



# National Constitution and Bylaws

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2025 National Assembly Revision

Revised July 23-25, 2025

# TABLE OF CONTENTS

|                                                                                                            |           |
|------------------------------------------------------------------------------------------------------------|-----------|
| <b>TABLE OF CONTENTS .....</b>                                                                             | <b>2</b>  |
| <b>INTRODUCTION .....</b>                                                                                  | <b>7</b>  |
| <b>INTERPRETATIONS, DEFINITIONS, AND ABBREVIATIONS.....</b>                                                | <b>8</b>  |
| <b>INTERPRETATIONS .....</b>                                                                               | <b>8</b>  |
| <b>DEFINITIONS.....</b>                                                                                    | <b>8</b>  |
| <b>ABBREVIATIONS.....</b>                                                                                  | <b>8</b>  |
| <b>CONSTITUTION .....</b>                                                                                  | <b>9</b>  |
| <b>ARTICLE I. DESCRIPTION.....</b>                                                                         | <b>9</b>  |
| Section 1. Name. ....                                                                                      | 9         |
| Section 2. Use of name.....                                                                                | 9         |
| <b>ARTICLE II. OBJECT.....</b>                                                                             | <b>9</b>  |
| <b>ARTICLE III. MEMBERSHIP .....</b>                                                                       | <b>9</b>  |
| Section 1. Classes of membership. ....                                                                     | 9         |
| Section 2. Authority to confer membership. ....                                                            | 9         |
| Section 3. Initiation Ritual requirement. ....                                                             | 9         |
| <b>ARTICLE IV. AFFILIATES.....</b>                                                                         | <b>9</b>  |
| Section 1. Chapter formation. ....                                                                         | 9         |
| Section 2. Alumni association formation.....                                                               | 9         |
| Section 3. Transfer of charter.....                                                                        | 10        |
| <b>ARTICLE V. OFFICERS AND NATIONAL EXECUTIVE COMMITTEE .....</b>                                          | <b>10</b> |
| Section 1. Names of Officers and NEC members. ....                                                         | 10        |
| Section 2. Indemnification. ....                                                                           | 10        |
| <b>ARTICLE VI. PARLIAMENTARY AUTHORITY.....</b>                                                            | <b>10</b> |
| <b>ARTICLE VII. DISSOLUTION.....</b>                                                                       | <b>10</b> |
| <b>ARTICLE VIII. AMENDMENTS .....</b>                                                                      | <b>11</b> |
| Section 1. Process for amending the Constitution. ....                                                     | 11        |
| Section 2. Process for making technical, editorial, and conforming changes. ....                           | 11        |
| <b>BYLAWS, TITLE I. NATIONAL .....</b>                                                                     | <b>12</b> |
| <b>ARTICLE I. MEMBERSHIP .....</b>                                                                         | <b>12</b> |
| Section 1. Non-discrimination policy. ....                                                                 | 12        |
| Section 2. Membership eligibility.....                                                                     | 12        |
| Section 3. Process for initiating men who are not affiliated with a chapter's sheltering institution. .... | 12        |
| Section 4. Membership exclusivity. ....                                                                    | 12        |
| Section 5. Duties of membership. ....                                                                      | 12        |
| Section 6. Membership standings.....                                                                       | 13        |
| Section 7. Term of membership. ....                                                                        | 13        |
| Section 8. Arbitration.....                                                                                | 13        |
| Section 9. National examination requirement.....                                                           | 13        |
| Section 10. Initiation fee.....                                                                            | 13        |
| Section 11. Status of a PM who does not complete a PM program. ....                                        | 13        |
| Section 12. Reimbursement for late withdrawal of a PM. ....                                                | 13        |
| Section 13. Honorary membership eligibility. ....                                                          | 13        |
| Section 14. National honorary membership.....                                                              | 14        |
| Section 15. Transferring from collegiate to alumni membership. ....                                        | 14        |
| Section 16. Transferring from alumni to collegiate membership. ....                                        | 14        |
| <b>ARTICLE II. STATUS OF AFFILIATES .....</b>                                                              | <b>14</b> |
| Section 1. Active status. ....                                                                             | 14        |
| Section 2. Reorganizational status.....                                                                    | 14        |
| Section 3. Reasons for reorganizational status.....                                                        | 15        |
| Section 4. Consequences of a failure to respond to reorganizational status.....                            | 15        |

