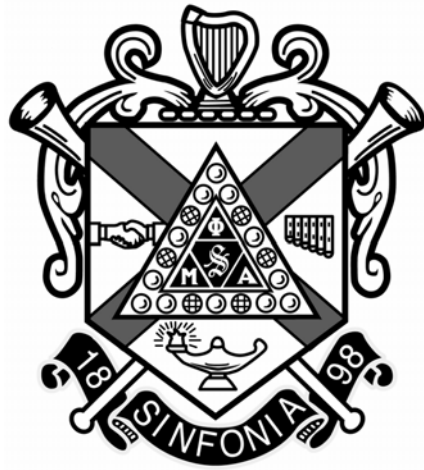


# Phi Mu Alpha Sinfonia



## General Regulations for Collegiate Chapters

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2003 National Assembly Revision

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# **GENERAL REGULATIONS FOR COLLEGIATE CHAPTERS**

## **Phi Mu Alpha Sinfonia Fraternity of America Inc. reflecting the amendments made by the 2003 National Assembly**

Amended – July 2003

### **ARTICLE I**

#### **Membership Eligibility**

##### **SECTION ONE. Eligibility.**

The spirit of Phi Mu Alpha Sinfonia dictates that the opportunity of becoming a Sinfonian be offered to as many men as possible regardless of race, ethnicity, national origin, sexual orientation, disability or religion, who, through a love for music, can assist in the fulfillment of our fraternity's Object and ideals either by adopting music as a profession, or by working to advance the cause of music in America. However, no man may be considered who is a member of any other secret national fraternal society in music, nor can he join any such organization so long as he remains a member of Phi Mu Alpha Sinfonia.

##### **SECTION TWO. Sheltering Institutions.**

Any man who is a student or faculty/staff member of the sheltering institution, and who shall show an interest in music, shall be eligible for probationary membership.

##### **SECTION THREE. Non-music Majors.**

Non-music majors shall be eligible for probationary membership.

##### **SECTION FOUR. Nonaffiliated Persons.**

Not more than three persons otherwise qualified but not affiliated with the sheltering institution may be initiated each year into collegiate membership.

##### **SECTION FIVE. Academic Eligibility.**

A student shall be eligible if he has met the minimum academic performance standards for successful continuation as a student in good standing as defined by the sheltering institution. This shall not prohibit the initiation of students in their first academic term.

##### **SECTION SIX. Conflicting Memberships.**

No chapter shall pledge or initiate any man who is a member of any other secret national fraternal society in music, and each man pledged shall agree not to join any such secret national fraternal society in music so long as he remains a member of Phi Mu Alpha Sinfonia.

### **ARTICLE II**

#### **Membership Selection**

##### **SECTION ONE. Nomination.**

Candidates for probationary membership may be proposed only by chapter members in good standing.

##### **SECTION TWO. Confirmation.**

Following free discussion of their qualifications for membership, candidates shall be voted upon by secret ballot. A candidate shall be admitted to probationary membership by the affirmative vote of three fourths of the members in good standing who are present and voting.

### **SECTION THREE. Reconsideration.**

If a candidate does not meet the requirements for probationary membership the first time considered, he may be eligible for any succeeding terms in which he may be enrolled at the sheltering institution.

## **ARTICLE III**

### **Probationary Membership**

#### **SECTION ONE. Invitation and Ceremony.**

Formal invitations to membership, obtained through the national office, shall be distributed to those men who have been voted upon favorably. Upon acceptance of this invitation, candidates shall be pledged by the official ceremony for pledging, which shall be performed entirely from memory, and thereupon shall become probationary members.

#### **SECTION TWO. Length.**

The period of probationary membership shall not be less than four weeks, nor more than three calendar months, or in accordance with the policies of the sheltering institution in consultation with the national staff.

#### **SECTION THREE. Content.**

The probationary period should consist of constructive activities, projects and programs designed to educate the probationary member on the Object, structure and traditions of Phi Mu Alpha Sinfonia. The probationary program should thoroughly prepare the probationary member to assume the obligations of collegiate membership upon his initiation.

