

PHI MU ALPHA  AMONG MEN
SINFONIA HARMONY
THETA UPSILON CHAPTER

Theta Upsilon Chapter Bylaws

Revised Spring Semester 2011

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REVISION HISTORY

1/16/2008 – Mark Helmstetter – Added recruitment responsibilities to officer of Social Chair. Removal of clause of dissolution. Added Disciplinary Review policy.

1/27/2008 – Mark Helmstetter – Added Warden’s parliamentary duties, added meeting postponement and cancellation clause, add chapter listserv as official communication tool.

2/11/2008 – Andrew Owen – Struck the Attendance Policy and replaced it with the new policy.

4/28/2008 – Andrew Owen – Added the conditional existence of the Committee on Standards.

2/20/2009 – Andrew Owen – Added T-shirt rule, Mills Music Mission details, absence policy, and excusal appeal, and changed the 2.5 G.P.A. requirement to 2.0.

7/9/2011 – Andrew Owen – Added the Recruitment Committee and the petty cash fund from motions adopted in Spring 2009.

THETA UPSILON CHAPTER BYLAWS

Phi Mu Alpha Sinfonia Fraternity of America Inc.

Adopted Fall 2005, revised Spring 2011

ARTICLE I Description

SECTION ONE. Name.

The chapter shall be known as the Theta Upsilon Chapter of Phi Mu Alpha Sinfonia Fraternity of America, Inc.

SECTION TWO. Constitutional authority.

The Theta Upsilon Chapter shall be organized in accordance with Articles XII and XIII of the *National Constitution* of Phi Mu Alpha Sinfonia.

SECTION THREE. Governing Documents.

The Theta Upsilon Chapter shall be organized and shall function in accordance with the *National Constitution*, the *General Regulations for Collegiate Chapters, Province 24 Bylaws, Delta State University Interfraternity Council Constitution*, and the *Theta Upsilon Chapter Bylaws*.

SECTION FOUR. Parliamentary Authority.

Rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the chapter in all cases to which they are applicable and are not inconsistent with a superior document, these bylaws, or any special rules or order the chapter may adopt.

ARTICLE II Probationary Membership

SECTION ONE. Probationary Membership.

The Theta Upsilon Chapter will adhere to the regulations for membership eligibility, selection, and probationary membership as detailed in Articles I, II, and III of the *General Regulations for Collegiate Chapters*.

SECTION TWO. Probationary Period Length.

The Fraternity Education Officer, with the majority approval of the Executive Committee, will annually establish the length of the probationary membership period in accordance with the details of Article III, Section Two of the *General Regulations for Collegiate Chapters*.

SECTION THREE. Probationary Member Program.

The probationary member program will be planned by the Fraternity Education Officer and Assistant Fraternity Education Officer. The plan must be submitted to the Executive Committee for approval no later than three weeks after the first business meeting of each semester when there will be a probationary class. A two-thirds affirmative acceptance vote by the Executive Committee is needed for approval of the program.

SECTION FOUR. Formal Recruitment.

Formal Recruitment process as decided on annually by the Theta Upsilon Chapter will adhere to all policies set forth in the *Delta State University Interfraternity Council Recruitment Bylaws*.

SECTION FIVE. Recruitment Event Excusal.

The Executive Committee of the Theta Upsilon Chapter has the authority to allow a potential probationary member to miss a Recruitment event due to extenuating circumstances.

SECTION SIX. Probationary Member Book.

The probationary member book style shall be designated by the Fraternity Education Officer each semester and consist of, in order, the probationary members' name card followed by, in alphabetical order, the active members', the faculty/staff members', the alumni members', all other Sinfonians' (as dictated by the Fraternity Education Officer), the national examination questions, and all other members in the probationary member class. The format of the cards will be defined by the Fraternity Education officer. The signature cards, *Themes for Brotherhood* book, and a black pen shall be the only items in the probationary member book, without consent from the Fraternity Education Officer.

SECTION SEVEN. Probationary Fundraiser.

