

MU PHI EPSILON

International Professional Music Fraternity



Collegiate Chapter Officer Manual

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Introduction

This is the Collegiate Officer Manual. Every effort has been made to make this manual a useful tool for all Collegiate Chapters. Since some chapters are small and others are large, there is quite a bit of freedom given to the chapters to adapt the various responsibilities to their individual chapters.

In many cases, several offices may be combined. ALWAYS have a President, Vice President and Treasurer. All the secretary positions may be combined as well as other offices. If you have a large chapter, the President may appoint various chairpersons, in addition to the officers. The more members that have a specific job, the more active your chapter will be.

The manual is separated into individual officer sections.

The President keeps the complete manual and makes copies of the pages to give to the respective officers.

The Faculty Advisor, the Chapter Advisor and your District Director will also have a complete copy of this manual.

- ✓ Whenever you see this symbol, you will find a chronological list of events that should take place.

2017-2020 International Executive Board

The elected International Officers constitute the **International Executive Board of Mu Phi Epsilon**. The **International Editor** and the **International Executive Secretary-Treasurer** are *ex-officio* members of the International Executive Board. The duties of these officers are found in the current **International Bylaws of Mu Phi Epsilon**.

President This is the chief executive officer of the Fraternity who welcomes all member correspondence and questions. The President serves as a Director on the Mu Phi Epsilon Foundation Board.

Rosemary Ames
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Extension Officer** Contact 1st Vice President regarding establishment of a new collegiate or alumni chapter.

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extensionofficer@muphiepsilon.org

**2nd Vice President
Collegiate Advisor** Contact 2nd Vice President with questions about collegiate chapter operations and problems.

Dr. Jennifer Smith
1913 Dana Ct
Irving, TX 75060
214-662-5087
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**3rd Vice President
Alumni Advisor** Contact 3rd Vice President with questions about alumni chapter operations and problems.

Marcus Wyche
2729 Nicholson St #103
Hyattsville, MD 20782
301-484-3652
alumniadvisor@muphiepsilon.org

**4th Vice President
Music Advisor** Contact 4th Vice President with questions about scholarships,
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Dr. Rebecca Sorley
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Bargersville, IN 46106
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musicadvisor@muphiepsilon.org

**5th Vice President
Eligibility Advisor** Contact 5th Vice President with questions about special
permission, election, eligibility requirements and Bylaws.

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Baton Rouge, LA 70805
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**Executive Secretary-
Treasurer / INEST** Contact INEST with questions about membership status
and financial concerns.

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**Mu Phi Epsilon
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*THE MISSION
OF MU PHI EPSILON*

*Foster the ideals of service
to school and community*

*Develop an awareness that
artistic gifts are to be shared*

*Promote high scholarship,
musicianship and
friendship through service*

*Provide opportunities for
strong artistic and
personal abilities*



The President

DUTIES AND RESPONSIBILITIES

As the elected President of a Collegiate Chapter of Mu Phi Epsilon, you have a great many responsibilities for overseeing the operation of your chapter. Do not try to do everything yourself, but rather, delegate to other members. The more members you get involved in an active way, the stronger your chapter will be. Many of your responsibilities are time sensitive, so an annual timetable has been included to help you. Always contact your District Director or Collegiate Advisor if you have any questions.

Preside at all chapter meetings

Try to have at least two meetings a month. A quorum for transaction of business is established in your chapter's Standing Rules and is generally a majority of your members.

Preside at all Executive Committee meetings

The Executive Committee consists of President, Vice President, Recording and Corresponding Secretaries, and Treasurer.

This committee plans agendas, makes recommendations to the membership, and may fill officer vacancies, except for the office of President, for which a special election is held.

You may appoint Standing Committees and Chairmen as needed by your chapter.

It is your responsibility to supervise the work of the other chapter officers and chairmen.

Preside at all Pledging and Initiation ceremonies

On a shared campus, you should be a member of the Campus Interfraternity Music Council.

A N N U A L T I M E T A B L E

S E P T E M B E R

*First Chapter meeting - establish appropriate time and place for meetings during the year.

Begin to collect local and international dues (due November 1)

Begin to plan your chapter recital and coordinate it with the Department schedule.

Plan a Fundraiser for your Chapter.

Decide on SERV projects to your school and community.

Attend the Leadership Meeting with your District Director (1st year only).

O C T O B E R

Return the official chapter roster to IEO when received, noting recently graduated members and any other updates. Be sure to check for missing member names and notify the IEO if needed.

Involve your whole chapter in planning and execution of Fall Rush. See that everyone participates and give support and direction to the Vice President.

Begin your fundraiser and other projects.

Participate in your District Conference (2nd year only).

N O V E M B E R

***Send International dues and Convention fee no later than November 1 to IEO.**

* Have a Founders Day Ceremony and read the Founders Day message from the International President. Include Music of the Americas in your program.

D E C E M B E R

Apply for summer music scholarship at Banff Centre for the Arts in Alberta, Canada before deadline of January 1.

Select Nominating Committee

J A N U A R Y

Elect and install new officers and send one copy of the Officer List to the International Collegiate Advisor, International President, your District Director, and IEO immediately after installation.

If the upcoming summer is a convention year, elect a Delegate to the convention, ideally the incoming President.

Involve the entire chapter in the planning and execution of Spring RUSH. The Vice President is in charge but will need the help of all members.

Set a date with your District Director for a Chapter Review to be completed by April 15.

*Update your Chapter Bylaws and send to International 5th Vice President for approval. (1st year after a convention only)

F E B R U A R Y

Apply for all Foundation grants and scholarships and Fraternity awards THIS MONTH. Deadline for all of these is MARCH 1.

Apply for summer music scholarship at Music Academy of the West in Santa Barbara, California before deadline of March 15.

M A R C H

* Have a Chapter Review with your District Director. **(All members)**

Apply for summer music scholarships at Aspen, Brevard, Chautauqua or Tanglewood. Aspen and Chautauqua deadlines are April 1. Brevard and Tanglewood deadlines are April 15.

* Hold Chapter Recital for faculty, patrons, alumni, and guests.

Plan a special activity for MΦE Foundation Month.

A P R I L

Elect and install new officers if you did not do so in January and send one copy of the Officer List to the International Collegiate Advisor, International President, IEO and your District Director immediately after installation. *(NOTE: The officer list can be found on the Fraternity website.)*

*Send in your Annual Report by June 1st to International Collegiate Advisor, International President and your District Director. *(NOTE: This report may be found on the Fraternity website)*

* Select a senior member to nominate for the Sterling Achievement Award. Send the application to the Collegiate Advisor BEFORE June 1. (*NOTE: This report may be found on the Fraternity website*)

**All starred items MUST be completed by the deadlines noted for your chapter to be eligible for Province Chapter Awards.*

M A Y

There are many other activities that are ongoing and can be done at any time. Some examples:

- ♪ Meetings
- ♪ Recitals
- ♪ Fund Raising
- ♪ Community Service
- ♪ RUSHING
- ♪ TRAINING NEW MEMBERS
- ♪ INITIATIONS

A L L Y E A R

ENJOY!

Remember, Mu Phi Epsilon is built on friendships through music. Make MUSIC a part of everything you do, and it will surely go better.

To summarize the requirements your chapter must fulfill to be eligible for chapter awards:

- ✓ Conduct regular business meetings
- ✓ Have a Founders Day Observance
- ✓ Send member dues and convention fee by November 1
- ✓ Perform four musical programs during the academic year
- ✓ Submit updated chapter bylaws 1st year after a convention
- ✓ Have a Chapter Review with your District Director
- ✓ Submit new officer list immediately following installation
- ✓ Submit Annual Report by June 1

F O R M A L M E E T I N G

The Ritual Book contains a formal opening and closing for meetings where **ONLY MEMBERS** are present. You must not use the ritual if there are non-members present. Use the Formal Ritual at least once a month.

I N F O R M A L M E E T I N G

A regular meeting at which the Ritual opening and closing is NOT used is called an informal meeting. A non-member ritual is available and makes a nice way to open and close a meeting.

S U G G E S T E D
M E E T I N G
A G E N D A

- ✓ Call the meeting to order
- ✓ Secretaries Report of previous meeting
Ask for corrections or additions.
Say, "The report is approved as read", OR "The report is approved as corrected", whichever the case may be.
- ✓ Treasurers Report
If there are any bills to be presented, do so at this time. You may need a chapter vote on whether to pay a large bill.
- ✓ Officer/Committee Reports (for example)
Rush - Vice President
Fund Raising
SERV
MΦE Foundation
Correspondence
- ✓ Old Business
Discuss any business that has previously been discussed at a meeting.
- ✓ New Business
If there is any new business, it should be discussed at this time.
- ✓ Ask for a motion to adjourn the meeting. Second and vote.

G O O D S T A N D I N G - C H A P T E R S

Occasionally, you will hear the term "Good Standing" or "Bad Standing" used to refer to a collegiate chapter. This is the Fraternity's way of noting chapters that have outstanding financial obligations to the Fraternity.

