the Province Governor may have. (Excerpted from National Bylaws, Title I, Article II, Section 3)

## Section 4. Consequences of a failure to respond to reorganizational status.

The COS in consultation with the Province Governor may place a chapter on inactive status or probation if the chapter does not accomplish the activities prescribed by the Province Governor or COS during reorganizational status or return to good health. (Excerpted from National Bylaws, Title I, Article II, Section 4)

## Section 5. Probation

The Province Governor may place any chapter in the Province on Probation for just cause including but not limited to: failing to file chapter reports, failing to have representation at Province Workshop, failing to pay Province Taxes, and other activities that may affect the chapter's status with the National Fraternity, Province, or sheltering institution. Probation is meant to last no longer than thirty (30) days.

## Section 6. Representation on Probation

Representation may be revoked for any chapter on probation for any standing committees or councils in which they are represented with the sole exception of Province Workshop.

## Article III. Province Officers

## Section 1. Province Governor Eligibility and Appointment

Any member in good standing who has been a Sinfonian for three or more years is eligible for appointment as a Province Governor. Subject to ratification by the NEC, the National President appoints PGs, who hold office at their pleasure. (National Bylaws, Title I, Article XV)

## Section 2. Province Governor Term

PGs serve a three-year term, beginning September 1 following a National Convention. The National President may remove a PG at any time during this term for just cause. PGs may be reappointed. (National Bylaws, Title I, Article XV)

## Section 3. Province Governor Discipline

For just cause and by unanimous vote, the Province Executive Committee excluding the PG may vote to recommend to the National President the PG be removed. This shall be submitted with the reasons for removal listed, signed by all members of the PEC, and minutes from the meeting the vote took place at.

## Section 4. Deputy Province Governor Eligibility and Appointment

Subject to the ratification of the NEC, the National President may appoint a DPG for certain Provinces. The member appointed as DPG must meet the same eligibility requirements as the PG. (National Bylaws, Title I, Article XV)

## Section 5. Deputy Province Governor Term

DPGs serve a three-year term, beginning September 1 following a National Convention. The National President may remove a DPG at any time during this term for just cause. DPGs may be reappointed. (National Bylaws, Title I, Article XV)

## Section 6. Deputy Province Governor Discipline

For just cause and by unanimous vote, the Province Executive Committee excluding the DPG may vote to recommend to the National President the DPG be removed. This shall be submitted with the reasons for removal listed, signed by all members of the PEC, and minutes from the meeting the vote took place at.

## Section 7. Province Alumni Coordinator Eligibility and Appointment

A PG may appoint a Sinfonian who is an alumni member in good standing to serve as PAC in their assigned Province. (National Bylaws, Title II, Article I)

## Section 8. Province Alumni Coordinator Term

PACs serve a three-year term. The PG may remove a PAC from office at any time during this three-year term for just cause. (National Bylaws, Title II, Article I)

## Section 9. Collegiate Province Representative Eligibility

The CPR is a collegiate member in good standing of a chapter within the Province at the time of their election and is enrolled as a student at their chapter's sheltering institution at the time of their election. By the time of their installation, they must have served at least one year as an elected officer in their chapter. They may succeed himself. (National Bylaws, Title II, Article I)

## Section 10. Collegiate Province Representative Term

The term of the CPR is one year. CPRs elected during the spring academic term assume office on September 1. CPRs elected during the fall academic term assume office on December 15. (National Bylaws, Title II, Article I) The CPR Chair or Province 26 PG shall have the authority to remove the CPR for just cause at any point during their term.

## Section 11. Collegiate Province Representative Vacancy

The ACPR assumes the office of CPR should the office become vacant. In the event the office again becomes vacant, it is filled by election or appointment at the discretion of the PG. The member elected or appointed to fill a vacancy may succeed themself. (National Bylaws, Title II, Article I)

## Section 12. Assistant Collegiate Representative Eligibility

The ACPR is a collegiate member in good standing of a chapter within the Province at the time of their election and is enrolled as a student at their chapter's sheltering institution at the time of their election. By the time of their installation, they must have served at least one year as an elected officer in their chapter. They may succeed himself. (National Bylaws, Title II, Article I)

## Section 13. Assistant Collegiate Province Representative Term

The term of the ACPR is one year. ACPRs elected during the spring academic term assume office on September 1. ACPRs elected during the fall academic term assume office on December 15. (National Bylaws, Title II, Article I) The CPR Chair or Province 26 PG shall have the authority to remove an ACPR for just cause at any point during their term.

## Section 14. Province Music Director Eligibility

Any member of Province 26 is eligible for Province Music Director. Experience as chapter Music Director, alumni association Music Director or Music Education is recommended but not required.

## Section 15. Province Music Director Term

The Province Music Director (PMD) term is one year. PMDs assume office on December 15. The Province Council may remove the PMD at any point during their term for just cause. This shall be submitted to the PG with the reasons for removal listed, signed by all members of the Council, and minutes from the meeting the vote took place at. The Province Council shall appoint a replacement following removal.

## Section 16. Province Music Director Powers and Duties

The Province Music Director shall facilitate musical cooperation and learning amongst chapters, coordinate Province music events and recitals, conduct Mills Music Mission events and other musical philanthropic endeavors, and act as an appointed head of the Province wide choir. They shall also perform other duties as prescribed by the Province Council and/or Province Executive Committee.

## Section 16. Province Treasurer Eligibility and Appointment

Any Sinfonian who is a member in good standing is eligible to serve as Province 26 Treasurer. Experience in accounting or as chapter or alumni association treasurer is recommended. A PG shall appoint a Sinfonian who is a member in good standing to serve as Province 26 Treasurer, in the case that the elected Treasurer vacates their office.

## Section 17. Province Treasurer Term

Province Treasurer serves a one-year term. The PG may remove the Treasurer from office at any time during this oneyear term as necessary and appoint a replacement. The Treasurer may succeed themself. Treasurers assume office upon election at Province Workshop.

## Section 18. Province Treasurer Duties and Powers

The PT shall assist the Province Governor in managing the finances of the Province. Duties may include:
A. Keeping a digital ledger of Province finances.
B. Assist in the management of the Province checking account.
C. Stand as signatory on the Province checking account.
D. Making financial reports to the Province Council.
E. Advising the Province Executive Committee on expenditure approvals.
F. Appoint a committee to perform a Province audit.
G. Other duties as prescribed by the Province Governor.
H. Presents an annual Province Budget at Province Workshop to be adopted by the Province Assembly
I. Presents an up-to-date ledger at every PEC and PC meeting.
I. Sends out a current ledger to the Province-at-Large twice per year.

## Section 19. Province Delegate

The Province Delegate shall serve for one year as their term, in accordance with their chapter's offices.

## Article IV. Elections

## Section 1. Time and Location

Elections for the offices of Collegiate Province Representative, Assistant Collegiate Province Representative, Province Treasurer, and Province Music Director are held annually by secret ballot at Province Workshop.

## Section 2. Nomination Procedures

Nominations shall be from the floor. Any brother in good standing with their Affiliate, present at Province Workshop, may nominate any eligible Sinfonian with membership in the Province for a Province officer position. With the exception of emergency situations communicated to the PG, no proxy nominations shall be accepted.

## Section 3. Method of Evaluation

For the office of Collegiate Province Representative, in alphabetical order, each candidate will be given three (3) minutes to address the voting body followed by five (5) questions from the voting body with a one (1) minute response for each question. For the office of Assistant Collegiate Province Representative, in alphabetical order, each candidate will be given two (2) minutes to address the voting body followed by three (3) questions from the voting body with a one (1) minute response for each question.

For the office of Province Music Director, in alphabetical order, each candidate will be given five (5) minutes to rehearse the attendees of workshop on the song of their choice, followed by one minute to address the voting body. The methods of evaluation may be amended by a two-thirds majority vote by the Province Workshop voting body until which time the workshop is officially closed.

For the office of Province Treasurer, in alphabetical order, each candidate will be given three (3) minutes to address the voting body over their qualifications and experience needed for office, followed by seven (7) questions from the voting body with a one (1) minute response for each question. The candidate must speak to their ability in managing a four-figure (or above) budget, and questions from the body must be germane to finances.

## Section 4. Vote Necessary to Elect

A simple majority of the votes cast is necessary for election. If no candidate has a majority vote at the end of the first ballot, only the three nominees who receive the highest number of votes on the first ballot remain candidates on the second ballot. If no candidate has a majority vote at the end of the second ballot, only the two nominees who receive the highest number of votes on the second ballot remain candidates on the third ballot. If only three candidates are nominated, the second ballot is reduced to the two nominees who receive the highest number of votes on the first ballot.

# Article V. Province Executive Committee 

## Section 1. Executive Committee Membership

The Executive Committee members of Province 26, are the Province Governor (PG), Deputy Province Governor (DPG), Collegiate Province Representative (CPR), Assistant Collegiate Province Representative (ACPR), Province Alumni Coordinator (PAC), and Province Treasurer (PT).

## Section 2. Purpose of the Province Executive Committee

The purpose of the Province Executive Committee is to plan, organize, and execute the activities of the Province with the assistance of the Province Council, to oversee the activities of the chapters within the Province, to assist individual chapters with any needs or questions regarding the activities or duties of the chapter, review and enforce Province and National reporting, oversee and hold accountable the active Province committees, and encourage communication, cooperation, and interaction between the chapters in the Province as well as with Province leadership. The Province Executive Committee may also perform duties as prescribed by the Province Governor, Province Assembly, or Province Council.

## Section 3. Powers of the Province Executive Committee

The Province Executive Committee has the power to:

- Make editorial changes to the Province Constitution and Bylaws in accordance with the Province 26 Constitution Article X, Section 2.
- Approve dates and assist in the planning of the meetings and activities of the Province.
- Approve necessary Province expenditures.
- Refer changes to the Province Constitution and Bylaws directly to the Province Council
- Other powers prescribed by the Province Assembly or Province Council.


## Section 4. Chairman

The Chairman of the Province Executive Committee is the Province Governor. In the absence of the Province Governor, the Deputy Province Governor is considered the chairman.

## Section 5. Meetings of the Province Executive Committee

The chairman or three members of the Province Executive Committee may call a meeting of the committee. The PEC meets at least once an academic semester with at least one of those meetings occurring face-to-face. When not convened, the committee may conduct affairs by correspondence or via video or telephone conference. A member of the committee may participate in a "face-to-face" meeting by means of video or telephone conference or similar communication, provided all members participating in the meeting can hear each other at the same time. Participation in this manner constitutes presence in person at a meeting. In an emergency, voting on an issue may be conducted remotely by unanimous consent of the PEC.

## Section. 6 voting

The result of a tie is a no-vote.

## Section 6. Quorum

Quorum consists of four (4) members of the Province Executive Committee who are present at the meeting.

## Section 7. Reports of the Province Executive Committee

Each year, the PEC shall make a report of the status and progress of the Province to the chapters. This report may be made at Province Workshop.

## Article VI. Province Council

## Section 1. Meetings

The Province Council shall meet no less than four (4) times a year including the annual fall Province Workshop. The other three (3) meetings, excluding Province workshop, may be virtual. The Province Council must meet one (1) month before a National Convention.

## Article VII. Province Assembly

## Section 1. Meetings

The Province Assembly shall meet once a year at the annual Province Workshop in accordance with the National Bylaws Title II, Article II, Sections 4.

## Section 2. Absentee and proxy voting

An Assembly delegate may not vote absentee or by proxy.

## Article VIII. Committees and Commissions

## Section 1. Standing Committees

The Province Executive Committee or Province Council may create and dissolve standing committees that have continuing responsibilities.