Each Probationary Member class shall be required to plan and complete at least one fundraiser of their choice, with the approval of the Fraternity Education Officer, of which the proceeds will go toward the class's initiation dues. This fundraiser is to be completed before the final retention vote on said class is to be taken.

SECTION EIGHT. Little Brothers.

During formal rush, each active member in good standing will have the option to choose a "Little Brother" from the probationary member class. This is done in an open election held by the Fraternity Education Officer. The selection process for Little Brothers is set on a first chose basis with choosing seniority by members in good standing who have been active the longest.

SECTION NINE. Probationary Member Fees.

All Probationary Member fees shall be paid in full at least two weeks before the date of initiation. It is the job of the Fraternity Education Officer and chapter Treasurer to make sure that the probationary member knows the exact amount of dues and the date in which they will be due at the beginning of the probationary period. A payment plan may be set up by the Fraternity Education Officer or chapter Treasurer to make sure that all fees are paid on time. If necessary, the Fraternity Education Officer may

seek a three-fourths affirmative vote of the Executive Committee to have the probationary member's dues waived until a later date.

SECTION TEN. Failure To Pay Probationary Member Dues.

Failure for a probationary member to pay his dues at the set date (no later than two weeks before initiation) will result in the probationary member being disallowed from being initiated, even if he has met all requirements for initiation.

ARTICLE III Official Supplies

SECTION ONE. Probationary Membership Pin.

The chapter shall keep an inventory of no fewer than fifteen probationary member pins. All pins are to be returned to the chapter by each member following the Initiation Ritual, or when a probationary member leaves the program.

SECTION TWO. Official Membership Pin.

Each active collegiate member in good standing is required to be in possession of an official membership pin of any package.

SECTION THREE. Ritual Books.

The chapter shall keep an inventory of no fewer than fifteen official Initiation Ritual Books.

ARTICLE IV Financial Obligations

SECTION ONE. Chapter Dues.

In addition to national per capita tax detailed in Article VIII, Section One of the *General Regulations for Collegiate Chapters*, each collegiate member of the Theta Upsilon Chapter shall pay annual chapter dues of which the amount is subject to change at the discretion of the Executive Committee.

SECTION TWO. Payment of Dues.

The Treasurer may implement a payment plan with any individual member with a majority vote of the Executive Committee. All payment plans must be paid in full at least two weeks before the end of the academic term. In cases where a payment plan is implemented, the brother's per capita tax shall be paid to the National Fraternity by the chapter on or before the due date for that term's Chapter Personnel Report. Payment plans must be requested at least seventy-two hours before chapter dues are to be paid.

SECTION THREE. Scholarship Waiver.

Each semester, the active member in good standing with the highest grade point average from the previous semester will have his per capita tax waived and paid for by the chapter. If more than one active member in good standing shares the highest grade point average from the previous semester, the member of them with the highest cumulative grade point average will have his per capita tax paid by the chapter. The evaluated semester may be the member's probationary member semester. This waiver does not include annual chapter dues as detailed in Article IV, Section One of the *Theta Upsilon Chapter Bylaws*.

ARTICLE V Scholarship

SECTION ONE. Scholarship Requirements.

Each member of the Theta Upsilon Chapter shall be required to maintain a cumulative grade point average of 2.0 to remain in good academic standing.

SECTION TWO. Academic Probation.

If at any time an active member's cumulative grade point average falls below 2.0, that member is to receive a letter of concern and be placed on chapter academic probation. A member placed on chapter academic probation shall have two academic semesters to restore his grade point average to minimum requirements. While on chapter academic probation, the member in question loses all voting privileges. Furthermore, said member's responsibilities to the chapter are to be decided by the Scholarship Chair in consultation with the President as detailed in Article IX, Section Seven of the *Theta Upsilon Chapter Bylaws*. These responsibilities are to include excusal from any or all chapter related events, mandatory study hall and or tutoring, and personal advisor consultation.

SECTION THREE. Academic Good Standing.

If at any time an active member is placed on chapter academic probation, that member will remain on academic probation until the Scholarship Chair makes a proposal to the Executive Committee to return said member to good standing. A three-fourths affirmative vote of Executive Committee members present and voting is required to return a member to good standing from chapter academic probation.

