



# Xi Delta Chapter Bylaws

Last Revised March 30<sup>th</sup>, 2015

# Article I

## Name, Object, and Organization

### Section One. Name

This organization shall be known as Phi Mu Alpha Sinfonia Fraternity of America, Inc., Xi Delta Chapter.

### Section Two. Object

The object of this Fraternity shall be for the development of the best and truest fraternal spirit; the mutual welfare and brotherhood of musical students; the advancement of music in America and a loyalty to the *Alma Mater*.

### Section Three. Organization

The Xi Delta chapter shall adhere to all policies set forth in the Risk Management Policies and the National Constitution and Bylaws; furthermore, the chapter shall adhere to all IFC Policies and Procedures, Bylaws, and the IFC Constitution. Governing documents can be found at [www.sinfonia.org](http://www.sinfonia.org) and [www.unr.edu](http://www.unr.edu).

# Article II

## Membership

### Section One. Eligibility

Membership shall be open to any man, regardless of race, ethnicity, national origin, sexual orientation, disability or religion, who is a student or faculty/staff of the University of Nevada, Reno, and who, through a love for music, can assist in the fulfillment of our Fraternity's Object and ideals either by adopting music as a profession, or by working to advance the cause of music in America. With good reason, the province governor may authorize up to two men per year who are eligible but not affiliated with the sheltering institution. A student shall be eligible if he has met the minimum academic performance standards as defined by the Interfraternity Council (IFC) Policies. This shall not prohibit the initiation of students in their first academic term.

### Section Two. Probationary Membership

Candidates shall be admitted to probationary membership by the affirmative vote of three-fourths of the chapter members in good standing who are present and voting. They shall participate in a probationary member program for a period of not less than six weeks, nor more than three calendar months. Should there be legitimate cause to reconsider a candidate during the probationary membership program, another three-fourths vote will be necessary to continue candidacy.

### Section Three. Initiation

No man may become a collegiate or honorary member without his personal attendance at an initiation ceremony, which uses the national initiation ritual.

### Section Four. Responsibilities of Chapter Membership

It is the duty of each collegiate member to attend all meetings of the chapter; to pay promptly all financial obligations to both the chapter and the Fraternity, and to maintain a minimum cumulative 2.5 GPA. It is the duty of every member to become acquainted with the National Constitution, the General Regulations for Collegiate Chapters, the Xi Delta Chapter Bylaws, and the history of the Fraternity in order to support the efforts and objectives of the Chapter and the Fraternity. In addition, each member shall serve full-time on at least one standing committee.

### **Section Five. Term of Membership**

Membership in this Fraternity shall be for life, and it may not be terminated by the member. However, as stated in Article XIV of the National Constitution, a member may be suspended or expelled for due cause by the chapter of his affiliation or the Commission on Standards.

## **Article III Attendance**

### **Section One. Attendance Policy**

Attendance at all fraternity events which require an opening and closing ceremony is mandatory for all current collegiate members. Each member will be allowed three (3) excused absences from events requiring an opening and closing ceremony per semester. In addition, attendance at the meetings of whichever committee(s) a brother is a member of, is also mandatory. Each member will also be allowed three (3) excused absences from committee meetings per semester.

### **Section Two. Discipline**

Once a member exceeds three (3) absences in either of the two meeting categories, their case will be examined by the Executive Committee who will examine the facts and recommend to the Chapter whether or not to suspend the member. The member shall have the opportunity to meet with the Executive Committee and/or a Faculty Advisor to plead his case. In the event a recommendation is made, the chapter will vote to suspend the member in accordance with the guidelines in the National Constitution.

### **Section Three. Exceptions**

Members who cannot regularly attend meetings due to work, school, or other commitments shall fill out the Request to Relinquish Voting Rights form. The forms will be reviewed by the Executive Board and, upon approval, will allow the member to be exempt from the attendance policy concerning meetings which require an opening and closing ceremony. Even if a member's request to relinquish voting rights is approved, the attendance policy concerning committees still applies. All absences due to University sanctioned events such as performances, marching band, club trips/events, etc., are excused. However, involvement in another University group or club that prevents *regular* attendance is NOT excused, and a Request to Relinquish Voting Rights form must be completed and turned in.