## Section 2. Membership of Standing Committees

Subject to ratification by the Province Executive Committee, the Province Governor appoints members to standing committees. The membership of a standing committee includes at least one Province officer, and one collegiate representative from each chapter when possible, and may include no more than one alumni representative. The Province officer is a non-voting ex-officio member on all committees.

## Section 3. Term of a Standing Committee Member

A standing committee member serves a term beginning at the date of appointment and lasting no longer than two (2) years. The Province Governor may reappoint them for no more than two successive terms on
the same standing committee. The Province Governor, subject to ratification by the PEC, may remove a standing committee member at any time.

## Section 4. Procedure for filling a vacancy on a standing committee

Subject to ratification by the Province Executive Committee, the Province Governor appoints a member to fill a vacancy on a standing committee.

## Section 5. Expansion Committee

The purpose of the committee is to support colonies through all phases of their development including the interest group phase and to identify future colony possibilities and encourage development.

## Section 6. Expansion Committee Duties

The committee's main duties are to identify future colony possibilities and to make contacts with brothers or interested groups. The committee will also assist in the colony program including mentoring future Sinfonians as well as recommending a mentor chapter for the colonization process to the Province Governor. The committee is also tasked to create and implement a three year strategic plan for the expansion of the Province. The committee shall report its recommendations as to colony possibilities and information on current colony status at each regular meeting.

## Section 9. Committee on Programming

The purpose of the Committee on Programming is to give the collegiate brothers of the Province a voice in the activities of the Province.

## Section 10. Committee on Programming Duties

The duty shall be to assist the Province Governor in planning the program for Province Workshop, and other events as referred to the committee by the Province Executive Committee. Other duties of the committee may include fundraising, Province t-shirts, and other duties as prescribed by the Province Governor, Province Council, or the committee itself with approval of the Province Governor.

## Section 11. Committee on Collegiate Fraternity Education

The purpose of the Committee on Collegiate Fraternity Education is to support the chapters in their collegiate fraternity education endeavors.

## Section 12. Committee on Collegiate Fraternity Education Duties

The duty of the Committee on Collegiate Fraternity Education is to assist chapters in the education of their collegiate brothers by providing resources and programming.

## Section 13. Quorum

Province Committees shall meet no less than once annually and must have a majority of members present to satisfy a quorum.

## Article IX. Province Meetings

## Section 1. Social, Ritual, or Philanthropic Meeting

The Province shall come together once an academic semester at a date and location selected by the Province Governor in coordination with the Province Executive Committee and Province Council for a Province Social Event, Province Ritual, or Province Mills Music Mission.

## Section 2. Meetings

In accordance with the National Bylaws Title II, Article II, Section 1, Province 26 shall meet once annually for Province Workshop as defined in the Province 26 Constitution Article VI, Section 1. The officers of Affiliates of the Province shall meet for Officer Training once annually.

All collegiate chapters are expected to have representation at both annual Province gatherings. Failure to have representation will warrant a visit from the Province Governor for inquiry.

## Article X. Finances

## Section 1. Province Tax

The purpose of a Province tax is to financially support the activities and meetings of the Province.

## Section 2. Chapters

Each collegiate chapter's Province tax shall be $\$ 10.00$ per collegiate brother in the chapter, according to the chapter roster after chapter reports have been submitted, per semester. The Province tax is due on November 1st and April 1st.

## Section 3. Alumni Associations

Each alumni association's Province tax shall be $\$ 20.00$ per association member per academic year. The Province tax is due on September $1^{\text {st }}$.

## Section 4. Delinquency

Should a chapter or alumni association miss the Province tax deadline, they will be considered delinquent and be placed on probation immediately until such time as the chapter or association makes the payment. A two week "grace period" will begin on the deadline, and should payment not be received by the end of the "grace period," the chapter or alumni association will be assessed a $10 \%$ late fee in addition to the Province tax. The "grace period" shall only be in relation to the late fee and does not delay chapter probation.

## Section 5. Reimbursement and Disbursement

Any expenditure that is made to assist Province 26 can be reimbursed from the Province account by the PEC or with a majority vote of the Province 26 Council. The Province Council can disburse funds for travel grants to national events, under the discretion of the Province Governor. Reimbursement is further specified as:
A. Province Council Meetings. The Province Council shall reimburse one car if the car had a full tank of gas prior to departing for the trip, from each represented chapter, colony, and alumni association of the Province at Council meetings. Gas receipts must be submitted to the PG immediately upon completion of said trip. No reimbursements will be granted without proper documentation and receipts.
B. CPR Convocation. The Province shall reimburse the ACPR for their expenses charged from Lyrecrest and travel cost to CPR Convocation within reasonable standards at the discretion of the PG.
C. Province Workshop. If the National Fraternity is unable to process a reimbursement to a brother (as defined in National Constitution and Bylaws Title I, Article X, Sections 7-9)for Province Workshop, the Province shall reimburse the brother following the exact same protocol as the National Constitution and Bylaws.

## Section 6. Fines

Should any chapter of the Province Council not represent itself at any meeting of the Council, that chapter shall be fined in the amount of $\$ 50$ per event. The funds shall be due within thirty days of the missed meeting to the Province Governor or Treasurer. A chapter may appeal any fine with a written letter to be sent to the Province Governor or Collegiate Province Representative. These men shall have sole discretion in excusing any fines. Any chapter that still has unpaid dues or fines prior to a meeting of the Province Council shall lose its voting privileges. Voting privileges will be restored immediately upon payment.

## Section 7. Province Funds upon Dissolution of Province 26

Should Province 26 be dissolved or divided in to separate Provinces, for any reason, the funds shall be donated to the Sinfonia Educational Foundation. This shall not be considered if changes to provincial boundaries do not affect a majority of Affiliates as listed in Province 26 Constitution, Article IV, Section 4.

## Article XI. Amendments and Revision

## Section 1. The Power to Amend and Revise

The Power to Amend and Revise these Bylaws shall be as such:

- At any time, by the National Executive Committee to conform to the National Constitution and Bylaws.
- By the Province Executive Committee, at a formal meeting only to conform to the National Constitution and Bylaws or for changes mandated by the National Executive Committee.
- By the Province Council, at a formal meeting.
- By the Province Assembly, at an annual Province Workshop.


## Section 2. Editorial Changes

The Province Executive Committee may approve editorial, formatting, and grammatical changes to the Province Bylaws with an unanimous affirmative vote only and only if the changes have no effect on the meaning or interpretation of the passage.

## Section 3. Proposal Eligibility

Any member of Province 26 in good standing, may propose an amendment to the Province Bylaws from the floor of a Province Workshop, or by submitting the amendment in writing to the Province Executive Committee.

## Section 4. Proposal to Committee

Amendments formally submitted to the Province Executive Committee must go before the Province Council or Province Assembly and pass with a two-thirds majority vote.

## Section 5. Proposal from the Floor

A member of Province 26 in good standing may propose an amendment to these Bylaws from the floor of a Province Council meeting or at a Province Workshop as new business. The proposal must be voted on in the same meeting and pass with a two-thirds majority.

## Section 6. Amendment Timetable

Unless specified in the original proposal, all passed amendments shall take effect immediately following the affirmative vote.

## Section 7. Amendments during a Convention Year

Following a National Convention, the CPR shall call a special meeting of the PC no later than two-weeks prior to the Province Workshop. The purpose of this meeting shall only be for reviewing the Province Constitution and Bylaws in accordance with changes to the National Constitution and Bylaws, and any other National Policies and Resolutions. The CPR shall distribute the PC's findings to the Province immediately following the special meeting for the Province's review and preparation prior to Workshop.

## Section 8. Province Governor Veto

The Province Governor shall have the authority to veto any changes to these bylaws for any reason they see fit. The Province Council or Province Assembly may overrule the PG's veto by a two-thirds majority. The PG may not further veto the amendment after their decision is overruled.

## Policies

## I. Province Workshop Attendance

WHEREAS it is the Province Assembly consists of five (5) members of each Chapter of the Province and, WHEREAS Workshop is for the enrichment of collegiate brothers and the governance of the Province and, WHEREAS the PG must make a formal visit to chapters not in attendance at Workshop in accordance with the National Bylaws Title II, Article II, Section 8,

IT IS RESOLVED that Chapters shall be required to send up to five (5) delegates to Province Workshop and are strongly encouraged to send more than five (5) brothers to Province Workshop.


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## INTRODUCTION

"The Constitution and the Chapter"
(Reprinted from THE SINFONIAN; November 1923)
The true strength of the individual chapter is determined by its obedience to the Constitution of the national fraternity. Wisdom has been shown in making our Constitution sufficiently plastic and progressive to meet the changing conditions inherent in the growth and expanse of a young fraternity and the increasing problems of the chapters.

Yet even at the present stage of adaptation and development it is not always easy for a chapter to be persistent and prompt in meeting all the requirements found in the SINFONIA law. Whenever such a time comes in the life of a chapter-it should *sacrifice*, and it will, if the chapter realizes itself to be a vital part of the organic whole, and not an isolated unity.

Brotherhood stands for mutual obligations and common duties. In the performance of them, inviolate should be respect for an observance of all the laws to each chapter and every member have voluntarily subscribed. Phi Mu Alpha is only as strong as the combined strength-and weakness-of all her chapters, no less, no more. She is a Federation of Chapters, united that she may grow the stronger in the bonds of brotherhood. Therefore, it behooves each chapter and every member to study and know the SINFONIA Constitution made for all, to be reverenced and obeyed by all-that all may remain united in fraternity law and fraternal love.

- Percy Jewett Burrell, Supreme President (1907-13)


## Interpretations, Definitions, and Abbreviations

## INTERPRETATIONS

A specific rule takes precedence over a general rule when both address the same subject.

## DEfinitions

Affiliates: Any local or regional entity of the Fraternity including colonies, chapters, and alumni associations.
Sinfonian: Any collegiate, alumni or honorary member of Phi Mu Alpha Sinfonia.

Abbreviations<br>National Executive Committee (NEC)<br>Commission on Standards (COS)<br>Province Governor(s) (PG)<br>Deputy Province Governor(s) (DPG)<br>Collegiate Province Representative(s) (CPR)<br>Assistant Collegiate Province Representative(s) (ACPR)<br>Province Alumni Coordinator(s) (PAC)<br>National Collegiate Representative (NCR)<br>Probationary Member(s) (PM)

## CONSTITUTION

## Section I. Name.

This organization is known as PHI MU ALPHA SINFONIA FRATERNITY OF AMERICA under the certificate of its incorporation, filed by the Department of State on August 26, 1904, under the General Laws of the State of New York (5)(I)(43).

## Section 2. Use of name.

Affiliates may use the name of this Fraternity, or any part or derivative, only in connection with official activities. The National Executive Committee (NEC) may grant special permission for the use of the name of the Fraternity for other purposes.

## Article I. Description

## Article II. Object

The Object of this Fraternity shall be for the development of the best and truest fraternal spirit; the mutual welfare and brotherhood of musical students; the advancement of music in America, and a loyalty to the Alma Mater.

## Article III. Membership

## Section I. Classes of membership.

The four classes of membership are probationary, collegiate, alumni, and honorary.

## Section 2. Authority to confer membership.

Chapters, the National Assembly, or the NEC may confer collegiate membership. The NEC confers national honorary membership. Chapters confer honorary membership.

## Section 3. Initiation Ritual requirement.

A man must participate in the role of candidate for initiation in the most current revision of the national Initiation Ritual to become a collegiate or honorary member.

## Article IV. Affiliates

## Section I. Chapter formation.

The Fraternity may form chapters by granting charters to petitioning groups in universities, colleges, or schools of music.

## Section 2. Alumni association formation.

The Fraternity may form alumni associations by granting charters to petitioning groups.

