

PHI MU ALPHA  **AMONG MEN**  
SINFONIA **HARMONY**

# ALPHA DELTA CHAPTER CONSTITUTION AND BYLAWS

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REVISED ~~JANUARY 26~~ NOVEMBER 19, 2024

*PHI MU ALPHA SINFONIA FRATERNITY OF AMERICA, INC.  
ALPHA DELTA CHAPTER CONSTITUTION AND BYLAWS  
DRAFTED BY 2016 PRESIDENT, TYLER BAINTER  
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## **INTERPRETATIONS, DEFINITIONS, AND ABBREVIATIONS**

### **INTERPRETATIONS**

A specific rule takes precedence over a general rule when both address the same subject.

### **DEFINITIONS**

Sinfonian: Any collegiate, alumni, or honorary initiated member of Phi Mu Alpha Sinfonia.

### **ABBREVIATIONS**

- ◆ Phi Mu Alpha Sinfonia Fraternity of America (Fraternity)
- ◆ Alpha Delta Chapter (Chapter)
- ◆ Iowa State University (University)
- ◆ Province 26 (Province)
- ◆ National Constitution and Bylaws (NC&B)
- ◆ Province Constitution and Bylaws (PC&B)
- ◆ National Executive Committee (NEC)
- ◆ Commission on Standards (COS)
- ◆ Province Governor (PG)
- ◆ Deputy Province Governor (DPG)
- ◆ Collegiate Province Representative (CPR)
- ◆ Assistant Collegiate Province Representative(s) (ACPR)
- ◆ Probationary Member (PM)
- ◆ Fraternity Education Officer (FEO)
- ◆ Alumni Relations Officer (ARO)
- ◆ Executive Committee (EC)
- ◆ Purchasing Card (P-Card)

# CONSTITUTION

## PREAMBLE

We, the Brothers of the Alpha Delta Chapter of Phi Mu Alpha Sinfonia Fraternity of America, in order to develop 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* do ordain and establish this Constitution for the Alpha Delta Chapter of Phi Mu Alpha Sinfonia.

## ARTICLE I. DESCRIPTION

### SECTION 1. NAME AND STRUCTURE

The name of this organization shall be the Alpha Delta Chapter of Phi Mu Alpha Sinfonia Fraternity of America.

The primary characteristics of the Chapter and structure are defined by the National Bylaws, Title II.

The Chapter Constitution prescribes how the Chapter shall function. It shall include all rules that the Chapter considers so important that they

- cannot be amended without previous notice to the members and by a three-fourths vote and
- cannot be suspended, except clauses that provide for their own suspension under specified conditions, or clauses in rules of order, and by a three-fourths vote.

This Constitution shall fulfill the obligations of Title III of the National Bylaws.

### SECTION 2. NON-DISCRIMINATION STATEMENT

Iowa State University and the Alpha Delta Chapter of Phi Mu Alpha Sinfonia do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

## ARTICLE III. GOVERNING DOCUMENTS

### SECTION 1. NATIONAL GOVERNING DOCUMENTS

The Chapter is governed first and foremost by the National Constitution and Bylaws. Any articles or bylaws within this document in conflict with the NC&B shall be superseded by the conflicting article or bylaw.

### SECTION 2. NATIONAL POLICIES

The Chapter reports to the NEC, which, in part, creates or approves National Policy. Any articles or bylaws within this document in conflict with the National Policy Manual shall be superseded by the National Policy.

### SECTION 3. PROVINCE GOVERNING DOCUMENTS

The Chapter shall also be governed by the Province 26 Constitution and Bylaws. Any articles or bylaws within this document in conflict with the PC&B shall be superseded by the conflicting article or bylaw.

### SECTION 4. CHAPTER GOVERNING DOCUMENTS

The Chapter Constitution and Bylaws shall be the guiding documents for the Chapter business not detailed in the National Constitution and Bylaws. The Chapter shall further be governed by ratified Chapter Policies which cover items not described by National Policies. This Constitution and Bylaws shall govern the Chapter in all cases to which they apply and are consistent with the NC&B, the PC&B, and any policies that the Fraternity might adopt.

Commented [BM1]: Required by ISU

38 **SECTION 5. STUDENT INTER-GREEK MUSIC ASSOCIATION**

39 The Chapter is a Member Chapter of the Student Inter-Greek Music Association at Iowa State University  
40 (SIGMA) and abides by the SIGMA Constitution and Bylaws.

41 **SECTION 5. STATEMENT OF COMPLIANCE**

42 The Chapter abides by, and supports established University policies, State and Federal laws and follows local  
43 ordinances and regulations.

44 **ARTICLE IV. MEMBERSHIP**

45 **SECTION 1. ELIGIBILITY**

46 Title I, Article I, Section 2 of the National Constitution and Bylaws states that no man under the age of  
47 eighteen (18) shall be permitted to hold any class of membership. Additionally, no man will be considered for  
48 membership if he is a member of any other secret national fraternal society in music.

49 Regarding *National Constitution and Bylaws*, Title I, Article I, Section Two, it is the  
50 interpretation of the National Executive Committee that any individual who identifies  
51 consistently and in good faith as a man is eligible for status as a Probationary Member  
52 and initiation. This policy upholds the Fraternity's mission as a brotherhood of men and  
53 maintains the all-male character of the Fraternity; it should not be interpreted as a waiver  
54 of the Fraternity's exempt status under Title IX of the Education Amendments of 1972.

55 Adopted: December 11, 2016

56 **SECTION 2. CLASSES OF MEMBERSHIP**

57 The four classes of membership are collegiate, probationary, alumni, and honorary.

58 **SECTION 3. PROBATIONARY MEMBERSHIP**

59 Probationary Membership shall follow the provisions in Title III, Article III of the National Constitution and  
60 Bylaws.

