

PHI MU ALPHA  AMONG MEN
SINFONIA HARMONY

Guide to the Colony Program

Getting Acquainted with the Fraternity
Colony Program Procedures and Policies
Application for Colony Status

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“Harmony is ever to be the noble aim of our beloved society – harmony not only in music, but in the life within the fraternity, and in the broader and fuller life beyond its portals: it is the harmony whose music is felt in the hearty handclasp, heard in the cheerful greeting, seen in living notes in the generous act.”

-Ossian Everett Mills; founder and first Supreme President.

“What is music without harmony? Verily it is not music. Life without good-will and fraternity – what is it? Indeed it is not life. He has not truly lived who has not lived for others, in sympathy and in harmony with his fellows.”

-Percy Jewett Burrell; Supreme President, 1907-1914.

REVISION HISTORY

8/4/2009	Evans: effects of 2009 National Convention legislation incorporated.
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GETTING ACQUAINTED WITH PHI MU ALPHA SINFONIA FRATERNITY

GENERAL FRATERNITY INFORMATION

Sinfonia was born on October 6, 1898 at the New England Conservatory in Boston, when a group of thirteen young men under the guidance of Ossian Everett Mills met “to consider the social life of the young men students of that institution” and “to devise ways and means by which it might be improved.” Mills, bursar of the Conservatory, sought to create an Order in which men with a shared love of music could develop the virtues of manhood in themselves and in their fellows.

Sinfonia became a national fraternity on October 6, 1900, with the admission of a group of men at the Broad Street Conservatory in Philadelphia. Since that time Sinfonia has grown into the largest music fraternity in the world, with more than 140,000 initiates, and chapters on over 200 college and university campuses across the nation.

For over a century, Sinfonians in nearly every field of study and professional endeavor have transformed the face of music in America. Today, the Brotherhood represents a diverse group of individuals spanning the nation, who continue the proud tradition of advancing the Fraternity’s 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.”

Sinfonia is a Brotherhood of men bound together for mutual helpfulness. Its purpose is not only to bring men together as friends, but also to provide a network of *brothers* with whom men can commune and renew their zeal — a support network that helps the individual to meet the challenges that face him in his daily life. By teaching men who are united as brothers to live their lives according to the noble virtues set forth in the Fraternity’s Initiation Ritual, Sinfonia builds better, stronger, broader individuals who are able to live in sympathy and in harmony with their Fraternity brothers and their fellow man. The Initiation Ritual of Phi Mu Alpha Sinfonia, which will mark the transition into full membership, is one of the most meaningful and beautiful of the Greek tradition. The dedication to the advancement of universal Truths and brotherly association exemplified in the Ritual are the foundation of individual fraternal friendship, chapter unity, and national solidarity in the promotion of Sinfonia’s dual mission: the making of men and the uplift of mankind.

Sinfonians share a love of music that unites them as brothers with a common interest. The Fraternity teaches men to develop themselves and their art, not for the sake of art itself, but as a means of enriching the lives of others. Through a multitude of chapter, provincial, and national events, Sinfonia offers unlimited opportunities for performance, community music outreach, and other activities designed to develop a true appreciation for the power of music to uplift the soul.

Sinfonia’s collegiate chapters participate in a broad range of activities emphasizing brotherhood, service, and performance in music. Chapters take music into the community by singing at hospitals and homes for the elderly; sponsor concerts of American music, jazz and choral festivals, all-campus sings and Broadway-style reviews; provide a large variety of performing ensembles ranging from big bands to barbershop quartets; commission new works; bring prominent performers and clinicians to their campuses; and take part in a variety of other social and musical activities. The possibilities for participation in musical activities are limited only by the boundaries of imagination, desire, and commitment.

Sinfonia provides many exciting opportunities for the development of social and leadership skills in an atmosphere of brotherhood and mutual support. Leadership roles may be assumed from nearly the first day an individual is pledged to become an active member of the Fraternity. Beyond the chapter, annual province workshops and national events allow members to become more involved and to develop meaningful friendships with other musical students across the nation.

A common phrase heard among brothers in the Fraternity is “Once a Sinfonian, Always a Sinfonian.” The spirit of this phrase has fostered alumni loyalty for more than one hundred years. As an alumni member, the opportunities to remain active with the Fraternity are limitless. Alumni associations, scattered throughout the country,

provide more formalized ways for alumni Sinfonians to gather together and further the ideals and Object of the Fraternity.

FREQUENTLY ASKED QUESTIONS

What type of fraternity is Phi Mu Alpha Sinfonia?

