
Bylaws of Mu Phi Epsilon

Revised 2008

Preamble

Mu Phi Epsilon, an International Professional Music Fraternity, is a nonprofit corporation founded at the Metropolitan College of Music in Cincinnati on November 13, 1903, and incorporated in the state of Ohio, U.S.A., on May 18, 1905, with amendments dated October 4, 1972 and September 16, 1977. The Fraternity's Purposes are the recognition of scholarship and musicianship, and the development of a bond of friendship among its members; its 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 I. Members

Section 1. The membership of Mu Phi Epsilon shall be composed of those who have been duly initiated in conformity with the requirements, rules and regulations of the Bylaws of the Fraternity, and whose names have been properly entered in the files of the International Executive Office.

Qualifications for Membership

Section 2. Election to Mu Phi Epsilon shall be on the basis of scholarship, musicianship, and character.

- A. Undergraduates must:
 1. be music majors or minors, or the equivalent thereof, enrolled in a university, college, or school of music of high standing and reputation;
 2. have attained second-term 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 of 3.0 in music subjects and 2.0 in academic subjects in a grading system where A=4.0.
- B. Transfer students must meet the requirements outlined in Section 2A above and must have established a grade point average at 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 the qualifications specified in Section 2A–C may be granted in certain cases with the approval of the International Executive Board.
- E. A music faculty or professional music staff member who meets the qualifications for membership as stated in Section 2F following of the International Bylaws is eligible for membership at any time if he/she has never been a member of another professional music fraternity.
- F. A Collegiate or an Alumni Chapter may, with the approval of the International Executive Board, recommend for **Special Election** to membership persons who:
 1. show evidence of musical talent and are actively engaged in some area of music;
 2. are not enrolled in school as an undergraduate;
 3. meet the requirements specified for collegiate eligibility or have demonstrated outstanding musical abilities in a professional capacity for two or more years;
 4. are seeking active membership in an Alumni Chapter;
 5. have never been a member or honorary member of another professional music fraternity.

Initiation and Affiliation

Section 3. Any person eligible for membership under Section 2 of this Article may be invited to membership by a two-thirds vote of members of the Collegiate or Alumni Chapter. Such election shall be held upon previous 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 date of election.

Section 4. Candidates shall be initiated through a Collegiate Chapter, except that when there is no Collegiate Chapter geographically accessible to initiate a candidate recommended for Special Election by a two-thirds vote of members of an Alumni Chapter, upon certification of qualification for membership and the approval of the International Fifth Vice President, such candidate(s) may be initiated by the Alumni Chapter under the name of **Omega Omega Chapter**.

Section 5. 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, provided that the amount of fees increase would not exceed the National Cost of Living Adjustment (COLA) +/- 5% as of April 15 of any year. Any amount exceeding the COLA +/- 5% must be authorized by a majority vote of the membership.

Section 6. Before initiation each initiate shall:

- A. pay the International Fraternity's required initiation fee of \$24;
- B. pay one years International dues;
- C. acquire a Fraternity membership badge.

Section 7. Any initiated member who has met obligations for International dues, local Chapter dues, and any other fees required by the International Fraternity, and who is not currently on probation or under expulsion, shall be considered **In Good Standing**.

Section 8. A Collegiate member transferring from one school to another where there is a Chapter of the Fraternity is expected to affiliate with the second Chapter and maintain active status while enrolled as an undergraduate.

Section 9. A Collegiate member transferring from one school to another where no Chapter exists may:

- A. retain affiliation with the former Collegiate Chapter and continue to pay Collegiate International dues;
- B. affiliate with a local Alumni Chapter; or
- C. become an Allied Member.

Section 10. A graduate student member may affiliate with either a Collegiate or an Alumni Chapter.

Section 11. Any initiated member who is no longer enrolled in school, is enrolled in a school without a Collegiate Chapter, or is a graduate student, shall be eligible to affiliate with an Alumni Chapter at any time.

Alumni Members

Section 12. 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 member of one Chapter may become a **Visiting Member** of another Chapter by payment of local dues to the second Chapter, provided International dues have been paid and local financial obligations to the original chapter have been met.
- C. Any member who lives in an area too remote to permit regular attendance at an Alumni Chapter's meetings may become a **Non-resident Member** of that Chapter by paying International dues and such local dues as are determined by the Chapter.

Section 13. Any initiated member of the Fraternity in good standing who is no longer enrolled in school or who is enrolled in a school without a Collegiate Chapter, and who is unable to affiliate with or for whom no Alumni Chapter exists in the area, may become an **Allied Member** upon payment of International dues.

Section 14. Emeritus Member 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 retained.

Annual International Dues

Section 15. Each member of a Collegiate Chapter shall pay annual International dues as specified by the International Executive Board, provided that the amount of fees increase would not exceed the National Cost of Living Adjustment (COLA) +/- 5% as of April 15 of any year. Any amount exceeding the COLA +/- 5% must be authorized by a majority vote of the membership.

Section 16. Each member of an Alumni Chapter and each Allied Member shall pay annual International dues as specified by the International Executive Board, provided that the amount of fees increase would not exceed the National Cost of Living Adjustment (COLA) +/- 5% as of April 15 of any year. Any amount exceeding the COLA +/- 5% must be authorized by a majority vote of the membership.

Section 17. Dues shall be re-evaluated by the International Executive Board and the Electorate at each convention. The International Executive Board shall present the Electorate with financial recommendations at least 3 months in advance of each International Convention.

Discipline of Members

Section 18. The International Executive Board shall have the sole power to place a member on probation or to expel a member.

Section 19. A Chapter may request of the International Executive Board that, for flagrant and persistent refusal to cooperate with the Chapter or for other actions unbecoming a member of the Fraternity, one or more of its members be placed on **probation** and temporarily deprived of the use of the membership badge, or voting privilege, or both.

- A. This request shall be initiated upon the affirmative vote by written ballot of not less than two-thirds of the total Chapter membership at a special meeting. In the case of a Collegiate Chapter, the Faculty Advisor and/or a music faculty representative shall be present.
- B. Notice shall be sent by certified mail to the member under consideration, informing the member of the time and place of the meeting and requesting the member's attendance. Said meeting shall be held not less than ten days after receipt of such notice has been verified.
- C. A report of the Chapter vote and a description of the charges, and in the case of a Collegiate Chapter the faculty representative's recommendation, shall be sent to the District Director for review and for recommendation to the International Executive Board. The Chapter shall provide the International President a copy of the written charges against the member. The International President shall disseminate copies of the charges to the member so charged, to each member of the International Executive Board, and to the chairman of the Investigating Committee as defined in item D following.
- D. An Investigating Committee, to be appointed by the International Executive Board, shall be composed of three members in good standing in the Fraternity, one of whom shall present the case of the accused member. The Investigating Committee shall gather all available evidence, including any that may be supplied by the accused member, and shall present this to the International Executive Board, together with its recommendation.
- E. The International Executive Board, after reviewing the report of the Investigating Committee, may (1) find the charges unfounded and deny the Chapter's request, or (2) set conditions and a time period for probation, at the end of which time the case shall be reviewed.
- F. If at the end of the period of probation the conditions have not been met, the member's record in the International Executive Office shall be marked **In Bad Standing** and the member shall not be permitted to affiliate with any Chapter of the Fraternity.
- G. Such member may later express the desire to be reinstated **In Good Standing** and may make application to the International Executive Board for reconsideration.