ARTICLE VI Management

SECTION ONE. Meetings.

The Theta Upsilon Chapter shall hold regular business meetings at least twice each month, the date and hour to be set at the first meeting of the year.

SECTION TWO. Special Meetings.

The President may call an emergency meeting at the insistence of at least one-third of the members in good standing, the faculty advisor, or at his own discretion. In either case, notice must be posted with the date and time of a special meeting at least twenty-four hours in advance on the Phi Mu Alpha lobby board in Zeigel Music Hall and in the chapter room. It is also mandatory that the Secretary be notified personally so that he can give personal notifications to other members of the chapter. No absences will be assessed if a special meeting time is improperly posted.

SECTION THREE. Absence Policies.

Each collegiate member is allowed one unexcused absence from a business meeting and two unexcused absences from a song rehearsal per semester. If a collegiate brother misses a general business meeting or a song rehearsal after using his first unexcused absence, he will be fined five dollars. A collegiate brother will be fined fifteen dollars (or community work, as determined by the Executive Committee) if he misses a Mills Music Mission, American Music Recital, Color Night Ceremony, Ritual Rehearsal, or any mandatory chapter function. The president or the executive committee may deem any event a mandatory chapter function with at least two weeks prior notice to the chapter. In order to excuse an absence, the collegiate member must contact or E-mail his excuse to the Secretary or Warden by 12 p.m. on the day of the meeting or chapter event. The Executive Committee will review the excuse at the start of each E.C. Meeting. The receiver of the excuse shall present it to the Executive Committee without revealing the identity of the absentee and excusal will be granted with a majority vote.

SECTION FOUR. Excusal Appeal.

If the Executive Committee deems an excuse as invalid, the member in question will have the right to appeal the decision to the chapter as a whole at its next meeting. The member in question is allotted time to make his appeal to the chapter; the unexcused absence can be overturned following a three-fourths vote. Under the circumstance that the chapter votes to sustain the unexcused decision, no further appeal is possible. If the chapter denies the appeal, the Executive Committee will then determine a set date(s) for the corresponding fine(s) to be paid to the chapter.

SECTION FIVE. Ritual Attendance.

Any member that is not in attendance at the official initiation ritual for a probationary member class of the Theta Upsilon Chapter, without a reasonable excuse as cleared by the Executive Committee, shall be placed on immediate suspension.

SECTION SIX. Chapter Accounts.

The Theta Upsilon Chapter shall hold at least one checking account, which shall serve as the chapter's treasury. All accounts shall require two signatures for the use of chapter funds. Any two of the following chapter officers can sign for the use of chapter funds: Treasurer, President, and Faculty Advisor.

The chapter will also hold a petty cash fund of two hundred dollars for providing change to members for their payments to the chapter. The fund shall be kept in a lockbox, keys to which shall be held by the President and Vice President, but not the Treasurer. Included in the box shall be a record of each transaction to or from the petty cash fund.

SECTION SEVEN. Chapter Documents.

At least one copy of all official governing documents as detailed in Article I, Section Three of the *Theta Upsilon Chapter Bylaws* shall be in the meeting room at all times of chapter business for chapter reference.

SECTION EIGHT. Postponement and Cancellation of Meetings.

The President may cancel a meeting at the insistence of at least one-third of the members in good standing, or the faculty advisor. Notice must be posted of the cancellation at least twenty-four hours in advance of the scheduled meeting time on the Phi Mu Alpha lobby board in the Zeigel Music Hall, as well as in the chapter room. The Secretary must be personally informed so that he can give personal notifications to other members of the chapter.

SECTION NINE. The Chapter List Serve.

The Theta Upsilon chapter officially uses the Theta Upsilon list serve as available from Lyrecrest as its official channel of communication.

ARTICLE VII Officers

SECTION ONE. Chapter Officers.

The Theta Upsilon Chapter shall adhere to the requirements for and selection of chapter officers as detailed in Article X of the *General Regulations for Collegiate Chapters*.

SECTION TWO. Slate.