#### **SECTION FOUR. Hazing.**

Under no circumstances during the probationary period shall members indulge in any form of hazing; nor shall there be any form of public or private harassment of probationary members which in any way might be personally degrading, embarrassing, or destructive of life, limb, or property, or which might bring discredit to the reputation of the fraternity. Chapters which violate this provision shall be subject to disciplinary action pursuant to Article XIV of the National Constitution.

#### **SECTION FIVE. Fair Consideration.**

Fair consideration shall be given to all probationary members, and to all candidates for probationary membership, regardless of any compensatable mental or physical disability. In the case of any situation where the content of the probationary period or requirements for initiation might discriminate unfairly against a man, the province governor shall be authorized to determine an acceptable alternate requirement. The National Executive Committee shall have the power of review.

#### **SECTION SIX. Retention Vote.**

If there is legitimate cause to reconsider the status of any probationary member, e.g. failure to fulfill the obligations of probationary membership, conduct harmful to the best interests of the fraternity, refusal to meet financial obligations, etc., an additional vote of the chapter shall be taken to determine whether the man in question shall retain his probationary membership.

In order to retain probationary membership, the probationary member brought up for review must receive the affirmative vote of three fourths of the members in good standing who are present and voting.

#### **SECTION SEVEN. National Examination.**

Before initiation into the fraternity, each candidate must have passed the official edition of the national examination with 100% accuracy prior to final vote. 100% accuracy shall refer only to the content and spelling of the candidate's answers (i.e. capitalization and punctuation errors shall not count against the score). The current official edition is available only through the National Headquarters. Each candidate may repeat the examination until he achieves such accuracy. Entire probationary member classes shall not be required to repeat the examination due to the errors of an individual candidate. Under no circumstances may questions be altered or deleted from the national examination.

The results of the national examination are to be certified by the faculty advisor or his duly appointed agent, and such certification shall be provided to the national headquarters by the faculty advisor's signature of endorsement on the initiation report.

### **SECTION EIGHT. Final Vote.**

After all requirements have been met, and not less than two days prior to the close of the probationary period, probationary members shall be considered for election to full membership. Voting shall be by secret ballot.

Candidates shall be approved for full membership by the affirmative vote of three fourths of the members in good standing who are present and voting.

## **ARTICLE IV**

### **Initiation Procedure**

#### **SECTION ONE. Initiation Report.**

At least two weeks prior to the date of initiation, the chapter president, or some other officer whom he shall designate, shall file an initiation report with the national headquarters, listing the full name of each prospective initiate as it should appear on the membership shingle, indicating the choice of jewelry for each man, and including the faculty advisor's endorsing signature. Initiation report forms can be obtained from the national headquarters.

#### **SECTION TWO. Initiation Fees.**

Prior to his initiation, each member shall pay a national initiation fee of \$117.00 which covers the cost of his membership certificate (shingle), membership card, songbook, National Constitution, General Regulations for Collegiate Chapters, and official membership pin. Members may elect to purchase upgraded official membership pins in which case the difference between the price of the upgraded official membership pin and the price of the regular official membership pin will be added to the basic initiation fee. These fees must be forwarded to the national headquarters by the chapter along with the initiation report.

#### **SECTION THREE. Initiation Cards.**

Along with the initiation report, the chapter must submit completed initiation cards signed by each prospective initiate and the faculty advisor.

#### **SECTION FOUR. Late Withdrawal.**

In the event a candidate is not initiated as planned, the chapter shall notify the national headquarters immediately. The national staff will issue credit to the chapter for each membership pin and songbook returned in original condition and for the unapplied national initiation fee less the cost of each membership shingle and card.

#### **SECTION FIVE. Initiation Ritual.**

No man may become a Sinfonian without personally attending an initiation ceremony using an official national initiation ritual. The national initiation ritual shall be presented entirely from memory. Ritual equipment is the property and responsibility of the chapter. Patterns and specifications for ritual regalia and properties are available from the national headquarters.