|                                                                                                                  |           |
|------------------------------------------------------------------------------------------------------------------|-----------|
| Section 5. Inactive status.....                                                                                  | 15        |
| Section 6. Reasons for inactive status. ....                                                                     | 15        |
| <b>ARTICLE III. NATIONAL OFFICERS AND NATIONAL EXECUTIVE COMMITTEE MEMBERS.....</b>                              | <b>15</b> |
| Section 1. Eligibility for National President. ....                                                              | 15        |
| Section 2. Term of National President. ....                                                                      | 16        |
| Section 3. Powers and duties of National President. ....                                                         | 16        |
| Section 4. Eligibility for National Vice President. ....                                                         | 16        |
| Section 5. Term of National Vice President. ....                                                                 | 16        |
| Section 6. Powers and duties of National Vice President. ....                                                    | 17        |
| Section 7. Eligibility for Committeeman-at-Large.....                                                            | 17        |
| Section 8. Term of Committeeman-at-Large.....                                                                    | 17        |
| Section 9. Powers and duties of Committeeman-at-Large. ....                                                      | 17        |
| Section 10. Eligibility for NCR.....                                                                             | 17        |
| Section 11. Term of NCR.....                                                                                     | 17        |
| Section 12. Powers and duties of NCR.....                                                                        | 17        |
| Section 13. Procedure for appointing National Secretary-Treasurer and Assistant National Secretary-Treasurer. .. | 17        |
| Section 14. Term of National Secretary-Treasurer and Assistant National Secretary-Treasurer.....                 | 17        |
| Section 15. Powers and duties of the National Secretary-Treasurer. ....                                          | 18        |
| Section 16. Procedure for appointing National Historian. ....                                                    | 18        |
| Section 17. Term of National Historian.....                                                                      | 18        |
| Section 18. Powers and duties of National Historian.....                                                         | 18        |
| Section 19. Procedure for filling vacancies. ....                                                                | 18        |
| <b>ARTICLE IV. ELECTIONS.....</b>                                                                                | <b>18</b> |
| Section 1. Time and method of nomination.....                                                                    | 18        |
| Section 2. Time and method of election. ....                                                                     | 19        |
| Section 3. Vote necessary to elect. ....                                                                         | 19        |
| <b>ARTICLE V. NATIONAL EXECUTIVE COMMITTEE.....</b>                                                              | <b>19</b> |
| Section 1. Powers and duties of the NEC.....                                                                     | 19        |
| Section 2. Meetings of the NEC.....                                                                              | 19        |
| Section 3. Quorum.....                                                                                           | 20        |
| Section 4. Reports of the NEC.....                                                                               | 20        |
| <b>ARTICLE VI. NATIONAL STAFF.....</b>                                                                           | <b>20</b> |
| Section 1. Makeup of the National Staff. ....                                                                    | 20        |
| Section 2. Duties of the National Staff.....                                                                     | 20        |
| <b>ARTICLE VII. COMMITTEES AND COMMISSIONS.....</b>                                                              | <b>20</b> |
| Section 1. Standing committees.....                                                                              | 20        |
| Section 2. Members of standing committees.....                                                                   | 20        |
| Section 3. Term of a standing committee member.....                                                              | 20        |
| Section 4. Procedure for filling a vacancy on a standing committee. ....                                         | 20        |
| Section 5. The Commission on Standards.....                                                                      | 21        |
| Section 6. Powers and duties of the COS.....                                                                     | 21        |
| Section 7. National Nominating Committee.....                                                                    | 21        |
| Section 8. Special committees.....                                                                               | 21        |
| Section 9. Members of special committees.....                                                                    | 21        |
| Section 10. Remote meeting participation.....                                                                    | 21        |
| <b>ARTICLE VIII. COUNCILS.....</b>                                                                               | <b>21</b> |
| Section 1. PG Council.....                                                                                       | 21        |
| Section 2. Eligibility for PG Council Chairman. ....                                                             | 22        |
| Section 3. Term of PG Council Chairman.....                                                                      | 22        |
| Section 4. Powers and duties of PG Council Chairman. ....                                                        | 22        |
| Section 5. CPR Council. ....                                                                                     | 22        |
| Section 6. Eligibility for CPR Council Chairman. ....                                                            | 22        |
| Section 7. Term of CPR Council Chairman. ....                                                                    | 22        |
| Section 8. Powers and duties of CPR Council Chairman. ....                                                       | 22        |
| Section 9. National Council. ....                                                                                | 22        |
| <b>ARTICLE IX. NATIONAL CONVENTIONS.....</b>                                                                     | <b>23</b> |
| Section 1. Frequency of National Conventions.....                                                                | 23        |
| Section 2. Attendance. ....                                                                                      | 23        |