Section 20. A Chapter may request of the International Executive Board that, for breach of vows or disgraceful conduct, one or more of its members be **expelled** from the Fraternity.

- A. Upon request of two-thirds vote of the total Chapter membership and the request of the District Director or of the school authority, the International Executive Board shall appoint an Investigating Committee to review charges against the member under consideration. The Investigating Committee shall consist of three members in good standing in the Fraternity.
- B. The Investigating Committee may, having found sufficient justification, schedule a hearing for review of the charges, at which a member of the Investigating Committee or another Fraternity member shall present the case of the accused member.
- C. Notice shall be sent by certified mail to the member under consideration, informing the member of the time and place of the meeting and requesting the member's attendance. Said hearing shall be held not less than ten days after receipt of such notice has been verified.
- D. Following the hearing, the Investigating Committee shall submit a report to the International Executive Board, together with its recommendation for action.
- E. After reviewing the report of the Investigating Committee, the International Executive Board may, by unanimous vote, expel the member.
- F. The expelled member shall be deprived of all privileges of membership, including the right to wear the membership badge.
- G. In case of an emergency, the International Executive Board shall be empowered to act directly in the case.

Article II. Electorate

Section 1. The voting body of the Fraternity during an International Convention shall be as defined in Article IV Section 7.

Section 2. The voting body of the Fraternity between International Conventions shall be:

- A. The elected members of the International Executive Board, who shall have one vote each;
- B. Collegiate Chapters, which shall have one vote each;
- C. Alumni Chapters, which shall have one vote each;
- D. Allied Members who shall collectively constitute one vote.

Section 3. For a vote by mail to be valid, a majority of the Electorate must respond.

Article III. International Officers

Section 1. The officers shall be the International President and five International Vice Presidents, all of whom shall be elected at the regular triennial International Convention, and an International Executive Secretary-Treasurer and an International Editor, both of whom shall be appointed by the elected Officers as non-voting Officers.

Eligibility

Section 2. All voting International Officers shall be members in good standing of Mu Phi Epsilon and shall hold at least a Bachelor's degree. In addition:

- A. The International President shall have served at least one three-year term as an elected International Officer.
- B. The International Second Vice President shall have served at least one full term as a District Director.
- C. The International Third Vice President shall have served at least two years as an Alumni Chapter president, and at least one full term as a District Director or have equivalent experience.

Officers' Duties

Section 3. The elected International Officers shall:

- A. assume their duties immediately following the close of International Convention;
- B. hold office for a three-year term corresponding with the triennium of the Fraternity or until their successors have been elected;
- C. serve no more than two full terms on the International Executive Board, except that an International President may serve two terms as president in addition to any other elective International Office that may have been held.

Section 4. All International Officers, both elected and appointed, shall:

- A. be subject to the direction and control of the International Executive Board;
- B. have other and further powers and perform other and further duties as may be prescribed by these Bylaws, the Standing Rules, acts of the International Convention, or orders of the International Executive Board;
- C. be entitled to receive or be reimbursed for all expenses incurred in discharging the duties of office, including travel to and from International Conventions and meetings of the International Executive Board, all such expenses to be subject to the approval of said Board;
- D. be entitled to necessary secretarial assistance, subject to the discretion and approval of the International Executive Board.

Section 5. The **International President** shall:

- A. be the chief executive officer of the Fraternity;
- B. preside at the International Convention and meetings of the International Executive Board;
- C. serve as a Director on the Mu Phi Epsilon Foundation Board;
- D. be co-signer of all financial transactions together with the International Executive Secretary-Treasurer;
- E. be bonded to secure the faithful performance of the duties of office;
- F. be entitled to receive a reasonable stipend for services, as determined by unanimous vote of the International Executive Board;
- G. be an ex-officio member of all committees, with the exception of the Nominating Committee.

Section 6. The **International Vice Presidents** shall assume duties as described below.

- A. The **International First Vice President** shall:
 1. preside at the International Convention and at all meetings of the International Executive Board when the International President is absent or unable to act;
 2. be the Extension Officer responsible for the formation of new chapters and the reinstatement of previously-established chapters of Mu Phi Epsilon;
 3. work with the Membership Committee in recruitment of and communication with Allied Members.
- B. The **International Second Vice President** shall:
 1. preside at the International Convention and at all meetings of the International Executive Board when the International President and the International First Vice President are absent or unable to act;
 2. be the **Collegiate Advisor** overseeing the performance and growth of Collegiate Chapters;
 3. supervise Chapter and Faculty Advisors, and District Directors in their work with Collegiate Chapters.

- C. The **International Third Vice President** shall:
 1. be the **Alumni Advisor** overseeing the performance and growth of Alumni Chapters;
 2. supervise the District Directors in their work with Alumni Chapters.
- D. The **International Fourth Vice President** shall:
 1. be the **Music Advisor** of the Fraternity;
 2. arrange for and supervise Convention music;
 3. oversee the procedures for Fraternity music contests and awards.
- E. The **International Fifth Vice President** shall:
 1. be the **Eligibility Advisor** of the Fraternity;
 2. approve or deny applications of candidates for Special Election and Special Permission subject to ratification by the International Executive Board;
 3. approve all Collegiate and Alumni Chapter Bylaws and Collegiate Chapter eligibility requirements.

Section 7. The Fraternity shall carry such amount of liability insurance as will protect its Officers in the performance of their assigned duties.

Removal or Vacancy

Section 8. Any elected International Officer may be removed during the term of office if the Officer be found inadequate, unworthy, or neglectful in fulfilling the obligations of office, or if by acts or words the Officer brings dishonor to the Fraternity.

- A. Such action shall be taken only after charges have been submitted, by members of the International Executive Board or a majority of all Chapters, to the Executive Committee of the Honorary Advisory Board as defined in Article VI.
- B. This Executive Committee shall become an Investigating Committee, of which one member shall present the case of the Officer in question. The Investigating Committee and the International Executive Board shall meet with this Officer.
- C. If these two bodies concur that removal is warranted, their findings and a ballot shall be sent by the International Executive Board to the Electorate as defined in Article II.
- D. Removal shall be made by a two-thirds vote of the Electorate as defined in Article II.

Section 9. In the case of death, resignation, removal from office, or inability of the International President or any other International Officer to perform the duties of office before the term of office shall have expired, the remaining members of the International Executive Board shall promptly appoint an eligible member of the Fraternity to fill such **vacancy** for the remainder of the term.

Article IV. International Convention

Section 1. The International Convention of Mu Phi Epsilon shall be the supreme legislative and executive authority of the Fraternity.

Section 2. The International Convention shall be held triennially at such **date and place** as shall be selected by the International Executive Board.

- A. Notice of the date and place of such Convention shall be given to each Collegiate Chapter, Alumni Chapter, Allied Member, District Director, International Chairman, each member of the Honorary Advisory Board, and each member of the Mu Phi Epsilon Foundation Board at least 120 days prior to such Convention.
- B. In the case of a national emergency or natural disaster, the International Executive Board may postpone the Convention, until such time as the situation is relieved.
- C. Under any other circumstances, the provision for a triennial International Convention may be suspended only by a two-thirds vote of the Electorate as defined in Article II.