## **ARTICLE V**

### **Official Jewelry**

#### **SECTION ONE. Probationary Member Pin.**

Upon his installation into probationary membership, each man shall receive an official probationary member pin.

The probationary member pin shall be worn at all reasonable times (i.e. probationary members shall not be required to wear the pin during sleep, at times when it could cause injury, etc.). It shall be worn on the clothing over the heart and shall be plainly visible. However, the probationary member pin shall not be worn on coat lapels, coats or jackets, collars, or ties.

#### **SECTION TWO. Membership Pin.**

At the conclusion of the initiation ritual, the new member shall be presented with the official emblem of the fraternity, in the form of the membership pin, which shall serve as a reminder of his initiation and membership in Phi Mu Alpha.

The membership pin is not intended for overt display, but rather is to be worn “nearest the heart.” Tradition dictates that the pin is worn on dress shirts, vests, or pullover sweaters. The pin should not be worn on coat lapels, collars, ties, the watch pockets of vests, coat sweaters, or T-shirts.

## ARTICLE VI

### Collegiate Membership

#### SECTION ONE. Responsibilities.

It shall be the duty of each member to attend all meetings of the chapter; to pay promptly all financial obligations to both the chapter and the fraternity; to become acquainted with the National Constitution, the General Regulations for Collegiate Chapters, and the history of Phi Mu Alpha Sinfonia; and to support the efforts and objectives of the chapter and the fraternity.

#### SECTION TWO. Term.

Membership in Phi Mu Alpha Sinfonia shall be for life and may not be terminated by the member through his resignation. However, as stated in the National Constitution, a member may be suspended or expelled for due cause by the chapter of his affiliation or by the Commission on Standards. Collegiate members become eligible for alumni membership according to the guidelines in Article II, Section Six of the National Constitution.

## ARTICLE VII

### Honorary Membership

#### SECTION ONE. Eligibility.

Honorary membership may be conferred upon any distinguished musician or patron of music. He may be a Sinfonian the chapter wishes to honor for outstanding contributions or continuing support, or he may be a non-Sinfonian of national or regional renown with a connection of some sort to the initiating chapter. No chapter may initiate more than two honorary members in any school year without written permission from the national president. A Sinfonian may be an honorary member of more than one chapter with permission from the national president.

For most non-Sinfonian faculty members the appropriate method of induction is regular initiation as collegiate members. They may then be transferred to alumni status on the next chapter report.

#### SECTION TWO. Procedure.

A candidate shall be approved for honorary membership by the affirmative vote of three-fourths of the members in good standing who are present and voting. The province governor's written endorsement of the initiation must be received by the national headquarters at least two weeks prior to the date of initiation. Candidates shall not be required to participate in probationary membership activities or take the national examination. They should, however, receive a *Themes for Brotherhood* and be encouraged to read it prior to being initiated.

#### SECTION THREE. Fee.

For each honorary membership candidate the initiating chapter shall remit to the national headquarters the same initiation fee as required of collegiate member initiations. Honorary members shall not be required to pay any initiation fees, dues, assessments, or money of any kind to the fraternity or to the initiating chapter.

#### SECTION FOUR. Initiation.

A candidate must personally attend an initiation ceremony which uses an official national initiation ritual in order to become an honorary member.

#### SECTION FIVE. Benefits.

An honorary member shall be entitled to such benefits as determined by the National Executive Committee and listed in the fraternity's Guide for Ceremonies and Awards.

## **ARTICLE VIII**

### **Financial Obligations**

#### **SECTION ONE. Per Capita Tax.**

Each collegiate member shall pay national per capita tax, payable in two installments due November 1 and March 1 of each year. National per capita tax shall consist of a membership fee of \$120.00 annually (\$60.00 per installment) plus a pro rata corporate liability protection fee. The amount of the corporate liability protection fee shall be determined by the National Executive Committee and shall not exceed the total premium of the national fraternity's general liability insurance policy during any given renewal period plus a percentage equal to that of suspended members as of the end of the previous academic term, rounded up to the next whole dollar. If a man is initiated prior to February 1, he shall pay per capita tax effective March 1 of that year. If he is initiated on or after February 1, per capita tax shall first be assessed on November 1 of that year. Balances in arrears will be assessed a late fee of \$15.00 on December 31 and May 31 of each year.

