

**PHI MU ALPHA SINFONIA FRATERNITY OF AMERICA, INC.**  
**BETA XI CHAPTER BYLAWS**  
**ADOPTED JUNE 05, 2005**

**ARTICLE I**  
**Name and Governing Documents**

**SECTION ONE. *Name.***

The chapter shall be known as the Beta Xi Chapter of Phi Mu Alpha Sinfonia Fraternity of America, Inc.

**SECTION TWO. *Constitutional Authority.***

The Beta Xi Chapter is organized in accordance with Articles XI and XII of the *Phi Mu Alpha Sinfonia National Constitution*.

**SECTION THREE. *Governing Documents.***

The Beta Xi Chapter shall be organized and shall function in accordance with the *Phi Mu Alpha Sinfonia National Constitution*, the *General Regulations for Collegiate Chapters*, the *Province 3 Bylaws* and the *Beta Xi Chapter Bylaws*.

**ARTICLE II**  
**Financial Obligations**

**SECTION ONE. *Collegiate Dues.***

During autumn and winter quarters, each member of the chapter shall pay both the per capita tax required for membership by the *General Regulations for Collegiate Chapters* (Article VIII, Section One) and local chapter dues in the amount of \$15. Dues shall be paid no later than two weeks prior to the date in which the chapter personnel report must be filed with national headquarters (as stated in Article XII, Section Five of the *National Constitution*).

**SECTION TWO. *Initiation Fee.***

Each probationary member shall be required to pay the Initiation Fee as set forth in the *General Regulations for Collegiate Chapters*, Article IV, Section Two. This is a requirement for initiation and is to be paid no later than the day of the National Exam. The Executive Committee must consider any probationary member who has not paid their fee for removal from the probationary process.

**SECTION THREE. *Failure to Remit Dues.***

On the date when the chapter report is due, all members who have failed to remit the sum total amount of dues owed to the chapter, shall be automatically suspended without the necessity of a chapter vote, per Article XV, Section One of the *National Constitution*. If dues in arrears have not been paid within sixty days of the date chapter reports are due, the fraternity will consider all suspended members for expulsion.

**SECTION FOUR. *Fines.***

Any member who has accumulated chapter fines is expected to pay them off as soon as possible. If an individual has outstanding fines when the national/chapter dues are expected, then the total amount owed to the fraternity before the brother reaches good standing will be the sum total of national dues, chapter dues and outstanding fines.

## **ARTICLE III Officers**

### **SECTION ONE. *Officer Slate.***

The Beta Xi officer slate will include a Province Council Representative in addition to those defined in Article X, Section Three of the General Regulations for Collegiate Chapters.

### **SECTION TWO. *Nominating Committee.***

No later than one chapter meeting before officer nominations are due, the President must appoint a nominating committee pursuant to Article X, Section Two of the National Constitution.

### **SECTION THREE. *Nominations.***

At a chapter meeting no later than three weeks before the end of winter quarter, the nominating committee must submit a recommended slate of officers for the coming year. Also during that meeting, additional officer nominations will be accepted by any member in good standing. Members not in good standing may not accept nominations.

Excluding Faculty Advisor candidates, each member accepting nominations must post a Letter of Intent on the Phi Mu Alpha bulletin board no later than one week after nominations have taken place.

### **SECTION FOUR. *Elections.***

The election of officers will proceed at a regular chapter meeting no later than the last week of winter quarter. Immediately prior to the voting on an office, all those who have accepted nominations and submitted Letters of Intent for the office will be given time to discuss their platform and answer questions.

The outcome of each election shall be determined by a simple majority vote of chapter members in good standing who are present and voting. In the event of a plurality, the candidate(s) with the lowest number of votes will be dropped, and a run-off vote shall be held between the remaining candidates. If dropping more than one candidate in this manner would result in a single remaining candidate, then no candidate is dropped. This run-off vote will be held immediately following the plurality vote and will repeat until a single candidate has the required majority vote.