### **Section Four. Enforcement**

It shall be the responsibility of the Secretary, to take roll at every meeting which requires an opening and closing ceremony and keep record of those present and those not present. It shall be the responsibility of the committee chairs to take roll at their committee meetings and keep record of those present and those not present. Once a member exceeds three (3) absences in either meeting category, it is the responsibility of the Vice President, Secretary or the Committee Chairs to report that member to the Executive Board.

### **Section Five. Reinstatement of Good Standing**

In order for a member to regain his good standing status with the Chapter after being suspended for violating the attendance policy, he shall meet with the Executive Committee and/or a Faculty Advisor and/or the Chapter who will evaluate the member's eligibility to regain his good standing. After such a meeting has occurred, the Chapter will vote whether or not to reinstate the member's good standing. A two-thirds (2/3) majority of members in good standing, who are present and voting, is required for a member to regain his good standing.

### **Section Six. Sign-Up Sheets**

Any member who volunteers via sign-up sheet/time sheet is obligated to fulfill their designated agreement, as laid out on the documents signed. In the case that a member fails to complete the obligation they agreed

upon, it will result in an absence towards their mandatory weekly attendance at meetings. If there is a legitimate reason for any absence of the service which the member has signed up for, they may appeal to the Executive Board to review the absence. The Executive Board will vote on whether or not to lift the absence.

## **Article IV Chapter Officers**

### **Section One. Names**

Phi Mu Alpha Sinfonia Fraternity of America, Inc, Xi Delta Chapter, shall annually elect in accordance with the General Regulations for Collegiate Chapters a President, a Vice President, a Secretary, a Treasurer, a Historian, a Warden, an Alumni Relations Officer, a Fraternity Education Officer, and a Faculty Advisor(s). In addition, the Xi Delta Chapter shall annually elect a Music Director and an Assistant Fraternity Education Officer. In addition the chapter Webmaster will be appointed one semester before the present Webmaster plans to vacate his position.

### **Section Two. Eligibility**

All chapter officers must fulfill all duties of their respective office, be members in good standing, and must remain in good standing in order to retain their office. The chapter President, Vice President and Fraternity Education Officer shall have been collegiate members for at least one year preceding their date of election. All other officers shall have been collegiate members for at least one semester before their election. The office of Alumni Relations Officer may be held by either a collegiate or alumni member.

By an affirmative vote of two-thirds of the members in good standing, who are present and voting, the chapter may suspend the above provisions regarding eligibility based on length of membership for any one or combination of officers in cases where necessary and/or desirable.

Eligible candidates may not hold multiple fraternity offices unless approved by two-thirds of the members in good standing, who are present and voting.

### **Section Three. Vacancies**

Vacant chapter offices must be filled either by election or, with the approval of the National President, by Province Governor appointment. Qualified candidates for election must be nominated at a regularly scheduled meeting. Said vacancy will then be filled by a majority vote of the members in good standing who are present and voting at a subsequent regularly scheduled meeting when a quorum is present.

By an affirmative vote of two-thirds of the members in good-standing, who are present and voting, a candidate for a vacant office may be nominated and elected within the same meeting.

In the event of a Webmaster vacancy, the position must be filled by executive board appointment pending the approval of the faculty advisor(s). If there is not a member in good standing that can fulfill the duties of this position these responsibilities may be delegated, by the chapter president, to an alumni member with the appropriate skills. If the Webmaster is not able or willing to fulfill the duties of his position he shall be removed from the position by a two-thirds majority vote from the executive board and the approval of the faculty advisor(s).

### **Section Four. Nomination and Election**

At least thirty days prior to the scheduled chapter election and no later than March first, the chapter president shall appoint a nominating committee which shall include the president, one other officer, one graduating senior, and one member of junior standing. On or before Election Day and no later than April first, the nominating committee shall report its choice of one man for each office to be filled. Additional

nominations may be made from the floor by members in good standing at least one week prior to the Election Day.

The chapter Webmaster will be nominated by the present Webmaster. Pending approval, the executive board and faculty advisors will appoint him. He will be appointed at the second meeting, one semester before the present Webmaster plans to vacate his position, during which the appointee will undergo a one semester shadowing period.

Elections shall be by secret ballot card submitted at the time of voting. Each nominee shall be given one minute to address the chapter. After all nominees have addressed the chapter, there shall be one general election.