Phi Mu Alpha Sinfonia is a music fraternity for men. Sinfonia is a social fraternity both legally and philosophically. However, sometimes confusion results from an incorrect assumption that Sinfonia is a professional fraternity. Professional fraternities serve to advance a particular profession and its members within that profession, and as dictated by the United States Department of Education (Education Amendment Act of 1972, Title IX), professional fraternities must be co-educational, meaning that both males and females may hold membership. Neither of these aspects is true for Sinfonia. As part of the Phase I activities, the colony will have to obtain official campus recognition as a social fraternity.

Is membership limited to music majors?

No. The opportunity of becoming a Sinfonian should be offered to as many men as possible who, through a love for music, can assist in the fulfillment of the Fraternity's ideals and Object. 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.

What is a colony, and how does it function?

A colony is a developing chapter of Phi Mu Alpha Sinfonia Fraternity that is in either Phase I or Phase II of the process of installing a new chapter or reactivating an inactive chapter. A colony is a recognized entity of the Fraternity and as such receives Fraternity mailings and takes part in Fraternity activities. The colony elects officers, holds regular meetings, and performs local projects which are consistent with the mission and purposes of Phi Mu Alpha Sinfonia as it works toward achieving full chapter status.

Why must we go through the process of colonization?

Rather than placing emphasis on the speed with which full chapter status is achieved, the Colony Program instructs potential chapters on how to operate successfully once they are granted full chapter status. The new chapter will not only have developed written programs for project completion, membership development, fundraising, and organization, but also will have gained first-hand experience in each area of chapter activity. The program provides all the tools necessary to transform the colony into a successful chapter of Phi Mu Alpha Sinfonia.

Also, by giving colony members an opportunity to experience most facets of Sinfonia under no obligation, the members have the advantage of discovering whether Sinfonia is right for them before initiation. The colony is a fully active unit of the Fraternity, and colony members are encouraged to participate in provincial and national activities. This approach benefits both the colony members and the Fraternity by providing ample opportunity for both groups to evaluate one another.

What is the structure of the Colony Program?

The Colony Program is divided into two Phases: *Phase I*, in which the colony organizes all of its operational procedures and begins to establish brotherhood among the colony members, and *Phase II*, in which the colony members are educated in the ideals of the Fraternity as preparation for understanding the concepts presented in the Initiation Ritual.

Who will oversee our progress as a colony?

The Commission on Standards (COS) is a national committee that is responsible for the development and welfare of chapters and colonies. The COS, which consists of six members, establishes and reviews Colony Program requirements, evaluates Petitions for Phase II, and grants the installation or reactivation of new chapters.

The Province Governor, who oversees all of the chapters and colonies in his assigned area of the country, serves as a local supervisor of the colony's progress. He bears primary responsibility for guiding and supporting the colony through the colonization process.

Can Sinfonians who have transferred into our school from other institutions participate in the colony?

Sinfonians who have transferred may prove very beneficial to the colony. Many times their knowledge and experience can be quite helpful in acclimating the colony to the Fraternity. However, it is important for any such Sinfonians to understand that they should not attempt to form the colony into a replica of their home chapter, but instead should support it and allow it to develop its own personality and traditions. Additionally, it is recommended that a majority of the colony officers be non-Sinfonians.

What happens if someone wants to join the colony later in the process?

The colony is encouraged to continue to recruit new members throughout Phase I of the Colony Program. While it is preferable for reasons of building fraternalism and cooperation to have all colony members involved from the start, the benefits of bringing new members into the colony far outweigh any negatives. The colony can bring in new colony members at any time until the beginning of Phase II, so increasing the colony's membership should be a major focus of Phase I.

What happens if a colony member graduates before the chapter is installed/reactivated?

Since the aim of the Colony Program is to establish the foundation for a successful chapter, it is suggested that the colony consist primarily of members who will attend school for at least two years after colony status is granted. Seniors and graduate students are welcome to participate and can provide valuable leadership to the colony, but it is recommended that they make up less than 20% of the total membership of the colony.

Any colony member who fulfills all requirements of the colony period and meets the eligibility requirements for initiation (as defined in item XIII of the following section) but graduates prior to the installation/reactivation of the chapter may be initiated with the other colony members, provided that his membership is approved by vote of the colony and that he attends the Initiation Ritual.

How much does it cost?

A summary of financial obligations is listed in the addendum to this guide. There is a modest application fee due with the Formal Request for Colony Status, and the colony will owe Convocations Tax for each semester it is in the Colony Program. At the end of the Phase II, the Formal Petition for Installation/Reactivation must be accompanied by a chartering fee. Individual members may be assessed colony dues (at the discretion of the colony). The first national financial obligation for individual members of the colony is the Initiation Fee, which is due during Phase II.