Participants

Section 3. The International Convention shall be composed of the following participants:

- A. The International Executive Board, all incoming and continuing District Directors, and such Committee Chairmen as may be necessary for the conduct of business;
- B. One Business Delegate from each Collegiate and each Alumni Chapter who shall:
 1. be a member of the Chapter which the member represents;
 2. be elected at a regular business meeting of the Chapter;
 3. continue to be an active member of that Chapter for one year after Convention;
 4. not be a delegate to successive conventions without permission of the International Executive Board.

- C. One Business Delegate representing all Allied Members; such delegate shall be the Membership Committee Chairman.

Section 4. *The musical programs* of each International Convention shall be arranged and supervised by the International Fourth Vice President.

- A. Each Collegiate Chapter in the Host Provinces may nominate one **Music Delegate**, selected by the Chapter with approval of the Faculty Advisor and District Director.
- B. Any Alumni Chapter may nominate one Music Delegate who, if selected by the International Fourth Vice President, may be sent, at Chapter expense.
- C. The final selection of Music Delegates shall be made by the International Fourth Vice President.
- D. A Music Delegate may not serve as a Business Delegate at the same International Convention.

Expenses

Section 5. Expenses

- A. Expenses for all Collegiate Business and Collegiate Music Delegates shall be paid from the Convention Fund. These expenses during International Convention include:
 - 1. housing;
 - 2. certain lunches and dinners;
 - 3. basic transportation to and from the International Convention. This expense shall be computed from each delegate's elected point of departure within the continental United States to the convention city, or from the location of each delegate's Chapter, whichever is less costly.
- B. Other Participants
Basic Transportation as defined in Section 5A3 of this Article for other participants (defined in Section 3A-C of this Article) shall be paid from the Convention Fund. This is not to prohibit the Fraternity from paying some portion of these other participants' additional expenses at its discretion.

Section 6. The International Convention Committee shall receive an allowance for the triennium which shall be used to provide the Convention Program, speakers, and artists, and to cover other necessary expenditures in connection with the International Convention.

Procedures

Section 7. Voting.

- A. The International President shall appoint a **Credentials Committee** which shall meet before the first Convention business session to verify the attendance and eligibility of persons applying for seats as Business Delegates.
 - 1. This Committee shall report its findings to the Convention at the first business session.
 - 2. Any disputes regarding eligibility shall be settled by majority vote of the Convention. None of the contesting parties shall be entitled to vote.
- B. Each Business Delegate shall be entitled to one vote.
- C. Each elected member of the International Executive Board shall be entitled to one vote.
- D. Two-thirds of those entitled to vote shall constitute a quorum.

Section 8. Order of Business.

- A. The order of business of each International Convention shall be determined by the International Executive Board and shall be published in the convention program.
- B. On or before the opening of the International Convention, such committees may be appointed by the International President as may be necessary to carry on the business of the Convention.
- C. The International Convention shall have the power to pass any order, act, or resolution not inconsistent with the Articles of Incorporation, these Bylaws and the Standing Rules of the Fraternity.
- D. *Robert's Rules of Order Newly Revised*, current edition, shall govern the parliamentary procedure of the International Convention in all cases not provided for in these Bylaws.
- E. A record of proceedings shall be kept for each International Convention. Such record shall be published, and a copy of such publication shall be furnished to each Collegiate Chapter, Alumni Chapter, District Director, Chairman of a Standing Committee, and any member of the Fraternity expressing a desire to have a copy.

Section 9. Election of International Officers.

- A. A **Screening Committee** of three members to be chosen, one each, from the eastern, central and western sections of the United State of America, shall be appointed by the International Executive Board one year preceding the International Convention. One Screening Committee member will be designated to also receive nominations from members who reside outside of the United States of America. This committee shall:
 - 1. receive names of prospective candidates for the elective International Offices and investigate their eligibility and availability;
 - 2. submit to the Nominating Committee as defined in Section 9B a list of names of candidates eligible and available for each elective International Office.
- B. The **Nominating Committee** shall consist of Business Delegates who shall be elected at Province meetings held on the first day of Convention.
 - 1. The Collegiate Chapter delegates of each Province shall elect one committee member.
 - 2. The Alumni Chapter delegates of each Province shall elect one committee member.
 - 3. A past or outgoing elected member of the International Executive Board shall be appointed by the Board to serve as advisor to the Nominating Committee.
- C. The Nominating Committee shall present one name for each elective International Office not later than the close of the second full day of Convention. Nominations from the floor shall also be received.
- D. Voting shall be done by ballot not later than the close of business on the third full day of Convention.
- E. A majority vote shall be necessary to elect.
- F. Installation of the newly elected International Officers shall take place as the final order of business preceding the close of the Convention.

Article V. International Executive Board

Section 1. The International President, the five International Vice Presidents, the International Executive Secretary-Treasurer, and the International Editor of the Fraternity shall constitute the International Executive Board.

Section 2. The International Executive Board shall:

- A. be the governing body of the Fraternity, subject to acts of the International Convention and to the Bylaws and Standing Rules;
- B. make any rules and regulations not inconsistent with the Articles of Incorporation, the Bylaws, the Standing Rules, or the International Convention;
- C. enforce the Bylaws and Standing Rules, other rulings, and established policies of the Fraternity;
- D. establish and maintain an International Executive Office;
- E. make appointments as the conduct of business requires.

Section 3. The International Executive Board shall hold **meetings** at such times and places as may be determined by a majority vote of the Board, provided, however, that at least one meeting shall be held in each year, and provided further that in the years in which a regular triennial International Convention is held, a meeting shall take place prior to the date of such Convention. The International Executive Board may also meet informally and may arrive at decisions by correspondence and/or electronic communication.

- A. The incoming International Executive Board shall hold a post-Convention meeting.
- B. In the first year of the triennium, the International Executive Board shall meet with at least two members of the Mu Phi Epsilon Foundation Board of Directors.
- C. In the second and third years of the triennium, members of the two Boards shall meet jointly at least once annually. The meeting date and place shall be agreed upon by the presidents of both Boards.

Section 4. The incoming International Executive Board shall appoint at the post-Convention meeting an International Executive Secretary-Treasurer and an International Editor, at such salaries as shall be determined by the elected Officers.

- A. The **International Executive Secretary-Treasurer** shall:
 - 1. attend, in this official capacity, all meetings of the International Executive Board and the International Convention;
 - 2. be the Recording Secretary of the Fraternity;
 - 3. receive all money and be a co-signer of all financial transactions together with the International President;
 - 4. be bonded to secure the faithful performance of the duties of office;
 - 5. conduct the business of the International Executive Office and keep regular business hours.

- B. The **International Editor** shall:
1. be the editor of the Fraternity journal;
 2. attend, in this official capacity, all meetings of the International Executive Board and the International Convention.

Section 5. Any appointee may be removed at any time by the International Executive Board for failure to perform the required duties in a satisfactory manner, and shall not receive final payment for services until all property and assets of the Fraternity, both tangible and intangible, are returned.

Article VI. Honorary Advisory Board

Section 1. There shall be an Honorary Advisory Board composed of the past International Presidents who have completed a full term of office.

Section 2. The Honorary Advisory Board shall be available to the International President and the International Executive Board for consultation and advice.

Section 3. Each triennium, three members from this Board shall be designated as the **Executive Committee**. The Chairman of the Committee shall be the most recent Past President willing to serve. The other two members shall be elected by the Honorary Advisory Board.