For your chapter to be represented at an International Convention, you must be "In Good Standing". In other words, you must have paid dues for all members of your chapter, have no past due debts, and you must have paid \$50.00 annually during the triennium for the convention fund and the annual insurance assessment for \$35.00.

G O O D S T A N D I N G - M E M B E R S

A member who is in "Bad Standing" is one who has not fulfilled financial obligations to the Fraternity. This member is not eligible to apply for any of the scholarships, grants or awards, or participate in local chapter events. Every applicant is confirmed by IEO to be "In Good Standing" before any of these awards are given.

If a member of your chapter cannot remain active with your chapter for one of three reasons, they must complete the Request for Inactive Status Form and submit it to the District Director. The three acceptable reasons for inactive status are a change in major, professional reasons, and financial reasons. By following this procedure, your chapter will not be held responsible for their dues and fees. If at a future time, they wish to reactivate their membership with your chapter, another collegiate chapter, or an alumni chapter, they must verify with IEO that they are members "In Good Standing".

A F F I L I A T E M E M B E R

An Affiliated Member is any member who currently pays dues to a Collegiate Chapter, an Alumni Chapter, or as an Affiliate Member. You **MUST** be an Affiliated Member to apply for scholarships, grants and awards. Members graduating need to be reminded that to continue to apply for scholarships, grants and awards, they **MUST** pay dues to an Alumni chapter, **OR** they can continue to be affiliated by becoming an Affiliate Member when there is not an Alumni Chapter located nearby.

E L I G I B I L I T Y R E Q U I R E M E N T S

The minimum grade requirements for membership in Mu Phi Epsilon, as stated in the Fraternity Bylaws, are a 3.0 average in music courses and a 2.0 average in academic courses. Your chapter may require HIGHER standards than the Fraternity Bylaws state, but you may NOT accept lower averages. Your chapter requirements should be clearly stated in your chapter bylaws. A copy of your chapter bylaws should be on file with the International Fifth Vice President/Eligibility Advisor.

Transfer students must have established the required grade point average at your school before they are eligible for membership.

L E A D E R S H I P M E E T I N G

In the Fall of the year immediately following an International Convention, your District Director will contact you and arrange a meeting with all the Presidents of the collegiate and alumni chapters in your district. It is best if you can all meet in person; however, in some cases this is impossible because of distance.

If a personal meeting is not possible, your District Director may arrange a video or audio conference call.

She/he will also discuss your goals and hopes for the coming year and will assist you in whatever way possible.

If you have not heard from your District Director after one month of school, call and discuss your chapter.

Your District Director is there to help you! There is no wrong time to call, except perhaps, the middle of the night!

F O U N D E R S D A Y

Mu Phi Epsilon was founded on November 13, 1903 by Dr. Winthrop S. Sterling, Dean, and Elizabeth Mathias Fuqua, a faculty member, at the Metropolitan College of Music in Cincinnati, Ohio, upon the principle of service to others through music. Chapters in other colleges gradually spread across the nation and the world. The original organization of women music students became an Honorary Sorority in 1915. In 1944, it became a Professional Sorority, and in 1977, a co-educational Professional Fraternity. The original principle of the Founders has not changed during all these years. It has expanded so that Mu Phi Epsilon members now advance music throughout the world, promote musicianship and scholarship, and develop a real bond of friendship throughout the membership all over the world.

Every year in **November**, each collegiate and alumni chapter celebrate Founders Day by participating in the Founders Day Ceremony found in your Ritual Books.

The President, Vice President and Historian have speaking roles in the Founders Day Ceremony, and the Steward is in charge of seeing that all is set up properly before the ceremony.

S H A R E D C A M P U S

If you have a Sigma Alpha Iota or a Delta Omicron music fraternity on your campus, you are considered a shared campus. Sigma Alpha Iota is for women only and Delta Omicron, like Mu Phi Epsilon, is for both men and women.

A representative from each of the music fraternities at your school needs to come together as an Interfraternity Council. All co-existing problems and concerns are brought before this council for resolution.

The first objective of this council is to agree upon an inter-fraternity agreement. A sample of the agreement is included in this manual. Once the fraternities have agreed upon the agreement, a copy is sent to the International President of each fraternity for approval.

A copy of your shared campus agreement is kept in your files, and in the files of the music department office, and in the files of the Mu Phi Epsilon International President.

If you co-exist with a Phi Mu Alpha Sinfonia chapter, their international organization will not agree to the shared campus agreement. Phi Mu Alpha Sinfonia is for men only and does not participate in the campus Interfraternity Council agreement. However, if your music school requests that the Phi Mu Alpha Sinfonia chapter comply with your shared campus agreement, they **must** do so. If you have any dissension, especially concerning rush procedures, have your music department chair request that the Phi Mu Alpha Sinfonia chapter abide by this agreement.

If you have any questions about competitive Professional Fraternities (Sigma Alpha Iota and/or Delta Omicron), contact the Mu Phi Epsilon International President.

The following agreement is meant as a guide for local chapters of music fraternities in forming a local Campus Interfraternity Music Council (CIMC). They provide a detailed plan for organizing and governing the CIMC. Special attention is given to regulating and supervising activities in connection with the acquiring of new members. Delta Omicron, Mu Phi Epsilon, and Sigma Alpha Iota music fraternities are bound by a Shared Campus Agreement, which requires CIMCs on campuses where chapters of more than one of the three fraternities exist. Chapters of the other music fraternities (Kappa Kappa Psi, Phi Beta, Phi Mu Alpha Sinfonia and Tau Beta Sigma) are also invited to participate in CIMCs. However, their national organizations are not bound by the Shared Campus Agreement.

There are equally important roles for Delta Omicron, Mu Phi Epsilon and Sigma Alpha Iota to fulfill on any campus where chapters mutually exist. Each organization possesses a distinct mission and fulfills a unique and vital role in the musical environment of a collegiate campus. It is not acceptable for any of our organizations' members, chapters, or local leaders to take actions that would inhibit the creation or success of any of these organizations at any campus. It is important to recognize and respect each group's purpose, history, and valued place in the framework of colleges and universities throughout the country. Demonstrate respect for each other through friendships and honest cooperation to further the advancement of music and the success of our respective goals.

In forming a CIMC for the first time, it is recommended that a member of an established fraternity on campus initiate the formation of a CIMC Agreement and assume the first presidency. Flexibility is allowed in some instances for adapting the agreement to meet requirements of the local campus situation (e.g., see Article IX: Rushing). Chapters are reminded that Campus Interfraternity Music Council Agreement must be reviewed by the National/International Presidents of the member fraternities.

CAMPUS INTERFRATERNITY MUSIC COUNCIL AGREEMENT

ARTICLE I
NAME

The name of this organization shall be the Campus Interfraternity Music Council of _____ . (Give name of school)

ARTICLE II
PURPOSES

The purposes of this Council shall be:

- (a) To encourage principles of fairness, courtesy and high professional ethics;
- (b) To establish and maintain cooperation among the music fraternities;
- (c) To promote high standards among these groups;
- (d) To establish membership recruitment and training procedures on this campus;
- (e) To promote appropriate cooperative interfraternity projects.

ARTICLE III
MEMBERS

Members of this Council shall be the following music fraternities with active chapters at this school:

- (a) (Give fraternity name and chapter name)
- (b) _____
- (c) _____

ARTICLE IV
GOVERNMENT

Section 1. Each member chapter shall be represented by two official representatives, one of whom shall be the President thereof, the other to be chosen in such a manner as the member chapter may determine.

- (a) Each official representative shall be entitled to one vote in all transactions of this Council.
- (b) The term of each official representative shall be for the period of one year unless previously terminated, in which case the member chapter represented shall appoint another of its members to fill the unexpired term.

Section 2. There shall be a neutral Music Fraternity Advisor.

ARTICLE V
OFFICERS

Section 1. The officers of this Council shall be a President and a Secretary. (Note: Other officers may be added if desired.)

P R E S I D E N T

Section 2. The offices shall be held in this rotation:

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
President:	_____	_____	_____	_____	_____
Secretary:	_____	_____	_____	_____	_____

Section 3. Each member chapter shall designate which of its official representatives shall serve as the officer of the Council called for by the rotation according to Article V, Section 2 above.

Section 4. If a vacancy occurs in any office, such vacancy shall be filled for the unexpired term by the member chapter whose representative held that office.

Section 5. The duties of the President shall be:

- (a) To call meetings at the beginning of each term;
- (b) To preside at all meetings;
- (c) To plan Orientation Events;
- (d) To work with the Music Fraternity Advisor in obtaining list of names of eligible candidates for membership;
- (e) To post list of candidates for membership after all invitations have been answered.

Section 6. The duties of the Secretary shall be:

- (a) To keep a record of the Minutes;
- (b) To maintain the Council correspondence files;
- (c) To assist the President.