## Section 3. Transfer of charter.

A chapter charter or name may be transferred to an institution or group that is the legitimate successor of the institution or group to which the chapter charter or name was originally granted.

# Article V. Officers and National Executive Committee 

## Section I. Names of Officers and NEC members.

The officers of the Fraternity are the National President, National Vice President, National SecretaryTreasurer, and National Historian. The NEC consists of the National President, the National Vice President, two Committeemen-at-Large, the National Collegiate Representative (NCR), the Province Governor (PG) Council Chairman, and the Collegiate Province Representative (CPR) Council Chairman.

## Section 2. Indemnification.

Subject to any restrictions of applicable law, the Fraternity shall by action of the NEC indemnify any officer or NEC member or former officer or NEC member of the Fraternity against liabilities and expenses, including attorneys' fees, actually and necessarily incurred by him in connection with the defense of any action, suit or proceeding in which he was made a party by reason of being or having been such officer or NEC member, except in relation to matters after which he shall be adjudged in such action, suit or proceeding, to have acted in bad faith or to have been liable or guilty by reason of willful misconduct in the performance of duty. The Fraternity by action of the NEC may provide at the expense of the Fraternity insurance protection to the Fraternity and its directors, officers, or NEC members against any liability asserted against any one of them by reason of their acting as or status as directors, officers, or NEC members of the Fraternity. The amount paid to any officer or member of the NEC by way of indemnification may not exceed his actual, reasonable and necessary expenses incurred in connection with the matter involved. This indemnification is not exclusive of other rights to which the officer or member of the NEC may be entitled as a matter of law.

## Article VI. Parliamentary Authority

If a parliamentary authority is requested, then the rules contained in the current edition of Robert's Rules of Order Newly Revised govern a Fraternity meeting in all cases in which they are applicable and are not inconsistent with this constitution, bylaws, or any special rules of order.

## Article VII. Dissolution

Upon the dissolution of the Fraternity and after paying or making provisions for the payment of all the liabilities of the Fraternity, the NEC shall appropriately dispose of all exclusive assets of the Fraternity as set forth herein.

Assets transferred to the Fraternity shall be returned to said organization if they are then an exempt organization under Sections 501 (c)(3), 170(c), or 501 (c)(7) of the code or corresponding provisions of any United States Internal Revenue law. All other assets shall be distributed in the following manner:
A. To the Sinfonia Educational Foundation;
B. To any other local, regional or national 501 (c)(7) fraternal organization with a mission similar to that of the Fraternity;
C. To a nonprofit fund, foundation, or corporation which is organized as a 501 (c)(3) corporation and operated exclusively for charitable, educational, religious and/or scientific purposes and which agrees to administer the assets of this Corporation in accordance with its goals and purposes.

The motion for disposition of the assets of the Fraternity must be approved by an affirmative vote of at least five (5) members of the NEC.

## Article VIII. Amendments

## Section I. Process for amending the Constitution.

The National Assembly may amend the Constitution with a vote of at least three-fourths in the affirmative with previous notice. The Fraternity publishes anticipated amendments to be considered by the National Assembly to chapters and delegates by March 1 preceding a National Convention.

## Section 2. Process for making technical, editorial, and conforming changes.

The National Secretary-Treasurer may make article and section designation, punctuation, cross reference, spelling, grammatical, and typographical changes to the Constitution as necessary, subject to approval by the NEC.

# ByLAWS, Title I. National 

## Article i. Membership

## Section I. Non-discrimination policy.

Phi Mu Alpha Sinfonia offers membership to as many men as possible regardless of race, ethnicity, national origin, sexual orientation, disability or religion.

## Section 2. Membership eligibility.

A male student, faculty member, or staff member of a chapter's sheltering institution is eligible for any class of membership, including probationary, if he is eighteen (18) years of age or older, and, through a love for music, can assist in the fulfillment of the Fraternity's Object and ideals either by adopting music as a profession, or by working to advance the cause of music in America. Membership is restricted to males, as permitted under 20 U.S.C. 1681 (a)(6)(A) and as evidenced by the letter of exemption from Title IX provided by the United States Department of Education received December 21, 1983.

A student of a chapter's sheltering institution is eligible for membership if he meets the minimum academic performance standards for successful continuation as a student in good standing as defined by the sheltering institution. Students in their first academic term are eligible for membership. A student not majoring in music is eligible for membership.

A man who has been expelled from the Fraternity is not eligible for initiation into any class of membership.

## Section 3. Process for initiating men who are not affiliated with a chapter's sheltering institution.

The PG, with good reason, may authorize a chapter to initiate up to two men per year into collegiate membership who are eligible but not affiliated with the chapter's sheltering institution as students, faculty members, or staff members.

## Section 4. Membership exclusivity.

A chapter may not pledge or initiate a man who is a member of any other secret national fraternal society in music. A member agrees not to join any other secret national fraternal society in music.

## Section 5. Duties of membership.

A member becomes acquainted with the governing documents and history of the Fraternity and supports the efforts and objectives of the Fraternity. A collegiate member attends meetings as required by his chapter, promptly pays all financial obligations to the chapter and the Fraternity, and maintains the minimum academic performance standards for successful continuation as a student in good standing as defined by his chapter's sheltering institution.

## Section 6. Membership standings.

Membership standings include good standing and suspended. A member is in good standing if he fulfills all the duties of membership as defined in Section 5 of this article.

## Section 7. Term of membership.

Except as a result of disciplinary action, an initiated member retains his membership in the Fraternity for life. An initiated member may not resign his membership. A PM may resign his membership, and a chapter may dismiss a PM.

## Section 8. Arbitration.

A member submits to binding arbitration in the event of a legal dispute with the Fraternity.

## Section 9. National examination requirement.

Before election to collegiate membership, a PM completes a PM program and passes the most current revision of the national examination with $100 \%$ accuracy. $100 \%$ accuracy refers only to the content and spelling of the PM's answers (i.e. capitalization and punctuation errors do not count against the score). A PM may repeat the examination until he achieves $100 \%$ accuracy. A chapter may not require an entire PM class to repeat the examination due to the errors of an individual PM. A chapter may not alter or delete questions from the national examination. The Faculty Advisor certifies the results of the national examination by signing the initiation report.

## Section IO. Initiation fee.

Before election to collegiate membership, a PM pays an initiation fee of $\$ 100.00$ plus a materials fee which covers, at cost, his membership certificate, membership card, songbook, governing documents, and official membership pin. A member may purchase an upgraded official membership pin for an additional fee.

## Section II. Status of a PM who does not complete a PM program.

A PM who is dismissed from probationary membership or who resigns his membership voluntarily is no longer affiliated with the Fraternity. A chapter may reconsider him for probationary membership during any succeeding terms in which he is enrolled at the chapter's sheltering institution.

## Section 12. Reimbursement for late withdrawal of a PM.

If an initiation fee is submitted to the National Headquarters for a PM who is not initiated, the National Staff issues credit to the chapter or former PM for the national initiation fee. Upon receipt of the former PM's unused initiation materials, the National Staff issues credit to the chapter or former PM for the cost of the materials returned minus the cost of the membership shingle and card.

## Section 13. Honorary membership eligibility.

A male who is a distinguished musician or patron of music is eligible for honorary membership.

## Section 14. National honorary membership.

The NEC confers national honorary membership. The Fraternity initiates national honorary members into the honorary Alpha Alpha Chapter. A national honorary member has the same rights, duties, and privileges as an alumni member.

## Section 15. Transferring from collegiate to alumni membership.

A collegiate member in good standing is transferred to alumni membership when he terminates his academic affiliation with his chapter's sheltering institution. A member terminates his academic affiliation with an institution when he is not enrolled in classes during a regular full-length academic term at the institution or when he graduates from the institution with a degree even though he may remain enrolled as a student at the institution. A member does not terminate his academic affiliation with an institution by choosing not to enroll for a shortened academic term offered between full-length terms or choosing not to enroll for any summer term.

A collegiate member in good standing may transfer to alumni membership if he has paid eight semesters of per capita taxes. A collegiate member may transfer to alumni membership after having paid per capita taxes for future semesters only with PG approval after the member submits a formal written request to both his chapter and the PG. The chapter may offer a written response to the PG within thirty (30) days.

A collegiate member in good standing may temporarily transfer to alumni membership if he leaves campus for one or more professional semesters (e.g. student teaching, internship, study abroad). A student who temporarily transfers to alumni membership while on a professional semester resumes collegiate membership when he returns to campus for classes.

The Commission on Standards (COS) may transfer a collegiate member in good standing to alumni membership.

## Section 16. Transferring from alumni to collegiate membership.

An alumni member may affiliate with a chapter by majority vote of the chapter, provided that the member resides within a reasonable distance of the chapter to allow his full participation as a collegiate member. Upon acceptance, the member is entitled to all privileges and assumes all obligations and responsibilities of collegiate membership.

## Article II. Status Of Affiliates

## Section I. Active status.

Active status indicates that an affiliate is fulfilling all of its operational responsibilities and is in good standing with the Fraternity. A chapter or alumni association is on active status if it is not on reorganizational status, inactive status, probation, or suspension and has not had its charter revoked.

## Section 2. Reorganizational status.

Reorganizational status is a chapter rehabilitative status that lasts no longer than 365 days. During the period of reorganization, the PG or Commission on Standards in consultation with the National Staff may modify the normal rights, privileges, duties, and obligations of the chapter. In addition, the chapter undertakes activities prescribed by the PG or COS that are intended to help the chapter overcome organizational difficulties.

## Section 3. Reasons for reorganizational status.

The PG or COS may place a chapter on reorganizational status when it is having difficulty maintaining a minimum standard of viability. The COS considers placing a chapter on reorganizational status if it fails to submit chapter reports twice in succession or reports no initiations for 365 days.

## Section 4. Consequences of a failure to respond to reorganizational status.

The COS in consultation with the PG may place a chapter on inactive status or probation if the chapter does not accomplish the activities prescribed by the PG or COS during reorganizational status or return to good health.

## Section 5. Inactive status.

A chapter or alumni association that is on inactive status is closed and may no longer function as an affiliate of the Fraternity. The National Staff takes appropriate measures to reclaim the charter and any other property of a chapter or alumni association that is placed on inactive status. The Fraternity retains inactive charters. An inactive chapter may be reactivated through the colony program. An inactive alumni association may be reactivated through the same petition process as for a new alumni association.

When a chapter is placed on inactive status, the Fraternity transfers collegiate members in good standing to alumni membership. The Fraternity transfers collegiate members who are suspended due to nonpayment of national per capita taxes to alumni membership if they pay all outstanding financial obligations to the Fraternity within 30 days. If such a member does not pay his outstanding balance in full within 30 days, the Fraternity expels him. The Fraternity transfers collegiate members who have been suspended by the COS to alumni membership, but the terms of their suspensions remain in effect. The Fraternity expels collegiate members who have been suspended by vote of the chapter.

## Section 6. Reasons for inactive status.

The COS may place a chapter or alumni association on inactive status if it is organizationally unable to function effectively, if its sheltering institution is no longer able to support a chapter, or if, in the judgment of the $\operatorname{COS}$ in consultation with the PG , it seems desirable as an aid to the amelioration of difficulties.

## Article III. National Officers and National Executive Committee Members

## Section I. Eligibility for National President.

The National President is a member in good standing, who:
A. has served at least three (3) years as a member of the NEC; or
B. has served at least seven (7) years as PG; or
C. has been a member in good standing for at least fifteen (15) years.

The National President may succeed himself, but may not serve more than two consecutive terms.

## Section 2. Term of National President.

The National President serves a term of three (3) years, beginning at his installation during the National Convention at which he is elected and concluding when his successor has been elected and installed.