How much time is this going to take?

Membership in a colony brings with it scheduling concerns, as does membership in any organization. Specifically, the colony will be expected to meet as a whole once per week, and the average colony meeting runs about 90 minutes. Special projects such as concerts, service projects, and social gatherings usually occur outside of regular meeting times. During Phase II, meetings will most likely extend toward two hours each, and three extra meetings will be added on the weekends between regular business meetings. Being in a colony is certainly time-intensive, but colony members usually feel that what they get out of colony membership is well worth the expenditure of time and effort that they put into it.

Can any higher education institution shelter a colony?

No. Colonies of Phi Mu Alpha Sinfonia Fraternity can exist only at four-year institutions that offer a degree program in music (see item I in the following section for more details).

PHI MU ALPHA SINFONIA FRATERNITY COLONY PROGRAM PROCEDURES AND POLICIES

INTRODUCTION

In 1905, Ossian Everett Mills, Revered Founder and first Supreme President, set forth his vision for the Fraternity's expansion:

“Conservatism is becoming the settled policy of the Fraternity, I believe, both as to the founding of new Chapters and also of the various Chapters as to the reception of new members. We have learned, in our short experience, that it is better to go slowly and carefully, thoroughly investigating all who seek admission into our Fraternity, rather than to make grievous mistakes by undue haste or careless methods.”

This eloquent statement is consistent with the perspective that has shaped today's Colony Program. If the bond between the Fraternity and its chapters is to be strong and long-lasting, then it is of the utmost importance to ensure that Phi Mu Alpha Sinfonia is the right organization for the men who are seeking admission, and that they are well suited for the Fraternity.

Phi Mu Alpha Sinfonia Fraternity is committed to expansion, both in the installation of new chapters and the reactivation of those that have become inactive. Much care has been taken in the development of the programs by which an interested group of men may install/reactivate a chapter of Phi Mu Alpha Sinfonia. Experience has proven that when the Fraternity expends more effort in the training and education of a colony, the return on the investment manifests itself in a more dedicated, positive, and knowledgeable new chapter.

The *Guide to the Colony Program* serves as the documentation of all official procedures and policies of the Colony Program as defined by the Commission on Standards, the national standing committee charged with establishing program requirements and evaluating colony progress. The materials shipped to the colony in Phase I and Phase II will help to facilitate the activities of those phases and may reiterate certain procedures and policies as dictated by this guide, but will not subjugate the authority and importance of this document. This guide functions as a reference throughout the program and not merely as an informational explanation of the program for interest groups.

I. SHELTERING INSTITUTION REQUIREMENTS

The institution sheltering the interest group must offer a bachelor's degree in any field of music; exceptions may be granted by the National Executive Committee. Institutions that offer only two-year degrees are not eligible to shelter a colony.

If a sheltering institution has previously housed a chapter of Phi Mu Alpha Sinfonia that is currently inactive, the chapter can be reactivated through the Colony Program. If the previous chapter was expelled or had its charter revoked for any reason, colonization cannot begin for at least seven years from the date of expulsion or charter revocation.

II. COLONY INTEREST

A colony interest information packet – which will include this guide, copies of the *Risk Management Policies*, *Statement of Position Concerning Probationary Membership and the Ritual*, *National Constitution*, and *General Regulations for Collegiate Chapters*, as well as a selection of Fraternity publications and informational brochures – will be sent to any individual, Sinfonian or non-Sinfonian, who is interested in working to charter a new chapter on his campus or to reactivate an inactive chapter. In most cases, this packet will be sent to the interest group by the National Headquarters, but if it is received from any other source, the interested person(s) should still contact the National Headquarters at (800) 473-2649 to report the interest in the Colony Program and to ask any questions that may arise.

The process by which a chapter is established is identical whether it be for a new charter or the reactivation of an inactive charter. This process, known as the Colony Program, generally lasts 1 to 1½ years, but its exact length will vary based on the characteristics and circumstances of the individual colony.

III. INTEREST MEETINGS

The interested individual(s) should call a meeting for any men interested in becoming a part of the planned colony. At this meeting, the publications included in the colony interest information packet should be circulated. Any Sinfonians at the school – whether faculty, staff, alumni, or collegiate – can be invited to speak about their experiences with the Fraternity. The procedures and policies of the Colony Program should be discussed, including the requirement that only those men who have achieved an academic grade point average greater than or equal to that required for graduation from the college/university are eligible to participate.