Section 4. The members of the Executive Committee shall become the Investigating Committee for the removal of an International Officer as specified in Article III Section 8.

Article VII. Committees

Section 1. There shall be four **Standing Committees**: Bylaws, Finance, Membership, and Standing Rules. The International Executive Board shall oversee the work of these committees.

- A. Committee Chairmen and all members of each committee shall be appointed by the International Executive Board from geographically diverse areas, and shall serve three-year terms with reappointment possible.
- B. When vacancies occur, unexpired terms shall be filled through appointment by the International Executive Board.
- C. Each committee shall designate one of its members to serve as Vice Chairman, who shall convene and preside at meetings of the committee (in person or via electronic communication) when the Chairman is absent or unable to act.
- D. Committee Chairmen shall be entitled to reimbursement for expenses incurred in their work as Committee Chairmen. All such expenses are subject to approval by the International Executive Board.

Section 2. The **Bylaws Committee** shall consist of not less than five members. This committee shall:

- A. receive and consider all proposed amendments to these Bylaws submitted in accordance with the Standing Rules of the Fraternity;
- B. have the right to originate amendments to these Bylaws;
- C. submit to the membership for vote proposed amendments to the Bylaws, as specified in these Bylaws and the Standing Rules;
- D. receive all completed ballots to be counted;
- E. submit ballots, together with the tabulation supervised by the Bylaws Committee Chairman, to the International President for declaration of passage or failure to pass. The membership shall be notified of the results.

Section 3. The **Finance Committee** shall consist of five members. This committee shall:

- A. have general supervision of the finances of Mu Phi Epsilon;
- B. prepare, with the assistance of the International Executive Secretary-Treasurer, a proposed annual budget for all Funds of the Fraternity;
- C. submit to the International Executive Board at its annual meeting the proposed budget, the final approved version of which shall be published in the Annual Report;
- D. advise the International Executive Board concerning the investment of funds;
- E. review the Fraternity's financial records at the end of each fiscal year, prior to any outside audit or review, or at any other time deemed appropriate. If irregularities occur, the Committee may request a full financial audit. The membership shall be advised of the results of this audit.

Section 4. The **Membership Committee** shall consist of not less than thirteen members. This committee shall:

- A. formulate strategies for the recruitment and retention of members;
- B. assist the International First Vice President in recruiting and maintaining contact with Allied Members.

Section 5. The **Standing Rules Committee** shall consist of not less than five members. This committee shall:

- A. receive and consider all proposed amendments to the Standing Rules submitted in accordance with the Standing Rules of the Fraternity;
- B. have the right to originate amendments to the Standing Rules;
- C. submit to the membership for vote proposed amendments to the Standing Rules, as specified in the Bylaws and the Standing Rules;
- D. receive all completed ballots to be counted;
- E. submit ballots, together with the tabulation supervised by the Standing Rules Committee Chairman, to the International President for declaration of passage or failure to pass. The membership shall be notified of the results.

Section 6. Special committees may be appointed by the International Executive Board as deemed necessary to carry on the work of the Fraternity.

Section 7. The International President shall be an ex-officio member of all committees except the Nominating Committee.

Article VIII. Collegiate Chapters

Installation of Chapters

Section 1. Collegiate Chapters of the Fraternity may be organized and located in universities, colleges and schools of music which meet the accrediting standards of the Fraternity.

Section 2. A petition for establishment of a Collegiate Chapter shall be signed by no fewer than ten petitioners, who are not members of Mu Phi Epsilon or another professional music fraternity, and who are undergraduate music majors or minors in the institution for which the Collegiate Chapter is desired.

- A. Faculty members, graduate students and Special Election candidates may sign but must be in addition to the minimum ten petitioners.
- B. The petition must be approved by the executive head of the department or school of music.
- C. Such petition, together with the required filing fee and a publication giving full information regarding the school and its music curriculum, shall be submitted to the International First Vice President.
- D. Upon receipt of the petition and information about the school, the International First Vice President shall investigate the standing of the school and the qualifications of the petitioners, and shall make a written recommendation to the International Executive Board.
- E. Upon approval of the petition by the International Executive Board, a charter for said Chapter shall be granted, and the International President and the International First Vice President shall proceed with installation plans.
- F. Notice of the granting of each new charter shall be sent to all Chapters.

Section 3. Any Collegiate Chapter may:

- A. be **reinstalled** after its charter has been withdrawn, upon payment of the specified fee; or
- B. **transfer its charter** to another school in the same city by complying with the procedure, securing the necessary approval and paying the specified fee, in the same manner as is required for a new Chapter.

Member Duties

Section 4. Members of Collegiate Chapters shall meet the requirements set forth in Article I of these Bylaws.

Section 5. Each member of a Collegiate Chapter shall:

- A. pay annual International dues, as specified in Article I Section 16, before November 15;
- B. pay local dues or fees levied by the Chapter.

Section 6. Collegiate members with music majors or minors are expected to maintain **Active Status** in the Chapter while they are enrolled as undergraduates. To be considered Active, a member's International and local Chapter dues must be paid for the current year.

- A. **Inactive Status** may be requested in rare instances where a Collegiate member changes from a music major or minor, or is unable for professional or other reasons to participate in chapter affairs, or is unable 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 Second Vice President for consideration.

- B. To return to Active Status, the member must submit in writing to the International Second Vice President, or in the case of a graduate wishing to join an Alumni Chapter, the International Third Vice President, 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.

Chapter Officers

Section 7. Collegiate Chapter officers shall:

- A. be President, Vice President, Recording Secretary, Corresponding Secretary, Alumni Secretary, Treasurer, Historian, Steward, Chaplain, and Chorister. The duties of two or more officers may be combined in one office if desired. Each officer shall be in good standing at the time of election, and shall maintain such standing throughout the term of office.
- B. have such authority and perform such duties as may be provided for in the local bylaws and as are not inconsistent with these Bylaws and the Standing Rules of the Fraternity.

Chapter Duties

Section 8. Each Collegiate Chapter shall make bylaws, orders, and regulations for its own government not inconsistent with the International Articles of Incorporation, these Bylaws, and the Standing Rules of the Fraternity. Such bylaws shall be subject to the approval of the International Executive Board through the International Fifth Vice President, with whom a copy must be filed. The Chapter bylaws must be updated within the year immediately following any revision of these International Bylaws.

Section 9. Each Collegiate 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.

Section 10. Each Collegiate Chapter shall be responsible to the Fraternity for all **International dues** of its Active Members.

Section 11. Each Collegiate Chapter shall pay an annual fee to the International **Convention Fund**, as required, before November 15.

Section 12. Each Collegiate Chapter shall have the power to assess **local dues**.

Section 13. Each Collegiate Chapter shall **induct** candidates for membership 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 be no longer considered as a candidate for membership, and 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.

Section 14. Each Collegiate 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.

Section 15. Each Collegiate Chapter shall have no fewer than four **musical programs** each year, at least one of which shall be open to non-members.

Section 16. Each Collegiate Chapter failing to send a delegate to the **International Convention** without securing the prior consent of the International Executive Board shall pay a fine or be placed on probation or both.

Section 17. Any Collegiate Chapter may be placed on **probation** by the International Executive Board for:

- A. maintaining a low scholastic standard;
- B. lack of fiscal responsibility;
- C. lack of accord within the Chapter;
- D. refusal to respond to or communicate with the International organization.
- E. failure to be represented at an International Convention.

