

MU PHI EPSILON ALUMNI CHAPTER BYLAWS

Submission Guidelines

All chapter bylaws must conform with the International Fraternity Bylaws that went into effect September 1, 1997, and the modifications that have occurred since then through amendments accepted by vote of the Fraternity whether at the International Conventions or during the interim between Conventions. All chapters must complete the standard Alumni Chapter Bylaws as provided in this form only and return to the International 5th Vice President/Eligibility Advisor (listed below) by email for approval.

(Model Revision Updated 2001, 2003, 2005, 2008)

Instructions

Fill out by typing the appropriate information in the blank fields. Nothing should be added or deleted in the existing document.

The Chapter President must electronically sign on the signature line on the last page of the form by typing in their name. This signifies legal electronic signature for submission **ONLY** of the Bylaws, and in no way constitutes approval by Mu Phi Epsilon or its advisors. Once you complete these steps, save the form with your chapter name and the word "Bylaws" (i.e. Ann Arbor Chapter Bylaws) and send it by email as an attachment to the Eligibility Advisor listed below.

If the chapter president does not use email, they must have a chapter member who does use email submit the form for them and provide their email address on the appropriate line.

The chapter bylaws will be reviewed, approved and returned once all requirements are satisfied by email to the sender. Any questions may be directed by email to:

Beverly Fernald
5th VP/Eligibility Advisor
eligibilityadvisor@muphiepsilon.org

**MU PHI EPSILON
ALUMNI CHAPTER BYLAWS**

BYLAWS of

_____ Alumni Chapter of Mu Phi Epsilon International Professional Music Fraternity at
_____ (insert name of city, town, geographical area).

**ARTICLE I
Name**

The Name of this Chapter shall be _____ Alumni Chapter of Mu Phi Epsilon International Professional Music Fraternity.

**ARTICLE II
Purposes and Aims**

_____ Alumni Chapter is a chapter of Mu Phi Epsilon International Professional Music Fraternity. Its Purposes are the recognition of scholarship and musicianship, and the development of a bond of friendship among its members; it's Aim is the advancement of music in the community, in the nation and in the world through the promotion of musicianship, scholarship, therapy and education with an emphasis on service through music.

ARTICLE III

Members *Qualifications for Membership*

- Section 1. Those persons eligible for membership in _____ Alumni Chapter shall be members, in good standing no longer attending undergraduate school or enrolled in a school with no Collegiate chapter who wish to be part of this Chapter.
- Section 2. A music faculty or professional music staff member who meets the qualifications for membership as stated in Section 2F of the International Bylaws is eligible for membership at any time if he/she has never been a member of another professional music fraternity.

Special Election/Membership

- Section 3. An Alumni Chapter may, with the approval of the International Eligibility Advisor, recommend for membership by **Special Election** persons who:
- a. show evidence of musical talent and are actively engaged in some area of music;
 - b. are not enrolled in school as an undergraduate;
 - c. meet the requirements specified for collegiate eligibility or have demonstrated outstanding musical abilities in a professional capacity for two or more years;
 - d. are seeking active membership in an Alumni chapter;
 - e. have never been a member or affiliated by ritual with another professional music fraternity.
(Delta Omicron, Phi Beta, Phi Mu Alpha Sinfonia, or Sigma Alpha Iota).

Initiation and Affiliation.

- Section 4. Any person eligible for membership by Special Election under Section 3 of this Article may be invited to membership by a two-thirds vote of members of the Alumni Chapter and by approval of the International Eligibility Advisor. Such election shall be held upon notice to all members of

the Chapter; this notice shall specify the name(s) of the person(s) to be voted upon and the date of the election.

- Section 5. Candidates should be initiated through a Collegiate Chapter. However, when there is no active Collegiate Chapter accessible to initiate those recommended for Special Election by an Alumni Chapter, upon certification of membership qualification and approval of the International Eligibility Adviser, such candidate(s) may be initiated by the Alumni Chapter through **Omega Omega**.
- Section 6. Before membership candidate training begins, each prospective candidate of Mu Phi Epsilon shall pay the International Fraternity's required entry fee.
- Section 7. Before initiation each prospective candidate of Mu Phi Epsilon shall
- a. pay the International Fraternity's required initiation fee of \$24.00;
 - b. pay one year's International alumni dues;
 - c. acquire a Fraternity membership badge;
 - d. receive a subscription to the Fraternity journal, *The Triangle of Mu Phi Epsilon*, which is included in these fees and dues.
- Section 8. Alumni members moving to another city where there is an Alumni Chapter may affiliate with this new Chapter. Collegiate members transferring to a school with no chapter may affiliate with the local Alumni chapter. A graduate student may transfer membership to a local Alumni chapter.

Membership Categories

- Section 9. There shall be three categories of Alumni Chapter membership:
- a. A **Resident Member** pays International and local dues through one Alumni Chapter and takes an active part in Chapter activities.
 - b. A **Visiting Member** pays only local dues to a second chapter after paying International dues and meeting all financial obligations to the original chapter.
 - c. A **Non-resident Member** pays International dues and such local dues as determined by the Alumni Chapter when residing in an area too remote to permit regular attendance at the Alumni Chapter's meeting.
- Section 10. **Emeritus Membership** status may be granted, at the member's request, to any member of the Fraternity in good standing who attains the age of 80 years. International dues for an Emeritus Member are waived; however, all privileges of membership are sustained.

Annual Dues

- Section 11. Each member of the _____ Alumni chapter shall pay annual International dues as specified by the International Executive Board.
- Section 12. (Optional) In addition to annual International dues, each member shall pay \$ _____ local dues to the Alumni Chapter _____ (annually, semi-annually, per quarter, etc...)

