



# Beta Xi Chapter Bylaws

Draft for Ratification January, 2021

*Phi Mu Alpha Sinfonia Fraternity of America, Inc.*

*Beta Xi Chapter Bylaws*

## Article I

### Name and Governing Documents

#### Section One – Name

The chapter of Phi Mu Alpha Sinfonia Fraternity of America at the Ohio State University in Columbus, Ohio is known as the BETA XI CHAPTER.

#### Section Two – Governing Documents

The Beta Xi Chapter is organized and functions in accordance with the current *National Constitution and Bylaws* of Phi Mu Alpha Sinfonia, the *Province Bylaws* of Province Three, the *Chapter Bylaws* of the Beta Xi Chapter, and the rules and regulations of the Ohio State University.

#### Section Three – Parliamentary Authority

The rules outlined in the current edition of *Robert's Rules of Order, Newly Revised* governs the chapter in all instances in which they are applicable and in which they are consistent with these chapter bylaws and the *National Constitution and Bylaws* of Phi Mu Alpha Sinfonia.

#### Section Four – Non-Discriminatory Clause

This organization and its members shall not discriminate against any individual(s) for reasons of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with [the guidelines](#). Per the Phi Mu Alpha Sinfonia Fraternity National Constitution and Bylaws, Title I, Article I, Section 2, “Membership is restricted to males, as permitted under 20 U.S.C. 1681 (a)(6)(A) and as evidenced by the letter of exemption from Title IX provided by the United States Department of Education received December 21, 1983.”

## **Article II**

### **Financial Obligations**

#### **Section One – Initiation Fee**

In addition to Title I, Article I, Section 10 of the *National Constitution and Bylaws* (2018), each probationary member's initiation fee must be paid no later than the time of their completion of the national exam. The Executive Committee will consider any probationary member who has not paid their fee by the due date for removal from the probationary process, in accordance with Title III, Article III, Section 7 of the *National Constitution and Bylaws* (2018).

#### **Section Two – Chapter Dues**

In addition to the national per capita tax detailed in Title I, Article X, Section 1 of the *National Constitution and Bylaws* (2018), each collegiate member of the Beta Xi Chapter pays chapter dues in two installments due October 15 and March 15 of each year. Chapter dues consist of a membership fee of \$70 annually, payable in two installments of \$35 each.

#### **Section Three – Failure to Remit Dues**

All members in good standing who have failed to remit the sum total amount of dues owed to the national headquarters shall be automatically suspended without the necessity of a chapter vote, per Title III, Article VIII, Section 2 of the *National Constitution and Bylaws* (2018).

After a 30 day period following the chapter fees due date, a motion to suspend all collegiate members of the Beta Xi Chapter who have failed to pay chapter dues is added to the agenda. If a member is suspended for failure to pay chapter dues, and the chapter dues in arrears are not paid within 30 days of the due date, the chapter shall consider the suspended member for expulsion from the fraternity. The executive committee also holds the right to consider the extension of a member's chapter dues in extenuating circumstances.

#### **Section Four – Chapter Accounts**

The Beta Xi Chapter holds at least one checking account, which serves as the chapter treasury and the use of chapter funds shall be signed for by the chapter's President and Treasurer.

#### **Section Five – Province Dues**

In accordance with Article IV, Section 1 of the *Province Three Bylaws* (2013), the chapter pays \$14 for each collegiate member of the Beta Xi Chapter in good standing to the province annually by October 15.

## **Article III Officers**

### **Section One – Slate**

In addition to those officers listed in Title III, Article IV, Section 1 of the *National Constitution and Bylaws* (2018), the Beta Xi Chapter elects a Province Council Representative, in accordance with Title III, Section 4 of the *Province Three Bylaws* (2013), and conditionally elects one or more Committeemen-at-Large (see Article IV, Section 1 of *Beta Xi Chapter Bylaws*). An elected officer may be removed from their position in accordance with Title III, Article IV, Section 4 of the *National Constitution and Bylaws* (2018).

### **Section Two – Nominations**

In addition to nominations made, as defined in Title III, Article VIII, Section 1 of the *National Constitution and Bylaws* (2018), the Beta Xi chapter will hold nominations at least one week before elections.

Each member nominated for President, Vice President, and Fraternity Education Officer must submit a letter of intent to the Chapter President, or his designee if he himself is running for a position. Members nominated for other positions are not required to submit a letter of intent.

