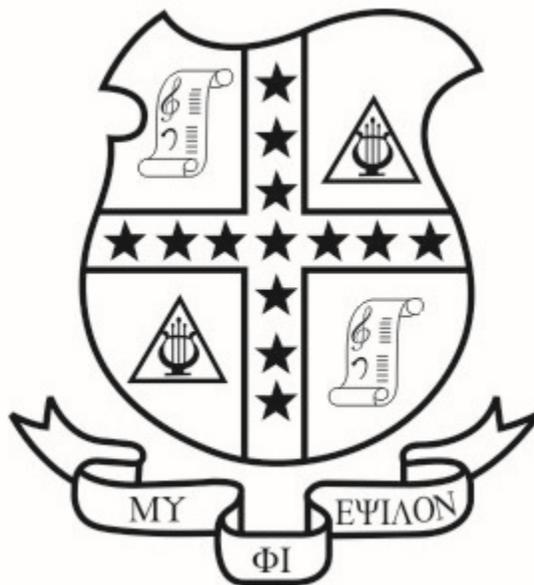


BYLAWS
AND
STANDING RULES OF MU PHI EPSILON
OF
MU PHI EPSILON
INTERNATIONAL PROFESSIONAL MUSIC FRATERNITY, INC.



2017 REVISION

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PREAMBLE

Mu Phi Epsilon, an International Professional Music Fraternity, is a nonprofit corporation founded at the Metropolitan College of Music in Cincinnati on November 13, 1903, and incorporated in the state of Ohio, U.S.A., on May 18, 1905, with amendments dated October 4, 1972 and September 16, 1977. The Fraternity's Purposes are the recognition of scholarship and musicianship, and the development of a bond of friendship among its members; its Aim is the advancement of music in the community, in the nation and in the world, through the promotion of musicianship, scholarship, therapy, and education, with an emphasis on service through music.

ARTICLE I. MEMBERS

SECTION 1. The membership of Mu Phi Epsilon shall be composed of those who have been duly initiated in conformity with the requirements, rules and regulations of the Bylaws of the Fraternity, and whose names have been properly entered in the files of the International Executive Office.

QUALIFICATIONS FOR MEMBERSHIP

SECTION 2. Election to Mu Phi Epsilon shall be on the basis of scholarship, musicianship, and character.

- A. Undergraduates must:
 - 1. be music majors or minors, enrolled in a university, college, or school of music;
 - 2. have attained second-term freshman standing;
 - 3. have cumulative grade point averages of at least 3.0 in a minimum of 3 music courses and at least 2.0 in academic subjects in a grading system where A=4.0.
- B. Transfer students must meet the requirements outlined in Section 2A and must have established a grade point average at the school where membership is proposed.
- C. Graduate students whose undergraduate degree was in music are eligible for membership at any time. Other graduate students must be pursuing a music degree and meet the grade point average standard set forth in Section 2A3 at the school proposing membership.
- D. Candidates for Alumni membership must:
 - 1. show evidence of musical talent and be actively engaged in some area of music;
 - 2. not be enrolled in school as an undergraduate;
 - 3. meet the requirements specified for collegiate eligibility or have demonstrated outstanding musical abilities in a professional capacity for two or more years;
 - 4. be seeking active membership.
- E. Any Chapter seeking to initiate an individual who does not meet the qualifications specified in 2A-D may request an **Exception** from the International Executive Board.
- F. No one who ever has been a member or honorary member of another professional music fraternity may be a candidate for membership in Mu Phi Epsilon.

INITIATION AND AFFILIATION

SECTION 3. Any person eligible for membership under Section 2 of this Article may be invited to membership by a two-thirds vote of members of the Collegiate or Alumni Chapter. Such election shall be held upon notice to all

members of the Chapter; this notice shall specify the name(s) of the person(s) to be voted upon and the proposed date of election.

SECTION 4. Candidates shall be initiated through a Collegiate Chapter, except when there is no Collegiate Chapter geographically accessible to initiate a candidate recommended for Alumni membership. Upon certification of qualification for membership and approval of the International Fifth Vice President, candidates in the latter case may be initiated under the name of **Omega Omega Chapter**.

SECTION 5. Before membership candidate training begins, each prospective candidate of Mu Phi Epsilon shall pay the International Fraternity's required fee as specified by the International Executive Board.

SECTION 6. Before initiation each initiate shall:

- A. pay the International Fraternity's required initiation fee;
- B. pay one year's International dues;
- C. acquire a Fraternity membership badge.

SECTION 7. Any initiated member who has met obligations for International dues, local Chapter dues, and any other fees required by the International Fraternity, and who is not currently on probation or under expulsion, shall be considered **In Good Standing**.

SECTION 8. A Collegiate member transferring from one school to another where there is a Chapter of the Fraternity is expected to affiliate with the second Chapter and maintain active status while enrolled as an undergraduate.

SECTION 9. A Collegiate member transferring from one school to another where no Chapter exists may:

- A. retain affiliation with the former Collegiate Chapter and continue to pay Collegiate International dues;
- B. affiliate and pay dues through an Alumni Chapter, as an Alumni Chapter member;
- C. affiliate and pay dues directly to the Fraternity, as an Affiliate Member.

SECTION 10. A graduate student member may affiliate either with a Collegiate Chapter or as an Alumni member.

ALUMNI MEMBERS

SECTION 11. The options for Alumni membership are:

- A. Affiliation and dues payments through an Alumni Chapter, as an Alumni Chapter member.
- B. Affiliation and dues payments directly to the Fraternity, as an Affiliate Member.

SECTION 12. **Emeritus Member** status may be granted, at the member's request, to any member of the Fraternity in good standing who attains the age of 80 years. International dues for an Emeritus Member are waived; however, all privileges of membership are retained.

ANNUAL INTERNATIONAL DUES

SECTION 13. Each member of the fraternity shall pay annual International dues as specified by the International Executive Board.

DISCIPLINE OF MEMBERS

SECTION 14. The International Executive Board shall have the sole power to place a member on probation or to expel a member.

SECTION 15. A Chapter may request of the International Executive Board that one or more of its members be placed on **international probation** and temporarily deprived of the use of the membership badge, or voting privilege, or both.

