

# REQUEST FOR INACTIVE STATUS

International Bylaws of Mu Phi Epsilon  
Article VIII. Collegiate Chapters

Date: \_\_\_\_\_

Chapter: \_\_\_\_\_

## *Member Duties*

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 members' 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 is 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.

A member seeking inactive status must **FIRST** request an audience with the local chapter Executive Committee. The Executive Committee may decide if the member will be given the following form to fill out based on the request of the member. If the request is denied, the member will be expected to pay dues and remain active in the Collegiate Chapter. The following signatures indicate permission to proceed with the rest of this form. **When the form is complete, return it to the Chapter President who will forward it to the District Director, who will forward it to the Second Vice-President/Collegiate Advisor.**

Signature of President of Chapter \_\_\_\_\_

Signature of Vice President of Chapter \_\_\_\_\_

Signature of Treasurer of Chapter \_\_\_\_\_

Signature of Faculty Advisor \_\_\_\_\_

Date all signatures completed \_\_\_\_\_

Please answer the following questions when requesting inactive status. The following are the **ONLY** reasons that inactive status will be accepted. If you cannot qualify for any of the following reasons, you **MUST** pay dues to Mu Phi Epsilon and your local chapter while remaining in school as an undergraduate music major.

- **Collegiate member has changed major or minor from music.** (Many members continue their Mu Phi Activities without a music major because they remain committed to the goals and ideals of Mu Phi Epsilon and want to keep music a part of their lives.)
  1. I have changed my music major or minor \_\_\_\_\_ (yes or no)
  2. My new major is \_\_\_\_\_
  3. Signature of the Chairman of the music department verifying that my major has been

changed

\_\_\_\_\_ Date \_\_\_\_\_

- **Collegiate member is unable for professional or other reasons to participate in chapter affairs**

(Keep in mind that just as you continue to pay your MENC dues when you are no longer active in the collegiate chapter, you should not use your musical commitments an excuse to discontinue your activity in Mu Phi Epsilon. As an Active member, Mu Phi Epsilon can still be a part of your career building, and by paying dues you are supporting your local chapter even though you cannot attend all activities.

1. I will be away from campus for the coming year because of performances, commitments (i.e. touring)

---

2. Elaborate on the exact nature of those commitments

---

---

3. Signature of the Chair of the Department verifying that you will be absent from school for the coming semester/year.

---

4. My outside job commitments make it impossible for me to participate in chapter activities.

\_\_\_\_\_ (yes or no)

5. If yes, list a typical weekly schedule on the back of this sheet. Be as detailed as possible.

- **Collegiate member is unable for financial reasons to pay local and International dues.**

1. In addition to attending school, I work at \_\_\_\_\_ for \_\_\_\_\_ hours a week..

2. I understand that annual International dues are only \$35 \_\_\_\_\_ (yes or no)

3. I would consider approaching Alumni members for assistance with my dues \_\_\_\_\_. If not, why not? \_\_\_\_\_

4. I have discussed with my local chapter Executive Committee the reasons for my financial difficulties.

---

- Following is my personal statement elaborating on my reasons for seeing inactive status in Mu Phi Epsilon.

Applicants Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_

Signature of District Director \_\_\_\_\_

Date \_\_\_\_\_

Signature of International Second Vice President \_\_\_\_\_

Date \_\_\_\_\_