In cases where an office comes up for voting with one or no candidates, then re-nominations may happen immediately prior to the vote on the office. These candidates will be given the same discussion and answer time as every other candidate.

### **SECTION FIVE. *Installation and Term.***

Installation and term of office is as defined in Article X, Section Five of the General Regulations for Collegiate Chapters. A chapter member may serve up to two terms in any given office.

## **ARTICLE IV Duties of Chapter Officers**

### **SECTION ONE. *General.***

The officers of the chapter shall perform all duties described in the Sinfonia Fraternity National Constitution, General Regulations for Collegiate Chapters, Beta Xi Chapter Bylaws, and any other duties as the chapter may specify. It shall be the duty of each officer to help enforce and maintain structure and the chain of command within the chapter. It shall be the responsibility of each chapter officer to read thoroughly, understand, and uphold all provisions of these documents.

**SECTION TWO. *President.***

The president is the primary representative of the chapter at all levels. He shall perform such duties as are defined in Article XI, Section One of the *General Regulations for Collegiate Chapters*. He shall also preside, when present, at all official chapter meetings and events including, but not limited to, recitals, rituals, and musical and social events. He shall also serve as chairman of the Executive Committee.

The president has the responsibility to maintain the chapter's good name and standing through the fulfillment of the purposes of this fraternity. At all times he is responsible for the future existence of this chapter. He is responsible for the successful completion of all jobs and activities.

**SECTION THREE. *Vice-President.***

The vice president is the chief coordinator of the chapter under the president. He shall perform such duties as are defined in Article XI, Section Two of the *General Regulations for Collegiate Chapters*. The vice president shall serve as the official coordinator of committees. As official coordinator, he must oversee each committee meeting at least, but not limited to, once per quarter. He may also, at the request of the president and/or chapter, be assigned to take over any unfinished task or duty.

**SECTION FOUR. *Secretary.***

The duties of the secretary are as defined in Article XI, Section Three of the *General Regulations for Collegiate Chapters*. In addition, the secretary shall call the roll and record attendance at the start of each required chapter meeting and/or event. It shall be his duty to keep record of all absences for use by the Executive Committee.

The secretary shall be responsible for keeping minutes of each chapter and Executive Committee meeting, and typing and distributing these minutes to chapter members. The minutes from all meetings shall be compiled in a notebook, which shall be present at every chapter and Executive Committee meeting.

The secretary shall, at the beginning of each quarter, create an ushering schedule for all major school of music events when needed or requested by School of Music officials. He shall be responsible for notifying brothers of dates and times of official chapter functions.

**SECTION FIVE. *Treasurer.***

The duties of the treasurer shall be as defined in Article XI, Section Four of the *General Regulations for Collegiate Chapters*. The treasurer shall also serve as chairman of the Budget and Fundraising Committee, and as such, is responsible for submitting an annual budget proposal to the chapter no later than the third meeting of the autumn quarter. The treasurer shall be responsible for keeping accurate records of all chapter accounts and transactions. He shall be the primary coordinator of all fundraising activities. The treasurer shall be responsible for collecting chapter dues from each member, and any other money owed to the chapter.

The treasurer is responsible for giving a weekly report to the chapter on the state of its funds. This report shall consist of (but is not limited to) all weekly transactions, the amount of money owed, and a statement of account vs. budget.

**SECTION SIX. *Fraternity Education Officer.***

The duties of the F.E.O. are as defined in Article XI, Section Five of the *General Regulations for Collegiate Chapters*. The F.E.O. shall also serve as chairman of the Membership Development Committee. He shall handle the bid invitations for probationary members. He shall be responsible for ensuring a successful probationary process. With such responsibility, he shall have authority over all probationary activities including weekly probationary meetings, big/little brother events, service projects, the Probationary Recital, etc.

Although rituals are under the jurisdiction of the president, the F.E.O. shall be responsible for ensuring that each probationary class is adequately prepared. Within the chapter, the F.E.O. is also responsible for maintaining the standard of excellence achieved during the probationary period.