#### **SECTION TWO. Convocations Tax.**

Each chapter shall pay national convocations tax of \$120.00 annually, payable in two installments of \$60.00 each, due November 1 and March 1 of each year.

#### **SECTION THREE. Chapter Dues.**

Each chapter may collect regular dues from its collegiate members over and above those required to meet the chapter's national financial obligation. Special assessments may be levied upon each member by the affirmative vote of three fourths of the members present and voting at any meeting.

## **ARTICLE IX**

### **Management**

#### **SECTION ONE. Meetings.**

Chapters should hold regular meetings at least twice each month, the date and hour to be set at the first meeting of the year. Weekly meetings are recommended. Special meetings may be called by the chapter president on his own initiative or at the special request of one third of the membership, provided due notice has been given to each member.

#### **SECTION TWO. Quorum.**

A majority of chapter members in good standing shall constitute a quorum. No business other than adjournment shall be transacted without the presence of a quorum.

#### **SECTION THREE. Voting.**

Voting shall be by show of hands, by voice vote, or by secret ballot, as deemed desirable, unless otherwise specified. No absentee or proxy votes shall be accepted.

#### **SECTION FOUR. Conduct of Affairs.**

Chapters shall conduct their affairs subject to the provisions of Article XI and Article XII of the National Constitution, and all chapter officers shall be responsible for acquainting themselves thoroughly with the provisions of these articles immediately upon assuming chapter office.

#### **SECTION FIVE. Keeping Records.**

All chapters shall be required to maintain current and orderly records of chapter finances and operations.

#### **SECTION SIX. Chapter Reports.**

Each chapter shall submit to the national headquarters two reports annually covering the chapter's condition, postmarked no later than November 1 and March 1. Chapter report forms will be provided by the national headquarters at least one month prior to the filing deadline.

Along with the chapter report, each chapter shall send a check in the amount of the total per capita tax and convocations tax owed for that report period.

#### **SECTION SEVEN. Financial Policy.**

No officer, committee, or member of a chapter shall obligate the chapter financially without the consent of the chapter other than for current operating expenses.

A complete audit of chapter books shall be made by an accountant or by an auditing committee approved by the chapter president and the faculty advisor at least once during each school year and a full report thereof shall be given to the chapter.

### **ARTICLE X**

#### **Officers**

##### **SECTION ONE. Qualifications.**

All chapter officers must be members in good standing and must remain in good standing in order to retain their office. The chapter President, Vice President, and Fraternity Education Officer shall have been collegiate members for at least one year preceding their date of election. All other officers shall have been collegiate members for at least one semester before their election. The office of alumni secretary may be held by either a collegiate or alumni member.

By affirmative vote of two-thirds of those members present and in good standing, the chapter may suspend the above provisions regarding eligibility based on length of membership for any one or combination of officers in cases where necessary and/or desirable.

##### **SECTION TWO. Nomination.**

At least 15 days prior to the scheduled chapter election, and no later than March 15, the chapter president shall appoint a nominating committee which should include at least the president, one other officer, one graduating senior, and one member of junior standing. On or before election day and no later than April 1, the nominating committee shall report its choice of one man for each office to be filled. Additional nominations may be made from the floor by members in good standing.

##### **SECTION THREE. Slate.**

Each chapter shall annually elect a president, a vice president, a secretary, a treasurer, a historian, a warden, an alumni secretary, a fraternity education officer, a faculty advisor, and such other officers as it may deem necessary, according to the procedure prescribed in Article XII, Section Four, of the National Constitution.

##### **SECTION FOUR. Election.**

Election shall be determined by a majority vote of the members in good standing who are present and voting when a quorum is present.