ARTICLE VI
ADVISORS

Section 1. The Music Fraternity Advisor shall be a neutral party in the Council and shall be the Chairman of the Music Department, the Dean of the Music School, or a member of the faculty appointed by this Council and approved by the music administrator.

Section 2. The duties of the Music Fraternity Advisor shall be:

- (a) To attend all meetings;
- (b) To vote only in the case of a tie;
- (c) To assist in obtaining the list of names of eligible candidates for membership;
- (d) To check the final list of complete names;
- (e) To call special meetings of this Council if needed.

Section 3. In addition to the Music Fraternity Advisor, each member chapter may have a Faculty Advisor, Chapter Advisor, and/or an Alumni Advisor who may attend Campus Interfraternity Music Council meetings, without vote, if their attendance is approved by the Council.

ARTICLE VII
MEETINGS

Section 1. This Council shall meet at the beginning or each term of the school year, the day and place to be designated by the officers of the Council, with notice of each meeting not less than one week in advance of the meeting.

P R E S I D E N T

Section 2. Other regular meetings shall be held as determined by the Council. Special meetings may be called by the President, with written notice given not less than 48 hours preceding the time of the meeting. Special meetings shall be called by the President when requested by a majority of the official representatives.

Section 3. _____ of the official representatives shall constitute a quorum (e.g. two-thirds, three-fourths, etc.), providing at least one representative from each member chapter is present. [Note: Two-thirds when there are three member chapters (6 representatives), three-fourths when there are two member chapters (4 representatives).]

Section 4. Action by this Council shall be by majority vote at any meeting, with a quorum being present.

Section 5. If an official representative requests that a proposal be referred to member chapters for approval or disapproval, such reference may be ordered and final action taken at the next Council meeting.

Section 6. No action may be taken by this Council in violation of the Shared Campus Agreement (between Delta Omicron, Mu Phi Epsilon and Sigma Alpha Iota), the Bylaws of the National Interfraternity Music Council, the provisions of the national constitutions and/or national bylaws of the respective fraternities represented, or rules established by the school.

ARTICLE VIII
ELIGIBILITY FOR MEMBERSHIP

Section 1. To be eligible for pledging to any member fraternity of this Council, candidates shall have achieved second term freshman status, be transfer students who have completed one term at the school, graduate students, or special persons who have met the requirements of individual music fraternity rules and whose names are made known to this Council.

Section 2. The Grade Point Average (GPA) requirement for eligibility shall be determined by each individual music fraternity.

Section 3. Additional individual fraternity requirements for membership are:

- a) Delta Omicron, for men and women, must be music majors or minors, or have the equivalent of a music minor;
- b) Mu Phi Epsilon, for men and women, must be music majors or minors;
- c) Phi Beta
- d) Phi Mu Alpha Sinfonia
- e) Sigma Alpha Iota, for women, must be music majors or minors or those who have demonstrated a sincere interest in music, are currently enrolled in, or shall have completed one or more courses in music.
- f) (list additional music organizations on your campus and their requirements here)

Section 4. The President of the Council and the Music Fraternity Advisor shall be responsible for obtaining lists of eligible students. A copy of these lists shall be available to each fraternity and shall constitute the rush lists. No other names may be added without the approval of this Council.

ARTICLE IX
MEMBER RECRUITMENT

Section 1. Orientation Event: Prior to the beginning of member recruitment, the Council may sponsor an event to introduce and promote knowledge of the music fraternities. A written statement of the aims and purposes of each member fraternity may be distributed in addition to individual fraternity brochures and

official fraternity publications. An itemized statement of expenditures shall be submitted to the Council for equal division, and the total may not exceed _____ (Note: This event may be a Music Fraternity Day, an Open House, talk/presentation at School/Class Orientation, informal party or reception.)

Section 2. Member Recruitment: There shall be _____ rushing period(s) per year lasting _____ week(s) each.

- a) Members may meet with potential candidates during the rush period in small groups, or 1x1 meetings to answer specific questions and get to know each other.
- b) There shall be _____ party (or parties) per member recruitment season to which prospective members shall be invited at the end of the rushing period.
- c) The amount spent during any one rushing period by each member chapter shall not exceed _____ per person. Itemized statements of expenditures shall be submitted to the Council after each member recruitment period. Contributions, monetary or otherwise, from any source shall be incorporated into the accounting.
- d) Alumni, patrons, patronesses, faculty members and candidates, as well as the college chapters, shall be bound by the rulings of this Council.
- e) All male candidates are required to attend both a (Mu Phi Epsilon and/or Delta Omicron) and a Phi Mu Alpha party.
- f) All female candidates are required to attend both a (Mu Phi Epsilon and/or Delta Omicron) and an SAI party

ARTICLE X

INVITATIONS TO MEMBERSHIP

Section 1. Invitations to membership shall be distributed by the respective member chapters at a time and place designated by this Council, no later than _____ day(s) after the last member recruitment.

Section 2. Included with the invitations to membership shall be instructions for responding with written acceptances at a designated time and place.

Section 3. Immediately after the designated deadline for acceptances, the President of the Council shall post a complete list of the candidates for membership.

ARTICLE XI

PLEDGING

Section 1. Ribbons denoting candidates for membership are considered as binding as candidate pins. Neither ribbons nor pins shall be given until the candidate list has been posted.

Section 2. A pledge of membership is binding for one year from the date of pledging. At the end of the year, if initiation has not taken place, the pledge shall be considered terminated. The person may again be placed on the member recruitment list, if eligible, unless the candidate has been extended by mutual agreement of the person and the fraternity concerned. The termination of the extension of the candidate shall be reported to this Council and to the Music Fraternity Advisor of this Council.

Section 3. A member fraternity that pledges an individual who subsequently breaks the pledge of membership shall notify this Council immediately.

ARTICLE XII
GRIEVANCE PROCESS

Matters of concern that cannot be resolved by this Council shall be referred to the National/International Presidents of the member fraternities involved.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the parliamentary authority with respect to all procedures not specifically provided for in this Agreement.

ARTICLE XIV
AMENDMENTS

Section 1. Subject to the provisions of Section 2 of this Article, this Agreement may be amended by a majority vote of official representatives at any meeting of this Council. Notice in writing of any proposed amendment shall be given to member chapters through their respective official representatives not less than 30 days in advance of the date of the meeting at which the proposed amendment shall be voted upon.

Section 2. Any amendment to this Agreement, adopted in accordance with the provisions of Section 1 of this Article, shall be submitted to the respective National/International Presidents within 10 days of this council's action.

Section 3. Final acceptance of any amendment(s) is subject to the approval of the Presidents of the member chapters and the National/International Presidents of the member fraternities.

ARTICLE XV
FINAL PROVISION

In the spirit of cooperation which the Campus Interfraternity Music Council wishes to foster, this agreement shall be submitted by each member chapter to the National/International President of each respective for final approval and a copy placed on file in the music department office and a copy sent to the respective national offices.

* * * * *

Agreement adopted by the Campus Interfraternity Music Council of the _____
(Name of your school)

on _____ by _____
(Date) (President, CIMC)

R E P O R T S

There is one required report due during an academic year:

T *To qualify for Province Chapter Awards, this report must be postmarked by the date specified on the report.*

Although filling out these reports may seem tedious, they are very important as a means of communication between your chapter, your District Director and the International Collegiate Advisor.

A N N U A L
R E P O R T

The **Annual Report** must be postmarked by **June 1**. Send a copy to the International President, the International Collegiate Advisor and your District Director.

O F F I C E R L I S T

In addition to the Annual reports, send a current Officer List immediately after election to the International Executive Office, Collegiate Advisor, International President, AND to your District Director.

M E M B E R
R O S T E R

Every year, generally in the fall, each chapter will receive a member roster from IEO. It is very important that the roster be updated and returned to IEO within the given timeframe. Note members who have graduated, transferred, or are no longer active with the chapter. Also check for any missing members who may have initiated but do not appear on the roster. This is a VERY important form to return as indicated.

E L E C T I O N O F O F F I C E R S

Chapter officers are typically elected and installed in the second semester of each year. This allows time for the outgoing officers to train the incoming officers before the end of the year. However, if your chapter elects new officers to begin their term in September through May, it is acceptable.

If you have a small chapter, remember that several offices may be combined; i.e., corresponding secretary and recording secretary.

If you have a large chapter, spread the workload among your members. Remember that members with a job to do, tend to stay more active.

The Installation of Officers ceremony is in your Ritual Book. The Installation Ceremony can be scheduled during the Chapter Review and conducted by your District Director. She/he can assist in the training of the new officers at that time.

As soon as the **Installation of Officers** has been completed, the newly installed **President** must send a copy of the **Collegiate Chapter Officer** Update to IEO, International Collegiate Advisor, the District Director, and the International President. **DO NOT DELAY IN SENDING THIS LIST!**

S E N I O R A C H I E V E M E N T A W A R D

The Senior Achievement Award is given ANNUALLY to an outstanding graduating senior in each province. Each chapter nominates their outstanding senior and submits the Senior Province Achievement application to the International Collegiate Advisor, 2nd Vice President by June 1.