In addition to the offices detailed in Article X, Section Three of the *General Regulations for Collegiate Chapters*, the Theta Upsilon Chapter shall annually elect a Musical Activities Director, Scholarship Chair, Social Chair, Two Province Council Representatives, Interfraternity Council Representative, and Assistant Fraternity Education Officer.

SECTION THREE. Assistants.

Each elected officer of the Theta Upsilon Chapter shall have the option of an annual assistant, appointed by the President.

SECTION FOUR. Order Of Succession.

The order of succession for chapter officers shall be as follows: President, Vice President, Secretary, Treasurer, Fraternity Education Officer, Warden, Historian, Alumni Relations Officer, Scholarship Chair, Social Chair, Musical Activities Director, and Assistant Fraternity Education Officer.

ARTICLE VIII Officer Elections

SECTION ONE. Nominations.

The officer nominating committee shall be conducted in accordance with Article X, Section Two of the *General Regulations for Collegiate Chapters*, and shall report its nominees no later than the second business meeting of March.

SECTION TWO. Election Timeframe.

During the second business meeting of March, each nominated member shall be allotted a number of minutes as decided by a majority chapter vote of members present and in good standing to state their platform and campaign directly to the chapter for their nominated office. Elections shall take place during the third business meeting of March or no later than April 1.

SECTION THREE. Ballots and Order.

Elections shall be conducted by secret ballot. The Warden shall be responsible for preparing ballots prior to the election including names of all candidates nominated for each office. The ballots shall include space for names of candidates nominated after the ballots are prepared. Each office shall have its own ballot. The order of voting shall be as follows: President, Vice President, Fraternity Education Officer, Secretary, Treasurer, Warden, Historian, Alumni Relations Officer, Musical Activities Director, Scholarship Chair, Social Chair, Province Council Representatives, Interfraternity Council Representative, and Fundraising and Projects Committee Chair followed by any other offices deemed necessary by the chapter.

SECTION FOUR. Balloting.

The chapter President and Warden shall be responsible for counting the votes. If either the chapter President or Warden are candidates for the office under consideration, another brother shall assume responsibility for announcing the results of elections. The number of votes received by each candidate shall remain secret. Each collegiate member present and in good standing shall be granted one vote. Proxy voting shall not be permitted.

SECTION FIVE. Election.

A candidate must receive a simple majority of the vote to be elected. If no candidate receives more than fifty percent of the vote, the candidate receiving the least votes shall be dropped from the ballot and the members shall vote again on the remaining candidates. If there is a tie vote between the final two candidates for an office, the chapter shall discuss the matter further in a session decided on by the current moderator and vote again. If the vote remains tied, the members of the Executive Committee shall decide the election by secret ballot. Each member of the Executive Committee shall receive one vote.

SECTION SIX. Vacancies.

If a vacancy occurs for any reason, the President shall immediately appoint a temporary replacement to discharge the duties of the vacant office until such time as the chapter elects a replacement to complete the remainder of the term. The President shall accept nominations for the office at the first meeting

following the vacancy and the chapter shall hold a special election at the following meeting. If the vacancy occurs in the office of the President, the Vice President shall assume office of the President, and shall immediately deal with the resulting vacancy in the office of Vice President according to the procedure outlined above.

ARTICLE IX

Officer Duties

SECTION ONE. President.

In addition to the President's officer duties detailed in Article XI, Section One of the *General Regulations for Collegiate Chapters*, The President shall also take responsibility for the planning and execution of the official initiation ritual when such is required. The President shall form and chair a special committee consisting of at least two active or alumnus members in good standing to plan and perform all duties required for the execution of the official initiation ritual.

SECTION TWO. Vice president.

In addition to the Vice President's officer duties detailed in Article XI, Section Two of the *General Regulations for Collegiate Chapters*, the Vice President shall also serve as chairman of the Bylaws Committee as well as serve as the official correspondent between the chapter and the chapter sweetheart. The Vice President will also be responsible for the official chapter financial audit that accompanies every Spring Chapter Report Booklet. The Vice President shall serve as an ex-officio member of every standing committee and act as liaison between all chapter committees and the Executive Committee. He has oversight powers over all committees, except the Executive Committee. He is in charge of keeping track of all committee sponsored events, and avoiding conflict with each other or other chapter related functions.