Member Duties

- Section 13. Each member of an Alumni Chapter shall:
- a. Pay annual International dues before September 15.
 - b. Pay local dues or fees levied by the Chapter.

ARTICLE IV
Chapter Officers

- Section 1. The officers of this Chapter shall be: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Steward, Chaplain, and Chorister. The duties of two or more offices may be combined in one office if desired. Each officer shall be in good standing (all dues and fees current) at the time of election, and shall maintain such standing throughout the term of office.
- Section 2. The duties of the officers shall be as outlined in the Alumni Chapter Officer Manual.
- Section 3. Officers shall be elected and installed before the end of the fiscal year, preferably in April or May, the last business meeting of the year.
- Section 4. Officers may be elected for a two-year term (or other length of term at the discretion of the chapter.)
- Section 5. The President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer (or all elected officers) shall comprise the Executive Committee.
- Section 6. In the event of a vacancy in office, the unexpired term shall be filled by appointment by the Executive Committee, except in the case of the presidency, for which a special election shall be held.

ARTICLE V
Committees

- Section 1. The standing committees for this chapter are appointed by the Chapter President and shall be:
- a. Program - in cooperation with the Chorister, arrange musical programs each year. (Often this is the responsibility of the Vice President.)
 - b. Yearbook - prepare and distribute annually the chapter yearbook to all Chapter Members, International officers, District Director, and President and Treasurer of the MΦΣ Foundation.
 - c. Finance - examine the Treasurer's Book periodically and at least once a year. The Treasurer shall not be a member of this committee.
 - d. Mu Phi Epsilon Foundation - foster awareness of and support for the Foundation and its activities.
- Section 2. Nominating Committee - Elected by Chapter members at a business meeting, (preferably in February) shall present a slate of new officers to the Chapter to be approved for election at the next scheduled meeting.
- Section 3. Additional committees may be appointed by the President as deemed necessary to carry on the work of the Fraternity (i.e. Founders Day, SERV, Reception, Projects, etc.)

ARTICLE VI
Chapter Duties

- Section 1. The Chapter shall send to the International Executive Office all International dues for its Members, postmarked by September 15, combined in one chapter check which is payable to Mu Phi Epsilon.

Section 2. The Chapter shall pay an annual International Convention Fund fee, as required, to be paid concurrently with the International dues.

Section 3. The Chapter shall have the power to assess local dues.

Meetings

Section 4. There shall be at least six regular business meetings. These shall be held at the time determined by the chapter. The formal opening and closing ceremonies shall be used at business meetings where appropriate.

Section 5. _____ (i.e. two-thirds, three-fourths, etc.) of the Chapter members shall constitute a quorum for the transaction of business at any regular or special business meeting.

Section 6. Members shall be notified _____ days in advance of any called meeting.

**ARTICLE VII
International Convention**

Business Delegate

Section 1. The Chapter shall send one Business Delegate to the International Convention. The delegate shall:

- a. be a member in good standing of the Chapter which the member represents;
- b. be elected at a regular business meeting of the Chapter no later than February or March of the Convention year;
- c. continue to be an active member of the Chapter for one year after the Convention;
- d. be the President or other elected officer whenever possible;
- e. not be a delegate to successive conventions without permission of the International Executive Board;
- f. not be permitted to accompany a Music Delegate's performance at the Convention.

Section 2. The Chapter shall elect an Alternate Business Delegate who should plan to attend the Convention in the event an emergency prevents the Business Delegate from attending.

Section 3. Failure of the Chapter to send a Business Delegate to the International Convention without securing prior approval of the International Executive Board may result in a fine, probation, or both.

Music Delegate

Section 4. The Chapter may nominate one Music Delegate with approval of the District Director.

- a. The Music Delegate shall demonstrate high artistic ability and be in good financial standing with the Chapter and the Fraternity.
- b. The Music Delegate must perform for the District Director as a requirement for eligibility.
- c. Final selection of Music Delegates will be made by the International Music Advisor, based solely upon submitted tapes and recommendations from the District Directors.
- d. A Music Delegate may not serve as a Business Delegate at the same International Convention.

ARTICLE VIII
Finance

- Section 1. The fiscal year shall be September 1 of a calendar year to August 31 of the following calendar year.
- Section 2. All monies collected by the Chapter shall be deposited in a bank checking or savings account and shall be disbursed by order of the Chapter. Two signatures shall be required for dispersal (Chapter's option.).

ARTICLE IX
Parliamentary Authority

This Chapter shall be governed by the International Articles of Incorporation, Bylaws and Standing Rules of Mu Phi Epsilon, the Alumni Officer Manual and these Chapter Bylaws. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the parliamentary procedure of this chapter. If deemed to conflict in any way with the International Bylaws, the provisions of the International Bylaws shall govern and control.

ARTICLE X
Amendment of Bylaws

- Section 1. These Bylaws may be amended at any regular or called business meeting, provided notice of such meeting shall be given _____ days in advance to all members. Notice shall include the time, place, and purpose of the meeting, together with a copy of the proposed amendment(s).
- Section 2. Chapter Bylaws must be updated within the year immediately following any revision of the International Bylaws.
- Section 3. Any amendment to these Bylaws shall require an affirmative vote of two-thirds of those voting, a quorum being present. If a quorum is not present, the membership may be polled by telephone to acquire the affirmative vote.
- Section 4. All amendments to these Bylaws must have the approval of the International Eligibility Advisor.

Chapter Name: _____ Location _____

Date approved by chapter: _____ Chapter President: _____

Please Print Name

Chapter President Email: _____

If not chapter president, email address of alumni member submitting document:

Date approved: _____ Eligibility Advisor: _____