A winner from each province will be selected by the International Executive Board (IEB) at their summer meeting and winners will be notified and announced in an issue of *The Triangle of Mu Phi Epsilon*.

S T E R L I N G
A C H I E V E M E N T
A W A R D

This award is given to the outstanding graduating senior for the entire Fraternity. The winner is chosen from the Senior Achievement Award winners.

C H A P T E R
S E R V I C E
A W A R D

The Chapter Service Award is given ANNUALLY by the IEB to collegiate chapters for service to the school and community and participation in Mu Phi Epsilon goals. A winner is chosen in each province, as well as one overall winning chapter.

All required deadlines must be met by a chapter to qualify for this award. The more detailed you are with your Annual Report (due June 1), the more information the IEB has to decide winners for this award.

Service, Education, Resource & Volunteer (SERV)

The SERV project of Mu Phi Epsilon plays an important role in the structure of your chapter. Much of what we stand for is “service through music.” Under the umbrella of SERV, members and chapters account for their many and varied service projects.

SERVICE

To your community or school with no remuneration.

Some ideas:

- ♪ Accompanying
- ♪ Church musician
- ♪ Musical group participation
- ♪ Performance
- ♪ Music management
- ♪ Fundraising

EDUCATION

Musical instruction with no remuneration

Some ideas:

- ♪ Private or group lessons
- ♪ Theory/music history/appreciation classes
- ♪ Choral or instrumental conducting
- ♪ Directing musical theater production
- ♪ Instrument demonstrations

RESOURCE

Musical activities with special populations

Some ideas:

- ♪ Individual or chapter service through music to disadvantaged, geriatric, hospitals, nursing homes, special education children, inner city children, homeless, assisted living, homebound, abused, minority or handicapped
- ♪ Volunteer group activities such as concerts, sing-a-longs, group involvement activities with rhythm instruments, caroling, sharing taped or recorded music.

VOLUNTEER

YOU are the key to Success!

- ✓ Every year, you should keep track of the hours that members of your chapter donate helping others with musical activities and receive no fees for their services. At the end of the year, note your total chapter hours contributed on your Annual Report. Be sure to attach details to the annual report about worthy projects.

C H A P T E R B Y L A W S



Each Collegiate operates according to their own Chapter Bylaws. These Bylaws are concerned only with your chapter operations, **but in no way may they conflict with the International Bylaws of Mu Phi Epsilon.**

Every three years, usually the year immediately following an International Convention, your chapter is required to review your Chapter Bylaws. In the Fall following an International Convention, you will be emailed the current template of the Collegiate Chapter Bylaws, plus a summary of all decisions reached at the convention, and how they might affect your Bylaws. A committee should be appointed to review your Bylaws, fill in the sections that pertain to your chapter, and bring them before your chapter for approval.

After your chapter has accepted the recommended changes, a copy of your Bylaws must be emailed to the International Fifth Vice President/Eligibility Advisor, for final approval. Save your Bylaws with your chapter's name and email to the Fifth VP as an attachment. She/he will email it back with questions or recommendations, if any, or will sign for approval.

Your music department should have a copy of your Bylaws on file. Some schools also require that a copy of your Bylaws be filed with the student activities department. Make sure that each time you revise your own Bylaws, new copies are provided for any local department that keeps your Bylaws on file.

ANNUAL CHAPTER REVIEW

Once a year, your District Director visits all the collegiate chapters in his/her District. These visits are held anytime from January 1 until April 15. The purpose of this visit is for the District Director to assess how the chapter is operating and to assist each chapter with problems, concerns and the transition of officers.

Your District Director is your most immediate help concerning proper functioning of the chapter, solutions of problems, questions of Fraternity policy or regulations, and can give inspiration for effective ideas.

- ✓ Schedule your Chapter Review after your annual election of officers.
- ✓ Your District Director should contact you to arrange a mutually good time to conduct the Annual Chapter Review. If you do not hear from your Director, do not hesitate to call!
- ✓ Arrange for the outgoing and incoming officers to meet with the District Director to go over the Officer Manual to make sure that they are properly trained.
- ✓ Invite the Faculty Advisor and/or Chapter Advisor to meet with the District Director. They, too, may contact the District Director at any time with questions or concerns.
- ✓ This is a good time to install your new officers, and the District Director will be honored to perform that ceremony for your chapter.
- ✓ Have a Formal Business Meeting using the Ritual Book, so the District Director may observe how your chapter works together and gain an overview of your activities.
- ✓ Plan a musical event for the end of your workshop. Invite advisors, faculty and patrons to your program.
- ✓ Please note that while working with your chapter, you are responsible for housing, meals and local transportation for the Director.

T H E D I S T R I C T C O N F E R E N C E

The District conference is held once every triennium (usually during the Fall of the second year), and is organized by your District Director. All the chapters, collegiate and alumni, gather for a day of business, discussion, music, and sharing of ideas.

Your chapter may be asked to host a District Conference, in which case, you will work closely with the District Director in arranging places for discussion groups, ceremonies, luncheon, concert, receptions and display areas.

When your chapter is not a host for the District Conference, all members of the chapter attend the District Conference as participants.

I N T E R N A T I O N A L C O N T E S T S

Applications for all contests and scholarships are published ANNUALLY in the Fall edition of *The Triangle of Mu Phi Epsilon*. Applications are submitted electronically through the [Mu Phi Epsilon Foundation web site](#).

The application deadline for all these contests is MARCH 1!

MUSICOLOGICAL
RESEARCH
CONTEST

This contest is held every other year, in EVEN NUMBERED years, and is open to all affiliated members of Mu Phi Epsilon. The application is [available on line](#).

ORIGINAL
COMPOSITION
CONTEST

This contest is held every other year, in ODD NUMBERED years, and is open to all affiliated members of Mu Phi Epsilon. The application is available on line.

M U P H I E P S I L O N F O U N D A T I O N



The Foundation of Mu Phi Epsilon was formed in 1963. This is the arm of the Fraternity, whose purpose is to fund and award grants and scholarships to members of Mu Phi Epsilon. Applications for these grants and awards may be found on the [Foundation website](#).

The application deadline for all of these contests is March 1.

See the Foundation website for a [description of all the scholarships and grants](#).

General Grants

- Merle Montgomery Doctoral Grant
- Liana K Sandin Grants-In-Aid
- Wiese-Abegg Collegiate Chapter Project Grant
- Alberta Denk Scholarship for Violin, Viola, Cello
- Gerke Collegiate Artist Scholarships: Woodwinds, Brass, Percussion, Strings
- Beth Landis Violin Scholarship
- Jean Louise Martin Scholarship
- Eleanor Hale Wilson Cello Scholarship

Composition & Theory

- Lillian Harlan Ramage Grant for Graduate Study in Composition
- Ellen Jane Lorenz Porter Grant for Graduate Work in Composition
- Ruth Dean Morris Scholarship

Chamber Music

- James & Lola Faust Chamber Music Scholarship

Arts Management

- Edythe G Burdin Scholarship

Conducting

- John & Mary Virginia Foncannon Choral Conducting or Sacred Music Scholarship
- John & Mary Virginia Foncannon Conducting/Coaching Scholarship

Jazz

- Jazz Study Grant

Instrumental

International Study

- Mabel Henderson Memorial Grant for International Study
- Bernstein-Crosman Scholarship
- Eleanor B Weiler & Mildred B Frame Piano Scholarship

Music Education

- Madge Cathcart Gerke Scholarship
- Beth Landis Music Education Scholarship
- Ines Pratt Jamison Scholarship
- Eleanor Hale Wilson Cello Scholarship

Music Technology

- Bettylou Scandling Hubin Scholarship for Music Technology

Music Therapy

- LaVerne Jackson Memorial Music Therapy Scholarship

Keyboard

- Bernstein-Crosman Scholarship
- Eleanor B Weiler & Mildred B Frame Piano Scholarship
- Helen Haupt Piano Scholarship
- Wihla Hutson Organ Scholarship

World Music

- Bettylou Scandling Hubin Scholarship for World Music/Multicultural Music

Voice

- Elizabeth Boldenweck Voice Scholarship
- Brena Hazzard Voice Scholarship
- Sara Eikenberry Voice Scholarship – Undergraduate
- Sara Eikenberry Voice Scholarship – Postgraduate
- Ines Pratt Jamison Scholarship



SUMMER SCHOLARSHIPS

The Foundation sponsors a number of scholarships to various summer music camps. You must contact the camp directly for an application and apply to the camp and be accepted for the summer program before the Foundation can award you the scholarship.

Be sure to put on your application that you are an affiliated member of Mu Phi Epsilon!