## Section 3. Powers and duties of National President.

The National President is the chief executive of the Fraternity. He presides at National Conventions and at meetings of the NEC. He announces no later than March 1 prior to a National Convention to members of the National Assembly the place, date, and time of the first meeting of the National Convention, and publishes the official docket. He approves proceedings of the National Convention. He or a staff member appointed by the NEC supervises the National Staff. He installs chapters or may appoint another member for that purpose.

Subject to the approval of the NEC, he:
A. appoints a PG for each province by September 1 following the National Convention;
B. appoints a National Historian and members of national committees and commissions;
C. appoints a member to fill a PG or standing committee vacancy;
D. divides the United States into provinces.

He may:
A. approve PG removal of province, chapter, or alumni association officers;
B. grant special dispensations to enable a chapter to deal with an unusual situation;
C. grant permission for a chapter to initiate more than two honorary members per academic year;
D. grant permission for a member to be an honorary member of more than one chapter;
E. request or authorize duties of the National Vice President; and
F. remove his appointees from their positions at any time.

Subject to the approval of the NEC, he may:
A. appoint a DPG for any province; and
B. excuse a chapter from meeting financial obligations.

## Section 4. Eligibility for National Vice President.

The National Vice President is a member who meets the same eligibility requirements as the National President. The National Vice President may succeed himself, but may not serve more than two consecutive terms.

## Section 5. Term of National Vice President.

The National Vice President serves a term of three (3) years, beginning at his installation during the National Convention at which he is elected and concluding when his successor has been elected and installed.

## Section 6. Powers and duties of National Vice President.

The National Vice President assumes the duties of the National President in the absence or incapacity of the National President. He performs duties as may be requested and authorized by the National President or the NEC.

## Section 7. Eligibility for Committeeman-at-Large.

A Committeeman-at-Large is a member in good standing who has been a member for at least three years. A
Committeeman-at-Large may succeed himself.

## Section 8. Term of Committeeman-at-Large.

A Committeeman-at-Large serves a term of six (6) years, beginning at his installation during the National Convention at which he is elected and concluding when his successor has been elected and installed. The National Assembly elects one Committeeman-at-Large at each National Convention, so that the terms of the Committeemen-at-Large are staggered by three years.

Section 9. Powers and duties of Committeeman-at-Large.
The Committeemen-at-Large serves as a member of the NEC.

## Section IO. Eligibility for NCR.

The NCR is a member in good standing who has served as an elected officer in his chapter. The NCR is a collegiate member at the time of his election. The NCR may not succeed himself.

## Section II. Term of NCR.

The NCR serves a term of three (3) years, beginning at his installation during the National Convention at which he is elected and concluding when his successor has been elected and installed.

## Section 12. Powers and duties of NCR.

The NCR represents the collegiate membership on the NEC. He encourages communication among chapters and promotes interaction within the collegiate membership.

Section I3. Procedure for appointing National Secretary-Treasurer and Assistant National Secretary-Treasurer. The NEC appoints one of its members National Secretary-Treasurer. The NEC may appoint one of its members or a National Staff member Assistant National Secretary-Treasurer.

## Section 14. Term of National Secretary-Treasurer and Assistant National Secretary-Treasurer.

The National Secretary-Treasurer serves a term of three (3) years from the date of appointment, or until his successor is appointed. The Assistant National Secretary-Treasurer serves a term of three (3) years from the date of appointment, or until his successor is appointed.

## Section I5. Powers and duties of the National Secretary-Treasurer.

The National Secretary-Treasurer is the custodian of the assets of the national Fraternity. He works with the National Staff to prepare and submit to the NEC an annual budget for the Fraternity for the next fiscal year. He keeps an accurate record the financial transactions of the Fraternity. He submits a report of these transactions at each National Convention and, upon the request of the NEC, at any NEC meeting. Subject to the budget approved by the NEC, he disburses funds from the Fraternity by voucher signed by himself as National Treasurer or by another authorized signer approved by the NEC. Subject to the written approval of the NEC, he may arrange for the management of the investment property of the Fraternity. He keeps an accurate record of the proceedings of all National Conventions. He publishes these proceedings as approved by the National President to each member of the National Council not later than 90 days following the National Convention. He conducts the correspondence of the national organization, and is responsible for all notices of the National Convention, meetings of the NEC, and other notices requested by national officers or members of the NEC. When authorized by the NEC, the Assistant National Secretary-Treasurer or National Staff may fulfill the responsibilities of the National Secretary-Treasurer.

## Section 16. Procedure for appointing National Historian.

Subject to ratification by the NEC, the National President appoints a National Historian.

## Section I7. Term of National Historian.

The National Historian serves a term of three (3) years from the date of appointment, or until his successor is appointed. The National President may remove the National Historian from office at any time.

## Section 18. Powers and duties of National Historian.

The National Historian is responsible for the documentation, preparation, and preservation of all books and records relating to the history and development of the Fraternity.

## Section 19. Procedure for filling vacancies.

The NEC may appoint a substitute to fill an NEC vacancy, however created. The appointee holds office until his successor has been elected and installed. The National Assembly fills a vacancy by election if the vacancy occurs in the position of National President, National Vice President, Committeeman- at-Large, or National Collegiate Representative during a National Convention.

## Article IV. Elections

## Section I. Time and method of nomination.

The national nominating committee solicits letters from the entire Fraternity naming possible nominees for the offices of National President, National Vice President, Committeeman-at-large, and NCR during September preceding a National Convention. The committee meets not later than January 1 immediately preceding a National Convention and nominates one eligible candidate for each office. The Fraternity reports these nominations, together with professional biographies of all nominees, to the chapters, PGs, CPRs, and NEC no later than April 1 preceding a National Convention. The chairman of the national nominating committee or his designee presents the names of the nominees to the National Assembly on the day preceding the election. At that time, any member of the National Assembly may place in nomination the name of any member of the Fraternity who is eligible for national office.

## Section 2. Time and method of election.

The National Assembly elects a National President, a National Vice President, Committeeman-at-Large, and a NCR during each National Convention. The PG Council elects a PG Council Chairman and Secretary during the National Convention. The CPR Council elects a CPR Council Chairman and Secretary during the National Convention. Elections are by secret ballot.

## Section 3. Vote necessary to elect.

A majority of the votes cast is necessary for election. If no candidate has a majority vote at the end of the first ballot, only the three nominees who receive the highest number of votes on the first ballot remain candidates on the second ballot. If no candidate has a majority vote at the end of the second ballot, only the two nominees who receive the highest number of votes on the second ballot remain candidates on the third ballot. If only three candidates are nominated, the second ballot is reduced to the two nominees who receive the highest number of votes on the first ballot.

## Article V. National Executive Committee

## Section I. Powers and duties of the NEC

The NEC oversees the affairs of the national Fraternity. It appoints a National Secretary-Treasurer and Assistant National Secretary-Treasurer and ratifies appointments of the National President. It may appoint other officers as necessary. It may appoint a staff member to supervise the National Staff. It may, after 30 days' notice and due hearing, remove from office any member of the NEC. It may appoint a substitute to fill an NEC vacancy, however created. It may create and dissolve standing and special committees. It adopts an annual budget which includes National Staff compensation and may authorize expenditures in excess of the budget. It may inspect financial records of the Fraternity, and it provides a competent auditor to examine the accounts of the National Secretary-Treasurer at least once every three years. It selects a company and amount to insure or bond the individual or individuals who carry out the duties of National Secretary-Treasurer, the expenses of the insurance or bond to be paid from the national treasury. It determines insurance fees and alumni association charter fees. It determines what business appears on the official docket for consideration by the National Assembly or National Council. It is the Fraternity's appellate body and notifies all parties involved in writing of its decision within twenty (20) days of hearing any appeal. It may confer collegiate membership and holds the exclusive power to confer national honorary membership. It determines the benefits of honorary members.

## Section 2. Meetings of the NEC.

The chairman or three members of the NEC may call a meeting of the NEC. The NEC meets at least once a year. When not convened, the NEC may conduct affairs by correspondence. A member of the NEC may participate in a meeting of the NEC by means of telephone conference or similar communication, provided all members participating in the meeting can hear each other at the same time. Participation in this manner constitutes presence in person at a meeting.

## Section 3. Quorum

A quorum consists of five NEC members who are present at a meeting of the NEC.

## Section 4. Reports of the NEC.

During each triennium, the NEC makes at least three reports of the status and progress of the Fraternity to the chapters. The NEC may print the reports in an official publication of the Fraternity.

## Article VI. National Staff

## Section I. Makeup of the National Staff.

The employees of the NEC are the National Staff.

## Section 2. Duties of the National Staff.

The National Staff are responsible for the successful operation of the National Headquarters. They assist members of the NEC with their duties. They collect all dues, taxes, and other obligations owed to the national Fraternity. They devise a system of bookkeeping and supply forms for use by all chapters. Subject to the approval of the NEC, they plan and execute the National Convention. The NEC may assign other duties and responsibilities for the National Staff. The NEC may appoint a staff member to assign other duties and responsibilities to the National Staff.

## Article VII. Committees and Commissions

## Section I. Standing committees.

The NEC may create and dissolve standing committees that have continuing responsibilities.

## Section 2. Members of standing committees.

Subject to ratification by the NEC, the National President appoints members to standing committees. The membership of a standing committee includes at least one NEC member, one PG, and one collegiate member. The NEC representative to the COS is a non-voting ex-officio member.

## Section 3. Term of a standing committee member.

A standing committee member serves a term beginning at the date of appointment and lasting no longer than three (3) years. The National President may reappoint him for no more than three successive terms on the same standing committee. The National President may remove a standing committee member at any time.

## Section 4. Procedure for filling a vacancy on a standing committee.

Subject to ratification by the NEC, the National President appoints a member to fill a vacancy on a standing committee.

## Section 5. The Commission on Standards.

The Commission on Standards is a standing committee devoted to the development and welfare of chapters and colonies.

## Section 6. Powers and duties of the COS.

The COS establishes and reviews colony program requirements, approves colony and alumni association applications, and monitors colony progress.

In consultation with the PG, the COS may place a chapter on reorganizational status or inactive status. It may place an alumni association on inactive status. It may develop operational or procedural standards for chapters and colonies for possible adoption by the NEC. It may impose individual member and affiliate discipline for just cause.

## Section 7. National Nominating Committee.

Prior to September 1 preceding a National Convention, the National President appoints a National Nominating Committee consisting of the immediate past National President, who serves as chairman, two PGs, one CPR, and the NCR. Members are subject to ratification by the NEC. If the National President has succeeded himself in office, the immediate past National President serves as the committee chairman for a second time. If the immediate past National President is unable or unwilling to serve as chairman, the National President appoints another member of the immediate past NEC to serve as chairman. The chairman votes only in the case of a tie.

## Section 8. Special committees.

Whenever it deems necessary, the NEC may create special committees to complete specific tasks. A special committee functions until it completes its assigned task(s) or until the NEC dissolves the committee.

## Section 9. Members of special committees.

Subject to ratification by the NEC, the National President appoints members in good standing to a special committee in such number and with such qualifications as he deems necessary for the committee to complete its assigned task.

## Section IO. Remote meeting participation.

A member of any national committee may participate in a meeting of the committee by means of telephone conference or similar communication, provided all members participating in the meeting can hear each other at the same time. Participation in this manner constitutes presence in person at a meeting

## Article VIII. Councils

## Section I. PG Council.

The PGs organize themselves as the PG Council for the purpose of advising the NEC on the operations of the Fraternity. At each National Convention they elect a chairman, who represents the Council on the NEC. A Secretary is also elected to keep an accurate record of the proceedings of all meetings of the Council, publish such proceedings in a timely manner to all members of the Council, and assume the chairmanship should it become vacant. The qualifications for the Secretary are commensurate with those of the Council chairman.