|                                                                                     |           |
|-------------------------------------------------------------------------------------|-----------|
| Section 3. National Assembly.....                                                   | 23        |
| Section 4. Voting rights of National Assembly members.....                          | 23        |
| Section 5. Powers and duties of the National Assembly.....                          | 23        |
| Section 6. Credentials.....                                                         | 23        |
| Section 7. Quorum.....                                                              | 23        |
| Section 8. Absentee and proxy voting.....                                           | 23        |
| <b>ARTICLE X. FINANCES.....</b>                                                     | <b>23</b> |
| Section 1. National per capita tax.....                                             | 23        |
| Section 2. Insurance fees.....                                                      | 23        |
| Section 3. Late fee.....                                                            | 24        |
| Section 4. Convention tax.....                                                      | 24        |
| Section 5. Alumni association fee.....                                              | 24        |
| Section 6. Reimbursement of officer and NEC member expenses.....                    | 24        |
| Section 7. Reimbursement of PG and DPG expenses.....                                | 24        |
| Section 8. Reimbursement of CPR expenses.....                                       | 25        |
| Section 9. Reimbursement of Province Workshop travel expenses.....                  | 25        |
| Section 10. National Convention delegate expenses.....                              | 25        |
| <b>ARTICLE XI. INDIVIDUAL MEMBER DISCIPLINE.....</b>                                | <b>25</b> |
| Section 1. Reasons for individual member discipline.....                            | 25        |
| Section 2. Process for individual member discipline.....                            | 25        |
| Section 3. Conditions of individual member suspension.....                          | 25        |
| Section 4. Resolution of individual member suspension.....                          | 26        |
| Section 5. Insignia of an expelled member.....                                      | 26        |
| <b>ARTICLE XII. CHAPTER AND ALUMNI ASSOCIATION DISCIPLINE.....</b>                  | <b>26</b> |
| Section 1. Reasons for chapter or alumni association discipline.....                | 26        |
| Section 2. Automatic chapter or alumni association probation and suspension.....    | 26        |
| Section 3. Conditions of chapter or alumni association probation.....               | 27        |
| Section 4. Conditions of chapter or alumni association suspension.....              | 27        |
| Section 5. Resolution of chapter or alumni association probation or suspension..... | 27        |
| Section 6. Chapter or alumni association charter revocation.....                    | 27        |
| <b>ARTICLE XIII. APPEALS.....</b>                                                   | <b>27</b> |
| Section 1. Appeal requirements and process.....                                     | 28        |
| Section 2. Administrative fee for certain appeals.....                              | 28        |
| <b>ARTICLE XIV. PUBLICATIONS.....</b>                                               | <b>28</b> |
| Section 1. The Sinfonian.....                                                       | 28        |
| Section 2. Other publications.....                                                  | 28        |
| <b>ARTICLE XV. PROVINCE GOVERNORS.....</b>                                          | <b>28</b> |
| Section 1. PG eligibility, appointment, and term.....                               | 28        |
| Section 2. PG vacancies.....                                                        | 28        |
| Section 3. Powers and duties of PGs.....                                            | 29        |
| Section 4. Official chapter visits.....                                             | 29        |
| Section 5. Formal chapter visits.....                                               | 30        |
| Section 6. Informal chapter visits.....                                             | 30        |
| Section 7. DPG eligibility and appointment.....                                     | 30        |
| Section 8. Duties of the DPG.....                                                   | 30        |
| <b>ARTICLE XVI. RITUALS AND INSIGNIA.....</b>                                       | <b>30</b> |
| Section 1. Rituals.....                                                             | 30        |
| Section 2. Official Insignia.....                                                   | 30        |
| Section 3. Display of Pin.....                                                      | 30        |
| Section 4. PM Pin.....                                                              | 31        |
| Section 5. Display of Greek letters and Coat-of-Arms.....                           | 31        |
| <b>ARTICLE XVII. AMENDMENTS.....</b>                                                | <b>31</b> |
| Section 1. Process for amending Title I of the Bylaws by National Assembly.....     | 31        |
| Section 2. Process for amending Title I of the Bylaws by National Council.....      | 31        |
| Section 3. Process for making technical, editorial, and conforming changes.....     | 31        |
| <b>BYLAWS, TITLE II. PROVINCE.....</b>                                              | <b>32</b> |
| <b>ARTICLE I. PROVINCE OFFICERS.....</b>                                            | <b>32</b> |
| Section 1. CPR and ACPR eligibility, election, and term.....                        | 32        |