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

Officers must be installed no later than April 1 of each year, using the official installation ceremony. Each elected officer shall serve for a term of one year.

##### **SECTION SIX. Vacancies.**

Vacant chapter offices must be filled either by election or, with the approval of the national president, by province governor appointment. Qualified candidates for election must be nominated at a regularly scheduled meeting. Said vacancy will then be filled by a majority vote of the members in good standing who are present and voting at a subsequent regularly scheduled meeting when a quorum is present.

##### **SECTION SEVEN. Removal.**

For due cause and in the best interest of the chapter, an elected officer may be considered for removal from office. At any regularly scheduled meeting, a chapter member in good standing must give previous notice that he will make a motion to remove an officer at the next meeting. Said officer must immediately be informed of the chapter action and be given the opportunity to respond. A majority vote of the members in good standing who are present and voting is required to remove an officer, provided a quorum is present.



## **ARTICLE XI**

### **Officer Duties**

#### **SECTION ONE. President.**

The president shall preside at chapter meetings, shall guide the conduct of the affairs of the chapter, and shall perform such other duties as the chapter may specify. He shall act for the chapter in all matters affecting the national organization; he shall have exclusive charge of and authorize all correspondence between the chapter and the national officers. Together with the chapter secretary, he shall prepare the chapter report twice each year. He shall see that each chapter report, together with the required per capita tax and convocations tax payments, is forwarded to the national headquarters at the proper time.

#### **SECTION TWO. Vice President.**

The vice president shall, in the absence or incapacity of the president, perform the duties of the president, and shall perform such other duties as the chapter may specify. The offices of vice president and fraternity education officer may be held by the same person.

#### **SECTION THREE. Secretary.**

The secretary shall, through the chapter president, keep the national staff accurately informed of the status of all chapter members, and of the chapter elections, programs, and all other official functions. He shall keep the minutes of chapter meetings and an accurate list of members of the chapter, and perform such other duties as the chapter may specify. The offices of chapter secretary and chapter treasurer may be held by the same person.

#### **SECTION FOUR. Treasurer.**

The treasurer shall receive and disburse all chapter funds and personally shall be responsible for all fraternity funds in his possession; he shall, twice in each school year, submit to the chapter president a complete statement of the chapter finances, and shall at all times render such information about chapter finances as shall be requested by the chapter president or the national staff. He shall submit complete financial statements to the faculty advisor. He shall collect and, through the chapter president, remit to the national treasurer all such taxes and dues as the national treasurer may lawfully demand. He shall deposit, in an approved bank or with the appropriate school officer, the funds of the chapter, and he shall pay, or cause to be paid, by check all claims against the chapter upon the approval of the chapter executive committee. He shall perform such other duties as the chapter may specify.

#### **SECTION FIVE. Historian.**

Through the chapter president, the historian of the chapter shall assist the national staff in preparing all national publications by making prompt and full reports of all local news and other facts which the fraternity may request, and perform such other duties as the chapter may specify.

#### **SECTION SIX. Warden.**

The warden of the chapter shall guard the door at all chapter meetings, shall be the official custodian of the ballot box and of the chapter ritual equipment, for which he personally shall be responsible, and perform such other duties as the chapter may specify.

#### **SECTION SEVEN. Alumni Secretary.**

The alumni secretary shall compile and maintain an accurate list of names and addresses of all former members of the chapter and of other alumni Sinfonians in the vicinity. He shall notify the National Headquarters of any changes in the addresses, as well as any chapters or associations in other localities of his own chapter's alumni moving into their geographic areas. He shall be responsible for the creation and distribution of an alumni newsletter annually. He shall assist in the coordination of the chapter's alumni functions, and shall regularly inform and invite local and chapter alumni to chapter events. He shall act as a liaison between the chapter and any associations in his locality. He shall perform such other local duties as his collegiate chapter may designate but shall hold no other chapter office.

#### **SECTION EIGHT. Fraternity Education Officer.**

The fraternity education officer shall have primary responsibility for the development of fraternity education programs. These are to 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 constructive and cooperative activities.

