

# MU PHI EPSILON COLLEGIATE 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 Collegiate 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)*

All other chapter rules and traditions should be written in a separate document in Word titled "**Standing Rules and Traditions**" with the chapter name included in the title. Submit to the Eligibility Advisor via email as an attachment for approval. If you have any questions on how to write a Standing Rules document, contact the Collegiate Advisor.

## Instructions

Fill out the appropriate information in the blank fields. Nothing should be added or deleted in the template except to fill in the fields. As stated above, other chapter rules and traditions should be included in a separate chapter Standing Rules and Traditions 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 filling in the fields, save the form with your chapter name and the word "Bylaws" (i.e. Epsilon Chapter Bylaws) and send it by email as an attachment to the Eligibility Advisor listed below.

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  
COLLEGIATE CHAPTER BYLAWS**

**BYLAWS of**

**Chapter of Mu Phi Epsilon International Professional Music Fraternity at \_\_\_\_\_  
\_\_\_\_\_ . (insert name of college/university, city, state)**

**ARTICLE I**

**Name**

The Name of this Chapter shall be \_\_\_\_\_ Chapter of Mu Phi Epsilon International Professional Music Fraternity.

**ARTICLE II**

**Purposes and Aims**

\_\_\_\_\_ 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 \_\_\_\_\_ Chapter shall be undergraduates, graduate students and faculty of \_\_\_\_\_ University (college, school of music, etc.).
- a. Undergraduates must:
    - 1. be music majors or minors, or the equivalent thereof, enrolled in the school as a candidate for a degree;
    - 2. have attained second-term (quarter, trimester) freshman standing and have passed first-term theory or an equivalency examination formulated by a theory faculty member;
    - 3. Have a minimum grade point average as specified by the Fraternity of 3.0 music and 2.0 academic (A=4.0)
  - b. Transfer students must meet the requirements outlined in Section 1a above and must have established a grade point average in the school where membership is proposed.
  - c. Graduate students whose undergraduate degree was in music from an accredited conservatory or university music program are eligible for membership at any time. Graduate students with only an undergraduate music minor or whose degree was issued by a non-accredited program must have established a grade point average at the school where membership is proposed.
  - d. Special Permission to allow exceptions to any of these qualifications specified in Section 1a may be granted in certain cases with the approval of the International Eligibility Advisor.
  - e. 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 or affiliated by ritual of another professional music fraternity. (Delta Omicron, Phi Beta, Phi Mu Alpha Sinfonia, or Sigma Alpha Iota).

***Initiation and Affiliation***

- Section 2. Any person eligible for membership under Section 1 of this Article may be invited to membership by a two-thirds vote of members of a Collegiate Chapter. 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 3. Election to membership shall be made not earlier than the second semester (or its equivalent quarter or trimester) of the freshman year. If a campus has active chapters of Delta Omicron and/or Sigma Alpha Iota, the chapter shall cooperate in every way with local rules and bylaws of the campus Inter-fraternity Music Council of \_\_\_\_\_ University (college, etc).
- Section 4. Before membership candidate training begins, each prospective candidate of Mu Phi Epsilon shall pay the International Fraternity's required entry fee as specified by the International Executive Board.
- Section 5. Before Initiation each prospective candidate shall:
- pay the International Fraternity's required initiation fee of \$24;
  - pay one year's International dues;
  - acquire a Fraternity membership badge;
  - A subscription to the Fraternity journal, *The Triangle of Mu Phi Epsilon*, is included in these fees and dues.
- Section 6. Members transferring from one school to another where there is a Chapter of the Fraternity are expected to affiliate with this new Chapter and maintain active status while enrolled as undergraduates. A member transferring from one school to another where no Chapter exists may:
- retain affiliation with former Chapter and continue to pay Collegiate International dues;
  - affiliate with a local Alumni Chapter;
  - become an Allied Member.
- Section 7. A graduate student member may affiliate with either a Collegiate or an Alumni Chapter.
- Section 8. Any member who is no longer enrolled in school, enrolled in a school without a Collegiate Chapter, or a graduate student, shall be eligible to affiliate with an Alumni Chapter at any time.

### ***Annual International Dues***

- Section 9. Each member of \_\_\_\_\_ Chapter shall pay annual International dues as specified by the International Executive Board.
- Section 10. (Optional) In addition to annual International dues, each member shall pay \$ \_\_\_\_\_ local dues to the Chapter (annually, semi-annually, per quarter, etc.)

### ***Member Duties***

- Section 11. Members with music majors or minors are expected to maintain Active Status in the Chapter while enrolled as undergraduates. To be considered Active, a member's international and local Chapter dues must be paid for the current year.
- Inactive Status may be requested in rare instances when a chapter member changes from a music major or minor, or is not able for professional or other reasons to participate in chapter affairs, or is not able for financial reasons to pay local and International dues for some period of Collegiate membership. In such cases, the Chapter may submit a request that Inactive Status be granted to this member and that International dues be temporarily waived. This request shall be submitted to the District Director, who shall forward it to the International Collegiate\_Advisor for consideration.
  - To return to Active Status, the member must submit in writing to the International Collegiate Advisor or, in the case of a graduate wishing to join an Alumni Chapter, the International Alumni Advisor, the reasons for the previous Inactive Status and a request for reinstatement. The appropriate International Officer may grant the request for reinstatement, and may at his/her discretion waive the previously unpaid International Collegiate dues.