### **Section Three – Officer Elections**

In addition to the guidelines set forth in Title III, Article IV, Section 1 of the *National Constitution and Bylaws* (2018), chapter officers are elected prior to the last regularly scheduled chapter meeting of the **Autumn Semester**. In the event that an officer cannot fulfill their full calendar year term for any reason, an additional election may be held at the last regularly scheduled chapter meeting of the Spring Semester.

**Phase 1:** Each candidate will be given two minutes to discuss his platform as well as two minutes worth of questions. Additional time may be granted to questioning with a proper motion to extend debate. A person will be granted extra time via simple majority vote of members present in good standing.

**Phase 2:** Upon the event of a tie, the candidates must elaborate further upon their platform. Following this, another vote is held. It is until a winner is decided that this process must repeat.

**Phase 3:** The election is decided by a simple majority. An election may only be held when there is a quorum of Brothers of Beta Xi attending.

**National Bylaws Reference:** A chapter elects officers by April 1 of each academic year and installs them by May 1 using the official installation ceremony. An elected officer serves for one year or until his successor is elected and installed. There is no term limit for a Faculty Advisor.

### **Section Four – Officer Installations**

Chapter officer-elects are installed during the last regularly scheduled chapter meeting of the Autumn Semester using the official installation ceremony. The length of each officer's term shall be one calendar year, extending from the beginning of spring semester and concluding at the end of the autumn semester.

### **Section Five – President Duties**

In addition to the responsibilities detailed in Title III, Article IV, Section 6 of the *National Constitution and Bylaws* (2018), the President shall act as the chair of the Executive Committee.

### **Section Six – Vice President Duties**

In addition to the responsibilities detailed in Title III, Article IV, Section 7 of the *National Constitution and Bylaws* (2018), the Vice President of the Beta Xi Chapter serves as the coordinator of all chapter committees, excluding the Executive Committee, and attends at least one meeting for each committee every semester. The Vice President also serves as the chapter's parliamentarian, enforcing the *National Constitution and Bylaws*, *Province Three Bylaws*, *Beta Xi Chapter Bylaws*, and *Robert's Rules of Order*. In addition, the Vice President of the Beta Xi Chapter appoints a chairman for each committee, as described in Article IV of *Beta Xi Chapter Bylaws*.

### **Section Seven – Secretary Duties**

In addition to the responsibilities detailed in Title III, Article IV, Section 8 of the *National Constitution and Bylaws* (2018), the Secretary of the Beta Xi Chapter keeps track of attendance for active members to all meetings and chapter events. The Secretary is the recorder of all chapter and Executive Committee meeting minutes, and is responsible for the distribution of such minutes to the chapter within 24 hours of the meeting.

### **Section Eight – Treasurer Duties**

In addition to the responsibilities detailed in Title III, Article IV, Section 9 of the *National Constitution and Bylaws* (2018), the Treasurer of the Beta Xi Chapter is responsible for collecting and keeping an accurate record of dues and fines for all collegiate members, to be available and easily accessible by all collegiate members and officers of the Beta Xi Chapter. The Treasurer also presents an update as to the status of the chapter's finances at each regularly scheduled chapter meeting.

### **Section Nine – Fraternity Education Officer (FEO) Duties**

In addition to the responsibilities detailed in Title III, Article IV, Section 10 of the *National Constitution and Bylaws* (2018), the Fraternity Education Officer of the Beta Xi Chapter shall also organize the voting process for probationary members and the dispersion of bids.

### **Section Ten - Alumni Relations Officer (ARO) Duties**

See Title III, Article IV, Section 11 of the *National Constitution and Bylaws* (2018), the Alumni Relations Officer of the Beta Xi Chapter.

### **Section Eleven – Warden Duties**

In addition to the responsibilities detailed in Title III, Article IV, Section 12 of the *National Constitution and Bylaws* (2018), the Warden of the Beta Xi Chapter is responsible for reserving any and all rooms for every chapter meeting and event. The Warden is responsible for maintaining the quality of all chapter materials in the chapter office and storage closet(s). The Warden is also responsible for distributing and keeping track of all keys in possession of the chapter.

### **Section Twelve – Historian Duties**

In addition to the responsibilities detailed in Title III, Article IV, Section 13 of the *National Constitution and Bylaws* (2018), the Historian of the Beta Xi Chapter is responsible for maintaining and regularly updating the chapter bulletin board, trophy case, and family trees. The Historian is

responsible for cataloging and maintaining the historical documents and artifacts of the chapter. The Historian is responsible for capturing visual and/or auidial media of all chapter events.