## Section 2. Eligibility for PG Council Chairman.

The PG Council Chairman is a PG at the time of his election. He may succeed himself. However, if he ceases to be a PG, he is not eligible for reelection to this office.

## Section 3. Term of PG Council Chairman.

The Chairman of the PG Council serves a term of three (3) years, beginning at his installation during the National Convention at which he is elected and concluding when his successor has been elected and installed.

## Section 4. Powers and duties of PG Council Chairman.

The PG Council Chairman presides at meetings of that Council. He supervises the training of PGs. At each meeting of the NEC, he submits a written report of his activities since the previous meeting. At the beginning of each school year, he prepares and distributes to PGs a list of topics to be covered at the year's Province Workshop, along with such other Workshop material as he deems appropriate. He acts as a liaison between PGs and the NEC.

## Section 5. CPR Council.

The CPRs organize themselves as the CPR Council for the purpose of advising the NEC on the operations of the Fraternity. At each National Convention they elect a chairman, who represents the Council on the NEC. A Secretary is also elected to keep an accurate record of the proceedings of all meetings of the Council, publish such proceedings in a timely manner to all members of the Council, and assume the chairmanship should it become vacant. The qualifications for the Secretary are commensurate with those of the Council chairman.

## Section 6. Eligibility for CPR Council Chairman.

The CPR Council Chairman is a CPR who is a delegate to the National Convention at the time of his election. He may not succeed himself.

## Section 7. Term of CPR Council Chairman.

The CPR Council Chairman serves a term of three (3) years, beginning at his installation during the National Convention at which he is elected and concluding when his successor has been elected and installed.

## Section 8. Powers and duties of CPR Council Chairman.

The CPR Council Chairman presides over meetings of that Council. He encourages communication among the members of the Council, promotes interaction among the provinces, works to develop student leadership, and fosters the cooperative spirit of the Fraternity. At each meeting of the NEC, he submits a written report of his activities since the previous meeting. He acts as a liaison between the CPRs and the NEC.

## Section 9. National Council.

The National Council is composed of the NEC, the PGs, and the chapter Presidents. Between National Conventions, the National Council may transact by correspondence any business of the Fraternity not specifically referred to other governing bodies by the governing documents of the Fraternity.

## Article IX. National Conventions

## Section I. Frequency of National Conventions.

A National Convention is held triennially: 2018, 2021, et seq., at a time and place determined by the NEC.

## Section 2. Attendance.

National Conventions are open to all members in good standing, including, with appropriate restrictions, PMs.

## Section 3. National Assembly.

The members of the NEC, the PGs, and the CPRs are the voting delegates to the National Convention and are collectively known as the National Assembly. Those chairmen of national standing committees who are not voting delegates to the National Convention, and, if they are not voting delegates to the National Assembly, the Secretaries of the CPR and PG Councils are considered non-voting, ex-officio members of the National Assembly.

## Section 4. Voting rights of National Assembly members.

Each member of the National Assembly has one vote. A PG or CPR who also serves as a member of the NEC has only one vote.

## Section 5. Powers and duties of the National Assembly.

The National Assembly enacts legislation pertaining to national policies and procedures, acts upon proposed amendments to the governing documents of the Fraternity, reviews national programs, and fulfills advisory and resource roles that are required for the good of the Fraternity. The National Assembly may confer collegiate membership.

## Section 6. Credentials.

The National President may appoint a committee on credentials. The committee may require a delegate to present his credentials.

## Section 7. Quorum.

A quorum of the National Assembly consists of a majority of voting members on the roll.

## Section 8. Absentee and proxy voting.

A National Assembly delegate may not vote absentee or by proxy.

## Article X. Finances

## Section I. National per capita tax.

Each collegiate member pays national per capita tax in two installments due October 15 and March 15 of each year. National per capita tax consists of a membership fee of $\$ 140.00$ annually ( $\$ 70.00$ per installment) plus a pro rata insurance fee. Collegiate members initiated between January 1 and February 15 pay national per capita tax effective March 15 of that year. Collegiate members initiated between February 16 and September 15 pay national per capita tax effective October 15 of that year. Collegiate members initiated between September 16 and December 31 pay national per capita tax effective March 15 of the following year.

## Section 2. Insurance fees.

The NEC annually determines a pro rata insurance fee which is added to the national per capita tax of collegiate members. The NEC may assess additional liability insurance fees to chapters with increased risk exposure, including but not limited to chapter house ownership and past loss history. If the combined amount of chapter insurance fees and member insurance fees collected by the Fraternity exceeds $110 \%$ of the cost of the corresponding year's liability insurance premium, the NEC applies funds in excess of $110 \%$ of the cost to the next year's premium prior to the determination of the member insurance fee.

## Section 3. Late fee.

The Fraternity assesses a late fee of $\$ 15.00$ to collegiate members with balances in arrears on December 31 and May 31 of each year.

## Section 4. Convention tax.

Each chapter pays national convention tax in two installments due October 15 and March 15 of each year. National convention tax is $\$ 320.00$ annually ( $\$ 160.00$ per installment).

## Section 5. Alumni association fee.

The NEC determines an annual administrative fee which alumni associations remit to the National Headquarters no later than August 1 of each year.

## Section 6. Reimbursement of officer and NEC member expenses.

The Fraternity reimburses the reasonable expenses of officers and NEC members incurred in the transaction of Fraternity business from the national treasury under the budget approved by the NEC.

## Section 7. Reimbursement of PG and DPG expenses.

The Fraternity reimburses the reasonable expenses of PGs incurred in the performance of their duties from the national treasury under the budget approved by the NEC. The Fraternity reimburses the reasonable expenses of DPGs incurred in the performance of those duties of the PG from the national treasury with the advance approval of the PG and under the budget approved by the NEC.

## Section 8. Reimbursement of CPR expenses.

The Fraternity reimburses the reasonable expenses of CPRs incurred in the performance of their duties from the national treasury with the advance approval of the PG and under the budget approved by the NEC.

## Section 9. Reimbursement of Province Workshop travel expenses.

The Fraternity reimburses round-trip mileage for two vehicles from the location of each represented chapter to the site of the Province Workshop.

## Section IO. National Convention delegate expenses.

The Fraternity pays for round-trip travel from the location of the chapter or the legal residence of all convention delegates to and from the convention site. The Fraternity pays for the hotel lodging and reasonable meal expenses of convention delegates that are incurred during the National Convention.

## Article XI. Individual Member Discipline

## Section I. Reasons for individual member discipline.

For conduct which is harmful to the best interests or good name of the Fraternity, the COS may expel a member from the Fraternity. If such conduct does not warrant expulsion, the COS may place a member on suspension.

## Section 2. Process for individual member discipline.

The Fraternity sends written notification to any member being considered for suspension or expulsion by the COS informing him of his right to an interview with the COS or a group dispatched to a chapter in the course of a disciplinary review. The member may waive such an interview. The written notification states the reasons for the proposed action, the time and place of the proposed interview, and the member's right of appeal to the NEC if the COS approves the suspension or expulsion. The COS makes a final decision after the interview and notifies the member in writing of its decision.

## Section 3. Conditions of individual member suspension.

The COS determines the length and conditions of the period of suspension, and may extend or alter the length and conditions of the period of suspension as necessary. Members who have been suspended are no longer in "good standing" with the Fraternity. A suspended member has no voting rights, cannot be elected to any office, is prohibited from purchasing fraternal merchandise, cannot act as a big brother or mentor, and is prohibited from wearing or otherwise displaying the Greek letters ФMA or the Fraternity's Coat-of-Arms. If a chapter officer is suspended, the office is vacated. The chapter may fill the vacated office by election, or the PG, with the approval of the National President, may fill the vacated office by appointment. A collegiate member suspended by the COS is exempt from the assessment of per capita tax during the period of suspension.

## Section 4. Resolution of individual member suspension.

The COS may restore a collegiate member placed on suspension to good standing, transfer him to alumni membership, or consider him for expulsion. The COS may restore an alumni member placed on suspension to alumni membership or consider him for expulsion. If a collegiate member suspended by the COS terminates his academic affiliation with his chapter's sheltering institution or leaves campus for one or more professional semesters during the period of his suspension, or if the COS places his chapter on inactive status during the period of his suspension, the Fraternity transfers him to alumni membership, but the terms of his suspension remain in effect.

## Section 5. Insignia of an expelled member.

A collegiate member who has been expelled must return all emblems and insignia of membership to the chapter. The chapter forwards these materials to the National Headquarters. An alumni member who has been expelled must return all emblems and insignia of membership to the National Headquarters. All money paid to the chapter and the National Headquarters is nonrefundable.

## Article XII. Chapter and Alumni Association DISCIPLINE

## Section I. Reasons for chapter or alumni association discipline.

For conduct which is harmful to the best interests or good name of the Fraternity, the COS in consultation with the PG may revoke the charter of a chapter or alumni association. If such conduct does not warrant charter revocation, the COS in consultation with the PG may suspend a chapter or alumni association. For a failure to respond to previously defined disciplinary actions, the COS may revoke the charter of a chapter or alumni association. For delinquency in any operational or financial obligations to the national Fraternity or if a chapter or alumni association is suspected of unbecoming conduct, the PG or COS in consultation with the PG may place a chapter or alumni association on probation. For delinquency in filing chapter initiation reports, the PG may place a chapter on probation during which the chapter may not initiate members.

## Section 2. Automatic chapter or alumni association probation and suspension.

The Fraternity automatically places a chapter that is delinquent in filing chapter reports on probation on November 1 (in the case of the fall report) or April 1 (in the case of the spring report). The Fraternity automatically places an alumni association that is delinquent in filing its alumni association report on probation on August 15. The Fraternity automatically suspends a chapter that continues to be delinquent on November 15 (in the case of the fall report) or April 15 (in the case of the spring report). The Fraternity automatically suspends an alumni association that continues to be delinquent on August 31.

The Fraternity automatically suspends a chapter or alumni association that is financially delinquent to the National Headquarters for any reason, including nonpayment of convention tax or a check returned for insufficient funds, 14 days from the date of initial notification by the National Headquarters to the chapter.

## Section 3. Conditions of chapter or alumni association probation.

While on probation, a chapter or alumni association may continue to meet and function, even though the conditions of probation may include suspension of the right of a chapter to initiate members, forfeiture of chapter reimbursement for Province Workshop expenses, or such other reasonable and appropriate conditions.

## Section 4. Conditions of chapter or alumni association suspension.

While on suspension for unbecoming conduct, a chapter or alumni association may not meet, function, or conduct chapter probationary membership activities. The period of suspension may last up to 60 days, or 120 days with documentation of just cause, during which time the COS decides any further action. Days spent on suspension during a summer session, an academic break, or other official closure as defined by the chapter's sheltering institution are not counted in the total number of days suspended for a chapter.

While on suspension for reporting or financial delinquency, a chapter or alumni association may not meet, function, or conduct chapter probationary membership activities except as essentially necessary to resolve the delinquency.

## Section 5. Resolution of chapter or alumni association probation or suspension.

The Fraternity automatically restores to good standing a chapter or alumni association that has been placed on probation or suspension for a reporting or financial delinquency as soon as the delinquency is resolved.

The COS in consultation with the PG may restore to good standing or consider for suspension or charter revocation a chapter or alumni association that has been placed on probation for suspected unbecoming conduct, or the COS in consultation with the PG may place such a chapter on reorganizational status.

The COS in consultation with the PG may restore to good standing, place on probation, or consider for charter revocation a chapter or alumni association placed on suspension for conduct which is harmful to the best interests or good name of the Fraternity, or the COS in consultation with the PG may place such a chapter on reorganizational status.