SECTION THREE. Treasurer.

In addition to the Treasurer's officer duties detailed in Article XI, Section Four of the *General Regulations for Collegiate Chapters*, the Treasurer will be responsible for holding the petty cash fund lockbox, but will not have a key to it. The Treasurer shall balance the petty cash fund by transferring any excess to the chapter account or replenishing the fund from the chapter account.

SECTION FOUR. Warden.

In addition to Warden's officer duties detailed in Article XI, Section Six of the *General Regulations for Collegiate Chapters*, he shall be chairman of the Committee on Standards. The Warden shall also be responsible for the upkeep and organization of the Theta Upsilon chapter room. He will also be chapter parliamentarian. He shall be familiar with and enforce the usage of *Robert's Rules of Parliamentary Procedure* at all official chapter meetings, and be available as a reference for the chair of said meeting in the instruction of use of said procedures.

SECTION FIVE. Alumni Relations Officer.

In addition to Alumni Relations Officer's officer duties detailed in Article XI, Section Seven of the *General Regulations for Collegiate Chapters*, he shall be responsible for the publication of the *Delta Sinfonian*, the official alumni newsletter of the Theta Upsilon chapter. He shall keep a record of volume and issue number of the *Delta Sinfonian*. He shall be chairman of the Alumni Affairs Committee.

SECTION SIX. Musical Activities Director.

The Musical Activities Director shall have primary responsibility for the coordination and direction of all chapter musical activities. He shall also perform such other duties as the chapter may specify.

SECTION SEVEN. Scholarship Chair.

The Scholarship Chair shall have primary responsibility for tracking and promoting academic excellence within the chapter. The Scholarship Chair shall make such recommendations as he sees fit to acknowledge and reward those members who are excelling academically as well as provide resource for chapter members who are currently below chapter or university grade requirements. The Scholarship Chair shall meet with the President on a monthly basis to review academic standings and progress of chapter members. If a member is placed on chapter academic probation, the Scholarship Chair, in consultation with the chapter President, decides which chapter activities and events the member is allowed to attend or participate in. The Scholarship Chair is also responsible for arranging mandatory tutoring sessions for the delinquent member until he sees fit to place the member back into good academic standing.

SECTION SEVEN. Social Chair.

The Social Chair shall be responsible for planning any chapter sponsored social activities. This includes activities planned in conjunction with other campus organizations, other chapters of Phi Mu Alpha Sinfonia, as well as non-affiliated groups. In addition to these duties, the Social Chair shall be responsible for all aspects of the recruitment process including the development and application of recruitment materials, the planning of informational and interest meetings, and the planning and execution of the formal recruitment process. He shall also perform such other duties as the chapter may specify.

SECTION EIGHT. Province Council Representatives.

The Province Council Representatives shall act as the chapter's official delegates to the Province Council of Province 24. They shall attend all Province Council meetings, represent the chapter in all Province Council votes, and report all actions of the council to the chapter following each council meeting. The Province Council Representatives shall be able to hold any other office of this chapter with the exception of President and Fraternity Education Officer during the term of office.

SECTION NINE. Assistant Fraternity Education Officer.

The Assistant Fraternity Education officer shall, in the absence or incapacity of the Fraternity Education Officer, assume all duties of the Fraternity Education Officer as detailed in Article XI, Section Eight of the *General Regulations for Collegiate Chapters*. He will also assist the Fraternity Education Officer in all of his duties, and will be the coordinator and collegiate liaison for the official Probationary Member project. The Assistant Fraternity Education Officer may be an alumnus member. He shall perform such other

duties as the chapter may specify. If eligible, the Assistant Fraternity Education Officer shall be given an automatic nomination for the position of Fraternity Education Officer when that office becomes vacant.

ARTICLE X

Committees

SECTION ONE. Committee On Standards.