61 In addition, the Chapter shall hold two probationary classes annually. The first shall occur in the Fall semester  
62 and the other in the Spring semester.

**Commented [BM2]:** Fixed wording, deleted redundant sections.

63 **SECTION 4. REMOVAL OF MEMBERS**

64 Per Title III, Article VIII, Section 1 of the National Constitution and Bylaws, "For conduct which is harmful  
65 to the best interests or good name of the fraternity, the Chapter may expel any of its collegiate members from  
66 the Fraternity."

67 Three-fourths of the members in good standing, present and voting, may expel a member from the  
68 Fraternity.

69 **ARTICLE V. OFFICERS**

70 **SECTION 1. OFFICER SLATE**

71 As defined by Title III, Article IV, Section 1 of the National Constitution and Bylaws, with the addition of  
72 Music Director, Province Delegate, Social Chair, Webmaster, and Meme Chair.

73 **SECTION 2. PRESIDENT**

74 The President shall be responsible for all duties appointed to him in Title III, Article IV, Section 6 of the  
75 National Constitution and Bylaws.

76 He shall fill the roles of vacant offices until the office is filled, either by special or regular election.

77 The President shall complete President's Training annually, as required by the University.

78 **SECTION 3. VICE PRESIDENT**

79 The Vice President shall be responsible for the duties appointed to him in Title III, Article IV, Section 7 of  
80 the National Constitution and Bylaws.

81 In addition, the Vice President shall supervise all standing Chapter committees. He shall also chair any  
82 standing committee without a constitutionally designated chairman.

Commented [BM3]: Added

83 The Vice President shall also serve as Parliamentarian. He shall keep the National Constitution and Bylaws,  
84 the Province 26 Constitution and Bylaws, the Chapter Constitution and Bylaws, and Robert's Rules of Order.  
85 He shall be responsible for the interpretation and application of the same.

86 The Vice President shall assist the Music Director in coordinating recitals.

87 **SECTION 4. SECRETARY**

88 The Secretary shall be responsible for his duties appointed to him in Title III, Article IV, Section 8 of the  
89 National Constitution and Bylaws.

90 **SECTION 5. TREASURER**

91 The Treasurer shall be responsible for his duties appointed to him in Title III, Article IV, Section 9 of the  
92 National Constitution and Bylaws.

93 In addition, the Treasurer shall submit a semesterly Chapter budget. He shall be responsible for collecting and  
94 keeping accurate records of all dues from collegiate members, as well as any money owed or other excessive  
95 fines. He shall present an update on the status of the Chapter's funds at each business meeting.

Commented [BM4]: Disambiguation: changed "weekly business meeting" to "each business meeting"

96 The Treasurer shall complete Treasurer's Training annually, as required by the University.

97 **SECTION 6. WARDEN**

98 The Warden shall be responsible for his duties appointed to him in Title III, Article IV, Section 12 of the  
99 National Constitution and Bylaws.

100 In addition, the Warden shall reserve locations for Chapter functions and maintain the quality of all Chapter  
101 materials. The Warden shall manage all Chapter keys and distribute them to Chapter officers as necessary.

102 The Warden shall also hold the title of Risk Management Officer. He shall uphold the Risk Management  
103 Policies of Phi Mu Alpha Sinfonia Fraternity and of Iowa State University.

104 As Risk Management Officer, the Warden shall:

- 105 • Help minimize potential risks for Chapter activities;
- 106 • Recommend risk management policies or procedures;
- 107 • Submit documentation to the University Office of Risk Management;
- 108 • And ensure that proper waivers and background checks are on file with the Office Risk Management  
109 for events, when applicable.

110 He shall send all disciplinary letters to members requiring disciplinary action.

111 The Warden shall also serve as Ritual Director.

112 **SECTION 7. HISTORIAN**

113 The Historian shall be responsible for the duties appointed to him in Title III, Article IV, Section 13 of the  
114 National Constitution and Bylaws.

115 In addition, the Historian shall keep an up-to-date, photographic record of all Chapter activities. He will  
116 create a yearly scrapbook highlighting all Chapter events that have taken place over the last year.

117 He shall regularly update and preserve the family trees and update the Chapter bulletin board with upcoming  
118 Chapter events.

119 He shall also assist the Alumni Relations Officer with creating an annual alumni newsletter and send an  
120 informational letter to national headquarters for publication.

121 The Historian shall collaborate with the Fraternity Education Officer on continuing Fraternity education. He  
122 shall give a presentation once a semester on the history of the Chapter or the National Fraternity.

123 **SECTION 8. ALUMNI RELATIONS OFFICER**

124 The Alumni Relations Officer shall be responsible for the duties appointed to him in Title III, Article IV,  
125 Section 11 of the National Constitution and Bylaws.

126 In addition, the Alumni Relations Officer shall update all Chapter alumni on current Chapter events regularly.  
127 He shall inform any local alumni association of graduating brothers. He shall create an alumni newsletter,  
128 along with the Historian, detailing the projects the Chapter is currently working on.

129 **SECTION 9. FRATERNITY EDUCATION OFFICER**

130 The Fraternity Education Officer shall be responsible for the duties appointed to him in Title III, Article IV,  
131 Section 10 of the National Constitution and Bylaws.

132 In addition, the Fraternity Education Officer shall organize the voting process for Probationary Members and  
133 handle all bid distribution. The Fraternity Education Officer shall be responsible for continuing Fraternity  
134 education; he shall use the Historian for assistance. He shall be assisted by the Assistant Fraternity Education  
135 Officer.