- A. Such request shall require an affirmative vote by written ballot of not less than two-thirds of the total Chapter membership at a special meeting. In the case of a Collegiate Chapter, the Faculty Advisor and/or a music faculty representative shall be present. A report of the vote and the charges against the member(s) shall be sent to the International Executive Board, the District Director and the member(s) cited.
- B. After reviewing the case, the International Executive Board may, by unanimous vote, place the member on international probation for a specified period.
- C. If at the end of the period of probation, the situation has not been rectified, the member's record in the International Executive Office shall be marked **In Bad Standing** and the member shall not be permitted to affiliate with the Fraternity.
- D. Such member may later express the desire to be reinstated **In Good Standing** and may make application to the International Executive Board for reconsideration.

SECTION 16. A Chapter may request of the International Executive Board that, for breach of vows or disgraceful conduct, one or more of its members be **expelled** from the Fraternity.

- A. Such request shall require an affirmative vote by written ballot of not less than two-thirds of the total Chapter membership at a special meeting. In the case of a Collegiate Chapter, the Faculty Advisor and/or a music faculty representative shall be present. A report of the vote and the charges against the member(s) shall be sent to the International Executive Board, the District Director and the member(s) cited.
- B. After reviewing the case, the International Executive Board may, by unanimous vote, expel the member. A report of the vote shall be sent to the Chapter, the District Director and the member(s) cited.
- C. An expelled member shall be deprived of all privileges of membership, including the right to wear the membership badge. All Fraternity property must be returned to the International Executive Office.
- D. In case of an emergency, the International Executive Board shall be empowered to act directly in a disciplinary situation

SECTION 17. Any individual member, with or without chapter affiliation, who is in breach of Fraternity vows, shows disgraceful conduct or has been convicted of a felonious act is subject to expulsion by vote of the International Executive Board.

SECTION 18. Chapters shall have the power to impose upon their members local sanctions that are not inconsistent with these International Bylaws and Standing Rules.

SECTION 19. In all cases, members facing disciplinary action must be notified at least two weeks before any vote and must be provided with an opportunity to respond to or rebut any charges against them. In the case of Chapter action, they must be invited to attend the meeting at which the disciplinary vote is taken.

ARTICLE II. ELECTORATE

SECTION 1. The voting body of the Fraternity during an International Convention shall be as defined in Article IV Section 5.

SECTION 2. The voting body of the Fraternity between International Conventions shall be:

- A. The elected members of the International Executive Board, who shall have one vote each;

- B. Collegiate Chapters, which shall have one vote each;
- C. Alumni Chapters, which shall have one vote each;
- D. Affiliate Members, who shall collectively constitute one vote.

SECTION 3. For a vote to be valid, a majority of the Electorate must respond.

ARTICLE III. INTERNATIONAL OFFICERS

SECTION 1. The Officers shall be the International President and five International Vice Presidents, all of whom shall be elected according to the procedures described in Article IV, Section 7 and shall be installed at the regular triennial International Convention. Both an International Executive Secretary-Treasurer and an International Editor shall be appointed by the elected Officers and serve as non-voting Officers.

ELIGIBILITY

SECTION 2. All voting International Officers shall be members in good standing of Mu Phi Epsilon. In addition:

- A. The International President shall have served at least one three-year term as an elected International Officer.
- B. The International Second Vice President shall have served as a District Director.
- C. The International Third Vice President shall have served as an Alumni Chapter officer.

OFFICERS' DUTIES

SECTION 3. The elected International Officers shall:

- A. assume their duties immediately following the close of International Convention;
- B. hold office for a three-year term corresponding with the triennium of the Fraternity or until their successors have been elected;
- C. serve no more than two full terms on the International Executive Board, except that an International President may serve two terms as president in addition to any other elective International Office that may have been held. This provision may be suspended for a three-year triennium by a two-thirds vote of the Electorate as defined in Article II.

SECTION 4. All International Officers, both elected and appointed, shall:

- A. be subject to the direction and control of the International Executive Board;
- B. have other and further powers and perform other and further duties as may be prescribed by these Bylaws, the Standing Rules, acts of the International Convention, or orders of the International Executive Board;
- C. be entitled to receive or be reimbursed for all expenses incurred in discharging the duties of office, including travel to and from International Conventions and meetings of the International Executive Board, all such expenses to be subject to the approval of said Board.

SECTION 5. The International President shall:

- A. be the chief executive officer of the Fraternity;
- B. preside at the International Convention and meetings of the International Executive Board;
- C. serve as a Director on the Mu Phi Epsilon Foundation Board;
- D. be co-signer of all financial transactions together with the International Executive Secretary-Treasurer;

- E. be bonded to secure the faithful performance of the duties of office;
- F. be entitled to receive a reasonable stipend for services, as determined by unanimous vote of the International Executive Board;
- G. be an ex-officio member of all committees, with the exception of the Nominating Committee.

SECTION 6. The **International Vice Presidents** shall assume duties as described below.

A. The **International First Vice President** shall:

- 1. preside at the International Convention and at all meetings of the International Executive Board when the International President is absent or unable to act;
- 2. be the Extension Officer responsible for the formation of new chapters and the reactivation or reinstatement of previously-established chapters of Mu Phi Epsilon.

B. The **International Second Vice President** shall:

- 1. preside at the International Convention and at all meetings of the International Executive Board when the International President and the International First Vice President are absent or unable to act;
- 2. be the **Collegiate Advisor** overseeing the performance and growth of Collegiate Chapters;
- 3. supervise Chapter and Faculty Advisors, and District Directors in their work with Collegiate Chapters.

C. The **International Third Vice President** shall:

- 1. be the **Alumni Advisor** overseeing the performance and growth of Alumni Chapters;
- 2. supervise the District Directors in their work with Alumni Chapters;
- 3. oversee recruitment of and communication with Affiliate Members.

D. The **International Fourth Vice President** shall:

- 1. be the **Music Advisor** of the Fraternity;
- 2. arrange for and supervise Convention music;
- 3. oversee the procedures for Fraternity music contests and awards.