When the chapter has thirty-five or more collegiate members, the Committee on Standards becomes a standing committee. If the chapter has fewer members, the Executive Committee takes on all responsibilities of the Committee on Standards. The Committee on Standards, when standing, shall be chaired by the Warden and will consist of four other members nominated by the Warden and approved by the chapter. The Committee on Standards shall meet when deemed necessary by the Executive Committee to investigate any alleged infraction or violation of the national or chapter bylaws and, upon completion of the investigation, shall bring its findings before the chapter.

SECTION TWO. Bylaws Committee.

The Bylaws Committee shall be chaired by the Vice President and will consist of four other members nominated by the Vice President and approved by the chapter. The function of the Bylaws Committee shall be to author, amend, and update the chapter bylaws. The Bylaws Committee shall meet at least once every semester and any time a motion to amend the bylaws has been passed to review, format, and incorporate any applicable changes into the revised *Theta Upsilon Chapter Bylaws*.

SECTION THREE. Alumni Affairs Committee.

The Alumni Affairs Committee shall be chaired by the Alumni Relations Officer and will consist of four other members nominated by the Alumni Relations Officer and approved by the chapter. The duties of the Alumni Affairs Committee shall consist of the coordination of alumni affairs and to aid in the duties of the Alumni Relations Officer.

SECTION FOUR. Fundraising and Projects Committee.

The Fundraising and Projects Committee chair shall be voted on during chapter officer elections and eligibility is subject to all officer qualifications as detailed in Article X, Section One of the *General Regulations for Collegiate Chapters*. The Fundraising and Projects Committee will consist of four other members nominated by the chair and approved by the Executive Committee. The duties of the Fundraising and Projects Committee shall be to submit to the chapter all fundraising proposals, and to coordinate all fundraising activities. In addition, the Fundraising and Projects Committee will have oversight authority for the chapter on all special projects and events sponsored by or participated in by the chapter.

SECTION FIVE. Ritual Committee.

The Ritual Committee shall be chaired by the President and will consist of at least two other collegiate or alumnus Sinfonians. The duties of the Ritual Committee will include securing a location to perform the

Ritual, invitations to Province officers, members, and alumni, assigning Ritual parts, arranging rehearsal times, and organization of all Ritual equipment, regalia, and paraphernalia.

SECTION SIX. Recruitment Committee.

The Recruitment Committee shall be chaired by the Social Chair and will consist of the Fraternity Education Officer, the Treasurer, the Vice President, and three other members. Brothers who participated as potential new members at formal recruitment are given preference in membership of the committee. The duties of the Recruitment Committee shall include the research, planning, and execution of all formal and informal recruitment tactics and events, and the research of potential new members.

ARTICLE XI Special Events

SECTION ONE. American Music Recital.

At least once a year, the chapter shall present a program of music written exclusively by American composers. The recital and program is headed by the Song Director and all material subject to his approval.

SECTION TWO. Mills Music Mission.

To promote chapter unity, charity, and the advancement of music in America, the chapter shall conduct a tour of Ossian Everett Mills Music Missions each semester, no more than two weeks following the probationary pinning ceremony. It shall also conduct one Mills Music Mission no more than one week before each semester's ritual.

ARTICLE XII Fundraising and Projects

SECTION ONE. Preordering Shirts.

The chapter shall not order any more than two event shirts prior to selling them at an event.

ARTICLE XIII Dress Code

SECTION ONE. Official Dress.

Official Dress shall consist of a suit or professional dress with recommended sport jacket and the fraternity pin. Ball caps are not considered to be acceptable in official dress.

SECTION TWO. Professional Dress.

Professional dress shall consist of a dress shirt and tie with slacks and the fraternity pin (For the purposes of this document, “dress shirt” refers only to a traditional dress shirt with a collar). At no time will denim (blue) jeans or ball caps be considered part of professional attire.

SECTION THREE. Pin Attire.

Pin Attire consists of a polo shirt or sweater with slacks, khakis, or non-frayed jeans and the fraternity pin. Official and professional dress is also acceptable forms of pin attire. Ball caps are not considered to be acceptable in pin attire.

SECTION FOUR. Lettered Dress.

Lettered dress, or letters, shall consist of a shirt with the fraternity’s letters printed upon it, or a shirt with Phi Mu Alpha’s name, emblem, or some other Sinfonia insignia printed upon it.