|                                                                                  |           |
|----------------------------------------------------------------------------------|-----------|
| Section 2. CPR duties.....                                                       | 32        |
| Section 3. ACPR duties.....                                                      | 32        |
| Section 4. CPR vacancy.....                                                      | 32        |
| Section 5. PAC eligibility, appointment, and term.....                           | 33        |
| Section 6. Duties of the PAC.....                                                | 33        |
| <b>ARTICLE II. WORKSHOPS.....</b>                                                | <b>33</b> |
| Section 1. Planning and execution.....                                           | 33        |
| Section 2. Topics.....                                                           | 33        |
| Section 3. Notice.....                                                           | 33        |
| Section 4. Voting delegation.....                                                | 34        |
| Section 5. Credentials.....                                                      | 34        |
| Section 6. Quorum.....                                                           | 34        |
| Section 7. Absentee and proxy voting.....                                        | 34        |
| Section 8. Chapter failure to attend a Workshop.....                             | 34        |
| <b>ARTICLE III. PROVINCE COUNCILS.....</b>                                       | <b>34</b> |
| <b>ARTICLE IV. AMENDMENTS.....</b>                                               | <b>34</b> |
| Section 1. Process for amending Title II of the Bylaws by National Assembly..... | 34        |
| Section 2. Process for amending Title II of the Bylaws by National Council.....  | 34        |
| Section 3. Process for making technical, editorial, and conforming changes.....  | 35        |
| <b>BYLAWS, TITLE III. CHAPTER.....</b>                                           | <b>36</b> |
| <b>ARTICLE I. CHAPTER ORGANIZATION AND POLICIES.....</b>                         | <b>36</b> |
| <b>ARTICLE II. CHAPTER DUTIES.....</b>                                           | <b>36</b> |
| Section 1. Registration with the sheltering institution.....                     | 36        |
| Section 2. Filing chapter reports with the Fraternity.....                       | 36        |
| Section 3. Filing initiation reports with the Fraternity.....                    | 36        |
| Section 4. Initiation equipment.....                                             | 36        |
| Section 5. Annual chapter observations.....                                      | 36        |
| Section 6. Annual American Music Program.....                                    | 36        |
| <b>ARTICLE III. MEMBERSHIP.....</b>                                              | <b>36</b> |
| Section 1. Election to probationary membership.....                              | 36        |
| Section 2. Renewal of candidacy.....                                             | 37        |
| Section 3. Formal invitation to probationary membership.....                     | 37        |
| Section 4. Length and content of a chapter's probationary membership period..... | 37        |
| Section 5. Prohibition of hazing.....                                            | 37        |
| Section 6. Fair consideration regardless of disability.....                      | 37        |
| Section 7. Reconsideration of probationary membership.....                       | 37        |
| Section 8. Election to collegiate membership.....                                | 37        |
| Section 9. Chapter honorary membership.....                                      | 38        |
| Section 10. Initiation of faculty members.....                                   | 38        |
| <b>ARTICLE IV. OFFICERS.....</b>                                                 | <b>38</b> |
| Section 1. Election, installation, and term.....                                 | 38        |
| Section 2. Eligibility.....                                                      | 38        |
| Section 3. Nominating committee.....                                             | 39        |
| Section 4. Removal.....                                                          | 39        |
| Section 5. Vacancy.....                                                          | 39        |
| Section 6. President duties.....                                                 | 39        |
| Section 7. Vice President duties.....                                            | 39        |
| Section 8. Secretary duties.....                                                 | 39        |
| Section 9. Treasurer duties.....                                                 | 39        |
| Section 10. Fraternity Education Officer duties.....                             | 40        |
| Section 11. Alumni Relations Officer duties.....                                 | 40        |
| Section 12. Warden duties.....                                                   | 40        |
| Section 13. Historian duties.....                                                | 40        |
| Section 14. Faculty Advisor duties.....                                          | 40        |
| <b>ARTICLE V. MEETINGS.....</b>                                                  | <b>41</b> |
| Section 1. Regular and special meetings.....                                     | 41        |
| Section 2. Quorum.....                                                           | 41        |
| Section 3. Voting.....                                                           | 41        |

|                                                                                    |           |
|------------------------------------------------------------------------------------|-----------|
| <b>ARTICLE VI. COMMITTEES.....</b>                                                 | <b>41</b> |
| Section 1. Executive committee. ....                                               | 41        |
| Section 2. Standing committees.....                                                | 41        |
| Section 3. Special committees.....                                                 | 41        |
| <b>ARTICLE VII. FINANCES.....</b>                                                  | <b>42</b> |
| Section 1. Record keeping. ....                                                    | 42        |
| Section 2. Regular chapter dues and special assessments. ....                      | 42        |
| Section 3. Financially obligating a chapter. ....                                  | 42        |
| Section 4. Annual audit. ....                                                      | 42        |
| <b>ARTICLE VIII. CHAPTER DISCIPLINE OF MEMBERS.....</b>                            | <b>42</b> |
| Section 1. Reasons for discipline. ....                                            | 42        |
| Section 2. Automatic suspension. ....                                              | 42        |
| Section 3. Disciplinary process. ....                                              | 43        |
| Section 4. Procedures after member suspension. ....                                | 43        |
| Section 5. Conditions of suspension.....                                           | 43        |
| Section 6. Resolution of member suspension.....                                    | 43        |
| Section 7. Procedures after member expulsion.....                                  | 43        |
| <b>ARTICLE IX. AMENDMENTS.....</b>                                                 | <b>44</b> |
| Section 1. Process for amending Title III of the Bylaws by National Assembly. .... | 44        |
| Section 2. Process for amending Title III of the Bylaws by National Council. ....  | 44        |
| Section 3. Process for making technical, editorial, and conforming changes. ....   | 44        |
| Section 4. Right to appeal.....                                                    | 44        |
| <b>BYLAWS, TITLE IV. ALUMNI ASSOCIATION.....</b>                                   | <b>45</b> |
| <b>ARTICLE I. PURPOSES.....</b>                                                    | <b>45</b> |
| <b>ARTICLE II. ALUMNI ASSOCIATION OBLIGATIONS.....</b>                             | <b>45</b> |
| Section 1. Charter fee. ....                                                       | 45        |
| Section 2. Administrative fee. ....                                                | 45        |
| Section 3. Reports.....                                                            | 45        |
| <b>ARTICLE III. MEMBERSHIP.....</b>                                                | <b>45</b> |
| Section 1. Granting of charter.....                                                | 45        |
| Section 2. Inactive status.....                                                    | 45        |
| Section 3. Member affiliation.....                                                 | 45        |
| <b>ARTICLE IV. POLICIES.....</b>                                                   | <b>45</b> |
| <b>ARTICLE V. AMENDMENTS.....</b>                                                  | <b>46</b> |
| Section 1. Process for amending Title IV of the Bylaws by National Assembly.....   | 46        |
| Section 2. Process for amending Title IV of the Bylaws by National Council.....    | 46        |
| Section 3. Process for making technical, editorial, and conforming changes. ....   | 46        |

# INTRODUCTION

“The Constitution and the Chapter”

(Reprinted from THE SINFONIAN; November 1923)

The true strength of the individual chapter is determined by its obedience to the Constitution of the national fraternity. Wisdom has been shown in making our Constitution sufficiently plastic and progressive to meet the changing conditions inherent in the growth and expanse of a young fraternity and the increasing problems of the chapters.