136 He shall schedule all Probationary Member meetings and record attendance for each meeting. He shall also  
137 report on all attendance for Color Nights.

138 **SECTION II. MUSIC DIRECTOR**

139 The Music Director shall direct all vocal music. He shall oversee all song rehearsals and determine which  
140 songs will be performed. He shall coordinate Chapter recitals with the Vice President.

141 **SECTION 12. PROVINCE DELEGATE**

142 The Province Delegate shall be one of the primary liaisons between the Chapter and the Province in  
143 conjunction with the President.

144 He will maintain contact with and receive information from the Province Council about provincial events,  
145 national events, and important pertinent material. He shall relay information from the Province to the EC and  
146 the Chapter.

147 The Province Delegate shall also serve as a messenger between the Chapter and the Province. He shall  
148 communicate information from the Chapter to other chapters.

149 The Province Delegate shall be a member of the Province Council. He shall engage with the PC and  
150 members of other chapters to create a better community in the Province. He shall look among other  
151 Chapters for new, original ideas and improvements to traditional Chapter events.

Commented [BM5]: Reworked

152 **SECTION 13. SOCIAL CHAIR**

153 The Social Chair shall schedule and manage all social events for the Chapter. He shall complete group orders  
154 for shirts in collaboration with the Treasurer or Chapter.

155 The Social Chair shall hold the title of Interfraternal Chair. He shall communicate with and attend the  
156 meetings of other fraternities as necessary and schedule cross-fraternity events.

157 **SECTION 14. WEBMASTER**

158 The Webmaster shall be nominated by the President and confirmed by the Executive Committee. The  
159 Webmaster shall administer all Chapter social media accounts and websites, and shall ensure the information  
160 on Chapter social media pages and websites are accurate and up-to-date.

161 **SECTION 15. MEME CHAIR**

162 The Meme Chair shall provide the Chapter with a meme at each business meeting.  
163 Memes must be approved by the EC before each meeting. Memes shall not include any content which may  
164 be considered discriminatory in nature. The memes shall follow the standards set in the Risk Management  
165 Policies.

166 **SECTION 16. FACULTY ADVISOR**

167 The Faculty Advisor shall be responsible for the duties appointed to him in Title III, Article IV, Section 14 of  
168 the National Constitution and Bylaws.

169 The Faculty Advisor(s) shall also maintain a record of the academic status of all active members and shall  
170 meet with all brothers falling below the minimum academic standards of the University. If a brother chooses  
171 not to attend this meeting, he shall be immediately considered for suspension.

172 The Faculty Advisor(s) should attend at least the first business meeting of each month.

173 **SECTION 10. ASSISTANT FRATERNITY EDUCATION OFFICER**

174 The Assistant Fraternity Education Officer shall ~~assist~~ assist the Fraternity Education Officer with his duties  
175 as detailed in Article V, Section 9.

176 **SECTION 17. NOMINATIONS**

177 A Nomination Committee shall be created as defined by Title III, Article IV, Section 3 of the National  
178 Constitution and Bylaws. Officer nominations will take place during the last business meeting of the Fall  
179 Semester.

180 **SECTION 18. ELECTIONS**

181 In addition to Title III, Article IV, Section 1 of the National Constitution and Bylaws, Chapter elections will  
182 take place during the first business meeting of the Spring semester.

**Commented [BM6]:** Corrected referenced article

**Commented [BM7]:** Clarified "second business meeting"

183 **SECTION 19. INSTALLATION AND TERM**

184 Officers are installed on the second meeting of the Spring semester, using the official installation ceremony.  
185 The length of each Officer's term will be a full calendar year, beginning on the second meeting of the Spring  
186 semester and ending on the second meeting of the Spring semester of the following year.

187 **SECTION 20. REMOVAL**

188 An officer may be removed from his office for the following offenses: Violation of his Oath of Office,  
189 Violation of his Obligation, or any other offense, as deemed necessary by the Executive Committee. Removal  
190 of an officer shall follow the policies and procedures laid out in Title III, Article IV, Section 4 of the National  
191 Constitution and Bylaws.

192 **SECTION 21. RESIGNATION**

193 An officer may resign his position. Upon the Officer's resignation, the President assumes the duties and  
194 responsibilities of the vacant office until it is filled by special or regular elections.

195 **SECTION 22. OFFICER ACADEMIC STANDARDS**

196 Chapter Officers must meet the following requirements, except for the Alumni Relations Officer and Faculty  
197 Advisor:



- 198 a) Be in good standing with the University and enrolled at least half-time during his term of office.
- 199 b) Have a minimum cumulative grade point average of 2.00 during the semester immediately before,
- 200 during the semester of election, and during the term of office. For this provision to be met, the
- 201 Officer must have been enrolled at least half-time during the semesters under consideration.
- 202 c) Be ineligible to hold an office should the student fail to meet the requirements prescribed in (a) and
- 203 (b).

## ARTICLE VI. COMMITTEES

### SECTION 1. EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for the duties appointed to them by Title III, Article VI, Section 1 of the National Constitution and Bylaws.

The Executive Committee shall consist of the President as Chairman, the Vice President, Secretary, Treasurer, Warden, Fraternity Education Officer, and Faculty Advisor. The Faculty Advisor is a non-voting member *ex officio* of the EC.

Commented [TS8]: Added Fraternity Education Officer

Commented [BM9]: Add list of EC members

The EC shall act as the disciplinary review board. The EC shall review any case of active member misconduct, defined as any action harmful to the interests and reputation of the Fraternity.

The EC shall maintain the Chapter calendar.

The EC shall assess all fines.