It is advised that a second meeting time be established to complete the Application for Colony Status and to draft the Letter of Intent. Scheduling these tasks for a second meeting will give the interested men opportunity to consider their commitment to the cause before having to certify this commitment in writing.

An Advisor must be selected from the male faculty or staff of the institution. It is not required that the man selected be a Sinfonian, but rather that he be a good mentor and that he be willing to dedicate himself to supporting the group throughout the colonization process and into chapter status. If the Advisor is not already a Sinfonian, he must be initiated with the other non-Sinfonian colony members at the conclusion of Phase II.

IV. FORMAL REQUEST FOR COLONY STATUS

The following materials must be included in the Formal Request for Colony Status upon its submission to Phi Mu Alpha Sinfonia Fraternity:

- A. Letter of Intent – This letter must be signed by all men signing the Application for Colony Status and should explain their motivation for seeking colony status.
- B. “Application for Colony Status” – Completed, and containing the signatures of at least fifteen (15) interested men. Faculty members desiring initiation and students previously initiated into the Fraternity may be included in this number, but faculty/staff Sinfonians may not. This Application is provided at the end of this guide.
- C. Application Fee – This fee, payable by check or money order to “Phi Mu Alpha Sinfonia,” covers all materials that will be sent to the colony during Phases I and II of the Colony Program. The current amount of the Application Fee can be located in the addendum to this guide.

If possible, the Province Governor should be invited to attend the interest meeting and approve the Formal Request for Colony Status in person. If this is not possible, the interest group must mail the complete Formal Request for Colony Status to the Province Governor for his approval. His address may be obtained by contacting the National Headquarters.

V. PROVINCE GOVERNOR APPROVAL

Either at the interest meeting or once he receives it in the mail, the Province Governor will review the Formal Request for Colony Status and affix his signature if he believes the interest group to be a viable candidate for colony status. The section of the Application for his approval is the box labeled “For completion by Province Governor.”

Once approved by the Province Governor, the complete Formal Request for Colony Status must be mailed to the National Headquarters.

VI. CHIEF OPERATING OFFICER APPROVAL

Under authority granted by the Commission on Standards, the Chief Operating Officer may approve or deny the Formal Application for Colony Status. The section of the Application for his approval is the box labeled “For completion by Chief Operating Officer.”

VII. PHASE I

The interest group will become a colony of Phi Mu Alpha Sinfonia Fraternity immediately upon approval by the Chief Operating Officer. Materials to assist in the facilitation of the Phase I program will be shipped to the colony as soon as possible after approval by the Chief Operating Officer. This shipment will include the official *Activity Guidelines for Phase I of the Colony Program*.

Phase I of the Colony Program is the time for a colony to organize its operations and to become acquainted with the annual projects and tasks of a successful chapter. The Phase I activities are derived from the Fraternity’s chapter citation program, and thus correspond to the seven areas of successful chapter activity: Operations, Membership Development, Alumni Relations, Province Interaction, Special Projects, Fraternal Tradition, and Musical Achievement. For this reason, the Phase I activities should not be viewed as arbitrary, but rather should serve as guidelines for the annual activities of the future chapter.

The Province Governor bears primary responsibility for colony support and guidance. It is his responsibility to monitor colony progress and to provide supervision in the completion of the Phase I activities. In the event that the colony has questions or concerns that the Province Governor cannot address, the National Headquarters or the Commission on Standards may be consulted for additional guidance.

The National Staff serves a secondary, but important, role in the support of the colony. The main colony contact at the National Headquarters advises the Province Governor on aspects of the Colony Program and provides guidance and support directly to the colony when requested.

During a period not to exceed two years from the date of approval for colony status, the colony will execute each of the Phase I activities at least once. If Phase I is not completed within two years from the date of approval for colony status, the Commission on Standards may dissolve the colony. Documentation of completion of each requirement, such as photographs, programs, thank-you notes, and a written description, should be compiled as the requirements are met.

During Phase I, the colony will be subject to all Fraternity policies as defined by the *National Constitution*, *General Regulations for Collegiate Chapters*, *Risk Management Policies*, and *Guide to the Colony Program*. The Commission on Standards may dissolve the colony at any time during Phase I for just cause. The colony is recognized as an official entity of Phi Mu Alpha Sinfonia Fraternity of America, Inc., and as such may use the name of the Fraternity, along with the assigned colony name, as an accurate description of the name of the organization. However, colony members, other than those previously initiated at other schools, are not yet Sinfonians, and as such may not wear the Greek letters “ΦΜΑ” or the Fraternity’s Coat-of-Arms at any time prior to initiation.

The activities of Phase I are listed below. They are not intended to be completed in any particular chronological order. If an activity is impossible to achieve for any reason, documentation explaining why the activity was not achieved should appear in its place in the Petition for Phase II.