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

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

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

# **INTERPRETATIONS, DEFINITIONS, AND ABBREVIATIONS**

## **INTERPRETATIONS**

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

## **DEFINITIONS**

Affiliates: Any local or regional entity of the Fraternity including colonies, chapters, and alumni associations.

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

## **ABBREVIATIONS**

National Executive Committee (NEC)

Commission on Standards (COS)

Province Governor(s) (PG)

Deputy Province Governor(s) (DPG)

Collegiate Province Representative(s) (CPR)

Assistant Collegiate Province Representative(s) (ACPR)

Province Alumni Coordinator(s) (PAC)

National Collegiate Representative (NCR)

Probationary Member(s) (PM)

# CONSTITUTION

## ARTICLE I. DESCRIPTION

### Section 1. Name.

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

### Section 2. Use of name.

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

## ARTICLE II. OBJECT

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

## ARTICLE III. MEMBERSHIP

### Section 1. Classes of membership.

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

### Section 2. Authority to confer membership.

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

### Section 3. Initiation Ritual requirement.

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

## ARTICLE IV. AFFILIATES

### Section 1. Chapter formation.

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

### Section 2. Alumni association formation.

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

**Section 3. Transfer of charter.**

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

**ARTICLE V. OFFICERS AND NATIONAL EXECUTIVE COMMITTEE****Section 1. Names of Officers and NEC members.**

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

**Section 2. Indemnification.**

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

**ARTICLE VI. PARLIAMENTARY AUTHORITY**

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

**ARTICLE VII. DISSOLUTION**

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

Assets transferred to the Fraternity shall be returned to said organization if they are then an exempt organization under Sections 501(c)(3), 170(c), or 501(c)(7) of the code or corresponding provisions of any United States Internal Revenue law. All other assets shall be distributed in the following manner:

- A. To the Sinfonia Educational Foundation;
- B. To any other local, regional or national 501(c)(7) fraternal organization with a mission similar to that of the Fraternity;
- C. To a nonprofit fund, foundation, or corporation which is organized as a 501(c)(3) corporation and operated exclusively for charitable, educational, religious and/or scientific purposes and which agrees to administer the assets of this Corporation in accordance with its goals and purposes.

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

## ARTICLE VIII. AMENDMENTS

### **Section 1. Process for amending the Constitution.**

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

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

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

## BYLAWS, TITLE I. NATIONAL

### ARTICLE I. MEMBERSHIP

#### **Section 1. Non-discrimination policy.**

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

#### **Section 2. Membership eligibility.**

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

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

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

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

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

#### **Section 4. Membership exclusivity.**

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

#### **Section 5. Duties of membership.**

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

**Section 6. Membership standings.**

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

**Section 7. Term of membership.**

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

**Section 8. Arbitration.**

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

**Section 9. National examination requirement.**

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

**Section 10. Initiation fee.**

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

**Section 11. Status of a PM who does not complete a PM program.**

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

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

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

**Section 13. Honorary membership eligibility.**

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

**Section 14. National honorary membership.**

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

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

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

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

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

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

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

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

## **ARTICLE II. STATUS OF AFFILIATES**

**Section 1. Active status.**

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

**Section 2. Reorganizational status.**

Reorganizational status is a chapter rehabilitative status that lasts no longer than 365 days. During the period of reorganization, the PG or Commission on Standards in consultation with the National Staff may modify the

normal rights, privileges, duties, and obligations of the chapter. In addition, the chapter undertakes activities prescribed by the PG or COS that are intended to help the chapter overcome organizational difficulties.

### **Section 3. Reasons for reorganizational status.**

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

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

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

### **Section 5. Inactive status.**

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

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

### **Section 6. Reasons for inactive status.**

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

## **ARTICLE III. NATIONAL OFFICERS AND NATIONAL EXECUTIVE COMMITTEE MEMBERS**

### **Section 1. Eligibility for National President.**

The National President is a member in good standing, who:

- A. has served at least three (3) years as a member of the NEC; or
- B. has served at least seven (7) years as PG; or
- C. has been a member in good standing for at least fifteen (15) years.

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

207 **Section 2. Term of National President.**

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

210 **Section 3. Powers and duties of National President.**

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

216 Subject to the approval of the NEC, he:

- 217 A. appoints a PG for each province by September 1 following the National Convention;
- 218 B. appoints a National Historian and members of national committees and commissions; C.
- 219 appoints a member to fill a PG or standing committee vacancy;
- 220 D. divides the United States into provinces.

221 He may:

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

228 Subject to the approval of the NEC, he may:

- 229 A. appoint a DPG for any province; and
- 230 B. excuse a chapter from meeting financial obligations.

231 **Section 4. Eligibility for National Vice President.**

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

234 **Section 5. Term of National Vice President.**

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

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

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

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

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

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

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

**Section 9. Powers and duties of Committeeman-at-Large.**

The Committeemen-at-Large serves as a member of the NEC.