The application to the Foundation for summer music camp assistance is due by April 15. The Foundation application is in addition to the application you must fill out for each camp you are applying to. Remember that the deadlines for these scholarships differ with each camp, so be on your toes if you want to apply. Some of them are really early! The following is a current list of some of the Summer Music Camps the Foundation sponsors:

- ♪ Aspen Music School (Aspen, CO)
- ♪ Banff Centre for the Arts (Alberta, Canada)
- ♪ Brevard Music Center (North Carolina)
- ♪ Chautauqua (Chautauqua, NY)
- ♪ Inspiration Point Fine Arts Colony (Arkansas)
- ♪ International Festival at Round Top (Roundtop, TX)
- ♪ Music Academy of the West (Santa Barbara, CA)
- ♪ Tanglewood Music Center (Lennox, MA)

S U P P O R T I N G T H E F O U N D A T I O N



Since the Foundation of Mu Phi Epsilon is funded entirely by donations, the members of the Foundation Board are constantly seeking ways to increase the revenue. The more donations received, the more grants and scholarships can be awarded. If your chapter or an individual member would like to contribute to the Foundation, the following Contribution Form may be used. A donation to the Foundation would be a wonderful reason to have a fundraiser!

Mu Phi Epsilon Foundation Contribution Form

Enclosed is a contribution to the Mu Phi Epsilon Foundation in the amount of

\$15 \$25 \$50 \$100 Other \$ _____

I would like to become a Golden Benefactor (\$1,000 given over a 10-year period)

- \$100 Golden Benefactor 10-Year Pledge
\$1,000 Golden Benefactor Contribution

My collegiate chapter would like to become a Collegiate Golden Benefactor
(\$250 over a 10-year period)

- \$25 Collegiate Golden Benefactor 10-Year Pledge
\$250 Collegiate Golden Benefactor Contribution

Name _____

Address _____

City, State, ZIP _____

E-mail _____

Make checks payable to Mu Phi Epsilon Foundation. A receipt will be sent to you for your tax-deductible gift.

Send to the Treasurer of the Mu Phi Epsilon Foundation whose name can be found on the back cover of *The Triangle of Mu Phi Epsilon*.

I N T E R N A T I O N A L C O M P E T I T I O N

The Foundation of Mu Phi Epsilon sponsors an International Competition every 3 years during the International Convention. This contest is open to members of Mu Phi Epsilon under the age of 32 as of April 1 in the year of competition.

Applicants must have appeared in solo recitals and/or with orchestras.

The winner is awarded a two-year contract for expense-paid concert/recital appearances sponsored by the Foundation and local chapters of Mu Phi Epsilon.

Sponsoring a competition winner in concert is an opportunity for your chapter to be involved in something very exciting. The Foundation pays all travel costs for the artist, but your chapter is responsible for local housing, transportation and food for the artist.

The sponsoring chapter/s must pay a \$250 booking fee when requesting an artist. This \$250 will be paid to the artist as an honorarium after the concert is held.

You also are responsible for publicity for the concert. Sometimes the artists give a solo recital, and other times it is possible for them to be the guest artist within another concert. However, try to guarantee an audience of 75 or more.

If you have an Alumni chapter close to you, this is a wonderful project for the two of you to do together.

Guidelines for booking a concert may be obtained from the Mu Phi Epsilon Foundation Booking Agent, whose name is always published in the latest issue of *The Triangle of Mu Phi Epsilon*.

In addition to presenting a concert, the Artist will expect to conduct a community service project while in your area. Examples might be a nursing home program or conducting a Master Class at your school.

For application and rules go to the Foundation website: www.mpefoundation.org

I N T E R N A T I O N A L C O N V E N T I O N

Mu Phi Epsilon holds an International Convention every third year in July/August. **One Delegate from every collegiate and alumni chapter is expected to attend the convention.** All members are encouraged to attend even if they are not Delegates.

Housing is provided by the Fraternity for Collegiate Delegates only.

In order for your chapter to send a Delegate to the International Convention, you must have paid the \$50.00 Convention Fee annually for the past three years, and all member dues must have been paid.

The year of the convention, each chapter must elect their Delegate. This is usually done at the same time that new officers for the next year are elected. It is preferable if the returning chapter President serves as the chapter's delegate to report back to the chapter in the fall what they experienced and learned at the convention. However, if this is not possible another chapter officer who will be returning in the fall may serve as the Delegate. If that is not possible then any appointed member returning to school may serve as the Delegate.

Registration materials are sent to your chapter in the spring preceding the convention and must be returned by the deadlines stated on the Registration Form.

Convention sites are determined by a rotation system of the Provinces. This rotation is outlined in the Guide to Membership booklet.

Chapters should begin in the fall after one convention to plan and save funds to send a Delegate to the next convention in three years. A registration fee and travel expenses for the Delegate are the responsibility of the chapter. Most meals will be covered by the registration fee. Travel should be planned in advance to get the best prices on airline fares for delegates, or they may take the train, bus or drive.

ALL members are welcome at a convention. Each chapter is required to have one business (voting) delegate attend the convention.

P A T R O N S

Patrons are individuals honored by Mu Phi Epsilon for reasons of personal interest in music and willingness to be of assistance in carrying out the purposes of the Fraternity and the local chapter with whom they are associated.

- ▲ Selection of a patron is approved by your chapter members.
- ▲ Patrons are formally installed by the local Mu Phi Epsilon Chapter (a short ceremony is found in the Ritual Book).
- ▲ Patrons support and attend musical programs given by members of Mu Phi Epsilon.
- ▲ They may open their homes for musical and social functions.
- ▲ They may sponsor musicales or other affairs.
- ▲ They may perform as musicians or lecturers at fraternity affairs.
- ▲ They may assist financially in building chapter scholarships or may assist in chapter projects.
- ▲ Patrons do not hold membership in Mu Phi Epsilon and are not permitted to attend ritual ceremonies, such as initiation and pledging ceremonies.
- ▲ Patrons are especially valuable to your chapter if you do not have an alumni chapter nearby for support.
- ▲ Patron Pins to give to your patrons at their ceremony are available from IEO.

The Vice President

DUTIES AND RESPONSIBILITIES

- ✓ Assist the President whenever needed.
- ✓ Act as Rush Chairperson, OR if your chapter has a separate Rush Chairperson, assist this person whenever needed.
- ✓ Conduct candidate training classes
- ✓ Coordinate candidate activities and projects
- ✓ Administer and grade candidate exams
- ✓ Collect the necessary fees from the candidates and give it to the Treasurer. When all fees have been collected, the Treasurer will complete the new member spreadsheet and forward to IEO. An invoice will be created by IEO and paid by the Treasurer. invoice.
- ✓ Send the payment and spreadsheet to IEO two weeks before you plan to have the initiation ceremony.
- ✓ YOU are the person responsible for the paperwork and money being sent to IEO, not the Treasurer or the Rush Chairman.
- ✓ MAKE COPIES OF EVERYTHING BEFORE YOU SEND IT TO IEO, INCLUDING A CHECK is sending that. That way, if there are any questions, you will have documentation that all was done properly.

R U S H



1. At the beginning of each semester, obtain from the Faculty Advisor, a list of all eligible students. If you do not have a Faculty Advisor, ask the Chairperson to help obtain this list. You do not need to know specific grades, as that information is confidential. You only need names, email addresses, and phone numbers of those students who meet membership requirements.
2. Arrange a time and place for an information meeting/party. Advertise throughout the school with posters and fliers, the time, date and place for the information session.
3. Decide what you will have for handouts, who will act as spokesperson for your chapter, what they will say, and make arrangements for refreshments, name tags, a sign-up sheet, and anything else you might want to include.
4. Prepare and send a letter to each of the eligible students. A sample for a possible invitation letter is included in this chapter.
5. All members should plan to attend the information session and begin to get to know the interested students.
6. BE SURE TO HAVE ALL INTERESTED STUDENT SIGN IN WITH THEIR NAME, EMAIL ADDRESS, MAILING ADDRESS AND PHONE NUMBER!
7. During the next one to two weeks, everyone in your chapter should make an effort to be in personal contact with at least 3 of the interested students. Offer to buy them a cup of coffee during a practice break. Invite them to your room for some popcorn. MAKE SURE THAT EVERY RUSHEE IS CONTACTED AT LEAST ONCE by a member of your chapter.
8. Decide when and where you will have your formal rush party. Utilize your nearby Alumni for help with this party. Have a theme.
9. Send an invitation to all the students who have participated in rush to your party. Follow up with a phone call, especially if you are arranging transportation to the party for them.
10. All members of your chapter should attend the party.
11. After the party, when the rushees have left, your chapter should vote on each rushee that they would like to invite into the membership of Mu Phi Epsilon.
12. Formal Invitations and Acceptance Cards can be sent to each rushee and samples are included in this manual for you to copy to make your own.