I. COLONY OPERATIONS

Governance and Structure

- A. Elect colony officers.
- B. Obtain official campus registration as a social fraternity or other Title-IX exempt student organization.
- C. Hold weekly colony meetings.
- D. Hold regular meetings between the colony Executive Committee and Faculty Advisor outside of the weekly colony meetings.
- E. Establish a filing system for dated, signed copies of all meeting minutes.
- F. Submit to the National Headquarters one article of colony news for publication.

Financial Management

- G. Establish a colony financial account with a bank or through the sheltering institution that requires two signatures on every check and/or for the withdrawal of funds (combination of President, Treasurer, and Faculty Advisor).
 - H. Implement a formal accounting system of ledgers, individual member account journal sheets, and Treasurer's reports using either the provided Fraternity forms or a computerized software package (such as Quicken or Microsoft Money).
 - I. Devise and execute a fundraising project for the colony.
 - J. Document a bank account balance of at least \$500.
- II. MEMBERSHIP DEVELOPMENT
- A. Devise and implement a plan that employs at least three different strategies to recruit new members.
 - B. Plan and execute an overnight, off-campus brotherhood retreat as described in the *Activity Guidelines for Phase I of the Colony Program*.
 - C. Execute at least one of the brotherhood activities listed in the *Activity Guidelines for Phase I of the Colony Program* during a colony meeting each month.
- III. ALUMNI RELATIONS
- A. Obtain a complete listing from the National Headquarters of all chapter alumni (if a reactivation) and local alumni Sinfonians.
 - B. Contact by letter all mailable chapter alumni (if a reactivation) and local alumni Sinfonians to inform them of the formation of the colony.
 - C. Mail one newsletter to all mailable chapter alumni (if a reactivation) and local alumni Sinfonians during each semester of Phase I.
 - D. Submit a listing of updated contact information of alumni to the National Headquarters.
- IV. MUSICAL ACHIEVEMENT
- A. Perform or sponsor a concert devoted exclusively to the music of American composers.
 - B. Perform a public recital in addition to the concert listed above.
 - C. Engage in musical activity at a majority of colony functions.
- V. PROVINCE INTERACTION
- A. Attend the province workshop (if it occurs during Phase I).
 - B. Execute at least two of the following activities:
 - 1. Participate in an activity involving a majority of members of both the colony and the Mentor Chapter.
 - 2. Participate in an activity involving a majority of members of both the colony and another chapter in the province other than the Mentor Chapter.
 - 3. Send colony representation to a province council meeting (if one occurs separately from the province workshop during Phase I).
- VI. SPECIAL PROJECTS
- A. Participate in the *Ossian Everett Mills Music Mission* as described in the *Activity Guidelines for Phase I of the Colony Program* and submit an article on the experience to the National Headquarters for publication.
 - B. Execute a service project for the sheltering institution music unit.
- VII. FRATERNAL TRADITION
- A. Use the *Opening and Closing Rituals for Colony Meetings* at each meeting of the colony.
 - B. If it occurs during Phase I, observe and celebrate Founder's Day (October 6) with a presentation of the *Founder's Day Ceremony*.

- C. If a reactivation, observe and celebrate Chapter Day (the date of the original installation of the chapter) if it occurs during Phase I.
- D. Develop and implement an annual scrapbook system as a permanent record of colony/chapter history.

VIII. PERSONNEL REPORT(S) DURING PHASE I

During each complete semester that the colony is in Phase I, it must file a Personnel Report with the National Headquarters. This report will consist of the Colony Personnel Report Form, the Colony Operational Report Form, the Colony Update Form, and a check or money order payable to “Phi Mu Alpha Sinfonia” for Convocations Tax. Convocations Tax is a flat tax paid every semester by each chapter and colony of the Fraternity. The current amount of Convocations Tax can be located in the addendum to this guide. Colony members, whether Sinfonians or non-Sinfonians, owe no National Per Capita Tax (dues), although the colony may choose to assess local dues. All required forms will be provided to the colony at the beginning of each semester. The complete Personnel Report must be postmarked by November 1 and March 1 of each semester that the colony is in Phase I. Failure to submit these reports, complete with payment of the required Convocations Taxes, by the specified deadlines may result in the colony being dissolved.

IX. PETITION FOR PHASE II

In order to move to Phase II of the Colony Program, the colony must submit a Petition for Phase II, which thoroughly documents completion of all Phase I activities. More information on the preparation of the Petition for Phase II will be made available in the Phase I materials, and a sample petition will be provided. Completed petitions must be submitted to the Commission on Standards and postmarked by either December 1 or May 1 and must be approved by the province governor prior to submittal.