E. The **International Fifth Vice President** shall:

- 1. be the **Eligibility Advisor** of the Fraternity;
- 2. approve or deny applications of candidates seeking exceptions to the membership qualifications specified in Article I, Sections 2A-D;
- 3. approve all Collegiate and Alumni Chapter Bylaws and Collegiate Chapter eligibility requirements.

SECTION 7. The Fraternity shall carry such amount of liability insurance as will protect its Officers in the performance of their assigned duties.

REMOVAL OR VACANCY

SECTION 8. Any elected International Officer may be removed during the term of office if the Officer is found inadequate, unworthy, or neglectful in fulfilling the obligations of office, or if by acts or words the Officer brings dishonor to the Fraternity.

- A. Such action shall be taken only after charges have been submitted, by members of the International Executive Board or a majority of all Chapters, to the Executive Committee of the Honorary Advisory Board as defined in Article VI.
- B. This Executive Committee shall become an Investigating Committee, of which one member shall present the case of the Officer in question. The Investigating Committee and the International Executive Board shall meet with this Officer.
- C. If these two bodies concur that removal is warranted, their findings and a ballot shall be sent by the International Executive Board to the Electorate as defined in Article II.
- D. Removal shall be made by a two-thirds vote of the Electorate as defined in Article II.

SECTION 9. In the case of death, resignation, removal from office, or inability of the International President or any other International Officer to perform the duties of office before the term of office shall have expired, the remaining members of the International Executive Board shall promptly appoint an eligible member of the Fraternity to fill such vacancy for the remainder of the term.

ARTICLE IV. INTERNATIONAL CONVENTION

SECTION 1. The International Convention of Mu Phi Epsilon shall have legislative and executive authority of the Fraternity.

SECTION 2. The International Convention shall be held triennially at such **date and place** as shall be selected by the International Executive Board.

- A. Notice of the date and place of such Convention shall be given to each Collegiate Chapter, Alumni Chapter, Affiliate Member, District Director, International Chairman, each member of the Honorary Advisory Board, and each member of the Mu Phi Epsilon Foundation Board at least 120 days prior to such Convention.
- B. The International Executive Board shall have power and authority to postpone or suspend a triennial convention.

PARTICIPANTS

SECTION 3. The International Convention shall be composed of the following participants:

- A. The International Executive Board, all incoming and continuing District Directors, and such Committee Chairmen as may be necessary for the conduct of business;
- B. One Business Delegate from each Collegiate and each Alumni Chapter;
- C. One Business Delegate representing all Affiliate Members; such delegate shall be determined by the International Executive Board.

SECTION 4. The musical programs of each International Convention shall be arranged and supervised by the International Fourth Vice President.

PROCEDURES

SECTION 5. Voting.

- A. The International President shall appoint a **Credentials Committee** which shall meet before the first Convention business session to verify the attendance and eligibility of persons applying for seats as Business Delegates.
 - 1. This Committee shall report its findings to the Convention at the first business session.
 - 2. Any disputes regarding eligibility shall be settled by majority vote of the Convention. None of the contesting parties shall be entitled to vote on this question.

- B. Each Business Delegate shall be entitled to one vote.
- C. Each elected member of the International Executive Board shall be entitled to one vote.
- D. Two-thirds of those entitled to vote shall constitute a quorum.

SECTION 6. Order of Business.

- A. The order of business of each International Convention shall be determined by the International Executive Board and shall be published in the convention program.
- B. On or before the opening of the International Convention, such committees may be appointed by the International President as may be necessary to carry on the business of the Convention.
- C. The International Convention shall have the power to pass any order, act, or resolution not inconsistent with the Articles of Incorporation, these Bylaws and the Standing Rules of the Fraternity.
- D. *Robert's Rules of Order Newly Revised*, current edition, shall govern the parliamentary procedure of the International Convention in all cases not provided for in these Bylaws.
- E. A record of proceedings shall be kept for each International Convention. Such record shall be published and accessible, upon request, to any member of the Fraternity.

SECTION 7. Election of International Officers.

- A. A Screening Committee of three members (one each from the eastern, central and western sections of the United States of America) shall be appointed by the International Executive Board. This committee shall
 1. receive names of potential candidates;
 2. evaluate and verify interest, availability and eligibility of each candidate;
 3. prepare a list of all eligible nominees, including brief biographical information, and send to all chapters and Affiliate Members by February 1 preceding a Convention.
- B. The Nominating Committee shall consist of two Business Delegates from each Province, one representing a Collegiate Chapter and one representing an Alumni Chapter, who shall be elected at Province meetings on the first day of the Convention, plus the Business Delegate representing all Affiliate Members.
- C. The Nominating Committee shall meet and review the entire list of eligible nominees and present a slate of nominees, one or more for each office, at the next business session.
 1. Whenever the Screening Committee has identified sufficient candidates for an office who are both eligible and willing to serve, the Nominating Committee shall present a slate of nominees that offers the electorate a choice between at least two candidates for that office.
- D. Voting shall be done by ballot not later than the close of business on the second day of the Convention.
- E. A majority vote shall be necessary to elect.
- F. In the event of any election irregularities, the question shall be presented to the Honorary Advisory Board, and its ruling shall be final.
- G. Installation of the newly elected International Offices shall take place as the final order of business preceding the close of the Convention.

ARTICLE V. INTERNATIONAL EXECUTIVE BOARD

SECTION 1. The International President, the five International Vice Presidents, the International Executive Secretary-Treasurer, and the International Editor of the Fraternity shall constitute the International Executive Board.

SECTION 2. The International Executive Board shall:

- A. be the governing body of the Fraternity, subject to acts of the International Convention and to the Bylaws and Standing Rules;
- B. make any rules and regulations not inconsistent with the Articles of Incorporation, the Bylaws, the Standing Rules, or the International Convention;
- C. enforce the Bylaws and Standing Rules, other rulings, and established policies of the Fraternity;
- D. establish and maintain an International Executive Office;
- E. make appointments as the conduct of business requires.

SECTION 3. The International Executive Board shall hold **meetings** at such times and places as may be determined by a majority vote of the Board, provided, however, that at least one meeting shall be held in each year. The International Executive Board may also meet informally and may arrive at decisions by correspondence and/or electronic communication.