SAMPLE LETTER OF INVITATION TO RUSH
INFORMATION SESSION

Dear _____

It's never too soon to think about your future. Your plans as a professional musician can be furthered through membership in Mu Phi Epsilon. Composers, performers, conductors, teachers and therapists are proud members of this International Professional Music Fraternity, open to men and women.

Founded in 1903, Mu Phi Epsilon offers many opportunities for personal and musical growth. We are a Professional Fraternity with goals that include advancement of music throughout the world, promotion of musicianship, scholarship and loyalty to our school, and development of a true bond of friendship.

We sponsor numerous competitions; give awards, scholarships, and grants. We give service through music to our school and community.

Why not check out the requirements for membership? For more information on membership in Mu Phi Epsilon, please join us at an informal information session to be held on _____ at _____ from _____ to _____. Refreshments will be served.

Best wishes for a successful and satisfying semester at _____ University. We look forward to seeing you on the _____.

Musically,

FORMAL INVITATION



.....Chapter of

Mu Phi Epsilon International Professional Music Fraternity

In recognition of scholarship and musicianship

Extends to

.....

the honor of election to membership

Date

Please reply on enclosed form

.....

Vice President

FORMAL ACCEPTANCE

I

hereby accept the honor conferred upon me by

.....Chapter of

MU PHI EPSILON

International Professional Music Fraternity

In accordance with the obligations required for initiation as stated below.

Membership Fee (One-time fee) \$100.00

*Includes one year's dues of \$40 and
Official Badge, membership certificate and card*

Local Chapter dues \$

*Please indicate your acceptance of election to Mu Phi Epsilon by the
return of this form before (time)_____ on (date)_____ to:*

Chapter Officer:

Candidate Name:

Candidate Email:

ADDITIONAL NOTES FOR A SUCCESSFUL
RUSH

- ♪ Rush can be held twice a year, in the fall and spring semesters.
- ♪ The requirements for membership in Mu Phi Epsilon:
 - Must have attained, at least, a 2nd semester freshman status*
 - Have a GPA of 3.0 in music subjects and a 2.0 in academic subjects*
 - These GPA's are based on an overall average, or just the previous semester.*
- ♪ Challenge each member of your chapter to bring in ONE new member each year.
- ♪ Concentrate on freshmen, sophomores and juniors to give your chapter continuity, but by all means, welcome seniors and graduate students too. Handouts about what Mu Phi Epsilon is and what it means to be a member are available from IEO. Or you can devise one of your own, with specific information about your chapter's activities. At the information session, explain what the membership requirements are and what fees are involved. Be sure to get the names, addresses and phone numbers of all who attend.
- ♪ Occasionally, a chapter has difficulty in obtaining the grades of a student rushee. If there seems to be no other way to ascertain the grades of the interested students, you may ask each individual student to obtain a copy of his/her transcripts and give to you, so that you can then confirm that grades meet the requirements for membership. Just make sure that you have their permission, as this information is confidential.
- ♪ Make your informal get-togethers a time for getting to know each other. Be prepared to answer any questions they might have about Mu Phi Epsilon. Most questions can be answered by using the Guide to Membership booklet. A wealth of information about Mu Phi Epsilon, this booklet is invaluable to all chapters during rush. Be sure to let the rushees know what fun you have being a member of Mu Phi Epsilon!
- ♪ Make your chapter visible during the rushing period. Have members wear something each day that designates them as part of Mu Phi Epsilon. WEAR YOUR BADGES!
- ♪ **Formal Party Ideas:**
 - Have a theme for this party.*
 - Mix in lots of singing!*
 - Make sure that ALL the active members attend this party.*
 - Have a silly skit.*
 - Have a serious time to be sure to get across the professional nature and obligations of membership in Mu Phi Epsilon, as well as the camaraderie.*

THE SHARED CAMPUS

If there is another Music Fraternity on your campus (Sigma Alpha Iota or Delta Omicron), you have a "Shared Campus." The procedure for rushing is the same as on a campus without another fraternity, but the difference is that your rushing activities must be coordinated with their rushing activities.

Your first step for a successful rush on a shared campus is to request a meeting with representatives from the other fraternities. You should already have in place the "Interfraternity Bylaws"* which will stipulate rushing procedures. (A template for this agreement is in the President's section)

Together decide on dates for the information session, the rushing period and for the formal parties.

The information session should be a joint event, with each Fraternity helping in the organization and presentations.

All should agree on the length of time for rushing, with the information session marking the beginning of the rush period and the formal rush party marking the end.

It is best if all the fraternities have their formal party the same weekend, or not farther apart than a few days.

If there is Sigma Alpha Iota (women only) on your campus, women rushees are required to attend both the Sigma Alpha Iota party AND the Mu Phi Epsilon formal party.

All men and women should be required to attend the Delta Omicron party as well as the Mu Phi Epsilon formal party.

When the rushing activities are over, it is no longer necessary to coordinate your entry ceremony, training, and initiation activities with the other fraternities.

**A sample copy of the Interfraternity agreement is included in this manual with the Shared Campus page in the Presidents section.*

ENTRY CEREMONY



1. Decide on a place and time for the entry ceremony. Schedule the ceremony as soon as possible after the rushing period has ended. (The next day is always great!) All current members should attend the entry ceremony.
2. After your chapter has voted on students to whom you want to extend an invitation for membership, send a formal invitation to all accepted by your chapter to be candidates, noting the already decided date, time and place for the entry ceremony.
3. You will need to make sure that they accept your invitation by requiring them to respond in some way. If you want to have them bring a partial payment of the \$100 to indicate their commitment, hold the funds until the entire amount is received. \$15.00 for example, and \$85 would still be due.
4. The **Steward** of your chapter is the one to arrange a location for the ceremony and see that the proper equipment is in place before everyone arrives. The Ritual Book contains complete instructions for set-up. The **President** conducts the Ceremony.
5. The **Treasurer** of your chapter must work with the **Vice President** to collect \$100.00 from each candidate. Deposit these fees into your account and send one check for all candidates to IEO, along with a copy of your invoice if paying by check. The **Treasurer** gives the check to the **Vice President**, who fills out the new member spreadsheet, and is responsible for mailing both to IEO.
6. Request a Guide to Membership for each candidate to keep and use during the training period. These will be sent to the chapter school address. They are also available any time on the web site and can be downloaded to use during training.



Candidate pins are not part of this material. They are available from IEO. If a chapter purchases a number of these pins, they are the property of the chapter, and may be used by the candidates during the training period but must be returned to the chapter when initiation takes place. If a candidate wants to keep his/her pin, they should pay the chapter for the cost of a pin, and the chapter will have to order replacements. The pins are small and easy to lose, so be diligent about storing them in a safe place.

7. CELEBRATE with your new Candidates!

SPECIAL PERMISSION

Special permission exists for UNDERGRADUATE students who do not meet membership requirements for regular initiation in one of these ways:

- ▲ is not a music major or minor, but has the equivalent freshman music course hours including first semester music theory;
- ▲ has a Grade Point Average (GPA) that is slightly less than 3.0 in music, and slightly less than 2.0 in other subjects based on a 4.0 GPA system.

If you have students who are interested in Mu Phi Epsilon membership, and your chapter feels that they would be contributing members to your chapter, these are the steps to follow to have them approved for membership via Special Permission.



1. Vote to offer membership to prospective candidate pending special permission approval.
2. Complete the Form on line and attach the required letters of recommendation.
3. Have the student give you an official transcript or statement of music courses from the Registrar (must include title, course number, number of credit hours and grade for each).
4. Have the Head of the Music Department or a Faculty Member write a recommendation.
5. The completed form and applicable documents go to the International Fifth Vice President, Eligibility Advisor.
6. The qualifications for the candidate's eligibility will be reviewed and notification of approval will be sent to your chapter.
7. AFTER approval, candidate is eligible to be initiated as a regular initiate.

**This can be your Faculty Advisor, the Head of the Department, or the Faculty member who is writing the recommendation for membership.*

CANDIDATE TRAINING

The **Vice President** is in charge of candidate training. Usually a period of 4 to 6 weeks between the entry ceremony and the initiation ceremony is adequate for training.

During this time, the Candidates can participate in all chapter activities, except those involving ritual and holding a chapter office. In fact, encourage them to participate with the chapter, and they will quickly become an active member after initiation.



1. Meet with the candidates regularly and go over the information in the Guide to Membership booklet. There is an outline in the book that, if followed, makes it very easy to cover the necessary material.
2. Encourage your candidates to do a service project for the school or for the community; i.e., cleaning practice rooms, conducting Saturday morning music classes for underprivileged children.
3. Plan a Candidate Recital.
4. Invite the **Chorister** of your chapter to come to a training session and teach the song, "The Triangle" and any other songs that your chapter uses frequently.
5. Two weeks before the initiation ceremony is to take place, collect ALL the initiation fees from the candidates. Give all checks and cash to your **Treasurer** who will write one check for everything and give it back to you. Send check and a copy of the invoice to IEO if paying by check. This can also be paid using a credit card.
6. Complete the member spreadsheet and return it with payment to IEO. Make sure that the Date of Initiation is filled in on these sheets!
7. Administer the Entry Exam to the candidates. This test was emailed to you with the Guide to Membership. Correct the tests and go over them with the candidates. The answer key and scoring instructions for the Candidate Test was also emailed to you. You do NOT need to send the tests to the District Director. However, as a courtesy, notify your District Director of the initiation date, and invite him/her to attend if they live close by.