Prior to such action the International Executive Board shall obtain the report of an Investigative Committee of three Fraternity members in good standing, which the Board shall appoint to investigate the case. One member of this committee shall be chosen to represent the interests of the Chapter concerned. Probation shall be for a fixed period determined by the International Executive Board and the Investigating Committee, and notice of probation shall be accompanied by (1) a statement of the reasons for such probation, and (2) the conditions to be met by the Chapter to insure reinstatement at the end of the fixed period.

Disbanding of Chapters

Section 18. The International Executive Board shall be empowered to withdraw the charter of any Collegiate Chapter when the school or department in which the Chapter is located ceases to exist, or when other circumstances prevent the Chapter from remaining on campus, provided no arrangement is possible for an immediate transfer of said charter to another school.

Section 19. When a charter is withdrawn, all **assets and properties**, both financial and physical, shall be returned to the International Executive Office, and shall become the property of the International Fraternity, unless a gift designation or trust directs otherwise. The withdrawal of the charter of any Chapter shall not disturb the International status of any members of such Chapter.

Article IX. Alumni Chapters

Installation of Chapters

Section 1. Alumni Chapters may be established in any city, town, village, or contiguous geographic area where members of the Fraternity reside.

- A. A **petition** for establishment of an Alumni Chapter must be signed by no fewer than ten members of the Fraternity.
- B. The petition for such Chapter, accompanied by the specified filing fee, shall be sent to the International First Vice President who shall investigate and forward a recommendation to the International Executive Board for action.
- C. All charter members of such Alumni Chapter shall pay International dues to the Fraternity in accordance with Article I Section 17, and shall pay local dues and fees as provided by the Chapter's bylaws.

Section 2. Each Alumni Chapter shall have the following name: _____ (*City, Town, Village, other post office listing or contiguous geographic area*) Alumni Chapter of Mu Phi Epsilon.

Section 3. If a petition is presented for an Alumni Chapter in a city wherein there is an existing Alumni Chapter, or if one is presented from the immediate vicinity of such a city, the International First Vice President must investigate the impact on the existing Alumni Chapter before such a petition is approved by the International Executive Board.

Section 4. When an Alumni Chapter is formed as an outgrowth of an existing Alumni Chapter, at least five members of the new Chapter must be unaffiliated with any local Alumni Chapter.

Member Duties

Section 5. Each member of an Alumni Chapter shall:

- A. pay annual International dues as specified in Article I Section 17 before September 15.
- B. pay local dues or fees levied by the Chapter.

Chapter Officers

Section 6. Alumni Chapter officers shall:

- A. be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Steward, Chaplain, and Chorister. The duties of two or more officers may be combined in one office if desired. Each officer shall be in good standing at the time of election, and shall maintain such standing throughout the term of office.
- B. have such authority and perform such duties as may be provided for in the local bylaws and as are not inconsistent with these Bylaws and the Standing Rules of the Fraternity.

Chapter Duties

Section 7. Each Alumni Chapter shall make bylaws, orders and regulations for its own government not inconsistent with these Bylaws and the Standing Rules of the Fraternity and subject to the approval of the International Executive Board through the International Fifth Vice President, with whom a copy shall be filed. The Chapter bylaws must be updated within the year immediately following any revision of these International Bylaws.

Section 8. Each Alumni Chapter shall have the power to assess **local dues**.

Section 9. Each Alumni Chapter shall pay an annual fee to the International **Convention Fund**, as required, before September 15.

Section 10. Each Alumni Chapter failing to send a delegate to the **International Convention** without securing the prior consent of the International Executive Board shall pay a specified fine.

Inactive Chapters or Closing of Chapters

Section 11. An Alumni Chapter may request of the International Third Vice President for **Inactive Status** when the membership is five or fewer and the Chapter is having difficulty meeting the requirements for Alumni Chapters. With permission from the International Third Vice President and the District Director, a five-year period of examination or supervision may follow, allowing the International Third Vice President and District Director time to work closely with the Chapter to revitalize it. During this period, International dues shall continue to be paid, but all other fees and special assessments shall be waived. After three years, the International Third Vice President and District Director, along with Chapter members, shall reevaluate the Chapter status and make recommendations to the International Executive Board regarding future action.

Section 12. If a Chapter votes to close due to dire circumstances and submits a written request to the International Executive Board, permission to close may be granted by a two-thirds vote at the International Convention, or, in non-convention years, by a unanimous vote of the International Executive Board.

Section 13. The International Third Vice President may initiate action to close an Alumni Chapter. If, after thorough investigation, the Chapter is considered by the International Executive Board to be non-functioning, the International Executive Board may, by unanimous vote, declare the Chapter closed.

Section 14. When an Alumni Chapter closes, its charter is revoked and all remaining **assets and properties**, both financial and physical, shall be given to the International Executive Office. Such assets shall become the property of the International Fraternity, unless a gift designation or trust directs otherwise.

Article X. Provinces and Districts

Section 1. The Collegiate and Alumni Chapters shall be grouped into Provinces by the International Executive Board.

Section 2. The Collegiate and Alumni Chapters shall be assigned by the International Executive Board to geographical **Districts**, smaller than Provinces.

Section 3. Each District shall be under the supervision of a **District Director**.

- A. District Directors shall be appointed by the International Executive Board for a three-year term corresponding with the triennium of the Fraternity, with reappointment possible.
- B. Each District Director shall be a member in good standing of Mu Phi Epsilon and shall hold at least a Bachelor's degree, and shall be affiliated with an Alumni Chapter or be an Allied Member. An exception to these specified qualifications may be granted in certain cases with the approval of the International Executive Board.
- C. Each District Director shall:
 1. attend the International Convention, with expenses paid by the Fraternity as prescribed in Article IV Section 5;
 2. attend Fraternity training sessions as directed by the International Executive Board;
 3. organize an annual workshop with each Collegiate Chapter in the District following the election of new Chapter officers;
 4. organize a meeting of all Chapter presidents in the District to be held during the first year of the triennium;
 5. initiate and coordinate a District Conference to be held during the second year of the triennium;
 6. meet with each Alumni Chapter in the District during the third year of the triennium;
 7. visit Collegiate and Alumni Chapters at other times as directed by the International Executive Board.
- D. District Directors shall be entitled to reimbursement for expenses incurred in discharging the duties of office. All such expenses are subject to approval by the International Executive Board and are to be paid out of the International treasury, except that host Chapters shall pay local expenses for District Directors' annual Collegiate workshops and required triennial meetings.

Article XI. Finance

Section 1. The assets of the Fraternity, including all cash, securities and other property, shall be divided into Funds as prescribed in Sections 2 and 3 of this Article.

- A. Subject to the specific provisions of Sections 2 and 3 of this Article, the International Executive Board shall have supervision over all allocations to and disbursements from these Funds.
- B. The **fiscal year** of all Funds shall extend from September 1 of a calendar year through August 31 of the following calendar year.
- C. At the end of each fiscal year, the International Executive Board shall cause a **financial review** to be made of all Funds of the Fraternity, in accordance with generally accepted accounting principles. Each review shall be performed by a Certified Public Accountant whose involvement shall not cause or appear to cause conflict of interest. The financial review shall be published in the Annual Report.
- D. The International Executive Board may order a **full financial audit** at its discretion. In addition, the International Executive Board shall order a full audit to be made of all the Funds of the Fraternity, in accordance with generally accepted accounting principles, if petitioned according to procedures specified in the Standing Rules. Any audit shall be performed by a Certified Public Accountant whose involvement shall not cause or appear to cause conflict of interest. The results of the audit shall be published in the Annual Report.