- A. The incoming International Executive Board shall hold a post-Convention meeting.
- B. In the first year of the triennium, the International Executive Board shall meet, in person or electronically, with at least two members of the Mu Phi Epsilon Foundation Board of Directors.
- C. In the second and third years of the triennium, members of the two Boards shall meet, in person or electronically, at least once annually. The meeting details shall be agreed upon by the presidents of both Boards.

SECTION 4. The incoming International Executive Board shall appoint at the post-Convention meeting an International Executive Secretary-Treasurer and an International Editor, at such salaries as shall be determined by the elected Officers.

- A. The International Executive Secretary-Treasurer shall:
 1. attend, in this official capacity, all meetings of the International Executive Board and the International Convention;
 2. be the Recording Secretary of the Fraternity;
 3. receive monies and be a co-signer of all financial transactions together with the International President;
 4. be bonded to secure the faithful performance of the duties of office;
 5. conduct the business of the International Executive Office and keep regular business hours.
- B. The **International Editor** shall:
 1. be the editor of the Fraternity journal;
 2. attend all meetings of the International Executive Board.

SECTION 5. Any appointee may be removed at any time by the International Executive Board for failure to perform the required duties in a satisfactory manner, and shall not receive final payment for services until all property and assets of the Fraternity are returned.

ARTICLE VI. HONORARY ADVISORY BOARD

SECTION 1. There shall be an Honorary Advisory Board composed of past International Officers of the Fraternity who have completed a full term of office and have accepted an invitation from the International Executive Board to serve on the advisory board.

SECTION 2. Each triennium, three members from this Board shall be designated as the **Executive Committee**, which shall become the Investigating Committee for the removal of an International Officer as specified in Article III, Section 8.

ARTICLE VII. COMMITTEES

SECTION 1. There shall be two **Standing Committees**: Bylaws and Finance. The International Executive Board shall oversee the work of these committees.

SECTION 2. The **Bylaws Committee** shall consist of not less than three members. This committee shall:

- A. receive and consider all proposed amendments to these Bylaws or Standing Rules, submitted in accordance with the Standing Rules of the Fraternity.
- B. have the right to originate amendments to these Bylaws and Standing Rules.

SECTION 3. The **Finance Committee** shall consist of not less than three members. This committee shall have general supervision of the finances of Mu Phi Epsilon.

SECTION 4. **Special committees** may be appointed by the International Executive Board as deemed necessary to carry on the work of the Fraternity.

SECTION 5. The International President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE VIII. COLLEGIATE CHAPTERS

INSTALLATION OF CHAPTERS

SECTION 1. Collegiate Chapters of the Fraternity may be organized and located in universities, colleges and schools of music which meet the accrediting standards of the Fraternity.

SECTION 2. A petition for establishment of a Collegiate Chapter shall be signed by no fewer than ten petitioners, who are not members of Mu Phi Epsilon or another professional music fraternity, and who are undergraduate music majors or minors in the institution for which the Collegiate Chapter is desired.

- A. Faculty members, graduate students and Special Election candidates may sign but must be in addition to the minimum ten petitioners.
- B. The petition must be approved by the executive head of the department or school of music.
- C. Such petition, together with the required filing fee and a publication giving full information regarding the school and its music curriculum, shall be submitted to the International First Vice President.
- D. Upon receipt of the petition and information about the school, the International First Vice President shall investigate the standing of the school and the qualifications of the petitioners, and shall make a written recommendation to the International Executive Board.

E. Upon approval of the petition by the International Executive Board, a charter for said Chapter shall be granted, and the International President and the International First Vice President shall proceed with installation plans.

F. Notice of the granting of each new charter shall be sent to all Chapters.

SECTION 3. Any Collegiate Chapter may:

A. be **reinstalled** after its charter has been withdrawn, upon payment of the specified fee; or

B. **transfer its charter** to another school in the same city by complying with the procedure, securing the necessary approval and paying the specified fee, in the same manner as is required for a new Chapter.

MEMBER DUTIES

SECTION 4. Members of Collegiate Chapters shall meet the requirements set forth in Article I of these Bylaws.

SECTION 5. Each member of a Collegiate Chapter shall:

A. pay annual International dues, as specified in Article I Section 13.

B. pay local dues or fees levied by the Chapter.

SECTION 6. Collegiate members pursuing music majors or minors are expected to maintain **Active Status** in the Chapter while they are enrolled as undergraduates. To be considered Active, a member's International and local Chapter dues must be paid for the current year.

CHAPTER OFFICERS

SECTION 7. Collegiate Chapter officers shall:

A. be President, Vice President, Secretary, and Treasurer. Individual chapters may designate additional officers as needed. Each officer shall be in good standing at the time of election, and shall maintain such standing throughout the term of office.

B. have such authority and perform such duties as may be provided for in the local bylaws and as are not inconsistent with these Bylaws and the Standing Rules of the Fraternity.

CHAPTER DUTIES

SECTION 8. Each Collegiate Chapter shall make bylaws, orders, and regulations for its own government not inconsistent with the International Articles of Incorporation, these Bylaws, and the Standing Rules of the Fraternity. Such bylaws shall be subject to the approval of the International Executive Board through the International Fifth Vice President, with whom a copy must be filed. The Chapter bylaws must be updated within the year immediately following any revision of these International Bylaws.

SECTION 9. Each Collegiate Chapter shall have one Faculty Advisor and may also have one Chapter Advisor, the latter to be a member of Mu Phi Epsilon in good standing.

SECTION 10. Each Collegiate Chapter shall be responsible to the Fraternity for all International dues of its Active Members.

SECTION 11. Each Collegiate Chapter shall pay an annual fee to the International Convention Fund.

SECTION 12. Each Collegiate Chapter shall have the power to assess local dues.

SECTION 13. Each Collegiate Chapter shall induct candidates for membership with the proper ceremony as

provided for in the Ritual of the Fraternity.

SECTION 14. Each Collegiate Chapter shall have the right and duty to initiate members, after the International Executive Secretary-Treasurer certifies that all requirements have been met. No persons shall be initiated in any manner or form other than with the proper ceremony as provided for in the Ritual of the Fraternity.

SECTION 15. Each Collegiate Chapter shall have no fewer than two musical programs each year, at least one of which shall be open to non-members.