Commented [BM10]: Added

### SECTION 2. ADDITIONAL STANDING COMMITTEES

The additional standing committees of the Chapter shall consist of Recruitment Committee, Financial Committee, Sweetheart Committee, Service Committee, Alumni Committee, and Awards Committee.

Commented [BM11]: Social committee was transformed into Social Chair, bylaws were not updated accordingly. Strike Social Committee

### SECTION 3. SPECIAL COMMITTEES

Special committees may be appointed according to the provisions outlined in Title III, Article VI, Section 3 of the National Constitution and Bylaws.

### SECTION 4. RECRUITMENT COMMITTEE

The Recruitment Committee shall schedule, plan, and execute all Rush Week events, posters, and announcement delegation. The members of the Recruitment Committee shall include the Fraternity Education Officer as its chairman, the Treasurer, and any other active member.

Commented [BM12]: Changed "shall be" to "shall include"

Commented [BM13]: Changed wording

### SECTION 5. FINANCIAL COMMITTEE

The Financial Committee shall schedule, plan, and execute all fundraising events and advise the Treasurer on the creation of the budget and financial decisions. The members of the Financial Committee shall include the Treasurer as Chairman, the Social Chair, and any other active member.

Commented [BM14]: Changed "shall be" to "shall include"

### SECTION 6. SWEETHEART COMMITTEE

The committee shall select the Chapter Sweetheart and keep stock of appropriate Sweetheart jewelry, and coordinate all serenades. The Chapter may overrule the Sweetheart decision by vote at a regular business meeting.

Commented [BM15]: Changed "of the deciding" to "of selecting"

### SECTION 7. AWARDS COMMITTEE

The Awards Committee shall be responsible for facilitating the allocation of awards to any individual and shall oversee the procedures for selecting Sinfonian of the Month and any other form of recognition for service. The members of this committee shall include the President as Chairman, the Treasurer, and one collegiate Sinfonian in his last year.

Commented [BM16]: Changed "shall be" to "shall include"

238 **SECTION 8. BYLAWS COMMITTEE**

239 The Bylaws Committee shall review the Chapter Bylaws and oversee changes to the Chapter Bylaws. The  
240 Bylaws Committee shall be convened by the President. It shall include the President as Chairman, one other  
241 Officer, one graduating senior, and one member of junior status.

242 **SECTION 9. SERVICE COMMITTEE**

243 The Service Committee shall plan and execute all Chapter service projects. The members of the Service  
244 Committee shall include the Vice President as chair and at least two other collegiate Sinfonians.

245 **SECTION 10. ALUMNI COMMITTEE**

246 The Alumni Committee shall plan, coordinate, and implement programs and/or events that will engage  
247 alumni. The Alumni Committee shall assist the Alumni Relations Officer with his duties. The Alumni  
248 Committee is chaired by the Alumni Relations Officer and shall include at least three other collegiate  
249 Sinfonians.

250 **ARTICLE VII. FINANCES**

251 **SECTION 1. DUES**

252 In addition to the National Per Capita Tax detailed in Title I, Article X, Section 1 of the National  
253 Constitution and Bylaws, the Province Tax detailed in Article X, Section 2 of the Province Bylaws, and the  
254 Council Tax detailed in Article X, Section 3 of the Student Inter-Greek Music Association Constitution, each  
255 collegiate member of the Chapter shall pay Chapter dues, due to the Treasurer no later than the due date for  
256 National Per Capita Tax.

257 All members in good standing who have failed to remit the total dues owed to the Chapter shall be  
258 automatically suspended without a Chapter vote, per Title III, Article VIII, Section 2 of the NC&B.

259 **SECTION 2. INITIATION FEE**

260 Each PM shall be required to pay the Initiation Fee outlined in Title I, Article I, Section 10 of the National  
261 Constitution and Bylaws. This is a requirement for initiation and is to be paid no later than two weeks before  
262 initiation. The EC will consider any PM who has not paid his fee for removal from the probationary process.

263 **SECTION 3. ACCOUNTS**

264 All monies belonging to the Chapter shall be deposited and disbursed through a bank account established for  
265 the Chapter at the Campus Organizations Accounting Office, which shall serve as the Chapter Treasury.

266 **ARTICLE VIII. SPECIAL EVENTS AND OBSERVANCES**

267 **SECTION 1. SPECIAL OBSERVANCES**

268 The Chapter shall observe Founder's Day (October 6) and Chapter Day (December 17) per Title III, Article  
269 II, Section 5 of the National Constitution and Bylaws. The Chapter shall also recognize the Reactivation of  
270 the Chapter (December 13) when it celebrates Chapter Day.

271 **SECTION 2. AMERICAN MUSIC RECITAL**

272 The Chapter shall present annually, in the Spring semester, at least one program devoted exclusively to the  
273 music of American Composers.

274 **SECTION 3. MILLS MUSIC MISSION**

275 The Chapter shall present at least one Mills Music Mission annually.

276 **SECTION 4. REQUIRED CHAPTER SERVICE EVENTS**

277 Required Chapter Service Events are defined as any event where members must make additional  
278 commitments outside of the Chapter's regular schedule.

279 **SECTION 5. PIN ATTIRE DAY**

280 The Chapter shall observe Pin Attire Day on the first business meeting of the month, excluding the first  
281 meeting of the Fall and Spring semesters.

282 Members shall wear pin attire for the entire day unless they are unable to otherwise, such as work, class, or  
283 safety requirements. Pin attire shall be worn throughout the day regardless of whether a member will attend  
284 the meeting. Probationary Members are exempt from Pin Attire Days but are encouraged to participate.

285 **SECTION 6. BROTHER AND FACULTY RECITALS**

286 Brothers shall be required to attend senior recitals of Chapter members, as well as one Faculty Advisor recital  
287 or concert, to be chosen by the Chapter each semester. Attendance of Junior recitals and other faculty  
288 Sinfonian recitals is encouraged but not required.