Section 2. Operating Funds.

- A. The **General Fund** shall receive all revenues and pay all expenses of the Fraternity except those revenues and expenses specifically allocated to other Funds. At the discretion of the International Executive Board, appropriations may be made from the General Fund for the benefit of other Fraternity Funds.
- B. The **Convention Fund** shall be credited with the annual Chapter convention fee contributions and a proportionate amount, as specified in the Standing Rules, of all Collegiate and Alumni per capita dues as levied under Article I Sections 15 and 16. International Convention expenses as defined in Article IV shall be paid from this fund.
- C. The **Equipment Fund** shall consist of budgeted charges made annually to the General Fund to provide for the purchase or replacement of office equipment.
- D. The **Triangle Fund** shall be credited with interest and dividends from the Triangle Endowment. To the extent possible, these earnings shall pay the costs of publication of the Fraternity journal.

Section 3. Triangle Endowment.

- A. The Triangle Endowment consists of money contributed by members for the purpose of financing the Fraternity journal.
- B. The original principal of \$50,000 shall forever remain intact, and an additional \$150,000 drawn from the earnings shall be considered a part of the principal and remain inviolate; this total amount shall be invested so as to (1) safeguard the principal and (2) achieve maximum earnings.
- C. Dividends and interest from this endowment shall be credited to the Triangle Fund.

Section 4. Investments. Unless otherwise provided for at an International Convention, all money not reasonably necessary to meet current expenses, or to provide reserves to meet projected expenses, shall be invested in obligations of the United States, or other securities as may be unanimously approved by the International Executive Board after considering the advice of the Finance Committee.

Section 5. Donations Received. When the Fraternity receives a monetary gift, bequest, or devise:

- A. If the donor specifies that the gift is for the Fraternity, it shall be used for the specific purpose or purposes indicated by the donor. If the donor does not indicate a purpose for the gift, it shall be deposited in the General Fund.
- B. If the donor does not specify whether the gift is for the Fraternity or the Foundation and does not indicate a purpose for the gift, it shall be deposited in the Fraternity's General Fund.
- C. If the donor specifies that the gift is for the Mu Phi Epsilon Foundation, the donation shall be transferred immediately to the Foundation.
- D. If the donor specifies that the principal of and/or interest from the donation is for educational and/or charitable purpose or purposes, it shall be transferred immediately to the Mu Phi Epsilon Foundation.

Article XII. Mu Phi Epsilon Foundation

In 1963 Mu Phi Epsilon authorized and established the Mu Phi Epsilon Memorial Foundation to be the philanthropic and educational arm of the Fraternity. The Foundation is a nonprofit Nebraska corporation, governed by its own Articles of Incorporation and Bylaws, which carries out the Purposes and the Aim of Mu Phi Epsilon. In 1993 the word Memorial was removed from the title of the Foundation by amendment to the Articles of Incorporation.

Members of the Board of Directors of the Mu Phi Epsilon Foundation must be members of the Fraternity in good standing. The current International President of the Fraternity is a voting member of the Foundation Board of Directors.

The International Executive Board of the Fraternity may recommend projects to the Foundation, and may also request that the Foundation consider specific Fraternity philanthropic or educational projects.

Article XIII. Publications

Section 1. Each triennium, the International Executive Board shall publish Bylaws and Standing Rules as approved by the membership of the Fraternity, and shall distribute copies to each Collegiate and Alumni Chapter, District Director, and Allied Member.

Section 2. An **Annual Report** of the business of the Fraternity shall be issued before the end of each calendar year and distributed to each Collegiate and Alumni Chapter, District Director and Allied Member. Copies may also be purchased from the International Executive Office.

Section 3. The Fraternity **journal** shall be called *The Triangle of Mu Phi Epsilon*, published four times a year, and a minimum of two issues a year shall be distributed to all dues-paying and Emeritus members and other subscribers.

Section 4. A Fraternity **newsletter** shall be published periodically, and distributed to all dues-paying and Emeritus members.

Section 5. The International Executive Board shall oversee the formulation and printing of the **Ritual**, conforming to action taken at the International Convention, and shall distribute copies to all Collegiate and Alumni Chapters and to all District Directors.

Section 6. The International Executive Board shall oversee the formulation and printing of a **Handbook**, conforming to action taken at the International Convention, and shall distribute copies to all Collegiate and Alumni Chapters and all District Directors.

Section 7. The International Executive Board shall oversee the formulation, printing, revision and distribution of **manuals** outlining the duties of each office, according to all provisions of the Bylaws and Standing Rules, for:

- A. Collegiate Chapter Officers;
- B. Alumni Chapter Officers;
- C. Faculty and Chapter Advisors;
- D. District Directors.

Article XIV. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Fraternity in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Standing Rules, and any other special rules of order the Fraternity may adopt.

Article XV. Amendment of Bylaws

These Bylaws may be amended, with prior notice, by a two-thirds affirmative vote of the Electorate as defined in Article II. All amendments shall become effective immediately upon declaration of the International President, unless the resolution to adopt the amendment contains a proviso to change the effective date.

Article XVI. Indemnification

Each person who is now, has been, or shall hereafter become an officer or employee of this Corporation, or who at the request of this Corporation serves as an officer or employee for any other corporation in which the Corporation owns shares of capital stock, or of which the Corporation is a creditor, whether or not then in office, shall be indemnified by the Corporation against all costs and expenses reasonably incurred by, or imposed upon, said officer or employee in connection with or resulting from any action, suit or proceeding, or threat thereof, to which said officer or employee may be made a party by reason of any action alleged to have been taken or omitted in such capacity as officer or employee, except in relation to matters as to which said officer or employee shall be finally adjudged in such action, suit, or proceeding to be liable for negligence or misconduct. The foregoing right to

indemnify shall include the cost of reasonable settlements and compromises, except that no amount shall be paid hereunder in connection with any such settlement unless the Corporation is advised by independent counsel that such person was not derelict in the performance of his or her duty. The foregoing right of indemnification shall not be exclusive of other rights to which such officer or employee may be entitled, and shall inure to the benefit of the heirs, executors, and administrators of each such officer or employee.