SECTION 16. Any Collegiate Chapter may be placed on **probation** by the International Executive Board for:

- A. maintaining a low scholastic standard;
- B. lack of fiscal responsibility;
- C. lack of accord within the Chapter;
- D. refusal to respond to or communicate with the International organization.
- E. Prior to such action the International Executive Board shall obtain the report of an Investigative Committee of three Fraternity members in good standing, which the Board shall appoint to investigate the case. One member of this committee shall be chosen to represent the interests of the Chapter concerned. Probation shall be for a fixed period determined by the International Executive Board and the Investigating Committee, and notice of probation shall be accompanied by (1) a statement of the reasons for such probation, and (2) the conditions to be met by the Chapter to insure reinstatement at the end of the fixed period.

DISBANDING OF CHAPTERS

SECTION 17. The International Executive Board shall be empowered to withdraw the charter of any Collegiate Chapter when the school or department in which the Chapter is located ceases to exist, or when other circumstances prevent the Chapter from remaining on campus, provided no arrangement is possible for an immediate transfer of said charter to another school.

SECTION 18. When a charter is withdrawn, all **assets and properties**, both financial and physical, shall be returned to the International Executive Office, and shall become the property of the International Fraternity, unless a gift designation or trust directs otherwise. The withdrawal of the charter of any Chapter shall not disturb the International status of any members of such Chapter.

ARTICLE IX. ALUMNI CHAPTERS

INSTALLATION OF CHAPTERS

SECTION 1. Alumni Chapters may be established in any city, town, village, or contiguous geographic area where members of the Fraternity reside.

- A. A **petition** for establishment of an Alumni Chapter must be signed by no fewer than ten members of the Fraternity.
- B. The petition for such Chapter, accompanied by the specified filing fee, shall be sent to the International First Vice President who shall investigate and forward a recommendation to the International Executive Board for action.
- C. All charter members of such Alumni Chapter shall pay International dues to the Fraternity in accordance with Article I Section 13, and shall pay local dues and fees as provided by the Chapter's bylaws.

SECTION 2. Each Alumni Chapter shall have the following name: _____ (*City, Town, Village, other post office listing or contiguous geographic area*) Alumni Chapter of Mu Phi Epsilon.

SECTION 3. If a petition is presented for an Alumni Chapter in a city wherein there is an existing Alumni Chapter, or if one is presented from the immediate vicinity of such a city, the International First Vice President must investigate the impact on the existing Alumni Chapter before such a petition is approved by the International Executive Board.

SECTION 4. When an Alumni Chapter is formed as an outgrowth of an existing Alumni Chapter, at least five members of the new Chapter must be unaffiliated with any local Alumni Chapter.

MEMBER DUTIES

SECTION 5. Each member of an Alumni Chapter shall:

- A. pay annual International dues as specified in Article I Section 13.
- B. pay local dues or fees levied by the Chapter.

CHAPTER OFFICERS

SECTION 6. Alumni Chapter officers shall:

- A. be President, Vice President, Secretary, and Treasurer. Individual chapters may designate additional officers as needed. Each officer shall be in good standing at the time of election, and shall maintain such standing throughout the term of office.
- B. have such authority and perform such duties as may be provided for in the local bylaws and as are not inconsistent with these Bylaws and the Standing Rules of the Fraternity.

CHAPTER DUTIES

SECTION 7. Each Alumni Chapter shall make bylaws, orders and regulations for its own government not inconsistent with these Bylaws and the Standing Rules of the Fraternity and subject to the approval of the International Executive Board through the International Fifth Vice President, with whom a copy shall be filed. The Chapter bylaws must be updated within the year immediately following any revision of these International Bylaws.

SECTION 8. Each Alumni Chapter shall have the power to assess **local dues**.

SECTION 9. Each Alumni Chapter shall pay an annual fee to the International **Convention Fund**.

SECTION 10. Each Alumni Chapter shall have no fewer than two **musical programs** each year, at least one of which shall be open to non-members

INACTIVE CHAPTERS OR CLOSING OF CHAPTERS

SECTION 11. An Alumni Chapter may apply to the International Third Vice President for **Inactive Status** when the membership is five or fewer and the Chapter is having difficulty meeting the requirements for Alumni Chapters. If such status is granted, members shall continue to pay International dues, but all other fees and chapter assessments shall be waived. The chapter charter remains open during this period and efforts are focused on revitalizing the chapter. The International Third Vice President and the District Director shall evaluate the chapter and make recommendations to the International Executive Board regarding future action.

SECTION 12. If a Chapter votes to close and submits a written request to the International Executive Board, permission to close may be granted by a two-thirds vote at the International Convention, or, in non-convention years, by a unanimous vote of the International Executive Board.

SECTION 13. The International Third Vice President may initiate action to close an Alumni Chapter. If, after thorough investigation, the Chapter is considered by the International Executive Board to be non-functioning, the International Executive Board may, by unanimous vote, declare the Chapter closed.

SECTION 14. When an Alumni Chapter closes, its charter is revoked and all remaining **assets and properties**, both financial and physical, shall be given to the International Executive Office. Such assets shall become the property of the International Fraternity, unless a gift designation or trust directs otherwise.

ARTICLE X. PROVINCES AND DISTRICTS

SECTION 1. The Collegiate and Alumni Chapters shall be grouped into Provinces by the International Executive Board.

SECTION 2. The Collegiate and Alumni Chapters shall be assigned by the International Executive Board to geographical **Districts**, of which there shall be two or more within each Province.

SECTION 3. Each District shall be under the supervision of a **District Director**, who shall be a member in good standing of Mu Phi Epsilon.

- A. District Directors shall be appointed by the International Executive Board for a three-year term corresponding with the triennium of the Fraternity, with reappointment possible.
- B. District Directors shall hold at least a Bachelor's degree, and shall be affiliated with an active Chapter or be an Affiliate Member.
- C. An exception to the qualifications in Section 3B may be granted with the approval of the International Executive Board.
- D. All District Directors shall:
 1. attend the International Convention;
 2. attend Fraternity training sessions as directed by the International Executive Board;
 3. initiate and coordinate a District Conference each triennium;
 4. visit each Collegiate Chapter in their District annually;
 5. meet with each Alumni Chapter in their District during the third year of the triennium;
 6. visit Collegiate and Alumni Chapters at other times as directed by the International Executive Board.
- E. District Directors shall be eligible for reimbursement for expenses incurred in discharging the duties of office. All such expenses are subject to approval by the International Executive Board and are to be paid out of the International treasury, except that host Chapters shall pay local expenses for District Directors when meeting with those chapters.