## Section 6. Chapter or alumni association charter revocation.

When a chapter or alumni association charter is revoked, the National Staff takes appropriate measures to reclaim the charter and any other chapter or alumni association property. Any remaining collegiate members of a chapter not transferred to alumni membership by the COS are automatically expelled when its charter is revoked. The Fraternity retains a revoked chapter charter, which may be reinstated if the chapter is reactivated through the colony program. However, the COS may not approve the formation of a colony at that chapter's sheltering institution unless at least seven (7) years have passed from the date the charter was revoked. The Fraternity retains a revoked alumni association charter, which may be reinstated through the same petition process as for a new alumni association.

## Article XIII. Appeals

## Section I. Appeal requirements and process.

Any individual, chapter, or alumni association may exercise the right of appeal to the NEC. The appeal must be typewritten and sent to the National Headquarters. Documents supporting the appeal must be submitted at the same time. Individual member appeals involving disciplinary action decided by the COS must be submitted within 365 days of the initial decision. Chapter and alumni association appeals involving disciplinary action decided by the COS must be submitted within 270 days of the initial decision. Appeals involving discipline due to financial delinquency may be submitted at any time. The National Staff provides copies of the appeal and supporting documentation to the NEC. The NEC notifies all parties involved in writing of its decision within twenty days of their deliberation. NEC decisions are final.

## Section 2. Administrative fee for certain appeals.

For appeals of disciplinary action, the NEC may assess a reasonable administrative fee not to exceed $\$ 35.00$ to offset the costs of material duplication and National Staff time associated with the appeal. The NEC will set the fee on an annual basis. For appeals involving discipline due to financial delinquency the NEC does not assess a fee.

## Article XIV. Publications

## Section I. The Sinfonian.

The official publication of the Fraternity is called THE SINFONIAN. The Fraternity publishes no more than four issues each year, except by vote of the NEC. The Fraternity sends each issue to each collegiate member of the Fraternity who is in good standing without charge. Alumni members may purchase a subscription annually at a fee determined by the NEC.

## Section 2. Other publications.

The NEC may direct the National Staff to prepare and publish other publications in lieu of, or as a supplement to one issue of THE SINFONIAN. These publications may include items such as the history of the Fraternity, the governing documents, a roster of the chapters, or similar desirable publications.

## Article XV. Province Governors

## Section I. PG eligibility, appointment, and term.

Any member in good standing who has been a Sinfonian for three or more years is eligible for appointment as a PG. Subject to ratification by the NEC, the National President appoints PGs, who hold office at his pleasure. PGs serve a three-year term, beginning September 1 following a National Convention. The National President may remove a PG at any time during this term for just cause. PGs may be reappointed.

## Section 2. PG vacancies.

Subject to ratification by the NEC, the National President appoints an eligible Sinfonian to fill a PG vacancy, however created. Such appointee serves until September 1 following the National Convention and may be reappointed.

## Section 3. Powers and duties of PGs.

Each PG is a member of the National Council and is the representative of the National President in all matters pertaining to activities of the chapters, colonies, and alumni associations in his assigned province. He makes an official visit to each chapter, colony, and alumni association in his assigned province at least once within each triennium. He is responsible for the inspection of new chapters. He considers written requests from collegiate members requesting a transfer to alumni membership pursuant to the National Bylaws Title I, Article I, Section 15. He may place a chapter in his assigned province on reorganizational status or probation for just cause. He may place an alumni association in his assigned province on probation for just cause. The PG may appoint or remove, for just cause, a Province Alumni Coordinator (PAC) for his assigned province. He is responsible for the planning and execution of the Workshop.

With good reason, he may authorize a chapter to initiate up to two men per year into collegiate membership who are eligible but not affiliated with the chapter's sheltering institution. Subject to review by the NEC, he may authorize an alternate requirement for a PM with a disability.

For just cause and with the approval of the National President, a PG may:
A. replace by appointment any chapter officer within his assigned province or may declare an office vacant and direct the chapter to fill it by election, after consultation with the affected chapter and their Faculty Advisor;
B. replace by appointment any alumni association officer within his assigned province or may declare an office vacant and direct the alumni association to fill it by election, after consultation with the affected alumni association;
C. remove from office a CPR or ACPR in his assigned province.

If the PG removes the CPR or ACPR in his assigned province, he fills the office by election or appointment at his discretion if an elected assistant is not available to assume the vacated office. If the PG removes the PAC in his assigned province, he fills the vacated office by appointment at his discretion.

## Section 4. Official chapter visits.

The PG makes an official visit for the purpose of constructive evaluation of each chapter in his assigned province at least once in each triennium. Well in advance of the visit, the PG arranges for a mutually acceptable date and makes other suitable arrangements with the chapter, including establishing the agenda for the visit and what the chapter should expect from the visit.

During an official visit he may:
A. interview the chairperson of the music department;
B. interview the Faculty Advisor;
C. attend a formal meeting of the chapter;
D. meet with the chapter officers as a group;
E. inspect all chapter books, including specifically those of the Treasurer, the Secretary, and the Alumni Relations Officer;
F. inspect the condition of the chapter ritual equipment;
G. observe a performance of the Initiation Ritual;
H. look into other matters at his discretion.

Following an official visit, the PG prepares a written report of the visit and submits it to the National Headquarters, the Faculty Advisor, the chapter, and the PG Council Chairman.

## Section 5. Formal chapter visits.

The PG visits a chapter in his assigned province that is not represented at the Province Workshop as soon as possible within that academic year and submits a written report to the National Headquarters, the Faculty Advisor, the chapter, and the PG Council Chairman.

## Section 6. Informal chapter visits.

With appropriate notice, the PG may visit a chapter in his assigned province at his discretion or at the request of the chapter.

## Section 7. DPG eligibility and appointment.

Subject to the ratification of the NEC, the National President may appoint a DPG for certain provinces. The member appointed as DPG must meet the same eligibility requirements as the PG.

## Section 8. Duties of the DPG.

The DPG assists the PG in the performance of his duties at the PG's request.

## Article XVI. Rituals and Insignia

## Section I. Rituals.

The Fraternity, under the direction of the NEC, prepares ritual scripts for the purpose of pledging and initiating PMs. The Fraternity supplies the scripts at cost to chapters. Members present all rituals of the Fraternity from memory.

## Section 2. Official Insignia.

A man initiated into a chapter receives an official membership pin, certificate of membership, and songbook. Additional insignia may be made available to members as approved by the NEC.

## Section 3. Display of Pin.

At the conclusion of the Initiation Ritual, a new member receives the official emblem of the Fraternity, in the form of the membership pin, which serves as a reminder of his initiation and membership in Phi Mu Alpha Sinfonia. The membership pin is not intended for overt display, and is to be worn nearest the heart on dress shirts, vests, or pullover sweaters. The pin is not worn on coat lapels, collars, ties, the watch pockets of vests, coat sweaters, or T-shirts.

## Section 4. PM Pin.

A PM of the Fraternity receives an official PM pin, which must be surrendered if his probationary membership is terminated prior to his initiation. A PM wears the PM pin at all reasonable times (e.g. A PM is not required to wear the pin during sleep, at times when it could cause injury, etc.). It is worn on the clothing over the heart and should be plainly visible, and may not be worn on coat lapels, coats or jackets, collars, or ties.

## Section 5. Display of Greek letters and Coat-of-Arms.

Only a Sinfonian in good standing may wear or display the Greek letters ФMA or the Fraternity's Coat-ofArms. A PM may not wear or display these symbols at any time prior to initiation. A member may not authorize or encourage a non-Sinfonian to wear or display these symbols.

## Article XVII. Amendments

## Section I. Process for amending Title I of the Bylaws by National Assembly.

The National Assembly may amend Title I of the Bylaws with a vote of at least two-thirds in the affirmative with previous notice. The Fraternity publishes anticipated amendments to be considered by the National Assembly to chapters and delegates by March 1 preceding a National Convention.

## Section 2. Process for amending Title I of the Bylaws by National Council.

Upon recommendation of the NEC, the National Council may amend Title I of the Bylaws with a vote of at least two-thirds in the affirmative of a valid National Council vote. The Fraternity publishes proposed amendments to be considered by the National Council to all members of the National Council at least 60 days prior to the dissemination of ballots. Votes must be cast within 30 days of the dissemination of ballots. The National Staff collects and counts votes on issues submitted to the National Council and reports the results as soon as possible to all members of the National Council. A valid National Council vote is a majority return of all disseminated ballots.

## Section 3. Process for making technical, editorial, and conforming changes.

The National Secretary-Treasurer may make article and section designation, punctuation, cross reference, spelling, grammatical, and typographical changes to Title I of the Bylaws as necessary, subject to approval by the NEC.

# ByLAWs, Title II. Province 

## Article i. Province Officers

## Section I. CPR and ACPR eligibility, election, and term.

The CPR is a collegiate member in good standing of a chapter within the province at the time of his election, and is enrolled as a student at his chapter's sheltering institution at the time of his election. By the time of his installation, he must have served at least one year as an elected officer in his chapter. He may succeed himself. The ACPR is a collegiate member in good standing of a chapter within the province at the time of his election, and is enrolled as a student at his chapter's sheltering institution at the time of his election. By the time of his installation, he must have served at least one year as an elected officer in his chapter. He may succeed himself.

At its Workshop, each province annually elects one collegiate member to serve as CPR. The province also may elect one collegiate member to serve as ACPR. The terms of these offices are one year. CPRs and ACPRs elected during the spring academic term assume office on September 1. CPRs and ACPRs elected during the fall academic term assume office on December 15.

## Section 2. CPR duties.

The CPR assists the PG as specified by the PG. These duties may include assisting in the preparation of the Workshop, production of a province newsletter, and organization of a province council. He should accompany the PG on official visits when feasible and should make informal visits to chapters as necessary. Following each informal visit to a chapter, the CPR submits a written chapter visit report to the chapter President, PG, CPR Council Chairman, and National Headquarters using the proper form. He files a written, semi-annual report of his activities with the PG and the CPR Council Chairman. He publishes the Province Workshop minutes to chapter Presidents, Faculty Advisors, the PG, and the National Staff. As a member of the CPR Council, he attends annual meetings of the Council. As a delegate to the National Convention, he attends the National Convention when it falls within his term of office.

## Section 3. ACPR duties.

The ACPR assists the CPR with his duties.

## Section 4. CPR vacancy.

The ACPR assumes the office of CPR should the office become vacant. In the event the office again becomes vacant, it is filled by election or appointment at the discretion of the PG. The member elected or appointed to fill a vacancy may succeed himself.

## Section 5. PAC eligibility, appointment, and term.

 A PG may appoint a Sinfonian who is an alumni member in good standing to serve as PAC in his assigned province. PACs serve a three-year term. The PG may remove a PAC from office at any time during this three-year term for just cause.
## Section 6. Duties of the PAC.

The PAC assists the PG with the development and maintenance of alumni programs within the province. He also performs other duties as specified by the PG. These duties may include:
A. support and training of chapter Alumni Relations Officers;
B. assisting chapters in planning alumni events;
C. encouraging expansion and creation of alumni associations;
D. coordinating interaction between alumni and collegiate members;
E. planning province alumni events;
F. updating alumni contact information; and
G. regularly communicating with province alumni members.

The PAC should make informal visits to chapters and alumni associations as necessary. He files an annual report of his activities with the PG.

## Article II. WORKSHOPS

## Section I. Planning and execution.

Each province holds a Workshop annually at a time and place determined by the PG. The PG is responsible for the planning and execution of the Workshop with assistance from the CPR and, where applicable, the PAC.

## Section 2. Topics.

The PG may include the following topics at each Workshop:
A. orientation for chapter officers;
B. cooperative province projects;
C. discussion of matters of national, provincial and local concern;
D. interaction and communication between chapters; and
E. consideration of such other matters as may be directed by the national Fraternity.