Article XVII. Dissolution

The property of this Corporation is irrevocably dedicated to charitable and educational purposes, and no part of the net income or assets of this organization shall ever inure to the benefit of any officer or member thereof or to the benefit of any private persons. Upon dissolution or winding up of the Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable and/or educational purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Standing Rules of Mu Phi Epsilon relating to International Bylaws current as of December 2005

Article I. Members

Qualifications for Membership

1. Each Collegiate Chapter shall submit to the International Fifth Vice President/Eligibility Advisor a Statement of Eligibility stating the scholarship rating used by that Chapter as a basis for election to membership. This Statement of Eligibility must be signed by the President of the Chapter, the Faculty Advisor of the Chapter, and the Chairman or Director of the Music Department. The International Executive Board must approve the scholarship rating used by each Chapter, which may be more, but may not be less, stringent than the minimum GPA established in the Fraternity's Bylaws. After approval, Statements of Eligibility will remain on file with the International Fifth Vice President/Eligibility Advisor and in the International Executive Office. (Bylaws I:2A3)
2. A Collegiate Chapter may change its scholarship rating on file with the International Fifth Vice President/Eligibility Advisor by a two-thirds vote of its membership. A new Statement of Eligibility must be completed by the Chapter and submitted to the International Fifth Vice President/Eligibility Advisor. The new scholarship rating will not be in effect until approval is granted by the International Fifth Vice President/Eligibility Advisor. (Bylaws I:2A3)
3. Each Collegiate Chapter shall be required to adhere to its scholarship rating on file with the International Fifth Vice President/Eligibility Advisor in all elections to membership, except those approved as Special Permission Elections by the International Executive Board. (Bylaws I:2A3, 2D)
4. To propose a candidate for membership by Special Permission, a Request for Special Permission form shall be completed by the Chapter and sent, along with an official transcript from the school's registrar, to the International Fifth Vice President/Eligibility Advisor, who will notify both the recommending Chapter and the International Executive Office of the approval or rejection of the request. (Bylaws I:2D)
5. Upon receipt of approval from the International Fifth Vice President/Eligibility Advisor of a Request for Special Permission, the Chapter may proceed with pledging and/or initiation for the candidate. (Bylaws I:2D)
6. In the event that a Request for Special Permission is denied, an explanation shall be given to the Chapter by the International Fifth Vice President/Eligibility Advisor. (Bylaws I:2D)
7. To be eligible for membership in Mu Phi Epsilon, a candidate may never have been a member, honorary member or affiliated by membership ritual in Delta Omicron, Phi Beta, Sigma Alpha Iota, or Phi Mu Alpha Sinfonia. (Bylaws I:2E-F)
8. To propose a candidate for membership by Special Election, a Request for Special Election form shall be completed by the Chapter and sent, along with a letter of recommendation from a current member of that Chapter and an educational and professional profile supplied by the candidate, to the International Fifth Vice President/Eligibility Advisor, who will notify both the recommending Chapter and the International Executive Office of the approval or rejection of the request. (Bylaws I:2F)
9. The educational and professional profile submitted by candidates for membership by Special Election shall indicate the candidate's area of specialization in music and include a summary of formal education, studio instruction, professional positions, performances, honors, and community service contributions. (Bylaws I:2F)
10. Upon receipt of approval from the International Fifth Vice President/Eligibility Advisor of a Request for Special Election, the Chapter may proceed with pledging and/or initiation for the candidate. (Bylaws I:2F)
11. In the event that a Request for Special Election is denied, an explanation shall be given to the Chapter by the International Fifth Vice President/Eligibility Advisor. (Bylaws I:2F)

STANDING RULES

Initiation and Affiliation

12. Candidates for membership in Mu Phi Epsilon by Special Election, whether proposed by a Collegiate Chapter or by an Alumni Chapter, shall be initiates of an active Chapter bearing a Greek letter name. Whenever possible, a local active Collegiate Chapter should be the Chapter of initiation. If an active local Collegiate Chapter is not available, Omega Omega must be used. (Bylaws I:2F, 4)
13. An Alumni Chapter proposing a candidate for membership in Mu Phi Epsilon by Special Election shall specify the Chapter of initiation for that candidate as part of the Request for Special Election. If the proposed Chapter of initiation is Omega Omega (used only in unusual circumstances), the Alumni Chapter shall include with the Request for Special Election an explanation of the circumstances that prevent inviting a Collegiate Chapter to be the Chapter of initiation. (Bylaws I:4)
14. To ensure that Fraternity membership badges will be available for initiation ceremonies, all initiation fees and paperwork must be received at the International Executive Office two weeks before the proposed initiation date. (Bylaws I:6)
15. Collegiate members who transfer to a school without a Mu Phi Epsilon Chapter and who wish to retain affiliation with their Chapter of initiation shall send a written notification of their intent to the International Executive Office. This notification must include the member's address and telephone number at the new school. The International Executive Secretary-Treasurer shall notify the applicable Collegiate Chapter's President of the transferring member's contact information and continuing affiliation. (Bylaws I:9A)
16. Individual members of Mu Phi Epsilon retaining affiliation with a Collegiate Chapter while studying at a different school will receive annual dues payment notices from the International Executive Secretary-Treasurer, and they will pay their International Collegiate dues directly to the International Executive Office. (Bylaws I:9A)
17. Collegiate Chapters shall not be responsible for collection of International dues from affiliated members currently studying at other institutions. (Bylaws I:9A)
18. Collegiate Chapters shall not be required to extend regular voting privileges to affiliated members currently studying at other institutions. Such non-voting members shall not be required to pay local Chapter dues. (Bylaws I:9A)

Alumni Members

19. Eligible members may have the option of receiving Emeritus Status by notifying their Chapter Treasurer, who shall write "Emeritus Member" on dues payment forms next to the names of all Emeritus Members. (Bylaws I:15)
20. Alumni Chapters may vote to waive local Chapter dues for Emeritus Members but are not obligated to do so. (Bylaws I:15)
21. A subscription to the Fraternity journal, *The Triangle*, shall be a benefit of membership extended to all paying annual International dues or having Emeritus Member status. (Bylaws I:16,17)

All unaffiliated members with a Life subscription to *The Triangle* shall be notified that they have the following options:

1. Affiliate with a chapter or become an Allied Member by paying international dues, in which case the Life subscription will continue at no additional cost;
 2. Request Emeritus status, available to members who have attained 80 years of age, in which case the life subscription will continue at no cost;
 3. pay \$10 for an annual subscription to *The Triangle*; or
 4. Discontinue the subscription.
22. Twenty-five percent of each member's International dues shall be credited to the Convention Fund. The remaining amount shall be credited to the General Fund. (Bylaws I:15, 16))
 23. Chapters shall not be responsible for collection or payment of International dues still owed by members placed on probation, inactive status, or In Bad Standing by the International Executive Board. (Bylaws I:19, VIII:6A)

Article II. Electorate

24. Only Chapters and members whose dues and other financial obligations to the Fraternity are current at the ballot deadline shall be eligible to vote between International Conventions (*Bylaws II: 2,3*)
25. In a mail vote by the membership between International Conventions, each Allied Member in good standing will be mailed the same ballot and explanatory materials sent to each Chapter. Mail ballots of Allied Members shall be returned according to the same deadline schedule set for Chapter ballots. The choice receiving the most votes among all the valid ballots actually returned by Allied Members will be entered as one combined vote. (*Bylaws II:2D*)

Article III. International Officers

26. International Officers serving on the International Executive Board, both those elected and those appointed, may not be affiliated with an individual Chapter during the term of office. International Officers are considered to be members of all Chapters and have the responsibility of serving all Chapters; therefore, they do not pay dues or fees to any single Chapter. (*Bylaws III:1*)

Article IV. International Convention

27. Fifty, sixty, seventy, and seventy-five year members will be honored with recognition and/or certificate at International Convention, based on the anniversary of the date of initiation occurring anytime during the year of Convention and not by the specific month and day. (*Bylaws IV:2*)