ARTICLE XI. FINANCE

SECTION 1. The assets of the Fraternity, including all cash, securities and other property, shall be divided into Funds as prescribed in Sections 2 and 3 of this Article.

- A. Subject to the specific provisions of Sections 2 and 3 of this Article, the International Executive Board shall have supervision over all allocations to and disbursements from these Funds.
- B. The **fiscal year** of all Funds shall extend from July 1 of a calendar year through June 30 of the following calendar year.

- C. At the end of each fiscal year, the International Executive Board shall cause a **financial review** to be made of all Funds of the Fraternity, in accordance with generally accepted accounting principles. Each review shall be performed by a Certified Public Accountant whose involvement shall not cause or appear to cause conflict of interest. The financial review shall be published in the Annual Report.
- D. The International Executive Board may order a **full financial audit** at its discretion. In addition, the International Executive Board shall order a full audit to be made of all the Funds of the Fraternity, in accordance with generally accepted accounting principles, if petitioned according to procedures specified in the Standing Rules. Any audit shall be performed by a Certified Public Accountant whose involvement shall not cause or appear to cause conflict of interest. The results of the audit shall be published in the Annual Report.

SECTION 2. Operating Funds.

- A. The **General Fund** shall receive all revenues and pay all expenses of the Fraternity except those revenues and expenses specifically allocated to other Funds. At the discretion of the International Executive Board, appropriations may be made from the General Fund for the benefit of other Fraternity Funds.
- B. The **Convention Fund** shall be credited with the annual Chapter convention fee contributions and a proportionate amount, as specified in the Standing Rules, of all Collegiate and Alumni per capita dues as levied under Article I Section 13. International Convention expenses shall be paid from this fund.

SECTION 3. **Investments.** Unless otherwise provided for at an International Convention, all money not reasonably necessary to meet current expenses, or to provide reserves to meet projected expenses, shall be invested in obligations of the United States, or other securities as may be unanimously approved by the International Executive Board after considering the advice of the Finance Committee.

SECTION 4. **Donations Received.** When the Fraternity receives a monetary gift, bequest, or devise:

- A. If the donor specifies that the gift is for the Fraternity, it shall be used for the specific purpose or purposes indicated by the donor.
- B. If the donor does not specify whether the gift is for the Fraternity or the Foundation and does not indicate a purpose for the gift, it shall be deposited into the Fraternity's General Fund.
- C. If the donor specifies that the gift is for the Mu Phi Epsilon Foundation, the donation shall be sent immediately to the Foundation.
- D. If the donor specifies that the gift is for a specific chapter, the donation shall be sent immediately to that chapter, unless the chapter is inactive or its charter has been withdrawn.

ARTICLE XII. MU PHI EPSILON FOUNDATION

In 1963 Mu Phi Epsilon authorized and established the Mu Phi Epsilon Memorial Foundation to be the philanthropic and educational arm of the Fraternity. The Foundation is a nonprofit Nebraska corporation, governed by its own Articles of Incorporation and Bylaws, which carries out the Purposes and the Aim of Mu Phi Epsilon. In 1993 the word Memorial was removed from the title of the Foundation by amendment to the Articles of Incorporation.

Members of the Board of Directors of the Mu Phi Epsilon Foundation must be members of the Fraternity in good standing. The current International President of the Fraternity is a voting member of the Foundation Board of Directors. The International Executive Board of the Fraternity may recommend projects to the Foundation, and may also request that the Foundation consider specific Fraternity philanthropic or educational projects.

ARTICLE XIII. PUBLICATIONS

SECTION 1. Each triennium, the International Executive Board shall publish **Bylaws** and **Standing Rules** as approved by the membership of the Fraternity, and shall have a digital edition available through the Fraternity website for each active member.

SECTION 2. An **Annual Report** of the business of the Fraternity shall be issued before the end of each calendar year and distributed to each active Chapter, District Director and Allied Member.

SECTION 3. The Fraternity **journal** shall be called *The Triangle of Mu Phi Epsilon*, published four times a year. A minimum of two issues a year shall be distributed to all dues-paying and Emeritus members and other subscribers.

SECTION 4. The International Executive Board shall oversee the formulation and publishing of the Fraternity **Ritual**, conforming to action taken at the International Convention, and shall distribute copies to all active Chapters and to all District Directors.

SECTION 5. The International Executive Board shall oversee the formulation and publication of a **Handbook**, conforming to action taken at the International Convention, and shall distribute copies to all active Chapters and all District Directors.

SECTION 6. The International Executive Board shall oversee the formulation, revision, publication, and distribution of **manuals** outlining the duties of each office, according to all provisions of the Bylaws and Standing Rules, for Chapter Officers, Advisors and District Directors.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Fraternity in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Standing Rules, and any other special rules of order the Fraternity may adopt.

ARTICLE XV. AMENDMENT OF BYLAWS

These Bylaws may be amended, with prior notice, by a two thirds affirmative vote of the Electorate as defined in Article II. All amendments shall become effective immediately upon declaration of the International President, unless the resolution to adopt the amendment contains a proviso to change the effective date.

ARTICLE XVI. INDEMNIFICATION

Each person who is now, has been, or shall hereafter become an officer or employee of this Corporation, or who at the request of this Corporation serves as an officer or employee for any other corporation in which the Corporation owns shares of capital stock, or of which the Corporation is a creditor, whether or not then in office, shall be indemnified by the Corporation against all costs and expenses reasonably incurred by, or imposed upon, said officer or employee in connection with or resulting from any action, suit or proceeding, or threat thereof, to which said officer or employee may be made a party by reason of any action alleged to have been taken or omitted in such capacity as officer or employee, except in relation to matters as to which said officer or employee shall be finally adjudged in such action, suit, or proceeding to be liable for negligence or misconduct. The foregoing right to indemnify shall include the cost of reasonable settlements and compromises, except that no amount shall be paid hereunder in connection with any such settlement unless the Corporation is advised by independent counsel that such person was not derelict in the performance of his or her duty. The foregoing right of indemnification shall not be exclusive of other rights to which such officer or employee may be entitled, and shall inure to the benefit of the heirs, executors, and administrators of each such officer or employee.