## **Article V Officer Duties**

### **Section One. President**

The President shall preside at chapter meetings, shall guide the conduct of the affairs of the chapter, and shall perform such other duties as the chapter may specify. He shall act for the chapter in all matters affecting the national organization; he shall have exclusive charge of and authorize all correspondence between the chapter and the national officers. Together with the chapter Secretary, he shall prepare the chapter report twice each year. He shall see that each chapter report, together with the required per capita tax and convocation tax payments, is forwarded to the national headquarters at the proper time. He shall also serve as a representative of the chapter to the University of Nevada, Reno and preside over meetings of the chapter executive committee. The President shall provide an agenda for each chapter meeting.

### **Section Two. Vice President**

The Vice President shall in the absence or incapacity of the President, perform the duties of the President. He shall also serve as the chairman of the chapter project committee. He shall also plan and prepare at least one chapter social activity and one social activity with another University Organization each academic semester. The same person may hold the offices of Vice President and Fraternity Education Officer upon the approval of the chapter.

### **Section Three. Secretary**

The Secretary shall, through the chapter President, keep the national staff accurately informed of the status of all chapter members, and of the chapter elections, programs, and all other official functions. The chapter Secretary shall take minutes at every meeting that requires an opening and closing ceremony. He shall also be required to serve on the bylaws committee. The chapter Secretary shall additionally be responsible for renewing the ASUN club status of Phi Mu Alpha Sinfonia – Xi Delta every year at the earliest possible date. The same person may hold the offices of chapter Secretary and chapter Treasurer upon the approval of the chapter.

### **Section Four. Treasurer**

The Treasurer shall receive and disburse all chapter funds and personally shall be responsible for all funds in his possession. He shall, twice in each school year, submit to the chapter President a complete statement of the chapter finances, and shall at all times render such information about chapter finances as shall be requested by the chapter President, Chapter or the National Staff. He shall submit complete financial statements to the Faculty Advisor. He shall collect and, through the chapter President, remit to the national Treasurer all such taxes and dues as the national Treasurer may lawfully demand. He shall deposit, in an approved bank or with the appropriate school officer, the funds of the chapter, and he shall pay, or cause to be paid, by check all claims against the chapter upon the approval of the chapter executive committee. He shall serve as the chairman of the chapter fundraising committee. The checkbook and balanced ledger must be brought to every chapter meeting. He must keep record of every member of the Fraternity who has paid his dues. He shall disburse funds once they have been appropriated by the chapter at a regularly scheduled

meeting. The Treasurer will also have the power to, with his financial guidance and the consultation of the Executive Committee, recommend a spending freeze for the chapter solely to protect all accounts the chapter is currently using. This recommendation will be primarily based around a strictly financial perspective.

#### **Section Five. Historian**

Through the chapter President, the Historian of the chapter shall assist the national staff in preparing all national publications by making prompt and full reports of all local news. He shall keep thorough records which shall include photographs of all chapter events. He shall keep written records, which shall include all agendas, meeting minutes, legislation and other chapter and fraternity documents. He shall store all chapter historical material and transfer these materials to the next chapter historian upon his election. The Historian shall manage the fraternity bulletin board. He shall be required to serve on the bylaws committee.

#### **Section Six. Warden**

The Warden shall guard the door at all chapter meetings, shall be the official custodian of the ballot box and of the chapter ritual equipment, for which he personally shall be responsible. He shall serve as the chapter parliamentarian, and he shall collect and tabulate ballots in chapter elections. He shall serve as the chapter sergeant-at-arms ensuring appropriate behavior and actions within the chapter. The Warden shall serve as the chairman of the bylaws committee and may call bylaws meetings whenever deemed necessary.

#### **Section Seven. Alumni Relations Officer**

The Alumni Relations Officer shall compile and maintain an accurate list of names and addresses of all former members of the chapter and of alumni Sinfonians in the vicinity. He shall notify the National Headquarters of any changes in the addresses, as well as any chapters or associations in other localities of his own chapter's alumni moving into their geographic areas. He shall be responsible for the creation and distribution of an alumni newsletter twice each semester. He shall assist chapter events. He shall act as a liaison between the chapter and any associations in his locality. He shall work with Chapter President to notify alumni of scheduled fraternal events and attend two chapter meetings each semester.