**Section 10. Eligibility for NCR.**

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

**Section 11. Term of NCR.**

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

**Section 12. Powers and duties of NCR.**

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

**Section 13. Procedure for appointing National Secretary-Treasurer and Assistant National Secretary-Treasurer.**

The NEC appoints one of its members National Secretary-Treasurer. The NEC may appoint one of its members or a National Staff member Assistant National Secretary-Treasurer.

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

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

**Section 15. Powers and duties of the National Secretary-Treasurer.**

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

**Section 16. Procedure for appointing National Historian.**

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

**Section 17. Term of National Historian.**

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

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

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

**Section 19. Procedure for filling vacancies.**

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

## ARTICLE IV. ELECTIONS

**Section 1. Time and method of nomination.**

The national nominating committee solicits letters from the entire Fraternity naming possible nominees for the offices of National President, National Vice President, Committeeman-at-large, and NCR during September preceding a National Convention. The committee meets not later than January 1 immediately preceding a National Convention and nominates one eligible candidate for each office. The Fraternity reports these nominations, together with professional biographies of all nominees, to the chapters, PGs, CPRs, and NEC no later than April 1 preceding a National Convention. The chairman of the national nominating committee or his designee presents

the names of the nominees to the National Assembly on the day preceding the election. At that time, any member of the National Assembly may place in nomination the name of any member of the Fraternity who is eligible for national office.

### **Section 2. Time and method of election.**

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

### **Section 3. Vote necessary to elect.**

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

## **ARTICLE V. NATIONAL EXECUTIVE COMMITTEE**

### **Section 1. Powers and duties of the NEC.**

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

### **Section 2. Meetings of the NEC.**

The chairman or three members of the NEC may call a meeting of the NEC. The NEC meets at least once a year. When not convened, the NEC may conduct affairs by correspondence. A member of the NEC may participate in a meeting of the NEC by means of telephone conference or similar communication, provided all members

participating in the meeting can hear each other at the same time. Participation in this manner constitutes presence in person at a meeting.

### **Section 3. Quorum.**

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

### **Section 4. Reports of the NEC.**

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

## **ARTICLE VI. NATIONAL STAFF**

### **Section 1. Makeup of the National Staff.**

The employees of the NEC are the National Staff.

### **Section 2. Duties of the National Staff.**

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

## **ARTICLE VII. COMMITTEES AND COMMISSIONS**

### **Section 1. Standing committees.**

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

### **Section 2. Members of standing committees.**

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

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

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

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

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

**Section 5. The Commission on Standards.**

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

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

The COS establishes and reviews prospective charter program requirements, approves Prospective Charter and alumni association applications, and monitors Prospective Charter progress.

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

**Section 7. National Nominating Committee.**

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

**Section 8. Special committees.**

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

**Section 9. Members of special committees.**

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

**Section 10. Remote meeting participation.**

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

## **ARTICLE VIII. COUNCILS**

**Section 1. PG Council.**

The PGs organize themselves as the PG Council for the purpose of advising the NEC on the operations of the Fraternity. At each National Convention they elect a chairman, who represents the Council on the NEC. A Secretary is also elected to keep an accurate record of the proceedings of all meetings of the Council, publish such

proceedings in a timely manner to all members of the Council, and assume the chairmanship should it become vacant. The qualifications for the Secretary are commensurate with those of the Council chairman.

## **Section 2. Eligibility for PG Council Chairman.**

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

## **Section 3. Term of PG Council Chairman.**

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

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

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

## **Section 5. CPR Council.**

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

## **Section 6. Eligibility for CPR Council Chairman.**

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

## **Section 7. Term of CPR Council Chairman.**

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

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

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

## **Section 9. National Council.**

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

## ARTICLE IX. NATIONAL CONVENTIONS

### Section 1. Frequency of National Conventions.

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

### Section 2. Attendance.

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

### Section 3. National Assembly.

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

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

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

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

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

### Section 6. Credentials.

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

### Section 7. Quorum.

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

### Section 8. Absentee and proxy voting.

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

## ARTICLE X. FINANCES

### Section 1. National per capita tax.

The annual Per Capita Tax for each active collegiate member shall be established and paid in two installments due October 15 and March 15 of each year, at a rate equal to the current Consumer Price Index (CPI) rounded to the nearest ten dollars (\$10.00). (One-half CPI in each installment), plus a pro rata insurance fee. Collegiate members initiated between January 1 and February 15 pay National Per Capita Tax effective March 15 of that year.

Collegiate members initiated between February 16 and September 15 pay National Per Capita Tax effective October 15 of that year. Collegiate members initiated between September 16 and December 31 pay National Per Capita Tax effective March 15 of the following year.

The National Executive Committee shall be responsible for calculating and disseminating the updated national dues amount to all chapters and members no later than June 15 of each year, prior to the upcoming academic year's billing cycle.

#### **Section 2. Insurance fees.**

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

#### **Section 3. Late fee.**

The Fraternity assesses a late fee of \$15.00 to collegiate members with balances in arrears on December 31 and May 31 of each year. The Fraternity assesses a late fee of \$50.00 to chapters with balances in arrears on December 31 and May 31 of each year. The Fraternity assesses a late fee of \$50.00 to alumni associations with balances in arrears on October 31 each year.