## Section 3. Notice.

The PG announces to the chapters, the alumni associations, the Faculty Advisors and the National Headquarters the place, date and time of the first meeting of the Workshop and outlines the agenda as early as possible in advance of the Workshop.

## Section 4. Voting delegation.

Each chapter is entitled to a maximum of five voting delegates who are chosen from among the chapter's collegiate members in good standing except that, unless he declines, the Faculty Advisor of a chapter is considered one of its five voting delegates if he is present at the workshop. Delegates in excess of five per chapter, including PMs (with appropriate restrictions) and alumni members, may participate fully in Workshop activities but may not vote.

## Section 5. Credentials.

The PG may appoint a committee on credentials. The committee may require a delegate to present his credentials.

## Section 6. Quorum.

A quorum of Workshop delegates consists of a majority of voting members on the roll.

## Section 7. Absentee and proxy voting.

A Workshop delegate may not vote absentee or by proxy.

## Section 8. Chapter failure to attend a Workshop.

The PG visits a chapter that is not represented at Workshop as soon as possible within that academic year.

## Article III. Province Councils

A province may choose to establish a Province Council. Each Council includes the PG, CPR, and equal representation from each chapter in the province. Alumni associations and, where applicable, the PAC, the DPG, and the ACPR may also be granted representation on a Province Council. The Council organizes and concerns itself with activities and decisions dedicated to the welfare of the province, membership education, chapter and alumni association interaction, expenditures from the province account, and the pursuit of Fraternity goals.

## Article IV. Amendments

## Section I. Process for amending Title II of the Bylaws by National Assembly.

The National Assembly may amend Title II of the Bylaws with a vote of at least two-thirds in the affirmative with previous notice. The Fraternity publishes anticipated amendments to be considered by the National Assembly to chapters and delegates by March 1 preceding a National Convention.

## Section 2. Process for amending Title II of the Bylaws by National Council.

Upon recommendation of the NEC, the National Council may amend Title II of the Bylaws with a vote of at least two-thirds in the affirmative of a valid National Council vote. The Fraternity publishes proposed amendments to be considered by the National Council to all members of the National Council at least 60 days prior to the dissemination of ballots. Votes must be cast within 30 days of the dissemination of ballots. The National Staff collects and counts votes on issues submitted to the National Council and reports the results as soon as possible to all members of the National Council. A valid National Council vote is a majority return of all disseminated ballots.

## Section 3. Process for making technical, editorial, and conforming changes.

The National Secretary-Treasurer may make article and section designation, punctuation, cross reference, spelling, grammatical, and typographical changes to Title II of the Bylaws as necessary, subject to approval by the NEC.

## ByLAWS, Title III. Chapter

## Article l. Chapter Organization and Policies

A chapter develops its organization and policies under the governing documents of Phi Mu Alpha Sinfonia and the rules of its sheltering institution. A chapter officer must learn these rules immediately on assuming chapter office. Chapter members are responsible for actions that are in violation of these rules or legal responsibilities.

## Article II. Chapter Duties

## Section I. Registration with the sheltering institution.

A chapter registers as an official organization with its sheltering institution or a division of the sheltering institution.

## Section 2. Filing chapter reports with the Fraternity.

A chapter submits to the National Headquarters semiannual chapter reports no later than October 15 (Fall Report) and March 15 (Spring Report). The National Headquarters makes forms available at least 30 days before the filing deadline. The chapter submits the required convention tax, any additional liability insurance fees assessed by the NEC, and all per capita taxes and late fees collected from its members with the report.

## Section 3. Filing initiation reports with the Fraternity.

At least 14 days prior to the date of initiation, the chapter President, or his designee, submits an initiation report to the National Headquarters. The initiation report lists the full name of each prospective initiate along with his choice of jewelry. Outstanding initiation and material fees for any of the prospective initiates must be submitted with the report.

## Section 4. Initiation equipment.

A chapter keeps a satisfactory set of initiation equipment.

## Section 5. Annual chapter observations.

A chapter observes two anniversaries of the Fraternity annually: Founder's Day (October 6), and Chapter Day (on the installation date of the chapter).

## Section 6. Annual American Music Program.

A chapter presents at least one program devoted only to the music of American composers annually.

## Article III. Membership

## Section I. Election to probationary membership.

Only a collegiate member of the chapter in good standing may propose a candidate for probationary membership. After discussion of a candidate's qualifications for membership, three-fourths of the members in good standing who are present and voting may elect a candidate to probationary membership. All votes shall be cast by secret ballot.

## Section 2. Renewal of candidacy.

A candidate who is proposed for but not elected to probationary membership may renew his candidacy during any succeeding terms in which he is enrolled at the sheltering institution.

## Section 3. Formal invitation to probationary membership.

The President, or his designee, delivers a formal invitation to membership to a man who the chapter elected to probationary membership. If the candidate accepts the invitation, the chapter performs the official Ceremony for Pledging from memory. After the ceremony, the candidates are PMs.

## Section 4. Length and content of a chapter's probationary membership period.

 The probationary membership period lasts between four weeks and twelve weeks, excluding academic breaks and within the same academic year, or under the policies of the chapter's sheltering institution in consultation with the National Staff. The probationary period consists of productive projects and programs which educate the PM on the Object and traditions of Phi Mu Alpha Sinfonia. The program should prepare the PM to assume collegiate membership.
## Section 5. Prohibition of hazing.

A member may not haze. A member may not harass a PM, publicly or privately, in a way that is personally degrading, embarrassing, or destructive of life, limb, or property, or which might discredit the reputation of the Fraternity. A member or chapter that violates this provision is subject to disciplinary action.

## Section 6. Fair consideration regardless of disability.

A chapter gives all PMs fair consideration regardless of disability. If the content of the probationary period or requirements for initiation might discriminate unfairly, the PG may determine an alternate requirement. The NEC may review the PG's decision on appeal.

## Section 7. Reconsideration of probationary membership.

A chapter may reconsider the status of any PM for legitimate cause, including but not limited to a failure to fulfill the duties of probationary membership, conduct harmful to the best interests of the Fraternity, or failure to meet financial obligations. The chapter retains a PM brought up for review with the affirmative vote of at least three-fourths of members in good standing who are present and voting. A PM brought up for review who does not receive the necessary vote to be retained is dismissed from probationary membership.

## Section 8. Election to collegiate membership.

When all requirements have been met, and not fewer than two days before the close of the probationary period, three-fourths of collegiate members of the chapter in good standing who are present and voting may elect a PM to collegiate membership. All votes shall be cast by secret ballot. A PM who does not receive the necessary vote to be elected to collegiate membership is dismissed from probationary membership.

## Section 9. Chapter honorary membership.

Three-fourths of the members of the chapter in good standing who are present and voting may approve a candidate for honorary membership.

The National Headquarters must receive the PG's written endorsement of the initiation at least 14 days before the initiation. Candidates for honorary membership are not required to take part in probationary membership activities or take the national examination. They should, however, receive the publication Themes for Brotherhood and be encouraged to read it before being initiated. For each honorary membership candidate, the initiating chapter submits $\$ 100.00$ plus a materials fee to the National Headquarters. Honorary members are not required to pay initiation fees, dues, assessments, or money to the Fraternity or to the initiating chapter. A chapter honorary member has the same rights, duties, and privileges as an alumni member.

A chapter may not initiate more than two honorary members in any school year, except with written permission from the National President. The National President may allow a Sinfonian to be an honorary member of more than one chapter.

## Section IO. Initiation of faculty members.

A chapter initiates non-Sinfonian faculty members of its sheltering institution as collegiate members. The Fraternity immediately transfers faculty members to alumni membership upon initiation.

## Article IV. Officers

## Section I. Election, installation, and term.

A chapter annually elects a President, a Vice President, a Secretary, a Treasurer, a Fraternity Education Officer, an Alumni Relations Officer, a Warden, an Historian, a Faculty Advisor, and other officers as necessary. A chapter may elect more than one Faculty Advisor. A majority of the members in good standing who are present and voting may elect a qualified member to office. A chapter elects officers by April 1 of each academic year and installs them by May 1 using the official installation ceremony. An elected officer serves for one year or until his successor is elected and installed. There is no term limit for a Faculty Advisor.

## Section 2. Eligibility.

A chapter officer must be in good standing and must remain in good standing to keep office. All officers except the Alumni Relations Officer and Faculty Advisor, who may be alumni members, must be collegiate members and must remain collegiate members to keep office.

The chapter President, Vice President, and Fraternity Education Officer must have been initiated at least one year before their election. All other officers except the Faculty Advisor must have been initiated at least 120 days before their election. The Faculty Advisor should be a faculty or staff member of the chapter's sheltering institution unless no qualified person is available to serve. In this case, the Province Governor may approve the election of an alternate advisor. Two-thirds of the members in good standing who are present and voting may suspend the rules about eligibility based on length of membership.

## Section 3. Nominating committee.

At least fifteen (15) days before the scheduled chapter election, the chapter President appoints a nominating committee which includes at least the President, one other officer, one graduating senior, and one member of junior standing. By the date of election, the nominating committee reports its choice of one man for each office to be filled. A member in good standing may make nominations from the floor.

## Section 4. Removal.

A chapter may remove an elected officer from office for due cause. At a regularly scheduled meeting, a collegiate member in good standing must give notice that he will make a motion to remove an officer at the next meeting. The chapter must inform the officer of the action immediately. The officer may respond to allegations against him. A majority of the members in good standing who are present and voting may remove an officer.

## Section 5. Vacancy.

A chapter fills a vacant chapter office by election, or the Province Governor may, with the approval of the National President, fill a vacancy by appointment. A member nominates a qualified candidate at a regularly scheduled meeting. A majority of members in good standing who are present and voting at a subsequent regular meeting may elect an officer to fill the vacancy.

## Section 6. President duties.

The President presides at chapter meetings, guides the conduct of the affairs of the chapter, and performs other duties the chapter specifies. He acts for the chapter in all matters affecting the national organization and approves all correspondence between the chapter and the national officers. With the chapter Secretary, he prepares the chapter report twice each year. He sees that the chapter report, with the required convention tax, any additional liability insurance fees assessed by the NEC, and all per capita taxes and late fees collected by the chapter from its members, is submitted to the National Headquarters at the proper time. The President, or his designee, is responsible for delivering formal invitations to membership to men elected to membership and filing initiation reports with the National Headquarters.

## Section 7. Vice President duties.

The Vice President, in the absence or incapacity of the President, performs the duties of the President, and performs other duties as the chapter specifies. The same person may hold the offices of Vice President and Fraternity Education Officer.

## Section 8. Secretary duties.

The Secretary, through the chapter President, keeps the National Staff informed of the status of collegiate members, and of the chapter elections, programs, and all other official functions. He keeps the minutes of chapter meetings and an accurate list of members of the chapter, and performs other duties as the chapter specifies. The same person may hold the offices of chapter Secretary and chapter Treasurer.

## Section 9. Treasurer duties.

The Treasurer receives and pays out chapter funds and is personally responsible for all Fraternity funds in his possession. Twice each school year, he sends to the chapter President a statement of the chapter finances, and provides information about chapter finances when asked by the chapter President or the National Staff. He sends complete financial statements to the Faculty Advisor. He collects and, through the chapter President, submits to the National Headquarters all taxes and dues. He deposits, in an approved bank or with the right school officer, the funds of the chapter, and he pays, or causes to be paid, all claims against the chapter with the approval of the Chapter Executive Committee. He performs other duties as the chapter specifies. The same person may hold the offices of chapter Secretary and chapter Treasurer.