#### **Section Eight. Fraternity Education Officer**

The Fraternity Education Officer shall have primary responsibility for the development of Fraternity education programs. These are to include programs for chapter members designed to advance the Object of the Fraternity, as well as a probationary membership program designed to develop responsible and mature chapter members through constructive and cooperative activities. He shall serve as the head of the chapter education committee. The Fraternity Education Officer shall work with the Chapter Warden to ensure that all Fraternity Ceremonies are prepared properly. The Fraternity Education Officer shall work with and delegate duties to the Assistant Fraternity Education Officer

#### **Section Nine. Assistant Fraternity Education Officer**

The Assistant Fraternity Education Officer shall perform his duties as dictated by the Fraternity Education Officer and the Xi Delta Chapter. Specifically, he shall devise programs for chapter members designed to advance the Object of the Fraternity. He shall assist the Fraternity Education Officer with the implementation of all ceremonies and the education of members.

#### **Section Ten. Music Director**

The Music Director shall rehearse and conduct music for the fraternity choir. He shall schedule one Ossian Everett Mills Music Mission every semester and one American Music Concert every year. The Music Director shall serve as the chairman of the music committee.

#### **Section Eleven. Webmaster**

The Webmaster shall ensure the maintenance of a chapter website ([nevadaphimualpha.org](http://nevadaphimualpha.org)) and all other social media. The website shall include an electronic archive of meeting minutes, current chapter bylaws, and current contact information for all active, alumni and honorary members within the State of Nevada,

and shall provide access to resources available to chapters and colonies within Province 11. In addition, he shall be responsible for paying the website hosting fees per allocation from the chapter.

## **Article VI Committees**

### **Section One. Executive**

The Primary standing committee of the chapter shall be the chapter Executive Committee. The chapter Executive Committee shall include the President as its chairman, the Vice President, the Secretary, the Treasurer, the Warden, the Historian, the Fraternal Education Officer, the Assistant Fraternal Education Officer, and the Music Director. The Faculty Advisor(s) and the Webmaster shall be considered an ex-officio member without a vote.

The Executive Committee shall act in an advisory capacity to the chapter President. It shall, at the opening of the year, arrange for regular meeting days which, whenever possible, should precede each regular chapter business meeting by no more than two days. It shall approve all chapter expenditures, may recommend additions thereto, and shall perform such other duties as the President may direct. A quorum of the Executive Committee, defined as half the number of committee members plus one, shall be required for transaction of business.

The chapter Secretary shall keep minutes of all Executive Committee meetings. Executive Committee meetings shall be open to all members in good standing.

### **Section Two. Project Committee**

The Project Committee shall include the Vice President as the chairman, and any members in good standing. The Project Committee shall organize and plan projects as delegated by the chapter. The Project Committee shall at a minimum, plan and hold one fraternity social event and one social event with another University organization each semester.

### **Section Three. Fundraising Committee**

The Fundraising Committee shall include the chapter Treasurer as the chairman, and any members in good standing. The Fundraising Committee shall plan and hold two fundraisers per semester.

### **Section Four. Education Committee**

The Education Committee shall include the chapter Fraternal Education Officer as its chairman, the Assistant Fraternal Education Officer as its assistant chairman, and any members in good standing. The Education Committee shall plan all fraternal education events. This committee shall assist the Fraternal Education Officer in the education of probationary and active members.

### **Section Five: Music Committee**

The Music Committee shall include the chapter Music Director as its chairman, and any members in good standing. The Music Committee shall plan a minimum of one Mills Music Mission per semester. In addition of planning a Mills Music Mission the committee shall plan one chapter concert per semester and work on various music projects to advance music in America.

### **Section Six. Special**

The chapter President shall have the power to create special committees. He may appoint a chairman pending the approval of the executive committee.

### **Section Seven. Bylaws Committee**

The Bylaws Committee of the Xi Delta Chapter shall at a minimum be convened triennially, in the semester following the National Convention of Phi Mu Alpha Sinfonia Fraternity of America, Inc. It shall be treated as a standing committee, and shall be chaired by the chapter Warden. The chapter Secretary and chapter Historian shall be present at all meetings and shall serve as the chairmen of any necessary

subcommittees. Both men shall be voting members of the Bylaws Committee. Minutes shall be kept for all Bylaws Committee meetings.

**Section Eight. Committee Membership**

All members in good standing shall be required to serve on a standing committee of their choice, excepting the executive committee. A member may serve on a maximum of three committees. Committee members shall serve a term of one year. New initiates shall be seated on a committee in the semester following their initiation and remain until the close of the spring semester.