**SECTION SEVEN. *Warden.***

The warden shall make arrangements for securing the location for all official functions. He shall be responsible for all chapter ritual and ceremony equipment. He shall be responsible for the rehearsal and maintenance of the Ritual. He shall guard the door at all official chapter functions. He shall be responsible for collecting and counting all ballots in voting situations. He shall organize, clean, maintain, and keep inventory of all materials in the chapter storage area. He shall be the primary holder and caretaker of all keys used by the chapter. The warden shall also have the authority to maintain order at all official chapter functions.

**SECTION EIGHT. *Historian.***

The historian shall be responsible for keeping record of all chapter activities for the sake of posterity. He shall act as the chapter photographer. He shall create a yearly chapter scrapbook containing pictures, programs, and any other materials collected during the year. He shall update and preserve the family tree. He shall update the bulletin board located outside of the band office in Hughes Hall at least once a month during the school year with pictures and papers outlining various chapter activities.

He shall be responsible for a yearly slideshow for Omega Night and will also be responsible for updating the chapter recruiting slideshow (or video).

**SECTION NINE. *Province Council Representative***

The Province Council Representative (hereby referred to as P.C.R.) is the primary liaison between Beta Xi and the other chapters in the province, and as such should attend at least one event at each subsequent chapter in the province each year, when feasible (Rituals, chapter meetings, events, etc.). He is also responsible for knowing the location of the province traveling award (known as The Brother Todd Ridder Memorial Province 3 "Go Get It" Traveling Award).

He is also responsible for knowing the date, time, and location of all province workshops (known as Fall Sprawl, Winter Workshop, and Spring Fling) and also attending above mentioned events when feasible. He shall send out a listing each month of major events happening at other chapters in the province.

**SECTION TEN. *Alumni Secretary***

The alumni secretary is responsible for the maintenance of good relations with chapter and area alumni. To this extent, he will maintain an alumni email list, updating Beta Xi alumni at least twice a month on major chapter business, chapter events and other items he deems interesting. Additionally, he will maintain a list of current alumni addresses, which shall be shared with Nationals. The alumni secretary will put on an Alumni Cookout once every spring quarter and is responsible for publishing one alumni newsletter each year.

He shall be responsible for inviting faculty to all appropriate chapter events.

Additionally, the alumni secretary is the primary liaison with all local alumni associations. He shall invite any alumni associations in the area to appropriate chapter events and also inform them of graduating brothers. He will be responsible for informing the chapter about any alumni association events.

## **ARTICLE V** **Committees**

### **SECTION ONE. *Standing.***

Standing Committees shall be committees that function year round, and meet on a regular basis. There may be additional standing committees as specified in Article XII, Section Two of the *General Regulations for Collegiate Chapters*.

#### **Subsection One. *Executive Committee.***

The Executive Committee shall be as defined in Article XII, Section One of the *General Regulations for Collegiate Chapters*.

The Executive Committee shall also be responsible for overseeing the day to day operations of the chapter and enforcing the rules and procedures of the Beta Xi Chapter Bylaws. The committee shall approve a chapter schedule/calendar of events at the beginning of each quarter. In cases of member misconduct - as defined later in this section - and/or failure to pay chapter dues, per capita tax, and/or fines, the Executive Committee shall serve as a Disciplinary Review Board. The committee shall review such cases at a hearing. Members who have been placed under review shall be notified in writing of the date, time, place, and reason for the hearing. They shall also be given the chance to represent themselves either in person or through written explanation.

#### **Subsubsection One. *Disciplinary Hearings.***

At the hearing, the Executive Committee must keep a record of the proceedings, discussing and reviewing evidence, and voting whether to recommend suspension or expulsion as defined in Article II, Section Eleven and Article XV of the *National Constitution*. After the hearing, the president shall report the committee's recommendation to the member under review and to the chapter.