The colony will first become eligible to submit a Petition for Phase II of the Colony Program on the second petition deadline after its approval for Colony Status (see X. Petition for Phase II for these deadlines).

The Application for Phase II, which is provided as an appendix to the *Activity Guidelines for Phase I of the Colony Program*, must bear the signatures of all colony members, and there must be at least ten (10) colony members at the time of submission of the Petition. This number may consist of any combination of Sinfonians and non-Sinfonians, but can include faculty and staff Sinfonians only in the event that they are planning to be active members of the colony throughout Phase II.

The Application for Phase II must include the finalized date and venue for the colony’s installation/reactivation ceremony. The Province Governor should decide on this date in consultation with the colony and/or mentor chapter.

One original Petition and six photocopies of the Petition must be submitted by the deadline. The pages of the original Petition will be inserted into plastic sheet protectors and bound in an album. The pages of the six photocopies of the Petition do not need to be inserted into plastic sheet protectors, but must be bound in some way (spiral, three-ring, etc.). All seven copies of the Petition (original plus six photocopies) submitted will become the property of the Fraternity and will not be returned to the colony.

X. CONSIDERATION OF THE PETITION FOR PHASE II

As soon as possible after receiving the Petition, the National Staff will distribute the six photocopies of the petition to the six members of the Commission on Standards for review before their next meeting.

At the next regular meeting of the Commission on Standards (usually scheduled for January and June) or at a specially called meeting, the Petition for Phase II will be formally considered. If the Petition is accepted, the colony will be approved to begin Phase II immediately. If the Petition is denied, the original Petition for Phase II will be returned and the colony will be asked to improve and resubmit it.

XI. PHASE II

Upon acceptance of the Petition for Phase II by the Commission on Standards, the colony will be approved to move immediately into Phase II. Materials to assist in the facilitation of the Phase II activities will be shipped to the colony after approval for Phase II. This shipment will include the official *Activity Guidelines for Phase II of the Colony Program*, as well as individually bound handbooks for the Phase II program for each colony member.

Phase II of the Colony Program is the fraternity education period for the colony members. The Phase II activities will include lessons in preparation for the National Examination and education regarding the ideals of Phi Mu Alpha Sinfonia. Concurrently with this educational process, preparations will be made by the colony for its installation/reactivation at the end of Phase II. Phase II is a nine-week program, with the installation/reactivation occurring at the end of the eighth week. Therefore, the first task of the Phase II period is to schedule the installation/reactivation in consultation with the Province Governor and Mentor Chapter, and then to determine the schedule of the Phase II program accordingly. In cases where the sheltering institution mandates that the educational period last less than eight weeks, an alternate program will be provided upon the request of the colony.

After the *Ceremony for Pledging for Colonies* is presented, no new members may join the colony until after the installation/reactivation of the chapter.

As in Phase I, the Province Governor bears primary responsibility for colony support and guidance. It is his responsibility to monitor colony progress and to provide supervision in the completion of the Phase II activities. In the event that the colony has questions or concerns that the Province Governor cannot address, the National Headquarters or the Commission on Standards may be consulted for additional guidance.

The National Staff continues to serve a secondary, but important, role in the support of the colony. The main colony contact at the National Headquarters advises the Province Governor on aspects of the Colony Program, and provides guidance and support directly to the colony when requested.

During Phase II, the colony will be subject to all Fraternity policies as defined in the *National Constitution*, *General Regulations for Collegiate Chapters*, *Risk Management Policies*, and *Guide to the Colony Program*. The Commission on Standards may dissolve the colony at any time during Phase II for just cause. The colony is recognized as an official entity of Phi Mu Alpha Sinfonia Fraternity of America, Inc., and as such may use the name of the Fraternity, along with the assigned colony name, as an accurate description of the name of the organization. However, as in Phase I, colony members, other than those previously initiated at other schools, may not wear the Greek letters “ΦΜΑ” or the Fraternity’s Coat-of-Arms at any time prior to initiation.