#### **Section 4. Convention tax.**

The annual Chapter Convention Tax for each active chapter shall be established and paid in two installments due October 15 and March 15 of each year, at a rate equal to the current Consumer Price Index (CPI) rounded to the nearest ten dollars (\$10.00) per installment (One CPI in each installment).

The National Executive Committee shall be responsible for calculating and disseminating the updated national dues amount to all chapters and members no later than June 15 of each year, prior to the upcoming academic year's billing cycle.

#### **Section 5. Alumni association fee.**

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

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

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

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

The Fraternity reimburses the reasonable expenses of PGs incurred in the performance of their duties from the national treasury under the budget approved by the NEC. The Fraternity reimburses the reasonable expenses of

DPGs incurred in the performance of those duties of the PG from the national treasury with the advance approval of the PG and under the budget approved by the NEC.

#### **Section 8. Reimbursement of CPR expenses.**

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

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

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

#### **Section 10. National Convention delegate expenses.**

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

### **ARTICLE XI. INDIVIDUAL MEMBER DISCIPLINE**

#### **Section 1. Reasons for individual member discipline.**

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

#### **Section 2. Process for individual member discipline.**

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

#### **Section 3. Conditions of individual member suspension.**

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

**Section 4. Resolution of individual member suspension.**

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

**Section 5. Insignia of an expelled member.**

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

**ARTICLE XII. CHAPTER AND ALUMNI ASSOCIATION DISCIPLINE****Section 1. Reasons for chapter or alumni association discipline.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## ARTICLE XIII. APPEALS

### Section 1. Appeal requirements and process.

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

### Section 2. Administrative fee for certain appeals.

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

## ARTICLE XIV. PUBLICATIONS

### Section 1. The Sinfonian.

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

### Section 2. Other publications.

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

## ARTICLE XV. PROVINCE GOVERNORS

### Section 1. PG eligibility, appointment, and term.

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

### Section 2. PG vacancies.

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

**Section 3. Powers and duties of PGs.**

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

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

For just cause and with the approval of the National President, a PG may:

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

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

**Section 4. Official chapter visits.**

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

During an official visit he may:

- A. interview the chairperson of the music department;
- B. interview the Faculty Advisor;
- C. attend a formal meeting of the chapter;
- D. meet with the chapter officers as a group;

- E. inspect all chapter books, including specifically those of the Treasurer, the Secretary, and the Alumni Relations Officer;
- F. inspect the condition of the chapter ritual equipment; G. observe a performance of the Initiation Ritual;
- H. look into other matters at his discretion.

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

### **Section 5. Formal chapter visits.**

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

### **Section 6. Informal chapter visits.**

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

### **Section 7. DPG eligibility and appointment.**

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

### **Section 8. Duties of the DPG.**

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

## **ARTICLE XVI. RITUALS AND INSIGNIA**

### **Section 1. Rituals.**

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

### **Section 2. Official Insignia.**

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

### **Section 3. Display of Pin.**

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

**Section 4. PM Pin.**

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

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

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

## ARTICLE XVII. AMENDMENTS

**Section 1. Process for amending Title I of the Bylaws by National Assembly.**

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

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

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

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

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

## BYLAWS, TITLE II. PROVINCE

### ARTICLE I. PROVINCE OFFICERS

#### **Section 1. CPR and ACPR eligibility, election, and term.**

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

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

#### **Section 2. CPR duties.**

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

#### **Section 3. ACPR duties.**

The ACPR assists the CPR with his duties.

#### **Section 4. CPR vacancy.**

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

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

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

**Section 6. Duties of the PAC.**

The PAC assists the PG with the development and maintenance of alumni programs within the province. He also performs other duties as specified by the PG. These duties may include:

- A. support and training of chapter Alumni Relations Officers;
- B. assisting chapters in planning alumni events;
- C. encouraging expansion and creation of alumni associations;
- D. coordinating interaction between alumni and collegiate members;
- E. planning province alumni events;
- F. updating alumni contact information; and
- G. regularly communicating with province alumni members.

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

## **ARTICLE II. WORKSHOPS**

**Section 1. Planning and execution.**

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

**Section 2. Topics.**

The PG may include the following topics at each Workshop:

- A. orientation for chapter officers;
- B. cooperative province projects;
- C. discussion of matters of national, provincial and local concern;
- D. interaction and communication between chapters; and
- E. consideration of such other matters as may be directed by the national Fraternity.

**Section 3. Notice.**

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

**Section 4. Voting delegation.**

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

**Section 5. Credentials.**

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

**Section 6. Quorum.**

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

**Section 7. Absentee and proxy voting.**

A Workshop delegate may not vote absentee or by proxy.