## Section IO. Fraternity Education Officer duties.

The Fraternity Education Officer is chiefly responsible for developing Fraternity education programs. These include programs for chapter members designed to advance the Object of the Fraternity, as well as a probationary membership program designed to develop responsible and mature chapter members through productive and cooperative activities. The same person may hold the offices of Vice President and Fraternity Education Officer.

## Section II. Alumni Relations Officer duties.

The Alumni Relations Officer compiles and keeps a list of names and addresses of all former members of the chapter and of other alumni Sinfonians in the area. He notifies the National Headquarters of changes in the addresses, as well as chapters or associations in other localities of his own chapter's alumni moving into their geographic areas. He is responsible for creating and distributing an annual alumni newsletter. He helps in coordinating chapter alumni functions, and informs and invites local and chapter alumni to chapter events. He is a liaison between the chapter and any alumni associations in his locality. He performs other local duties as his chapter may designate but may not hold another chapter office.

## Section I2. Warden duties.

The Warden guards the door at chapter meetings and manages the circulation of Initiation Ritual scripts. He is personally responsible for the ballot box and the chapter ritual equipment. He performs other duties as the chapter specifies.

## Section I3. Historian duties.

Through the chapter President, the Historian of the chapter helps the National Staff in preparing all national publications by making prompt and full reports of all local news and other facts which the Fraternity seeks, and performs other duties as the chapter specifies.

## Section 14. Faculty Advisor duties.

The Faculty Advisor acts in an advisory role, and is a liaison between the chapter and the local college authorities. He may hold collegiate membership in the chapter, in which case he has all privileges and assumes all obligations, including financial obligations, of collegiate membership. Should he keep or elect alumni membership, he may not vote, nor is he responsible for per capita tax or local dues. The Faculty Advisor certifies the content of chapter reports and the results of the national examination with his signature.

## Article V. Meetings

## Section I. Regular and special meetings.

A chapter holds regular meetings at least twice each month during the academic year. The Fraternity recommends weekly meetings. A chapter decides the dates and hour of its regular meetings as a special order of the first meeting of the academic year. The chapter President or one-third of the membership may call special meetings provided due notice has been given to each member.

## Section 2. Quorum.

A majority of collegiate members of the chapter in good standing make up a quorum. Without a quorum, adjournment is the only business in order.

## Section 3. Voting.

Only collegiate members of the chapter who are in good standing may vote in chapter business. A chapter may vote by show of hands, by voice vote, or by secret ballot, as desirable, unless otherwise specified. A member may not vote absentee or by proxy.

## Article VI. Committees

## Section I. Executive committee.

The chapter executive committee includes the President as its chairman, the Vice President, the Secretary, the Treasurer, and other elected officers as the chapter considers suitable. The Faculty Advisor is an ex-officio member without vote.

The chapter executive committee acts in an advisory role to the chapter President. The executive committee may approve expenses, recommend more expenses, and perform other duties as the President may direct. A quorum of the chapter executive committee is a majority of all voting members of the committee.

At the opening of the year, the chapter executive committee arranges for regular meeting days which, whenever possible, should precede regular chapter business meetings by no more than two days.

## Section 2. Standing committees.

The Executive Committee may create a standing committee with continuing responsibilities. The standing committee works until the Executive Committee dissolves it. The President appoints the members of standing committees.

## Section 3. Special committees.

When the Executive Committee deems necessary, the President may appoint members to a special committee that works only until completing a specified assignment, such as a nominating committee.

## Article VII. Finances

## Section I. Record keeping.

A chapter must keep current and orderly records of its finances and operations.

## Section 2. Regular chapter dues and special assessments.

A chapter may collect regular dues from its collegiate members above those required to meet national financial obligations. Three-fourths of the members who are present and voting may approve added special assessments for collegiate members.

## Section 3. Financially obligating a chapter.

An officer, committee, or member of a chapter may not obligate the chapter financially for anything other than current operating expenses, except with the consent of the chapter.

## Section 4. Annual audit.

An accountant or auditing committee approved by the chapter President and Faculty Advisor must audit the chapter books and submit a report using the forms made available by the National Headquarters. The audit report must be submitted both to the chapter and National Headquarters at least once during each school year.

## Article VIII. Chapter DisCipline Of Members

## Section I. Reasons for discipline.

For conduct which is harmful to the best interests or good name of the Fraternity, the chapter may expel any of its collegiate members from the Fraternity. If such conduct does not warrant expulsion, the chapter may place any of its collegiate members on suspension.

Reasons for suspension include:
A. failure to pay a chapter financial obligation;
B. failure to meet the minimum academic performance standards for successful continuation as a student in good standing as defined by his chapter's sheltering institution;
C. persistent unexcused absences from chapter meetings;
D. disregard for chapter welfare; and
E. other reasonable causes.

## Section 2. Automatic suspension.

On the chapter report, a chapter reports the name of a member who fails to pay national per capita tax before the date on which the chapter report is submitted to the National Headquarters. The member is suspended automatically without a chapter vote.

## Section 3. Disciplinary process.

The chapter sends at least one week's written notification to any member being considered for suspension or expulsion by the chapter informing him of his right to an interview with the Chapter Executive Committee and the Faculty Advisor. The member may waive such interviews. The written notification states the reasons for the proposed action, the time and place of the proposed interviews, and the member's right of appeal to the NEC if the chapter approves the suspension or expulsion.

Three-fourths of the members in good standing who are present and voting may place a member on suspension or expel him from the Fraternity.

## Section 4. Procedures after member suspension.

When a chapter places a member on suspension, it gives the member written notification of this action immediately. The Secretary, through the chapter President, reports the name of a suspended member to the National Headquarters when placed on suspension and again when suspension is removed. During the period of suspension, the chapter does not collect per capita tax for the suspended member. Before reinstatement, however, the member must pay the tax for the period of suspension to the chapter or to the National Headquarters. The chapter authorizes and notifies the National Headquarters of any suspension removals, and forwards all payments received.

## Section 5. Conditions of suspension.

A member who has been suspended is no longer in good standing with the Fraternity. While a chapter may choose to allow a suspended member to participate in meetings and activities, he has no voting rights, cannot be elected to any office, cannot act as a big brother or mentor, is prohibited from purchasing fraternal merchandise, and is prohibited from wearing or otherwise displaying the Greek letters ФMA or the Fraternity's Coat-of-Arms. If an officer is suspended, the office is vacated.

## Section 6. Resolution of member suspension.

A chapter may restore a member placed on suspension to membership in good standing by majority vote or may consider him for expulsion from the Fraternity. If suspended for failure to pay per capita tax, a member is reinstated automatically on payment of his indebtedness to the national Fraternity. If a member is suspended for failure to pay national per capita tax and the per capita tax in arrears is not paid within 30 days of the date of suspension, the chapter considers the suspended member for expulsion from the Fraternity. In cases of emergency, a member may appeal to the Chapter Executive Committee for an extension of time.

If a suspended member is not reinstated before he terminates his academic affiliation with his chapter's sheltering institution, he is automatically expelled from the Fraternity.

## Section 7. Procedures after member expulsion.

When a chapter expels a member from the Fraternity or when a member is automatically expelled, the chapter gives the member written notification of this action immediately. The Secretary, through the chapter President, reports the name of anyone who has been expelled to National Headquarters within 30 days. The expelled member surrenders all emblems and insignia of membership to the chapter, and the chapter forwards them to the National Headquarters. All money paid to the chapter and the National Headquarters is nonrefundable.

## Section I. Process for amending Title III of the Bylaws by National Assembly.

The National Assembly may amend Title III of the Bylaws with a vote of at least two-thirds in the affirmative with previous notice. The Fraternity publishes anticipated amendments to be considered by the National Assembly to chapters and delegates by March 1 preceding a National Convention.

## Section 2. Process for amending Title III of the Bylaws by National Council.

Upon recommendation of the NEC, the National Council may amend Title III of the Bylaws with a vote of at least two-thirds in the affirmative of a valid National Council vote. The Fraternity publishes proposed amendments to be considered by the National Council to all members of the National Council at least 60 days prior to the dissemination of ballots. Votes must be cast within 30 days of the dissemination of ballots. The National Staff collects and counts votes on issues submitted to the National Council and reports the results as soon as possible to all members of the National Council. A valid National Council vote is a majority return of all disseminated ballots.

## Section 3. Process for making technical, editorial, and conforming changes.

The National Secretary-Treasurer may make article and section designation, punctuation, cross reference, spelling, grammatical, and typographical changes to Title III of the Bylaws as necessary, subject to approval by the NEC.

## Section 4. Right to appeal.

A chapter may appeal to the NEC about any rules contained in Title III of the Bylaws which conflict with the policies of its sheltering institution.

# Bylaws, Title IV. Alumni Association 

## Article I. Purposes

Alumni associations encourage and enable alumni members to retain identity with the Fraternity, maintain a continuing spirit of brotherhood among men of music, act in support of chapters, engage in or support such musical projects in the community as promote the ideals of the Fraternity, aid deserving students of music in whatever way possible, and encourage and support local music programs.

## Article II. Alumni Association Obligations

## Section I. Charter fee.

Upon the granting of a charter, an alumni association pays the charter fee as approved by the NEC to the National Headquarters.

## Section 2. Administrative fee.

Alumni associations forward the annual alumni association administrative fee to the National Headquarters no later than August 1 of each year.

## Section 3. Reports.

Each alumni association files a report concerning its activities, membership, and financial condition to the National Headquarters no later than August 1 of each year. It reports all changes in membership and officers to the National Headquarters promptly.

## Article III. Membership

## Section I. Granting of charter.

The Fraternity grants an alumni charter to nine (9) or more petitioners, subject to approval by the COS.

## Section 2. Inactive status.

In case the membership of an alumni association becomes fewer than four, the COS may place the association on inactive status.

## Section 3. Member affiliation.

An alumni or honorary member may affiliate with an alumni association with the approval of an affirmative majority vote of its members. He retains his alumni or honorary membership and any and all privileges and responsibilities thereof.

## Article IV. Policies

Alumni associations may adopt bylaws consistent with the governing documents of Phi Mu Alpha Sinfonia.

## Article V. Amendments

## Section I. Process for amending Title IV of the Bylaws by National Assembly.

The National Assembly may amend Title IV of the Bylaws with a vote of at least two-thirds in the affirmative with previous notice. The Fraternity publishes anticipated amendments to be considered by the National Assembly to chapters and delegates by March 1 preceding a National Convention.

## Section 2. Process for amending Title IV of the Bylaws by National Council.

Upon recommendation of the NEC, the National Council may amend Title IV of the Bylaws with a vote of at least two-thirds in the affirmative of a valid National Council vote. The Fraternity publishes proposed amendments to be considered by the National Council to all members of the National Council at least 60 days prior to the dissemination of ballots. Votes must be cast within 30 days of the dissemination of ballots. The National Staff collects and counts votes on issues submitted to the National Council and reports the results as soon as possible to all members of the National Council. A valid National Council vote is a majority return of all disseminated ballots.

## Section 3. Process for making technical, editorial, and conforming changes.

The National Secretary-Treasurer may make article and section designation, punctuation, cross reference, spelling, grammatical, and typographical changes to Title IV of the Bylaws as necessary, subject to approval by the NEC.

## PHI MU ALPHA ${ }_{\text {amonamen }}$ SInFOUIA $A^{\text {Heneonr }}$

PHI MU ALPHA SINFONIA
FRATERNITY OF AMERICA
NATIONAL HEADQUARTERS
10600 Old State Road
Evansville IN 47711-1399
P: 800.473.2649
812.867.2433

F: 812.867.0633
www.sinfonia.org
lyrecrest@sinfonia.org


[^0]:    ${ }^{1}$ See Appendix 1.