### **Section Thirteen – Province Council Representative Duties**

In addition to the responsibilities detailed in Title III, Section 4 of the *Province Three Bylaws* (2013), the Province Council Representative of the Beta Xi Chapter is the primary informant of all major province events to the chapter. The Province Council Representative is responsible for organizing trips to other chapters in Province Three, knowing the date and time of province workshops and initiations, and maintaining and improving relations between Beta Xi and other chapters in Province Three.

### **Section Fourteen – Music Director Duties**

The Music Director is responsible for the musical development and activities of the Beta Xi Chapter. Responsibilities include scheduling and running music rehearsals for fraternal ceremonies, Mills Music Missions, the annual American Music Recital, and any other necessary musical events. In the Beta Xi Chapter, this is an elected position.

### **Section Fifteen – Assistant Positions**

Assistants may be appointed by the primary position holder at their discretion. The consent of both parties is required to create an assistant position.

Officers must approach eligible, prospective Brothers on an individual basis. Brothers are considered eligible to be an Assistant Officer if they are in good standing. There is no minimum duration of collegiate membership. If an eligible Brother approaches an Officer, the Officer must consider the qualifications of the approaching student.

### **Section Sixteen – Multiple Positions**

Members of the Beta Xi chapter may hold multiple positions depending on those they already hold. These are decided on an individual basis and decided in a vote or, in the case of an assistant position, decided by the parties involved. The President and ARO may not hold a secondary office besides as a member of the music committee. Any existing officer may hold a position in the music committee.

## **Article IV Committees**

### **Section One – Executive Committee**

The Executive Committee is organized as described in Title III, Article VI, Section 1 of the *National Constitution and Bylaws* (2018), and consists of the following: President, Vice President, Secretary, Treasurer, Warden, Historian, Fraternity Education Officer, Alumni Relations Officer, Province Council Representative, Music Director, and any currently serving Committeemen-at-Large.

In the event that the Executive Committee has less than 5 members due to brothers holding multiple officer positions, the chapter elects as many Committeemen-at-Large as necessary to bring the Executive Committee to 5 members.

Another duty of the Executive Committee shall be to act as a disciplinary review board. The committee shall review any case of active member “misconduct”, defined as any action that is deemed harmful to the interests and reputation of Phi Mu Alpha Sinfonia. Any member under review shall be notified in writing of the location and time of their hearing. The member in question can also represent himself in writing given to the Executive Committee.

Minutes for each Executive Committee meeting are published by the chapter Secretary prior to the following general body chapter meeting.

### **Section Two – Standing Committees**

In accordance with the guidelines set forth in Title III, Article VI, Section 2 of the *National Constitution and Bylaws* (2018), the Beta Xi Chapter has four standing committees, the Executive, Outreach, Service, and Finance committee, each with a committee chairman appointed by the chapter President, with the exclusion of the Executive Committee which is chaired by the President. The chapter Treasurer is the default chairman for the Finance Committee, unless otherwise appointed to someone else by the President.

### **Section Three – Recruitment Committee**

The purpose of the Recruitment Committee is to organize color nights, probationary process, etc. What will the committee do after rush week

### **Section Four – Finance Committee**

The Finance Committee is responsible for organizing at least two fundraisers per semester, as well as any and all apparel sales. The Finance Committee is also responsible for any tasks delegated to it by the Executive Committee.

### **Section Five – Music Committee**

The Music Committee is responsible for organizing musical projects, repertoire, rehearsals and events. The members of this committee are in charge of leading all musical items.

### **Section Six – Special Committees**

Special committees may be appointed according to the provisions set forth in Title III, Article VI, Section 3 of the *National Constitution and Bylaws* (2018). Special committees are to be dissolved by the Vice President/chairman of the committee or it’s members when their purpose has been deemed fulfilled.

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### **Section Seven – Committee Chairman Duties**

The Committee Chairmen are responsible for scheduling and running their respective committee meetings. The Committee Chairmen are responsible for appointing a committee secretary to take minutes at committee meetings, and who must make these minutes available to the chapter Vice President within 24 hours of each committee meeting.

### **Section Eight – Creation of New Committees**

Add if necessary

### **National Bylaws Reference**

Section 2. Standing committees.

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

Section 3. Special committees.