#### **Subsubsection Two. *Misconduct.***

Misconduct shall be any behavior or activity which is considered harmful to the best interests or good name of Phi Mu Alpha Sinfonia and the Beta Xi Chapter, including but not limited to, persistent unexcused absences from chapter meetings/activities, disregard for chapter/fraternity welfare, and "badmouthing" the fraternity, the chapter, or its members.

#### **Subsection Two. *Budget and Fundraising Committee.***

The Budget Committee shall consist of the treasurer as its chairman, and no more than four other chapter members in good standing.

The Budget Committee shall meet at the discretion of the chair to determine fundraising possibilities which are to be reported at chapter meetings. The committee shall also work with the treasurer to formulate an annual chapter budget - this includes estimating all income and expenditures for the year - to be presented for approval by the chapter no later than the 3<sup>rd</sup> week of autumn quarter, immediately following chapter elections. It shall perform other such duties as the chapter may specify.

#### **Subsection Three. *Social Committee.***

The Social Committee shall include a chairman, appointed by the vice president, and no more than four other chapter members in good standing.

The Social Committee shall plan and coordinate quarterly social events that promote camaraderie and brotherhood within the chapter such as the School of Music Barbecue, and other social events not under the jurisdiction of another committee. At the beginning of each quarter, a social event calendar shall be submitted to the executive committee for their approval. It shall perform other such duties as the chapter may specify.

**Subsection Four. *Music Committee.***

The Music Committee shall include a chairman, appointed by the vice president, and up to four other chapter members in good standing.

The Music Committee shall be responsible for the selection and rehearsal of musical selections at chapter meetings. The committee shall also be responsible for organizing the American Music Recital. It shall perform other such duties as the chapter may specify.

**Subsection Five. *Membership Development Committee.***

The Membership Development Committee shall include the fraternity education officer as its chairman and no more than four other chapter members in good standing.

The Membership Development Committee shall be responsible for planning and coordinating recruitment activities, recommending programs for membership development (both probationary and continuing education), and serving as a review board for probationary members. It shall perform other such duties as the chapter may specify.

**Subsection Six. *Ritual Committee.***

The Ritual Committee shall include the chapter warden as its chairman, and up to four other chapter members in good standing.

The Ritual Committee shall be responsible for submitting a schedule of the upcoming quarter's color nights (if any), organizing rehearsals for the ritual, and the maintenance of chapter ritual equipment. It shall perform other such duties as the chapter may specify.

**Subsection Seven. *Projects Committee.***

The Projects Committee shall include a chairman, appointed by the vice president, and at least four other chapter members in good standing.

The Projects Committee shall be responsible for assisting with various events as specified by the chapter. Tasks can include, but are not limited to advertising upcoming events, soliciting businesses for donations, etc. It shall perform other such duties as the chapter may specify.

**SECTION TWO. *Special Committees.***

Special Committees shall be as defined in Article XII, Section Three of the *General Regulations for Collegiate Chapters*. A Special Committee shall be formed in order to complete a specific task or tasks. Upon completion of the task(s) assigned, the committee shall be disbanded.

**ARTICLE VI  
Chapter Meetings and Rituals**

**SECTION ONE. *Chapter Meetings.***

The chapter Executive Committee shall schedule no less than five chapter meetings per quarter, not including summer quarter. Meetings shall follow the parliamentary procedure outlined in Robert's Rules of Order. No official business other than adjournment shall be transacted without the presence of a quorum. A majority of chapter members in good standing shall constitute a quorum.

**SECTION TWO. *Unscheduled Chapter Meetings.***

The chapter Executive Committee may call an unscheduled chapter meeting when necessary. An unscheduled chapter meeting may also be called if one-third of the chapter deems it necessary. Those requesting the meeting must notify the Executive Committee to arrange a time and place at least 24 hours in advance.