289 **ARTICLE IX. VOTING AND QUORUM**

290 **SECTION 1. VOTING**

291 Voting shall always follow Robert's Rules of Order.

292 **SECTION 2. QUORUM**

293 A quorum shall be defined as half of all active members in good standing plus one.

294 A quorum is required to approve minutes from the previous meeting. No business can be conducted if a  
295 quorum is not reached.

296 **ARTICLE X. AMENDMENTS**

297 **SECTION 1. AMENDMENTS**

298 This Constitution may be amended by a three-fourths affirmative vote of the collegiate members of the  
299 Chapter in good standing, present and voting, at any regular business meeting. The proposed amendment  
300 must have been presented in writing at a previous meeting. The amended Constitution shall be submitted to  
301 the Office of Student Engagement within ten (10) days.

302 **SECTION 2. CLERICAL AND TECHNICAL CHANGES**

303 The Executive Committee has the authority to make clerical and technical changes to the Chapter  
304 Constitution, including corrections of typographical, spelling, grammatical, or other errors which would not  
305 change the meaning of the clause.

**Commented [BM17]:** Changed "previous commitment" to "additional commitment"

**Commented [BM18]:** Strike "Events such as these are follows..."

## BYLAWS

### ARTICLE I. OFFICERS

306

307

#### SECTION 1. PRESIDENT

309 The President shall schedule all ceremonies for the Chapter.

310 He shall fill out all membership invitations.

311 The President shall ensure the Faculty Advisor is aware of all chapter events, including business meetings.

#### SECTION 2. VICE PRESIDENT

313 The Vice President shall attend each committee meeting at least once per semester.

314 The Vice President shall schedule service projects for the Chapter. He shall coordinate yearly or semesterly  
315 recital hall cloud cleaning. He shall schedule and coordinate Mills Music Missions. He shall plan other service  
316 projects as the Chapter sees fit.

#### SECTION 3. SECRETARY

318 The Secretary shall keep track of active members' attendance at all meetings and Chapter events. The  
319 Secretary shall record minutes of all Chapter and Executive Committee meetings and be responsible for  
320 distributing each to the Chapter. He shall notify all active members of the date and time of all Chapter  
321 functions-and any changes to the scheduled program.

322 He shall promote events as the Chapter sees fit. He shall maintain Google Drive documents. He shall  
323 maintain both digital and physical records of all Chapter minutes.

#### SECTION 4. TREASURER

325 The Treasurer shall deposit all monies he has collected to the Campus Organizations Accounting office  
326 within forty-eight (48) hours of receipt.

**Commented [BM19]:** Change "University Treasurer's Office" to "Campus Organization Accounting office"

#### SECTION 5. HISTORIAN

328 The Historian shall maintain video recordings of all Chapter recitals. He is encouraged to record at least either  
329 or both the Founder's Day and Chapter Day ceremonies annually.

330 In conjunction with the Social Chair, he shall author Chapter website updates and social media posts at least  
331 twice monthly.

332 He shall maintain the Chapter bulletin board with Chapter news, Sinfonian of the Month, recital posters, and  
333 other events and information as he sees fit.

#### SECTION 6. ALUMNI RELATIONS OFFICER

335 The Alumni Relations Officer shall distribute an alumni newsletter at least twice a semester.

336 He shall send monthly updates to the Province Alumni Coordinator to inform him about chapter events and  
337 activities.

#### SECTION 7. FRATERNITY EDUCATION OFFICER

339 The Fraternity Education Officer shall record attendance at all Probationary Member meetings. The FEO  
340 must be present at all PM meetings. If he cannot attend, he shall find a suitable replacement, either the  
341 Assistant Fraternity Education Officer or another qualified Brother take his place and record attendance.

#### SECTION 8. ASSISTANT FRATERNITY EDUCATION OFFICER

343 The Assistant Fraternity Education Officer shall attend all Probationary Meetings as he is able. He shall  
344 temporarily fill in for the Fraternity Education Officer in his absence.

**Commented [BM20]:** Changed from "by the end of business on Friday of each week." as per Isu requirements

345 **SECTION 9. PROVINCE DELEGATE**

346 The Province Delegate<sup>1</sup> shall connect with all Province Council members via the approved Province  
347 communication medium, as determined at Province Workshop.

348 **SECTION 10. MUSIC DIRECTOR**

349 The Music Director shall assist at the Vice President's discretion on recitals.

350 **SECTION 11. SOCIAL CHAIR**

351 The Social Chair shall organize Brotherhood activities, which shall occur at least once per month.

352 In conjunction with the Historian, he shall author Chapter website updates and social media posts at least  
353 twice monthly.

354 **SECTION 12. WEBMASTER**

355 The Webmaster shall manage access and permissions to all Chapter social media accounts and websites. He  
356 shall make regular data backups at least twice monthly.

357 He shall ensure the confidentiality, integrity, and availability of all the Chapter's data.

358 He shall adhere to the Privacy Policy of Phi Mu Alpha Sinfonia Fraternity of America and Iowa State  
359 University security standards and policies.

360 **SECTION 13. MEME CHAIR**

361 The Meme chair shall provide a meme in an approved picture format (JPEG or PNG) or provide a link to a  
362 video. This shall be presented in the reports section of the business meeting.

363 **SECTION 14. NOMINATIONS**

364 In addition to the Nominating Committee detailed in Title III, Article IV, Section 3 of the National  
365 Constitution and Bylaws, the Chapter shall also accept nominations from the floor, considering all members'  
366 opinions. In addition, all nominated members must prepare a speech to deliver on the night of the elections.