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

## **Article V**

### **Special Events and Observances**

#### **Section One – Special Observances**

In accordance with the guidelines set forth in Title III, Article II, Section 5 of the *National Constitution and Bylaws* (2018), the Beta Xi Chapter observes both Founder's Day (October 6) and Chapter Day (May 29). If observing Chapter Day on May 29 is impossible or logistically inconvenient, it may be celebrated at the final regularly scheduled chapter meeting of the Spring Semester.

#### **Section Two – Mills Music Mission**

The Beta Xi Chapter shall organize and participate in at least one Mills Music Mission (MMM) per semester. The Beta Xi Chapter may be exempt from this if there are extenuating circumstances in which it is not recommended or possible to hold an MMM.

#### **Section Three – American Music Recital**

The chapter shall present annually at least one program devoted exclusively to the music of American Composers in accordance to Title III, Article II, Section 6 of the *National Constitution and Bylaws* (2018).

## **Article VI Attendance**

### **Section One – Notification of Absence**

Each collegiate member of the Beta Xi Chapter in good standing must notify the chapter's Secretary of any expected absence prior to the meeting, event, or ritual they expect to miss at least twelve hours in advance. Notification of any absences must be done via the Absence Notification Form and in addition to the Absence Notification form, absences may be directly reported to the chapter's Secretary via their contact information. Repeated failure to notify the chapter of an absence will result in a motion to suspend the absent brother at the earliest possible regularly scheduled chapter meeting. As per Title III, Article VIII, Section 3 of the *National Constitution and Bylaws (2018)*, brothers being considered for suspension are encouraged to meet with the Executive Committee to discuss the reason for their absence and any necessary remediation thereof.

### **Section Two – Excused and Unexcused Absences**

Following a notification of absence, the Executive Committee will decide whether it is an excused or unexcused absence at their next regularly scheduled meeting. Following each Executive Committee meeting, all outstanding absences should be categorized as either excused or unexcused. The Executive Committee reserves the right to retroactively change an unexcused absence to an excused absence but not vice-versa.

### **Section Three – Persistent Unexcused Absences**

Each collegiate member of the Beta Xi Chapter in good standing who has accumulated more than two unexcused absences in a semester will be considered for suspension at the earliest possible regularly scheduled chapter meeting. In addition to Title III, Article VIII, Section 3 of the *National Constitution and Bylaws (2018)*, brothers being considered for suspension due to persistent unexcused absences are encouraged to explain their case to the chapter prior to the final vote for suspension.

### **Section Four – Tardiness**

Each time a collegiate member of the Beta Xi Chapter in good standing arrives to a regularly scheduled chapter meeting after the gavel or to a chapter event more than 15 minutes late they will be marked tardy. Each collegiate member of the Beta Xi Chapter in good standing will notify the chapter of any expected tardiness prior to the meeting, event, or ritual they expect to arrive late to. Any failure to notify the chapter of a tardiness will result in an unexcused tardy, otherwise the tardiness will be excused. The Executive Committee reserves the right to retroactively change an unexcused tardy to an excused tardy, but not vice-versa.

### **Section Five – Personal Semesters**

Any collegiate member of the Beta Xi Chapter in good standing may apply for a personal semester by submitting a letter of request and reason to the chapter President and Secretary and appearing before the Executive Committee for an interview at the designated time. Personal semesters are approved or denied by the Executive Committee, who cannot approve more requests than one-eighth (1/8) of the chapter membership in good standing. Brothers taking a personal semester are not expected to attend regularly scheduled chapter meetings, ceremonies, and rituals, but are expected to pay national per capita tax, and pay reduced chapter dues of \$15 per semester.

### **Section Six – Professional Semesters**



Any collegiate member of the Beta Xi Chapter in good standing may apply for a professional semester if they commit to an external program, such as: study abroad, student teaching, co-op, or any similar program. Members can apply for a professional semester by submitting a letter of request and reason to the chapter President and Secretary and appearing before the Executive Committee for an interview at the designated time. Personal and professional semesters are approved or denied by the Executive Committee, who cannot approve more requests than one-eighth (1/8) of the chapter membership in good standing. Members who elect to take a professional semester are not required to attend regularly scheduled chapter meetings, ceremonies, and rituals and are also not required to pay National dues or Chapter dues.

## **ARTICLE VII Amendments and Reviews**

### **Section One – Amendments**

Proposed amendments to these bylaws must be presented at least one business meeting before a vote is taken. Amendments are passed by a two-thirds affirmative vote by members present in good standing.

### **Section Two – Reviews**

These bylaws shall be reviewed at least once every academic year and will require a new vote of approval every triennium no later than December 1<sup>st</sup> of said triennium.