#### **SECTION NINE. Faculty Advisor.**

The faculty advisor shall act in an advisory capacity, and shall be liaison officer between the chapter and the local college authorities. He may hold active membership in the chapter pursuant to Article II, Section Six, of the National Constitution, in which case he shall enjoy all privileges and assume all obligations, including financial obligations, of active membership. Should he retain or elect alumni status, he shall have no ex officio vote, nor shall he be responsible for per capita tax or local dues. Chapters may elect more than one advisor.

### **ARTICLE XII**

#### **Committees**

#### **SECTION ONE. Executive.**

The primary standing committee of the chapter shall be the chapter executive committee. The chapter executive committee shall include the president as its chairman, the vice president, the secretary, the treasurer, and such other elected officers as the chapter may deem appropriate. The faculty advisor shall be considered an ex officio member without vote.

The chapter executive committee shall act in an advisory capacity to the chapter president. It shall, at the opening of the year, arrange for regular meeting days which shall precede each regular chapter business meeting by no more than two days. It shall approve all expenditures, may recommend additions thereto, and shall perform such other duties as the president may direct. A quorum of the chapter executive committee, defined as half the number of committee members plus one, shall be required for transaction of business.

#### **SECTION TWO. Standing.**

There may be additional standing committees appointed by the president, e.g. a membership committee, program committee, initiation committee, social committee, etc.

#### **SECTION THREE. Special.**

Special committees may also be appointed. The primary special committee of the chapter is the nominating committee, appointed according to the provisions of Article X, Section Two. Additional special committees may also be appointed by the president, e.g. a publicity committee, a scholarship committee, a music committee, etc.

### **ARTICLE XIII**

#### **Province Governor Contact**

#### **SECTION ONE. Informal Visit.**

With appropriate notice, the province governor may visit a chapter at his discretion or at the request of the chapter to attend special events, observe rituals, etc.

#### **SECTION TWO. Formal Visit.**

If a chapter is not represented at the province workshop or regional convention, the governor shall visit that chapter as soon as possible within that academic year.

#### **SECTION THREE. Official Visit.**

The province governor shall make an official visit for the purpose of constructive evaluation to each chapter in his province at least once in each triennium. Well in advance of that visit, the governor will arrange for a mutually acceptable date and make other suitable arrangements with the chapter, including establishing the agenda for the visit and what the chapter should expect from the visit, pursuant to the provisions of Article IX, Section Four, of the National Constitution.

## ARTICLE XIV

### Discipline

#### **SECTION ONE. Constitutional Authority.**

The chapter and all members thereof shall be subject to disciplinary action for just cause pursuant to the provisions of Articles XIV and XV of the National Constitution.

#### **SECTION TWO. Province Governor Authority.**

In accordance with Articles IX, XIV and XV of the National Constitution, the province governor may impose certain disciplines for just cause. In consultation with the faculty advisor, the principle administrative officer of the music school, and with the approval of the national president, the governor may remove from office any officer who, in his judgment, is not contributing to the welfare of the chapter, either through lack of ability or willingness to discharge his official responsibilities satisfactorily.

## ARTICLE XV

### Amendments

#### **SECTION ONE. Constitutional Authority.**

Changes to the General Regulations for Collegiate Chapters may be made by the appropriate authority as provided in the National Constitution.

#### **SECTION TWO. National Convention.**

Amendments to the General Regulations for Collegiate Chapters may be adopted by the affirmative vote of two thirds of those qualified delegates present and voting at the National Convention. Anticipated amendments shall be published to the chapters and delegates at least two months prior to the National Convention.

#### **SECTION THREE. National Council.**

Upon recommendation of the National Executive Committee, amendments to the General Regulations for Collegiate Chapters may be adopted by a two-thirds affirmative vote of a valid National Council ballot. Proposed amendments shall be published to all members of the National Council at least two months prior to the dissemination of ballots. A valid National Council ballot shall be defined as a majority return of all disseminated ballots.