367 **SECTION 15. ELECTIONS**

368 Each candidate shall be given five (5) minutes to discuss his platform and five (5) minutes for questions.  
369 Additional time may be granted to questioning with a proper motion to extend debate. A person will be  
370 granted extra time by a simple majority.

371 **SECTION 16. TRAINING**

372 Current officers and officers-elect shall both be required to attend a training night. Training night shall occur  
373 between the first and second business meetings of the Spring semester. During this time, the outgoing  
374 officers shall instruct the officers-elect on the duties of the office to which they are to be installed. The  
375 outgoing President shall prepare and present a short keynote over leadership expectations. Officers-elect shall  
376 use this time to ask questions and familiarize themselves with essential documents pertaining to their  
377 position(s) before installation.

378 **SECTION 17. REMOVAL**

379 In addition to Title III, Article IV, Section 4 of the National Constitution and Bylaws, a member shall only  
380 give notice of his intent to move for officer removal during new business. The member shall move to open  
381 discussion on providing this notice. After his motion has been made and seconded, he will state why he  
382 believes an officer should be removed. Immediately after, the Brother to which the charge is brought shall  
383 voice his response. The rest of the debate shall follow regular order and follow Robert's Rules of Order.

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<sup>1</sup> See Appendix 1.

Commented [BM21]: added

384 **SECTION 18. RESIGNATION**

385 Should an officer consider resignation, he shall follow these procedures:

386 The Officer shall notify the Executive Committee of his decision one week before the proposed resignation.  
387 This shall be by official method only (i.e., email or letter). During that subsequent week, the Officer shall have  
388 time to withdraw his resignation. During that week, the EC shall note but not make any announcements of a  
389 potential vacancy. After that week has passed, to the day, the Brother will have officially resigned from his  
390 office.

391 While the office is vacant, the President shall assume the duties of the office until it is filled by a special or  
392 regular election.

393 If a special election is required, it shall be made the new business of the next business meeting.

394 If the Officer in question forgoes the one-week notice and chooses immediate resignation, then the above  
395 procedures shall be followed as if the week-long consideration had passed.

396 **ARTICLE II. COMMITTEES**

397 **SECTION I. AWARDS COMMITTEE**

398 The Awards Committee shall nominate three collegiate brothers each month to be chosen as Sinfonian of the  
399 Month. The nominations for Sinfonian of the Month shall be completed by the first business meeting of each  
400 month.

401 The Awards Committee shall complete their work and have awards ready by the Graduating Brothers  
402 Ceremony in the Spring Semester.

403 **ARTICLE III. FINANCES**

404 **SECTION I. DUES**

405 Chapter Dues shall be eighty dollars (\$80) annually, payable in two semesterly installments of forty dollars  
406 (\$40) each.

407 Province Tax is defined in the Province Constitution and Bylaws, currently twenty dollars (\$20) annually,  
408 payable in two semesterly installments of ten dollars (\$10) each.

409 The Council Tax for the Student Inter-Greek Music Association (SIGMA) is defined in the SIGMA  
410 Constitution and Bylaws, currently ten dollars (\$10) annually, payable in two semesterly installments of five  
411 dollars (\$5) each.

412 **SECTION 2. FINES**

413 The Warden or Executive Committee must give notice of a fine within one week of its incurrence, or it will  
414 be rendered invalid.

415 Any member who has accumulated fine(s) must pay them within one (1) week of receiving notice. Failure to  
416 pay a fine after 1 week will result in the member automatically being placed on probation. If an egregious  
417 time, to be determined by the EC, has passed without payment of the fine to the Treasurer, the EC may  
418 recommend the member for suspension or further disciplinary action, up to and including expulsion.  
419 Disciplinary status shall be lifted, and good standing returned immediately upon receipt of payment to the  
420 Treasurer.

421 **SECTION 3. USE OF CHAPTER FUNDS**

422 All checks must require two signatures for the use of Chapter funds. Any two of the following three Chapter  
423 officers can sign for the use of Chapter funds: Treasurer, President, or Faculty Advisor.

424 The Executive Committee may approve using emergency funds, up to one hundred dollars (\$100) per  
425 emergency. The Chapter may then review the legitimacy of the emergency at the following Chapter meeting.  
426 If the funds are deemed to be misused, those funds must be immediately repaid by the members of the EC.  
427 The use of funds through a University Purchasing Card shall be approved by the Chapter through the budget  
428 and by vote at business meetings as needed. Only two P-Cards may be used by the Chapter at any time: one  
429 for the Treasurer, and one for the President.  
430 All Chapter expenditures must be approved by the Faculty Advisor.

## 431 **ARTICLE IV. OBSERVANCES**

### 432 **SECTION 1. PIN ATTIRE**

433 Pin Attire shall be defined as stated in Title I, Article XVI, Section 3 of the National Constitution and Bylaws,  
434 but with these specifications:

- 435 ♦ The Pin must be worn on the outermost clothing item that a brother will not take off.
- 436 ♦ The base layer for pin attire is a button-up dress shirt, defined as "a collared shirt that is suitable for  
437 wear with a necktie."
- 438 ♦ A suit vest, formal sweater vest, or formal sweater may be worn over the dress shirt, and the Pin  
439 placed thereon. Ties shall be optional.
- 440 ♦ Dress pants or non-cargo khakis are acceptable bottoms. Dress shoes are preferred but not required.

441 If a brother wishes to wear jeans, they must fit the following specifications:

- 442 ♦ Jeans must be dark wash and non-baggy.
- 443 ♦ Dress shoes or boots are required; athletic shoes are not allowed.
- 444 ♦ A tie or blazer is required.