CANDIDATE TRAINING CONTINUED

8. Send to IEO, AT LEAST 1-2 WEEKS PRIOR TO YOUR INITIATION DATE:
 - The completed spreadsheet with new member information
 - A copy of the invoice if paying by check
 - ONE check for all initiation fees or pay by credit card.
9. Present the Candidate Recital. Invite the public. Invite their parents. Make it a special event. (Some chapters schedule this recital immediately following the Initiation ceremony.)
10. You will receive from IEO the badges for all your new members. The membership certificates are engraved by the printer and will arrive later. If your time is short, and you have not heard from IEO, call immediately.



Recommendation: If you rush in the Fall, initiate your candidates BEFORE semester break. If you rush in the Spring, initiate your candidates BEFORE summer break.

INITIATION

The Ritual Book contains complete instructions for a successful Initiation ceremony, from the proper set-up to the conducting of the ceremony.

The main responsibility for the Initiation ceremony belongs to the **President**, the **Vice President** and the **Steward**.

It is up to the **Steward** to secure the place for the initiation, make sure that all the necessary equipment is there, and that it is all in good condition.

The **President** should make sure that all participating members know their roles and that they will be present for the ceremony. **ALL MEMBERS SHOULD ATTEND**, even if they do not have a speaking part.

Work together to make this ceremony as meaningful and special as possible. This is the ceremony that each new initiate will never forget.

Plan a special celebration after the initiation. Ask the Alumni for help! (They love to cook for starving college students!) Alumni members may also be required to help with the actual ceremony if your chapter is small and you do not have enough members to read all the parts. The Alumni members will be pleased to be able to help, so please ask if you need help.



If you do not have an Alumni Chapter in your area, IEO may be able to supply the names of Alumni members living in your area. Give IEO a call if you are really in a bind for participating members.

TIMELINE FOR A SUCCESSFUL RUSH

This is a suggested timeline for a successful rush, candidate period, and initiation during one semester. Adapt this to fit your chapter but follow the timeline in order and you will avoid delays and problems. There are many times where the following suggestions can be combined for a shorter time frame. Be flexible and make it work for your chapter.

WEEK 1

Get names and addresses of all music majors and minors eligible for membership in Mu Phi Epsilon from your Department Chairman or Faculty Advisor.

- Set the date for your informational party to begin Rush (week 3).
- Set date for Entry Ceremony (week 6).
- Set date for Initiation Ceremony (week 13).

Plan your Rush theme

WEEK 2

Send invitations to all eligible music majors and minors for the informational party.

Publicize the informational party.

If you need additional candidate pins for your chapter, [order them from IEO](#)

WEEK 3

Hold the informational kick-off party. (All members attend)

WEEK 4

Begin informal rush activities with students who attended the informational party. (All members participate)

WEEK 5

Have Formal Party at the end of this week.

Vote on prospective candidates after the party.

If possible, have the candidate ceremony the day after the Formal Party.

WEEK 6

Conduct the Entry Ceremony if it was not done last week.

Begin to collect \$100 from each candidate.

VICE PRESIDENT

WEEK 7

Begin study sessions, using outline in the Guide to Membership booklet.

Continue to collect money for initiation fees and badge orders. Many chapters ask for the fees in installments to reduce the pressure on the candidates.

Candidates work on projects and tasks as a class or with collegiate members.

WEEK 8

Study sessions continue.

Chorister teaches "The Triangle" and other Mu Phi Epsilon songs.

WEEK 9

Study sessions continue.

WEEK 10

Candidate Examination is administered and graded.

All initiation fees are due from the Candidates, given to the Vice President, who gives them to the Treasurer, who writes one check and gives it back to the Vice President.

Complete the spreadsheet of New Initiates

Send one check to cover all fees for all candidates to IEO at least 1-2 weeks before initiation.

WEEK 11

Help Candidates prepare the Initiation concert and reception.

Invite alumni, patrons, and faculty to the concert and reception.

WEEK 12

Help Candidates practice for their concert.

Make sure that all equipment is in good repair for the ceremony. (Steward)

WEEK 13

INITIATION CEREMONY WEEK. Be sure all fees and forms have been sent to IEO prior to the ceremony and that you have received the badges.



Treasurer

DUTIES AND RESPONSIBILITIES

- ▲ You are responsible for keeping track of your chapter's finances and paying the required chapter obligations to IEO. This includes members annual international dues, annual Convention Fee, annual insurance assessment, Founders Day Fund, and optional contribution to the Fraternity General Fund.
 - ▲ You **MUST** keep accurate accounting records.
 - ▲ You should plan to attend all meetings of your chapter and be prepared to make a report to your chapter concerning funds spent, earned, and balances.
1. Your chapter's checking account should be in a convenient bank, although some schools require student organizations to keep their funds in a special account. If you do keep your account in a local bank, there should be **TWO** signatures on file with the bank, yours and your Faculty Advisor. Shop around for the bank that gives the best rates and service for non-profit organizations.
 2. The fraternity has an IRS EIN (Employer Identification Number) and each chapter has their own EIN number. If required by the bank, contact IEO or the President of the fraternity for that number. Keep this 9-digit number in the treasurer's file.
 3. Purchase a receipt pad at a local store and write a receipt for any money that you receive. Be sure the receipt pad allows two copies of the receipt, one to give to the member and one to keep.
 4. All your records should be kept in a loose-leaf notebook or in an electronic spreadsheet (i.e. Excel). Have one sheet for **EACH** member (Save yourself time and note each member's phone number on their page). Every time members give you money, you must give a receipt, and mark the date, amount, and purpose of the transaction on their member sheet. Keep the sheets in alphabetical order.

5. You might want your individual record sheets to have this information:

<p>MU PHI EPSILON Chapter Treasurer's Record Sheet</p>	
Chapter _____	Year _____
Member's Name and Phone _____	
Year in School _____	Date initiated _____
Candidate fee \$ _____ Included in check # _____	
Initiation fee \$ _____ Included in check # _____ Sent to IEO _____	

The following is an example of how you might continue your membership sheets:

<u>Date</u>	<u>Item</u>	<u>Amt. DUE</u>	<u>Date</u>	<u>Item</u>	<u>Amt. PAID</u>
9/15/05	Inter Dues	\$35.00	10/1/04	Inter Dues	\$25.00
9/15/05	Chapter Dues	\$10.00	10/08/04	Chapter Dues	\$10.00
11/1/05	Founders Fund	\$1.10	(No entry indicates amount not paid)		

When members leave your chapter (graduates, transfers, etc.) write on his/her membership sheet the date they leave school and the reason. Do not throw these sheets away. Pass the notebook or spreadsheet on to the next Treasurer.

6. In addition to the individual member sheets, you must keep an accurate balance sheet. You may purchase a simple ledger book for this, or you may keep your balance sheet on your computer. If you do use your computer, you MUST make sure that the records can be used by the next Treasurer after you leave office.

A ledger book needs five columns, or to put it another way, there are five pieces of vital information that MUST be noted every time someone gives you money AND every time that you write a check to someone. The five pieces of information are:

DATE	TRANSACTION INFORMATION	RECEIPT	DISBURSEMENT	BALANCE
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TREASURER

DATE

ALWAYS note the date of any transaction, month, day and year.

TRANSACTION
INFORMATION

If you are writing a check, note here to whom you wrote the check, what it was for, and the check number. Be especially careful with initiation fee checks, noting exactly who the fee is for. Take as much space as you need for this information, making sure that the information is complete.

If you are receiving a check, note here who it was from and what it was for. Again, be as specific as you can.

RECEIPT

If you have received a check, in this column note the exact amount of the check. Leave the Disbursement column blank.

DISBURSEMENT

If you are writing a check, in this column note the exact amount of the check you have written. Leave the Receipt column blank.

BALANCE

Keep a running balance of your account and your reports to the chapter at their meetings will be much easier to give.

7. Every month, when you receive the bank statement, reconcile your chapter's account, noting in your ledger book bank charges and interest.
8. If at any time you have a question, or are having trouble with your books, DON'T WAIT. Consult your Faculty Advisor immediately. She/He is there to help you.
9. As difficult as it may be, you are the one who must remind members when their fees are due or overdue. Do not let overdue accounts go on too long or it will be all the more difficult to collect. If you have any problems collecting from certain members, notify your Faculty Advisor.
10. When your term as treasurer is over, go to the bank and get the signature card, fill it out, obtain the signature of the new treasurer and return it to the bank. THIS IS VERY IMPORTANT! If this is not done, it could happen that your chapter account could be frozen once you leave campus. That is why it is important to have the Faculty Advisor's signature, in addition to your own.