**ARTICLE IV**  
**Chapter Officers**

- Section 1. The officers of this Chapter shall be: President, Vice President, Recording Secretary, Corresponding Secretary, Alumni 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 Collegiate Chapter Officer Manual.
- Section 3. Officers shall be elected for a calendar year term (Jan. to Dec.) and installed at the beginning of the second semester (term, quarter).
- Section 4. The President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer (or all elected officers) shall comprise the Executive Committee, with advisors as ex-officio members.
- Section 5. 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, plan four Chapter musical programs each year.
  - b. Rush - work with the Vice President and perform duties as outlined in the Vice President's Manual.
  - 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, shall present a slate of new officers to the Chapter no later than \_\_\_\_\_.
- Section 3. Special 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 have one Faculty Advisor and may also have one Chapter Advisor, the latter to be an Alumni Member of Mu Phi Epsilon in good standing. The duties of said advisors shall be as outlined in the Advisors' Section of the Collegiate Manual. Advisors shall serve for a term of \_\_\_\_\_.
- Section 2. The Chapter shall send to the International Executive Office all International dues for its Active Members postmarked by November 15. All checks shall be payable to Mu Phi Epsilon.
- Section 3. The Chapter shall pay an annual fee to the International Convention Fund, as required, to be paid concurrently with the International dues.
- Section 4. The Chapter shall have the power to assess local dues.
- Section 5. The Chapter's Statement of Eligibility Requirements must be filed with the International Eligibility Advisor.
- Section 6. The Chapter shall induct qualified persons with the proper ceremony as provided for in the Ritual of the Fraternity.

- a. The Entry Ceremony shall be followed by a membership training period prior to initiation.
- b. Any candidate not completing the training period, or not initiated within one year after the entry ceremony will no longer be considered as a candidate for membership. That person shall be so recorded in fraternity records and shall be entitled to reimbursement of any fees paid with the exception of the entry fee.
- c. Any person no longer a candidate and so recorded may not enter another professional music fraternity during the year following that date.

Section 7. The Chapter shall have the right and duty to initiate members, after the International Executive Secretary-Treasurer certifies that all requirements have been met. No persons shall be initiated in any manner or form other than with the proper ceremony as provided for in the ritual of the Fraternity.

***Meetings***

Section 8. There shall be \_\_\_\_\_ regular meetings each month of the school year. These shall be held on the \_\_\_\_\_ and \_\_\_\_\_ of each month. The formal opening and closing ceremonies shall be used at least once a term.

Section 9. \_\_\_\_\_ (i.e. two-thirds, three-fourths, etc.) of the active members of the Chapter shall constitute a quorum for the transaction of business at any regular or special business meeting.

Section 10. Members shall be notified \_\_\_\_\_ days in advance of any called meeting.

Section 11. The Chapter shall have no fewer than four music programs each year, at least one of which shall be open to non-members. Members performing on school programs count as public programs.

**ARTICLE VII  
International Convention**

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 of the Convention year;
- c. continue to be an active member of the Chapter for one year after the Convention;
- d. not be a delegate to successive conventions without permission of the International Executive Board;
- e. be the President or other elected officer whenever possible.

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. To be eligible to be represented at Convention by a Business Delegate, a chapter shall be in good financial standing with IEO and have current chapter bylaws approved by, and on file with, the International Eligibility Advisor.

Section 4. 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.

Section 5. The Chapter, if located in a Convention Host Province, may nominate one Music Delegate with approval of the Faculty Advisor and District Director.

- a. The Music Delegate shall demonstrate high artistic ability and be in good financial standing with the Chapter and the Fraternity.

- b. Final selection of Music Delegates will be made by the International Music Advisor, based solely upon submitted tapes and recommendations from the District Director and Chapter Faculty Advisor.
- c. A Music Delegate may not serve as a Business Delegate at the same International Convention.

**ARTICLE VIII  
Finance**

- Section 1. The fiscal year is 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 an account in accordance with university policy and shall be disbursed by order of the Chapter. If monies are deposited in a local bank, two signatures shall be required for dispersal.

**ARTICLE IX  
Parliamentary Authority**

This Chapter shall be governed by the International Articles of Incorporation, Bylaws and Standing Rules of Mu Phi Epsilon, the Collegiate 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 active 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 Chapter Bylaws shall require an affirmative vote of two-thirds of those voting, a quorum being present.
- Section 4. All amendments to these Chapter Bylaws must have the approval of the International Eligibility Advisor.

-----  
Chapter Name: \_\_\_\_\_ School: \_\_\_\_\_

Date approved by chapter: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Chapter President Email: \_\_\_\_\_

Date approved: \_\_\_\_\_ Eligibility Advisor: \_\_\_\_\_  
Signature