XII. PERSONNEL REPORT DURING PHASE II

During the semester in which the colony is in Phase II, it must file a Personnel Report with the National Headquarters. This report will consist of the Colony Personnel Report Form, the Colony Operational Report Form, the Colony Update Form, and a check or money order payable to “Phi Mu Alpha Sinfonia” for Convocations Tax. Convocations Tax is a flat tax paid every semester by each chapter and colony of the Fraternity. The current amount of Convocations Tax can be located in the addendum to this guide. Colony members, whether Sinfonians or non-Sinfonians, owe no National Per Capita Tax (dues), although the colony may choose to assess local dues. All required forms will be provided to the colony at the beginning of the semester. The complete Personnel Report must be postmarked by October 15 or March 15, whichever is applicable to the period of Phase II. Failure to submit this report, complete with payment of the required Convocations Tax, by the specified deadline may result in the colony being dissolved. In the event that the deadline for filing the Personnel Report during Phase II falls on or after the deadline for filing the Formal Petition for Installation/Reactivation (see section XV), then the Personnel Report and accompanying Convocations Tax should be filed along with the Formal Petition for Installation/Reactivation.

XIII. INDIVIDUAL ELIGIBILITY FOR INITIATION

There are four eligibility requirements for a colony member to be initiated at the installation/reactivation of the chapter at the end of Phase II:

- A. Minimum Grade Point Average – Each candidate for initiation must have a grade point average (GPA) greater than or equal to that which is required for graduation from the sheltering institution. The Advisor will verify each colony member's GPA with the institution's registrar. By affixing his signature to each colony member's initiation card, he certifies that he has done so.
- B. 100% accuracy on the National Examination.
- C. Attendance at all colony meetings during Phase II – Each colony member must be present at all official colony meetings and functions during Phase II. In the event that a colony member has what is considered by the colony to be a valid excuse for his absence, the Fraternity Education Officer will arrange for a make-up session as soon as possible. Not until such make-up has been completed will the colony member regain his eligibility for initiation.
- D. Payment of initiation fee – Before a colony member may be reported as a candidate for initiation in the Formal Petition for Installation/Reactivation, he must pay his initiation fee to the colony. The amount of this fee can be found in the addendum to this guide.

XIV. COLONY ELIGIBILITY FOR INSTALLATION/REACTIVATION

The colony must consist of at least ten (10) active members in order to be eligible for installation/ reactivation. This number may consist of any combination of Sinfonians and non-Sinfonians, and can include faculty or staff only in the event that they are planning to elect collegiate, rather than alumni, membership after the installation/reactivation of the chapter.

In the event that a colony's membership has dropped below ten members, it may request a one-semester extension of Phase II from the Commission on Standards. If such extension is granted, the colony may recruit new members to meet or exceed the ten member requirement and then begin the Phase II activities again.

XV. FORMAL PETITION FOR INSTALLATION/REACTIVATION

At least three weeks prior to the scheduled installation/reactivation date, the colony will submit a Formal Petition for Installation/Reactivation. Copies of the required forms will be provided to the colony at the beginning of Phase II. The following materials must be included in the Formal Petition for Installation/Reactivation upon its submission to Phi Mu Alpha Sinfonia Fraternity:

- A. "Petition for Installation of a Collegiate Chapter" or "Petition for Reactivation of a Collegiate Chapter" – Typed or neatly printed. This document serves as the official request for chapter status.
- B. Colony Initiation Report – Typed or neatly printed.
- C. Initiation Cards – One per colony member, typed or neatly printed.
- D. Payment of Individual Initiation Fees and Chartering Fee – Payable by one colony check or money order to "Phi Mu Alpha Sinfonia." This payment is the total amount owed from the bottom of the Colony Initiation Report.
- E. Personnel Report for Phase II, along with payment of Convocations Tax, if these have not already been submitted.

The Commission on Standards will have the authority to take any of the following actions in response to the Petition for Installation/Reactivation:

- A. Accept the petition – The colony will be approved for installation/reactivation, and the National Staff will process all initiation paperwork.
- B. Deny the petition – The Formal Petition for Installation/Reactivation will be returned to the colony, and the colony will be asked to improve and resubmit it as soon as possible. In such cases, the installation/reactivation date must be rescheduled to occur a minimum of three weeks after the date of resubmission of the Formal Petition for Installation/Reactivation.

XVI. INSTALLATION/REACTIVATION

All colony members must be present at the Initiation Ritual at which the chapter is installed/ reactivated. While a banquet following the Initiation Ritual is not required, it is encouraged as a celebration for the new chapter. The National President or his designate will attend the installation/reactivation to present the Charter or Certificate of Reactivation.

In most cases, the Initiation Ritual will be presented by the Mentor Chapter. However, the Province Governor may choose instead to have the Initiation Ritual presented by a composite cast of his selection. No probationary members other than those from the colony shall be initiated in this Ritual. The Initiation Ritual will be conducted in compliance with the *Initiation Ritual of Phi Mu Alpha Sinfonia*, the *National Constitution*, and the *General Regulations for Collegiate Chapters*.