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

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

## **ARTICLE III. PROVINCE COUNCILS**

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

## **ARTICLE IV. AMENDMENTS**

**Section 1. Process for amending Title II of the Bylaws by National Assembly.**

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

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

Upon recommendation of the National President or the NEC, the National Council may amend Title II of the Bylaws with a vote of at least two-thirds in the affirmative of a valid National Council vote. The Fraternity publishes proposed amendments to be considered by the National Council to all members of the National Council at least 60 days prior to the dissemination of ballots. Votes must be cast within 30 days of the dissemination of

815 ballots. The National Staff collects and counts votes on issues submitted to the National Council and reports the  
816 results as soon as possible to all members of the National Council. A valid National Council vote is a majority  
817 return of all disseminated ballots.

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

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

# BYLAWS, TITLE III. CHAPTER

## ARTICLE I. CHAPTER ORGANIZATION AND POLICIES

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

## ARTICLE II. CHAPTER DUTIES

### Section 1. Registration with the sheltering institution.

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

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

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

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

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

### Section 4. Initiation equipment.

A chapter keeps a satisfactory set of initiation equipment.

### Section 5. Annual chapter observations.

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

### Section 6. Annual American Music Program.

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

## ARTICLE III. MEMBERSHIP

### Section 1. Election to probationary membership.

Only a collegiate member of the chapter in good standing may propose a candidate for probationary membership. After discussion of a candidate's qualifications for membership, three-fourths of the members in good standing

who are present and voting may elect a candidate to probationary membership. All votes shall be cast by secret ballot.

### **Section 2. Renewal of candidacy.**

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

### **Section 3. Formal invitation to probationary membership.**

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

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

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

### **Section 5. Prohibition of hazing.**

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

### **Section 6. Fair consideration regardless of disability.**

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

### **Section 7. Reconsideration of probationary membership.**

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

### **Section 8. Election to collegiate membership.**

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

**Section 9. Chapter honorary membership.**

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

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

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

**Section 10. Initiation of faculty members.**

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

## ARTICLE IV. OFFICERS

**Section 1. Election, installation, and term.**

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

**Section 2. Eligibility.**

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

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

**Section 3. Nominating committee.**

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

**Section 4. Removal.**

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

**Section 5. Vacancy.**

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

**Section 6. President duties.**

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

**Section 7. Vice President duties.**

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

**Section 8. Secretary duties.**

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

**Section 9. Treasurer duties.**

The Treasurer receives and pays out chapter funds and is personally responsible for all Fraternity funds in his possession. Twice each school year, he sends to the chapter President a statement of the chapter finances, and provides information about chapter finances when asked by the chapter President or the National Staff. He sends

complete financial statements to the Faculty Advisor. He collects and, through the chapter President, submits to the National Headquarters all taxes and dues. He deposits, in an approved bank or with the right school officer, the funds of the chapter, and he pays, or causes to be paid, all claims against the chapter with the approval of the Chapter Executive Committee. He performs other duties as the chapter specifies. The same person may hold the offices of chapter Secretary and chapter Treasurer.

#### **Section 10. Fraternity Education Officer duties.**

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

#### **Section 11. Alumni Relations Officer duties.**

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

#### **Section 12. Warden duties.**

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

#### **Section 13. Historian duties.**

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

#### **Section 14. Faculty Advisor duties.**

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

## ARTICLE V. MEETINGS

### Section 1. Regular and special meetings.

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

### Section 2. Quorum.

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

### Section 3. Voting.

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

## ARTICLE VI. COMMITTEES

### Section 1. Executive committee.

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

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

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

### Section 2. Standing committees.

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

### Section 3. Special committees.

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

## ARTICLE VII. FINANCES

### Section 1. Record keeping.

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

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

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

### Section 3. Financially obligating a chapter.

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

### Section 4. Annual audit.

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

## ARTICLE VIII. CHAPTER DISCIPLINE OF MEMBERS

### Section 1. Reasons for discipline.

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

Reasons for suspension include:

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

### Section 2. Automatic suspension.

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

**Section 3. Disciplinary process.**

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

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

**Section 4. Procedures after member suspension.**

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

**Section 5. Conditions of suspension.**

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

**Section 6. Resolution of member suspension.**

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

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

**Section 7. Procedures after member expulsion.**

When a chapter expels a member from the Fraternity or when a member is automatically expelled, the chapter gives the member written notification of this action immediately. The Secretary, through the chapter President, reports the name of anyone who has been expelled to National Headquarters within 30 days. The expelled

member surrenders all emblems and insignia of membership to the chapter, and the chapter forwards them to the National Headquarters. All money paid to the chapter and the National Headquarters is nonrefundable.

## ARTICLE IX. AMENDMENTS

### **Section 1. Process for amending Title III of the Bylaws by National Assembly.**

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

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

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

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

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

### **Section 4. Right to appeal.**

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

## BYLAWS, TITLE IV. ALUMNI ASSOCIATION

### ARTICLE I. PURPOSES

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

### ARTICLE II. ALUMNI ASSOCIATION OBLIGATIONS

#### Section 1. Charter fee.

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

#### Section 2. Administrative fee.

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

#### Section 3. Reports.

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

### ARTICLE III. MEMBERSHIP

#### Section 1. Granting of charter.

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

#### Section 2. Inactive status.

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

#### Section 3. Member affiliation.

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

### ARTICLE IV. POLICIES

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

## ARTICLE V. AMENDMENTS

### **Section 1. Process for amending Title IV of the Bylaws by National Assembly.**

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

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

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

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

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



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