**Section Nine. Chairmen**

The chairmen for the standing committees shall be the President, the Vice President, the Treasurer, the Fraternity Education Officer, the Music Director and the Warden. Chairmen for special committees shall be nominated by the President and approved by the executive committee (See Article V for Chairmen assignments for each officer).

## **Article VII Quorum**

**Section One. Size of Quorum**

A simple majority of members in good standing shall constitute a quorum. No business other than adjournment shall be transacted without the presence of a quorum.

## **Article VIII Amendments**

**Section One. Amending Bylaws**

Amendments to these bylaws shall be adopted by the affirmative vote of two-thirds (2/3) of the members in good standing who are present and voting. Amendments to the chapter bylaws must be approved at two consecutive meetings. Anticipated amendments shall be published and distributed to all members one week prior to the meeting at which they will be proposed.

## **Article IX Chapter Website**

**Section One. Website Maintenance**

The chapter Webmaster shall ensure the maintenance of a chapter website. This website shall include meeting minutes, current chapter bylaws, and current contact information for all active, alumni and honorary members within the state of Nevada, and shall provide access to resources available to chapters and colonies within Province 11.

## **Article X Fraternal Secrets**

**Section One. Secrets**



Chapter Fraternal Secrets shall be extended to all ritual related materials. It is the responsibility of every member of Phi Mu Alpha Sinfonia Fraternity of America to promote the secrecy of this chapter and fraternity. Fraternal secrets will include all ritualistic fraternal materials and any objects, materials or information deemed secret by the chapter or fraternity. All members are responsible for the security of chapter and fraternal materials within their personal possession.

**Section Two. Warden and Secrets**

The Warden is to promote the protection of all secret materials of the fraternity. It is his personal duty as Sergeant-at-Arms, as well as Parliamentarian to promote and protect the chapter's secrets within the guidelines of the National Constitution, General Rules and Regulations, and the Bylaws of this Chapter.

**Section Three. Fines**

Failure of brothers to return secret and chapter materials will result in a \$5.00 fine in addition to the cost to replace materials. This is to be enforced by the Chapter Warden in collaboration with the Treasurer. Fines may be re-assessed by the chapter's executive committee.

## **Article XI**

### **Chapter Dues Extended**

**Section One. Dues**

The treasurer is to ensure the collection of all fraternal dues. It will be the responsibility of the Treasurer to set all dates on which fraternal dues are to be paid in full by. The Treasurer must give a minimum of two weeks notice to all members of the fraternity when issuing a date on which dues are to be paid.

**Section Two. Payment Plans**

Payment plans may only be issued to members once they have paid a minimum of 10% of their total dues. Payment plans are to be set up by the Treasurer for fraternal members. The said member may be given no more than three months to pay off any monies due to the chapter. If the member already owes money to the fraternity the treasurer may not issue further payment plans. Payment plans are to be set up on a member-to-member basis with approval of the Executive Committee. Failure to fulfill a payment plan will result in automatic Chapter Probation in which the member will be stripped of all voting privilege. Any further punishment must be approved by the chapter as set forth in the National Constitution.

## **Article XII**

### **Greek Relations**

**Section One. Representation**

Two members shall represent the chapter at the IFC; one representative shall be the president of the chapter, the second representative shall be elected by the chapter at the first regular meeting of each academic semester. The responsibilities of the representatives are defined by the IFC Policies and Procedures.

**Section Two. IFC Dues**

Dues are to be paid to the IFC on a per semester basis. Dues shall total \$10 per active member and \$15 per probationary member. Dues shall be paid to the IFC on or before March First of the spring semester and October first for the fall semester.

# Article XIII

## Finances

### Section One. Spending Freezes

A spending freeze may be put upon the chapter with the recommendation of the chapter Treasurer. The spending freeze will be approved by the chapter by two-thirds vote. The classes of spending freeze will be as follows. A 'soft' freeze, which should be put in place when an account is 10% above the minimum required account balance, will allow the chapter to use its funds toward mandatory chapter operations and any event that will directly support the Object. A 'hard' freeze, which should be put in place when an account is 10% below the minimum required account balance, will allow the chapter to use its funds strictly towards mandatory chapter operations alone. The spending freeze will be lifted by recommendation of the chapter Treasurer and will require a two-thirds vote to be lifted.