ADDENDUM

Chronological Summary of Financial Obligations

Fees and costs

Colony Application Fee (see IV)	\$250
Convocations Tax (see VIII and XII)	\$80/semester
Initiation Fee (see XIII)	\$100/candidate plus a materials fee (official membership pin) or upgrade options at an additional cost
Chartering Fee	\$250 one-time fee
Semesters following installation	\$70 + insurance fee/member/semester

COLONY ADVISOR (FACULTY/STAFF)

Full name	Office telephone
Preferred name	Home telephone
Email address	Are you a member of Phi Mu Alpha Sinfonia Fraternity?
	If so, where and when initiated?

SHELTERING INSTITUTION INFORMATION

Total enrollment of college/university	Resident or commuter campus
--	-----------------------------

MUSIC UNIT INFORMATION

Total number of students participating in music ensembles/activities	Total number of students pursuing degree in music
Are music degrees offered? Bachelor's: <input type="checkbox"/> Y <input type="checkbox"/> N Graduate: <input type="checkbox"/> Y <input type="checkbox"/> N Doct.: <input type="checkbox"/> Y <input type="checkbox"/> N	Is School/Department accredited by Natl. Assoc. of Schools of Music or other accrediting agency? <input type="checkbox"/> Y <input type="checkbox"/> N

GREEK ORGANIZATION INFORMATION

% of student body involved in Greek organizations	# of all-male fraternities
Does the institution have IFC/Pan-Hellenic/Greek Council?	If yes, attach governing document(s) of these organizations
Greek Affairs Office telephone	Greek Affairs Office fax

For completion by Chief Administrator of Music Unit	
On behalf of (name of Music Unit) _____, I hereby express my support for the formation of a colony of Phi Mu Alpha Sinfonia Fraternity on our campus. I furthermore state that I, or my designate, has verified that each of the men signing this Application for Colony Status has a grade point average greater than or equal to that which is required for graduation from this institution.	
_____ Signature	_____ Date
_____ Full name	_____ Office telephone
_____ Title	_____ Email address

For completion by Chief Administrator of Greek Affairs

On behalf of (name of Greek Affairs office) _____, I hereby express my support for the formation of a colony of Phi Mu Alpha Sinfonia Fraternity on our campus. I furthermore state that, upon their successful completion of any and all local requirements, the institution will be willing to grant the colony status as a social fraternity or other Title-IX exempt student organization.

Signature

Date

Full name

Office telephone

Title

Email address

We, the undersigned, do hereby assert our official intent to form a colony of Phi Mu Alpha Sinfonia Fraternity and are willing to make the necessary commitment of time, effort, and finances to fulfill the requirements of the Colony Program with the intent of becoming an active chapter of the Fraternity. Each of us intends to be an active member of the colony and to participate in meetings and functions regularly. Furthermore, we do hereby certify that each of us has read, understood, and will abide by and support the Fraternity's *Guide to the Colony Program, Risk Management Policies,* and the *Statement of Position Concerning Probationary Membership and the Ritual.*

Signature	Full name (please print)
Address while attending school	City State Zip
Telephone while attending school	Email address
Year in school (Freshman, Sophomore, etc.)	Anticipated graduation date
Major	Instrument/Voice Part
Signature	Full name (please print)
Address while attending school	City State Zip
Telephone while attending school	Email address
Year in school (Freshman, Sophomore, etc.)	Anticipated graduation date
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make additional photocopies of this form as needed for additional signatures

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Major	Instrument/Voice Part

make additional photocopies of this form as needed for additional signatures

APPROVALS

For completion by Province Governor

I hereby express my approval for the formation of a colony of Phi Mu Alpha Sinfonia Fraternity at (name of college/university)_____ and vow to support them in their work in the Colony Program. I recognize that I will serve as the primary responsible party for their development and progress through the Colony Program, and will provide guidance and instruction throughout their colonization.

Signature

Date

Full name

Office telephone

Title

Email address

My selection for the colony's Mentor Chapter is _____ Chapter at (name of college/university)_____.

Additional notes:

For completion by Chief Operating Officer

Under the authority granted by the Commission on Standards and based upon the interest group's Letter of Intent and this Application for Colony Status, I hereby express my approval for the formation of a colony at (name of college/university)_____.

Signature

Date

Full name

Additional notes:

PHI MU ALPHA  AMONG MEN
SINFONIA HARMONY

PHI MU ALPHA SINFONIA
FRATERNITY OF AMERICA
NATIONAL HEADQUARTERS

10600 Old State Road
Evansville IN 47711-1399

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812.867.2433
F: 812.867.0633

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lyrecrest@sinfonia.org