Participants

28. Music Delegates must be currently affiliated members of Mu Phi Epsilon, either through a Chapter or as Allied Members. Such members must have performed “live” for the District Director or other approved representative, who sends a letter of recommendation to the International Fourth Vice President/Music Advisor on behalf of the candidate. (*Bylaws IV:4*)
29. Business Delegates may not serve as accompanists for the Music Delegates. (*Bylaws IV:4*)
30. All Collegiate Music Delegates are expected to attend all business sessions of the Fraternity, as well as workshops and other meetings, unless scheduled rehearsal times prohibit attendance. An appropriate deduction will be made from the transportation reimbursement of any delegate absent from a Convention business session without prior permission from the International Executive Board. (*Bylaws IV:4 and IV: 5C*)

Expenses

31. All Chapter Business Delegates and Collegiate Music Delegates to the International Convention, District Directors, and requested Committee Chairmen traveling to Convention by air must have their airline tickets approved by a deadline date set by IEO. Airline tickets previously approved by IEO will be reimbursable at Convention upon submission of receipts. Persons living within a 300-mile radius of the Convention site will be expected to travel by automobile, train, or bus; airline tickets for such attendees may be approved only with IEB permission. (*Bylaws IV:5C*)
32. Ticket costs for other types of transportation, such as train and bus, will be reimbursable to delegates during the Convention upon submission of receipts. (*Bylaws IV:5C*)
33. Business Delegates, Collegiate Music Delegates, District Directors, and requested Committee Chairmen traveling to International Convention by private automobile shall complete and submit a mileage form at registration. Reimbursement checks will be issued by the International Executive Secretary-Treasurer by the final day of the Convention. Mileage will be reimbursed to the driver Delegate at the federally established mileage rate. (*Bylaws IV:5C*)
34. In the event an Alternate Delegate must take a Business Delegate’s place at the International Convention with less than 30 days’ notice, the Alternate Delegate must contact the International Executive Secretary-Treasurer for instructions regarding travel arrangements. (*Bylaws IV:5C*)

STANDING RULES

Procedures

35. A District Director shall be appointed Chairman of the Credentials Committee by the International President at least 30 days before the International Convention opens. Other members appointed to the Credentials Committee will be notified in advance of the Convention. (Bylaws IV:7)

Article V. International Executive Board

36. In appointing an International Executive Secretary-Treasurer and an International Editor, the International Executive Board shall make every effort to recruit qualified candidates who are members of Mu Phi Epsilon. (Bylaws V:4)

Article VII. Committees

37. Each term of service on a Standing Committee normally shall be for three years, but the International Executive Board may make appointments for shorter terms to replace resignations and ensure a full committee. (Bylaws VII:1A, 1B)
38. The Chairman of a Standing Committee normally shall be appointed by the International Executive Board at the International Convention. (Bylaws VII:1A, 1B)

Article VIII. Collegiate Chapters

Installation of Chapters

39. The accrediting standards of the Fraternity shall be met by universities, colleges, and schools of music of high standing and reputation which have been established for five years or more, which meet the requirements of the National Association of Schools of Music, the Association of Universities and Colleges, or one of the appropriate regional associations. (Bylaws VIII:1)
40. The fee for filing a petition for establishment of a Collegiate Chapter shall be **\$250**, which shall furnish to the new Chapter an official charter and the following ritual equipment:
- Register
 - Ritual Cloth
 - Nine (9) copies of the Ritual Book
 - Shield

All other ritual equipment shall be the responsibility of the new Chapter. (Bylaws VIII:2C)

41. The fee for reinstalling a Chapter after its charter has been withdrawn shall be **\$150**. (Bylaws VIII:3A)
42. The fee for transferring a Chapter from one school to another in the same locality shall be **\$100**. (Bylaws VIII:3B)

Chapter Duties

43. The annual fee to be paid by each Collegiate Chapter to the International Convention Fund shall be **\$50**. (Bylaws VIII:11)
44. The fine to be paid by a Collegiate Chapter for failure to send a delegate to the International Convention without prior approval of the International Executive Board shall be **\$50**. (Bylaws VIII:16)

Article IX. Alumni Chapters

Installation of Chapters

45. The fee for filing a petition for establishment of an Alumni Chapter shall be **\$100**. (Bylaws IX:1B)

Chapter Duties

46. The annual fee to be paid by each Alumni Chapter to the International Convention Fund shall be **\$50**. (Bylaws IX:9)
47. The fine to be paid by an Alumni Chapter for failure to send a delegate to the International Convention without prior approval of the International Executive Board shall be **\$50**. (Bylaws IX:10)

Article XI. Finance

48. Chapters may petition the International Executive Board to order an audit of the Fraternity Funds. Petitions shall be presented before June 1 of any given year by a majority of the Chapters having paid dues for that fiscal year. Petitions shall be the result of a Chapter vote and shall be sent to the Chairman of the International Finance Committee and to the International Executive Board. *(Bylaws XI: 1D)*

Article XIII. Publications

49. The International Executive Board shall request permission from the Board of Directors of the Mu Phi Epsilon Foundation to publish the Bylaws of the Mu Phi Epsilon Foundation together under one cover with the International Bylaws and Standing Rules of Mu Phi Epsilon. *(Bylaws XII, XIII:1)*
50. Each new initiate of Mu Phi Epsilon will receive the most recent publication of the Fraternity's International Bylaws and Standing Rules. *(Bylaws XIII:1)*

Article XV. Amendment of Bylaws

51. Suggestions for revisions of the International Bylaws may be submitted by any Chapter or District Director, or by the International Executive Board. Any such suggestion shall be sent to the Bylaws Committee Chairman in the form of a resolution. *(Bylaws XV, VII:2A)*
52. The Bylaws Committee is responsible for the final wording of all proposed revisions of the International Bylaws, except those presented to the Resolutions Committee at International Convention, and may review and edit all suggestions received by the Bylaws Committee Chairman. *(Bylaws XV, VII:2A)*
53. The Bylaws Committee Chairman will notify all Chapters and Fraternity officers of proposed revisions of the International Bylaws well in advance of an International Convention. Such notification will allow all Chapters to discuss the revisions and to advise their Business Delegates. *(Bylaws XV)*
54. Proposed amendments to the International Bylaws may also be submitted to the Resolutions Committee at International Convention. Such submissions must be made early enough to allow the Committee to provide all Business Delegates with advance notice of proposed Bylaws amendments the day before they are presented for a vote. *(Bylaws XV)*

Amendment of Standing Rules

55. These Standing Rules may be amended, with prior notice, by a majority affirmative vote of a quorum of the Electorate as defined in Article II of the International Bylaws. All amendments shall become effective immediately upon the declaration of the International President, unless the resolution to adopt the amendment contains a proviso to change the effective date.
56. Suggestions for revisions to the Standing Rules may be submitted by any Chapter or District Director, or by the International Executive Board. Any such suggestion shall be sent to the Standing Rules Committee Chairman in the form of a resolution.
57. The Standing Rules Committee is responsible for the final wording of all proposed revisions of the Standing Rules, except those presented to the Resolutions Committee at International Convention, and may review and edit all suggestions received by the Standing Rules Committee Chairman.
58. The Standing Rules Committee Chairman will notify all Chapters and Fraternity officers of proposed revisions of the Standing Rules well in advance of an International Convention. Such notification will allow all Chapters to discuss the revisions and to advise their Business Delegates.
59. Proposed amendments to the International Standing Rules may also be submitted to the Resolutions Committee at International Convention. Such submissions must be made early enough to allow the Committee to provide all Business Delegates with advance notice of proposed Standing Rules amendments the day before they are presented for a vote.