ARTICLE XVII. DISSOLUTION

The property of this Corporation is irrevocably dedicated to charitable and educational purposes, and no part of the net income or assets of this organization shall ever inure to the benefit of any officer or member thereof or to the benefit of any private persons. Upon dissolution or winding up of the Corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable and/or educational purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

STANDING RULES OF MU PHI EPSILON

Relating to International Bylaws

Article I. Members

Qualifications for Membership

1. To request an Exception to the qualifications for membership for any prospective initiate, the Chapter must apply in writing to the International Fifth Vice President/Eligibility Advisor, who will notify both the recommending Chapter and the International Executive Office of the approval or rejection of the request. (*Bylaws I:2E*)
2. Any request for an Exception to membership qualifications must include a letter of recommendation from the Chapter and an educational and professional profile of the candidate. (*Bylaws I:2E*)
3. Upon receipt of approval from the International Fifth Vice President/Eligibility Advisor of a request for an Exception, the Chapter may proceed with the candidacy and initiation of the nominee. (*Bylaws I:2E*)
4. In the event that a request for an Exception is denied, an explanation shall be given to the Chapter by the International Fifth Vice President/Eligibility Advisor. (*Bylaws I:2E*)
5. To be eligible for membership in Mu Phi Epsilon, a candidate may never have been a member, honorary member, or affiliated by membership ritual in Delta Omicron, Phi Beta, Sigma Alpha Iota, or Phi Mu Alpha Sinfonia. (*Bylaws I:2F*)

Initiation and Affiliation

6. Candidates for membership in Mu Phi Epsilon, whether proposed by a Collegiate Chapter or by an Alumni Chapter, shall be initiated into an active Chapter bearing a Greek letter name. Whenever possible, a local active Collegiate Chapter should be the Chapter of initiation. If an active local Collegiate Chapter is not available, Omega Omega must be used. (*Bylaws I:4*)
7. All applicable fees and paperwork for prospective members must be received at the International Executive Office two weeks before the proposed initiation date. (*Bylaws I:6*)
8. Collegiate members who transfer to a school without a Mu Phi Epsilon Chapter and who wish to retain affiliation with their Chapter of initiation shall send a written notification of their intent to the International Executive Office. This notification must include the member's contact information at the new school (including telephone number and USPS mailing and electronic communication addresses). The International Executive Secretary-Treasurer shall notify the applicable Collegiate Chapter's President of the transferring member's contact information and continuing affiliation. (*Bylaws I:9A*)
9. Individual members of Mu Phi Epsilon retaining affiliation with a Collegiate Chapter while studying at a different school will receive annual dues payment notices from the International Executive Secretary-Treasurer, and they will pay their International Collegiate dues directly to the International Executive Office. (*Bylaws I:9A*)

10. Collegiate Chapters shall not be responsible for collection of International dues from affiliated members currently studying at other institutions. (*Bylaws I:9A*)

11. Collegiate Chapters shall not be required to extend regular voting privileges to affiliated members currently studying at other institutions. Such non-voting members shall not be required to pay local Chapter dues. (*Bylaws I:9A*)

Alumni Members

12. Eligible members may have the option of receiving Emeritus Status by notifying their Chapter Treasurer or the International Executive Office. (*Bylaws I:12*)

13. Alumni Chapters may vote to waive local Chapter dues for Emeritus Members but are not obligated to do so. (*Bylaws I:12*)

14. A subscription to the Fraternity journal, *The Triangle*, shall be a benefit of membership extended to all paying International dues or having Emeritus Member status. (*Bylaws I:12, 13*)

15. Twenty-five percent of each member's International dues shall be credited to the Convention Fund. The remaining amount shall be credited to the General Fund. (*Bylaws I:13*)

16. Chapters shall not be responsible for collection or payment of International dues still owed by members placed on probation or In Bad Standing by the International Executive Board. (*Bylaws I:14, 15*)

Article II. Electorate

17. Only Chapters and members whose dues and other financial obligations to the Fraternity are current at the ballot deadline shall be eligible to vote between International Conventions. (*Bylaws II:2, 3*)

18. In a mail vote by the membership between International Conventions, each Affiliate Member in good standing will be mailed the same ballot and explanatory materials sent to each Chapter. Mail ballots of Affiliate Members shall be returned according to the same deadline schedule set for Chapter ballots. The choice receiving the most votes among all the valid ballots actually returned by Affiliate Members will be entered as one combined vote. (*Bylaws II:2D*)

Article III. International Officers

19. International Officers serving on the International Executive Board, both those elected and those appointed, may not be affiliated with an individual Chapter during the term of office. International Officers are considered to be members of all Chapters and have the responsibility of serving all Chapters; therefore, they do not pay dues or fees to any single Chapter. (*Bylaws III:1*)

20. Candidates for International Officers must have the necessary skills to use currently prevalent technology in handling Fraternity business relative to their offices and be willing to accept reasonable training assistance with new technology as required. (*Bylaws III:2*)

Article IV. International Convention

21. Fifty, sixty, seventy, and seventy-five year members will be honored with recognition and/or certificate at International Convention, based on the anniversary date of initiation occurring anytime during the year of Convention and not by the specific month and day. *(Bylaws IV:2)*

Participants

22. The Business Delegate from each Collegiate and each Alumni Chapter shall:

1. be a member of the Chapter which the member represents;
 2. be elected at a regular business meeting of the Chapter; and
 3. not be a delegate to successive conventions without permission of the International Executive Board.
- (Bylaws IV:3B)*

23. Any Chapter failing to send a Business Delegate to the International Convention without securing the prior consent of the International Executive Board shall be ineligible to receive any fraternity award for the year following the Convention. *(Bylaws IV:3B)*

24. Music Delegates must be currently affiliated members of Mu Phi Epsilon, either through a Chapter or as an Affiliate Member. Such members must have performed live for the District Director or other local representative approved by the Music Advisor, who sends a letter of recommendation to the International Fourth Vice President/Music Advisor on behalf of the candidate. *(Bylaws IV:4)*