445 Pin Attire shall not be a reason for which a Probationary Member or Brother feels unable to participate in the  
446 Fraternity. If Pin Attire poses a problem for a member, the Chapter shall assist him in finding affordable  
447 attire, or by making exceptions to the dress code for that member.

448 Members are expected to wear their membership pin at all performances while in pin attire. Failure to do so  
449 will result in an admonishment from the Executive Committee on the first occurrence and a five-dollar (\$5)  
450 fine for each subsequent occurrence.

### 451 **SECTION 2. PIN ATTIRE DAY**

452 The purpose of Pin Attire Day is to inspire fraternal pride amongst brothers, promote the organization, and  
453 make the Fraternity visible on campus.

454 Failure to participate in a Pin Attire Day shall result in a ten-dollar (\$10) fine to the Brother.

### 455 **SECTION 3. FORMAL ATTIRE**

456 Formal attire is defined as follows:

- 457 ♦ A button-up dress shirt
- 458 ♦ A necktie
- 459 ♦ A suit jacket or blazer
- 460 ♦ Dress slacks
- 461 ♦ Dress shoes

462 Formal attire shall be required for brothers of all membership classes in attendance at Ceremonies for  
463 Pledging, Color Nights, Initiations, and Mills Music Missions.

464 When required, Probationary Members' formal attire shall be the same as is defined above. The Bigs and  
465 Fraternity Education Officer shall be obligated to ensure that the new PMs understand these guidelines  
466 preceding the Ceremony for Pledging.

467 Formal attire shall not be a reason a PM or Brother feels unable to participate in the Fraternity. If Formal  
468 Attire poses a problem for a member, the Chapter shall assist him in finding affordable attire, or make  
469 exceptions to the dress code for that member.

470 Brothers may wear cultural attire in place of formal attire.

471 Failure to wear formal attire, when required, shall result in a ten-dollar (\$10) fine for each occurrence.

472 **SECTION 4. BROTHER AND FACULTY RECITALS**

473 A short sing should follow all required recitals. The song selection shall include "Hail Sinfonia" and other  
474 songs as requested by the performing Brother.

475 **SECTION 5. SINFONIAN OF THE MONTH**

476 Sinfonian of the Month is an honor which may be bestowed upon any collegiate Sinfonian in good standing.  
477 The honor of Sinfonian of the Month recognizes a Brother's fulfillment of the Object, or musical, academic,  
478 or personal achievement.

479 The Chapter shall recognize one collegiate Sinfonian every month as Sinfonian of the Month. The Awards  
480 Committee shall nominate at most three (3) collegiate Brothers by the first business meeting of each month.  
481 Additionally, the Awards Committee may nominate an Alumni or Honorary Sinfonian for recognition,  
482 separately from the Collegiate Sinfonian of the Month. Sinfonian(s) of the Month shall be elected by a simple  
483 majority of all Brothers in good standing, present and voting, by secret ballot.

484 The same Brother may not be recognized as Sinfonian of the Month for two consecutive months.

485 **ARTICLE V. DISCIPLINE**

486 **SECTION I. ATTENDANCE**

487 A collegiate Chapter member in good standing may have two (2) unexcused absences per semester. If the  
488 member accumulates more than two unexcused absences, the member will automatically be put on probation,  
489 pending an Executive Committee review.

490 All collegiate Chapter members shall be required to attend two (2) meetings of the Probationary Member  
491 class. If this is not possible, the member must make arrangements with the Fraternity Education Officer.

492 Any member who enters an event defined as a meeting at least fifteen (15) minutes after it has begun will be  
493 counted as tardy.

494 Any member who enters an event defined as a ritual, rehearsal, or special/required event at least ten (10)  
495 minutes after it has begun will be counted as tardy.

496 Three (3) tardies will count as one unexcused absence.

497 **SECTION 2. EXCUSED ABSENCES**

498 Any member who must miss a Chapter meeting must file his reason with the Executive Committee at least  
499 twenty-four (24) hours before the meeting. If he plans to be late to a Chapter meeting, he must file his excuse  
500 with the EC at least two (2) hours before the meeting.

501 Any member who must miss a Ritual or Special Event as defined in Article V, Section 1 of the Chapter  
502 Bylaws must file his reason with the EC ten (10) days before the event, having been given early enough  
503 notice.

504 Any member who must miss a Ritual Rehearsal, as defined in Article V, Section 1 of the Chapter Bylaws,  
505 must file his reason with the EC twenty-four (24) hours before the event.



506 Any member who must miss a required recital, as defined in Article VIII, Section 6 of the Chapter  
507 Constitution, must file his reason with the EC forty-eight (48) hours before the event.

508 Any member who must miss a Required Chapter Service Event, as defined in Article VIII, Section 4 of the  
509 Chapter Constitution, must file his reason with the EC twenty-four (24) hours before the event. The member  
510 must also inform the Chapter and find a replacement.

511 All notifications to the EC regarding absences must be made via an official communication method, defined  
512 as either email, letter, or carrier pigeon. ☹

513 The decision as to whether any reason for absence is acceptable is at the discretion of the EC.

514 If emergencies arise, such as severe illness or a family emergency, a simple notification to the Secretary may  
515 suffice, regardless of how soon it is to the event. The EC will review the emergency circumstances and may  
516 serve as an excused absence.

### 517 **SECTION 3. FINES**

518 Any member with an unexcused absence for a ritual, defined as a Ceremony for Pledging, Color Night, or  
519 Initiation, will be fined thirty dollars (\$30).

520 Any member who misses a special event, defined as a Mills Music Mission, Chapter Recital, or other events  
521 without a prescribed fine that require all collegiate members, will be fined twenty dollars (\$20).