SECTION FIVE. Days of Observation.

On the two days of observation, Founders Day (October 6) and, if applicable, Chapter Day (May 23), official or professional dress is required.

SECTION SIX. Chapter Recognition.

Collegiate members are required to dress in Professional Dress as outline in Article XIII, Section Two of the *Theta Upsilon Chapter Bylaws* on Thursday of each class week. Chapter members may change out Professional Dress if it is deemed appropriate for either a class or similar official function.

SECTION SEVEN. Chapter Concert or Recital.

Every official chapter concert, recital, or public performance (i.e. The American Music Recital, Mills Music Mission, Serenading, etc.) shall require members to wear official or professional dress only unless designated otherwise by the Musical Activities Director or majority vote of all active members in good standing.

SECTION EIGHT. Other Chapter Functions.

Dress for the functions of the chapter shall be determined by a majority vote of all active members in good standing, unless predetermined by the respective chair of the committee in charge of the function that is taking place.

SECTION NINE. Formal Recruitment and Ritual.

Members shall wear official dress for Formal Recruitment and Ritual unless otherwise directed.

ARTICLE XIV

Discipline

SECTION ONE. Discipline.

The Theta Upsilon Chapter will adhere to the discipline procedures as detailed in Articles XV and XVI of the *National Constitution*.

SECTION TWO. Disciplinary Review.

Any infraction of the policies of the Theta Upsilon chapter, by any member, will result in an automatic review and possible disciplinary actions by the chapter Executive Committee or the Committee on Standards by no later than the next regularly scheduled business meeting. Any disciplinary requirements imposed on any member by either committee must include a deadline to be fulfilled by, and if said requirements are not completed by the established deadline, the member(s) in question will be automatically placed on chapter suspension as defined in Article II, Section Ten of the *National Constitution* for no less than seven, and no more than thirty days. Any member placed on chapter suspension must be notified in accordance with Article XVI, Section One of the *National Constitution*.

SECTION THREE. Fines.

Only the President, Warden, or Executive Committee may impose fines and deadlines in which to pay said fine. The President or Warden must then notify the Secretary and Treasurer so that they may note the infraction. The Warden shall notify the member of the fine within one week of the decision to impose the fine. The Warden shall let the member know the amount of the fine and the reason for assessment. The fined member may appeal any fine to the Executive Committee. The Executive Committee may remove any fine it deems inappropriate by a three-fourths vote. It is the responsibility of the Executive Committee to set a deadline for all fines to be paid by. Failure to pay fines by deadline may result in a chapter suspension of no less than seven days and no more than thirty days as decided by the Executive Committee. Chapter suspension may be a suitable alternative for those who cannot afford the assessed fine.

ARTICLE XV

Chapter Citations

SECTION ONE. Chapter Citations.

Chapter Citation Reports shall be submitted to the Province Governor by no later than April 1 each year, and are due no later than May 1 with all paperwork completed and supporting documentation attached. Areas of examination are the following: Chapter Operations, Membership Development, Alumni Relations, Musical Achievement, Province Interaction, Special Projects, and Fraternal Tradition.

SECTION TWO. Responsibility.

Although it is the responsibility of the outgoing and incoming Presidents to fill out the Citation Reports, it is the responsibility of the entire chapter, especially officers, to aid in the self-evaluation process and

help in the overall project. The goal of the Theta Upsilon Chapter shall be to endeavor to acquire all seven citations each year.

ARTICLE XVI

Amendments and Reviews

SECTION ONE. Amendments.

These bylaws may be amended by a two-thirds affirmative vote of the collegiate members of the Theta Upsilon Chapter who are present and voting at any regular business meeting, providing that the proposed amendment was presented in writing previously.

SECTION TWO. Reviews.

These bylaws shall be reviewed at least once every semester and following any changes to the governing documents listed in Article I, Section Two of these bylaws. These bylaws shall be reviewed no later than December in the year of a National Assembly.

PHI MU ALPHA  AMONG MEN
SINFONIA HARMONY

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