25. Each Collegiate Chapter in the Host Provinces may nominate an individual or chamber music ensemble to serve as Music Delegate(s) to International Convention. The Chapter's selection must have the approval of the Faculty Advisor and District Director. *(Bylaws IV:4)*

26. Any Alumni Chapter may nominate an individual or chamber music ensemble to serve as Music Delegate(s) to International Convention. *(Bylaws IV:4)*

27. Affiliate Members may nominate themselves for consideration as Music Delegates to International Convention. *(Bylaws IV:4)*

28. The final selection of Music Delegates shall be made by the International Fourth Vice President. *(Bylaws IV:4)*

29. No Music Delegate may serve as a Business Delegate at the same International Convention. *(Bylaws IV:4)*

30. Business Delegates may not serve as accompanists for the Music Delegates. *(Bylaws IV:4)*

31. Music Delegates are expected to attend business sessions of the Convention, as well as workshops and other meetings, unless scheduled rehearsal times prohibit attendance. *(Bylaws IV:4)*

Procedures

32. A District Director shall be appointed Chairman of the Credentials Committee by the International President at least 30 days before the International Convention opens. Other members appointed to the Credentials Committee will be notified in advance of the Convention. *(Bylaws IV:5A)*

33. Whenever the Screening Committee has identified sufficient candidates for an office who are both eligible and willing to serve, the Nominating Committee shall present a slate of nominees that offers the electorate a choice between at least two candidates for that office. (*Bylaws IV:7C*)

Article V. International Executive Board

34. In appointing an International Executive Secretary-Treasurer and an International Editor, the International Executive Board shall make every effort to recruit qualified candidates who are members of Mu Phi Epsilon. (*Bylaws V:4*)

Article VI. Honorary Advisory Board

35. The members of the Honorary Advisory Board shall elect their own Executive Committee. (*Bylaws VI:2*)

Article VII. Committees

36. Each term of service on a Standing Committee normally shall be for three years, but the International Executive Board may make appointments for shorter terms to replace resignations and ensure a full committee. (*Bylaws VII:1*)

Article VIII. Collegiate Chapters

Installation of Chapters

37. The accrediting standards of the Fraternity shall be met by universities, colleges, and schools of music of high standing and reputation that have been established for five years or more, and that meet the requirements of the National Association of Schools of Music or one of the regional accrediting associations recognized by the appropriate national government. (*Bylaws VIII:1*)

38. The fee for filing a petition for establishment of a Collegiate Chapter shall be determined by the International Executive Board and shall include the full cost of furnishing to the new Chapter an official charter and the following ritual equipment: register, ritual cloth, copies of the Ritual Book, and the Fraternity shield. Additional ritual equipment shall be the responsibility of the new Chapter. (*Bylaws VIII:2C*)

Article IX. Alumni Chapters

39. The fee for filing a petition for establishment of an Alumni Chapter shall be determined by the International Executive Board and shall include the full cost of furnishing to the new Chapter an official charter and the following ritual equipment: copies of the Ritual Book and the Fraternity shield. Additional ritual equipment shall be the responsibility of the new Chapter. (*Bylaws IX:1B*)

Article XI. Finance

40. Chapters may petition the International Executive Board to order an audit of the Fraternity Funds. Petitions shall be presented before June 1 of any given year by a majority of the Chapters having paid dues for that fiscal year. Petitions shall be the result of a Chapter vote and shall be sent to the Chair of the International Finance Committee and to the International Executive Board. (*Bylaws XI:1D*)

Article XIII. Publications

41. The International Executive Board shall request permission from the Board of Directors of the Mu Phi Epsilon Foundation to publish the Bylaws of the Mu Phi Epsilon Foundation together with the International Bylaws and Standing Rules of Mu Phi Epsilon. (*Bylaws XII, XIII:1*)

Article XV. Amendment of Bylaws

42. Suggestions for revisions of the International Bylaws may be submitted by any Chapter or District Director, or by the International Executive Board. Any such suggestion shall be sent to the Bylaws Committee Chair in the form of a resolution. (*Bylaws XV, VII:2A*)

43. The Bylaws Committee is responsible for the final wording of all proposed revisions of the International Bylaws, except those presented to the Resolutions Committee at International Convention, and may review and edit all suggestions received by the Bylaws Committee Chair. (*Bylaws XV, VII:2A*)

44. The Bylaws Committee Chair will notify all Chapters and Fraternity officers of proposed revisions of the International Bylaws well in advance of any vote scheduled for an International Convention. Such notification will allow all Chapters to discuss the revisions and to advise their Business Delegates. (*Bylaws XV*)

45. Proposed amendments to the International Bylaws may also be submitted to the Resolutions Committee at International Convention. Such submissions must be made early enough to allow the Committee to provide all Business Delegates with advance notice of proposed Bylaws amendments the day before they are presented for a vote. (*Bylaws XV*)

Amendment of Standing Rules

46. These Standing Rules may be amended, with prior notice, by a majority affirmative vote of a quorum of the Electorate as defined in Article II of the International Bylaws. All amendments shall become effective immediately upon the declaration of the International President, unless the resolution to adopt the amendment contains a proviso to change the effective date.

47. Suggestions for revisions to the Standing Rules may be submitted by any Chapter or District Director, or by the International Executive Board. Any such suggestion shall be sent to the Bylaws Committee Chair in the form of a resolution.

48. The Bylaws Committee is responsible for the final wording of all proposed revisions of the Standing Rules, except those presented to the Resolutions Committee at International Convention, and may review and edit all suggestions received by the Bylaws Committee Chair.

49. The Bylaws Committee Chair will notify all Chapters and Fraternity officers of proposed revisions of the Standing Rules well in advance of any vote scheduled for an International Convention. Such notification will allow all Chapters to discuss the revisions and to advise their Business Delegates.

50. Proposed amendments to the International Standing Rules may also be submitted to the Resolutions Committee at International Convention. Such submissions must be made early enough to allow the Committee to provide all Business Delegates with advance notice of proposed Standing Rules amendments the day before they are presented for a vote.