522 Any member who incurs an unexcused absence for any Ritual rehearsal, as designated by the Warden, shall be  
523 fined five dollars (\$5) for each occurrence.

524 Any member absent from a Required Service Event as defined in Article VIII, Section 4 of the Chapter  
525 Constitution shall be fined ten dollars (\$10) for each occurrence.

526 Any member absent from a Special event defined in Article VIII, Section 6 of the Chapter Constitution shall  
527 be fined twenty dollars (\$20) for each occurrence.

528 Any member who fails to participate in Pin Attire Day, as defined in Article VIII, Section 5 of the Chapter  
529 Constitution, shall be fined ten dollars (\$10) for each occurrence.

530 Any member who fails to wear Formal Attire, when required, as defined in Article IV, Section 3 of the  
531 Chapter Bylaws, shall be fined ten dollars (\$10) for each occurrence.

### 532 **SECTION 4. PROBATION**

533 The Executive Committee may place a member on probation as part of the disciplinary process. Reasons for  
534 probation include but are not limited to failure to pay fines, excessive unexcused absences, failure to uphold  
535 the responsibilities of membership, or other offenses. While on probation, members lose voting privileges but  
536 are still entitled to all other rights of membership.

### 537 **SECTION 5. DISCIPLINARY HEARINGS**

538 Any member under review by the Executive Committee for misconduct shall be notified in writing, one week  
539 prior, of the location and time of their hearing. The member in question can also represent himself in writing  
540 given to the EC.

### 541 **SECTION 6. REMOVAL OF MEMBERS**

542 Per Title III, Article VIII, Section 1 of the National Constitution and Bylaws: "For conduct which is harmful  
543 to the best interests or good name of the fraternity, the Chapter may expel any of its collegiate members from  
544 the fraternity."

545 A motion to start the expulsion process of a member must be made at a regularly scheduled business meeting.  
546 It must be approved by a majority of members in good standing who are present and voting.

547 Per Title III, Article VIII, Section 3 of the NC&B:

548 "The Chapter sends at least one week's written notification to any member being  
549 considered for... expulsion by the Chapter informing him of his right to and interview  
550 with the Chapter executive committee and Faculty Advisor. The member may waive such  
551 interviews. The written notification states the reasons for the proposed action, the time  
552 and place of the proposed interviews, and the member's right of appeal to the NEC if the  
553 Chapter approves the ... expulsion."

554 Three-fourths of the members in good standing, present and voting, may expel a member from the  
555 Fraternity.

## 556 **ARTICLE VII. AMENDMENTS AND REVIEWS**

### 557 **SECTION 1. AMENDMENTS**

558 These Bylaws may be amended by a two-thirds affirmative vote of the collegiate Chapter members in good  
559 standing, present and voting, at any regular business meeting, provided that the proposed amendment was  
560 presented in writing at a previous meeting. The amended bylaws shall be submitted to the Office of Student  
561 Engagement within ten (10) days.

### 562 **SECTION 2. REVIEWS**

563 The Bylaws Committee shall review these Bylaws at least once every year and following any changes to the  
564 governing documents listed in Article III of the Chapter Constitution.

565 The Bylaws Committee shall review these Bylaws no later than December of the year of a National Assembly.

### 566 **SECTION 3. CLERICAL AND TECHNICAL CHANGES**

567 The Executive Committee has the authority to make clerical and technical changes to the Chapter Bylaws,  
568 including the corrections of typographical, spelling, grammatical, or other errors which would not change the  
569 meaning of the clause.

570

## APPENDICES

571 **APPENDIX I. RESPONSIBILITIES OF MEMBERSHIP**

- 572 1. Attend all required meetings.  
 573 2. Pay all financial obligations.  
 574 3. Maintain academic performance standards.  
 575 4. Become familiar with the Fraternity's governing documents and policies.  
 576 5. Become familiar with the Fraternity's history.  
 577 6. Support the efforts and objectives of the Fraternity.

578 **APPENDIX I. PROVINCE DELEGATE**

579 This role was first defined and enacted in August 2016, by 2016 Collegiate Province Representative Andrew R  
 580 Hoffmann, 2017 Collegiate Province Representative-elect Luke Sanders, and 2017 Assistant Collegiate  
 581 Province Representative Clayton Ryan. The primary roles were defined by 2017 Assistant Collegiate Province  
 582 Representative elect Clayton Ryan. Constant contact with the other Brothers and Chapters is important in  
 583 creating fun, engaging, and Brotherly events for the advancement of our order, music in America, and  
 584 fraternal spirit.

585 **APPENDIX 2. SCHEDULE OF FINES**

Offense	Fine
Unexcused Absence from Ritual	\$30
Unexcused Absence from Special Event	\$20
Unexcused Absence from Required Recital	\$20
Failure to participate in Pin Attire Day	\$10
Failure to wear Formal Attire when required	\$10
Unexcused Absence from Required Service Event	\$10
Unexcused Absence from Ritual Rehearsal	\$5
Failure to wear Pin at performance	2 <sup>nd</sup> and subsequent occurrences, \$5

586 **APPENDIX 3. REQUIRED ADVANCE NOTICE TIMES FOR EXCUSED ABSENCES**

Event	Time
Ritual	10 days
Special Event	10 days
Required Recital	48 hours
Required Service Event	24 hours
Ritual Rehearsal	24 hours
Chapter Meeting	24 hours
Chapter Meeting (Tardy)	2 hours

587

PHI MU ALPHA  AMONG MEN  
SINFONIA HARMONY

**PHI MU ALPHA SINFONIA  
FRATERNITY OF AMERICA  
ALPHA DELTA CHAPTER**

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