**SECTION THREE. *Probationary Classes, Initiation Ritual, and Ceremonies.***

The chapter Executive Committee shall schedule the initiation ritual and all other ceremonies involving a probationary membership class before the start of each quarter in which a probationary class or ritual is deemed necessary. The first probationary period shall occur during the end of autumn quarter and continue through the start of winter quarter. Should the chapter deem it necessary, a second probationary period shall occur from the end of the winter quarter to the middle of the spring quarter. The chapter must vote on whether a pledge class shall occur via two-thirds majority vote of members in good standing.

**ARTICLE VII  
Attendance**

**SECTION ONE. *Chapter Meetings.***

Chapter members are required to attend all scheduled chapter meetings and designated events.

**SECTION TWO. *Unexcused Absences from Chapter Meetings.***

A member is permitted one unexcused absence from a chapter meeting per quarter. If a member has more than one unexcused absence in a quarter he shall be fined a sum of \$5 per unexcused absence over one. Should a member acquire more than three unexcused absences during a quarter, he shall be brought up for suspension by the Executive Committee. A member may appeal to the Executive Committee if he feels that extenuating circumstances caused his absence(s).

**SECTION THREE. *Excused Absences from Chapter Meetings.***

A member may be excused from attending a chapter meeting if the absence is filed in writing with the secretary at least 3 calendar days prior to the date of the meeting in question. This written excuse is subject to approval by the Executive Committee. The Executive Committee shall excuse an absence if it is decided that the member is furthering the cause of music in America through performing, attending a concert, auditioning, etc. A member may be excused from three meetings per quarter. In the event of unusual circumstances, the Executive Committee may grant a member additional excused absences.

**SECTION FOUR. *Rituals.***

Chapter members are required to attend all rituals. This includes the formal Initiation Ceremony, Chapter Pinning Ceremony, Red Night, Black Night, Gold Night and Omega Night.

**SECTION FIVE. *Unexcused Absences from Rituals.***

A member failing to attend a ritual shall be fined a sum of \$10. A big brother failing to attend a ritual shall be fined a sum of \$20. A member may appeal to the Executive Committee if he feels that extenuating circumstances caused his absence.

**SECTION SIX. *Excused Absences from Rituals.***

A member may be excused from a ritual if he files a written excuse with the secretary 2 weeks prior to the date of the ritual in question. This excuse is subject to approval by the Executive Committee.

**SECTION SEVEN. *Ushering.***

Each member is required to usher all School of Music events assigned to him by the secretary. There are no excused absences from ushering. A member who has a conflict with an ushering assignment shall be responsible for finding another chapter member to take his place and notifying the secretary of the change.

**SECTION EIGHT. *Failure to Usher an Assigned Event.***

A member who fails to usher or find a replacement for an assigned event shall be fined \$5.

**ARTICLE VIII**  
**Chapter Observances and Events**

**SECTION ONE.** *Special Observances.*

The chapter shall observe both Founder's Day (October 6) and Chapter Day (May 29) in accordance with the National Constitution.

**SECTION TWO.** *American Music Recital.*

The chapter shall present annually at least one program devoted exclusively to the music of American composers.

**SECTION THREE.** *School of Music Dance.*

The chapter shall present a dinner dance at least biannually, open to all students on campus.

**SECTION FOUR.** *School of Music Barbecues.*

Each school year, the chapter shall sponsor a welcome barbecue in the initial weeks of the autumn quarter and a farewell barbecue in the final weeks of the spring quarter. These barbecues are to be coordinated with and financially supported by the School of Music.

**ARTICLE IX**  
**Amendments and Reviews**

**SECTION ONE.** *Amendments.*

These bylaws may be amended by a two-thirds affirmative vote of the collegiate members of the Beta Xi chapter who are present and voting at any regular business meeting, providing that the proposed amendment was presented in writing at a previous meeting.

**SECTION TWO.** *Reviews.*

These bylaws shall be reviewed at least once every three years and following any major changes to the governing documents listed in Article I, Section Three of these bylaws. These bylaws shall be reviewed no later than December of the year of a National Assembly.