F R A T E R N I T Y D U E S

The Chapter Dues Roster, will be emailed to each chapter President and Treasurer in the Fall of each year. On this roster will be the names of all members initiated into your chapter and still recorded as ‘collegiate.’ Check carefully for accuracy. Note any changes in membership and correct any errors and return the roster to IEO. Your chapter will be issued an invoice based on the information you provide, so be sure to do this.

The chapter annual Convention Fee of \$50.00 must be sent to IEO with the international dues. This is your chapter's contribution to the convention fund. In order for your chapter to have a Delegate at the convention, your chapter must have paid this \$50.00 annually.

The fraternity provides liability insurance for all chapters, and the annual assessment to help with the cost is \$35.00 per chapter. This is collected at the same time as dues.

Each member gives a contribution to the Founders Fund. The amount changes each year based on the age of the fraternity; one penny for each year. This amount is automatically calculated per member on the invoice.

1. Begin to collect dues from your members at the beginning of the Fall term.
2. If your chapter does not receive chapter roster from IEO in the Fall, please call IEO and request it.
3. Note on the roster any new members affiliating with your chapter; i.e., transfer students or students returning to school.
4. Note on the Dues Roster
 - a. any members who are on campus but Inactive, and
 - b. any members who have graduated, transferred, studying abroad, or left school.
5. **Postmarked before November 1, send ONE check for member dues collected and the additional fees along with a copy of the invoice. No late fee will apply if some dues are paid by November 1. Don't hold member dues paid on time until all are paid. Pay what you have by November 1.**



Your chapter dues and fees MUST be sent to IEO by 11/01 in order for your chapter to qualify for any Fraternity awards at the end of the year.

**Send only one check to IEO for all dues,
and the annual convention fee by November 1.**

LOCAL DUES

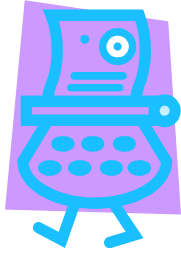
- ♪ Your chapter will need some operating funds for expenses during the year. For example, your chapter might access their members an additional \$10.00 per year or \$5.00 per semester.
- ♪ If your chapter decides to collect local dues, they should be paid to your chapter at the same time that the Fraternity dues are collected.
- ♪ **DO NOT SEND YOUR LOCAL DUES TO IEO.** They are to be kept in your chapter's account and used for your local expenses.

LATE DUES

- ♪ Occasionally, a member will return to school at the beginning of the second semester after the chapter dues have been sent to IEO. If the member wishes to affiliate with the chapter they must pay full year dues at that time.
- ♪ Fill out a copy of Form #2A reporting these members and mail it with a check for full dues to the IEO.

FOUNDERS DAY FUND

- ♪ The collection of Founders Day Pennies was started years ago to fund Fraternity contests and awards. Traditionally, each chapter donates one penny per member for each year of the existence of Mu Phi Epsilon.
- ♪ For example, when Mu Phi Epsilon was 100 years old, each member contributed 100 cents. The next year, members contributed 101 cents, and so on.



Recording Secretary

DUTIES AND RESPONSIBILITIES

Record the minutes of all business meetings in an official chapter secretary's book or electronic file. These minutes are permanent records of your chapter's activities and actions.

Do not express opinions in the minutes, just the facts. The following is a suggested format for the minutes from a business meeting:

The regular meeting of _____ Chapter of Mu Phi Epsilon, held on _____ (date) was called to order at _____ (time) by President _____. The minutes of the previous meeting were read and approved as read (or corrected). The Treasurer reported the receipt of \$_____ and disbursements of \$_____. The balance in the treasury is \$_____. Report of the _____ committee was given by _____. (Record summary of committee reports and note any motions made and approval or defeat. Also note any assignments made and further action being taken.) Old business brought before the meeting was..... New business..... The following program was presented: _____ The meeting adjourned at _____.

Be sure to sign and date each set of minutes that you do. It is very helpful if you give a copy of the minutes to the Chapter President.

- ♪ Attend each meeting of your chapter and be prepared to read the minutes of previous meetings.
- ♪ Better yet, email a copy of the previous meeting minutes to all members as a reminder of the upcoming meeting as well as giving them an opportunity to read the minutes for confirmation or corrections.



Corresponding Secretary

DUTIES AND RESPONSIBILITIES

You are responsible for all chapter correspondence.

- ♪ Report at each meeting correspondence received and/or sent.
- ♪ Reply to all correspondence within 5 days

Always include the date and your address on all letters.

Contact the IEO for the Mu Phi Epsilon letterhead in Word

- ♪ You are responsible for sending invitations to Alumni and Patrons inviting them to chapter recitals and activities. Send these invitations at least 2 weeks in advance.
- ♪ cards and notes of greetings for fraternity members, such as performing artists in your area.
- ♪ If a member should transfer from another school to yours, and wished to affiliate with your chapter, find out the chapter of initiation for the member in question, date of initiation, and name used when initiated and request from IEO they be added to your chapter roster.

In general, keep all correspondence for one year. Notes, cards, letters of congratulations should be given to the Historian for inclusion in the chapter scrapbook.



Alumni Secretary

DUTIES AND RESPONSIBILITIES

Your job is to maintain a file of all members who have left your chapter. This file may be a card file, or on your computer. Just make sure that the program and data may be passed on to the next Alumni Secretary.

Update your list from the Treasurers list of active members. As soon as a member graduates, transfers, or does not return to school, update the information as accurately as you can, especially a contact address.

This file is a permanent record for your chapter. Do not ever discard it.

- ♪ If there is an Alumni Chapter in your area, notify them of all graduates who are going to remain in your area.
- ♪ Keep the Alumni of your chapter informed by publishing a newsletter at least once a year. Some things you might include in the newsletter:

Request to be notified of change in name and/or address

News about chapter activities

Music School news

Request news from the alumni for another issue.

Annually, the IEB recognizes the outstanding Collegiate Chapter Newsletter, but they can only judge from those newsletters received, so be sure to send to the International President, the International Collegiate Advisor, the Editor, and your District Director copies of all your newsletters. The rating sheet for newsletters follows and is a good guide for how to design and what to include in your newsletters.

NEWSLETTER RATING SHEET

	POTENTIAL POINTS	POINTS AWARDED
IDENTIFICATION (TOP OF FIRST SHEET)		
(1) Chapter Name	10	
Name of School	10	
(2) Mu Phi Epsilon	<u>10</u>	
(3) Date of publication	30	
TOTAL POINTS - IDENTIFICATION		
CONTENTS		
(1) Clarity and accuracy of all information (About MΦE)	5	
(2) Complete names used	5	
(3) Variety of chapter projects/activities reported, adhering to Triangle of Goals	10	
	<u>10</u>	
(4) Newsworthy items pertaining to chapter, members, and patrons	30	
TOTAL POINTS - CONTENTS		
FURTHER CONSIDERATIONS		
(1) Creativity:		
Graphics	10	
Layout	10	
Name of newsletter	5	
Paper color	3	
Style of writing	2	
(2) Frequency of publication		
Monthly	7	
Quarterly	<u>3</u>	
TOTAL POINTS – FURTHER CONSIDERATIONS	40	
GRAND TOTAL	100	



Chorister

DUTIES AND RESPONSIBILITIES

The Chorister plans and directs all the musical activities of your Chapter.

If there is to be music as a part of any of your ceremonies, the Chorister is responsible for preparing the chapter ahead of time.

If your chapter hosts an International Competition Artist Winner concert, you are the "chairperson" for the planning of this concert.

Each Collegiate Chapter is to sponsor at least one public program every year. The Chorister has the responsibility for planning this program. These responsibilities include:

Securing a place for the recital.

Confirming a time for the recital.

Perhaps plan a joint recital with other music fraternities on your campus.

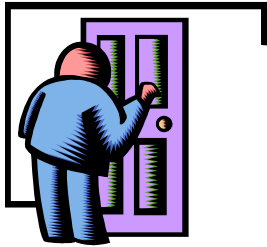
Confirm the performers in the recital.

Arrange rehearsal times if this is necessary.

See that programs are printed and secure ushers to pass them out at the door.

Work with the Vice President during Candidate training to see that the new candidates know the words and music to Fraternity songs. Help the Vice President plan and execute the Candidate Recital.

Keep a record of member participation in school recitals and other performances. Give this record to the President before May 15th so it may be included in the Annual Report.



Steward

DUTIES AND RESPONSIBILITIES

As Steward, you are the door keeper. You have a behind-the-scenes job, but if you undertake your responsibilities well, the chapter will run smoother.

- ✓ Arrive at all formal meetings early and receive the password and grip that admits members to these meetings.
- ✓ You are in charge of the storage and the upkeep of all the ritual equipment of your chapter. Know where the equipment is stored. Make sure it is a secure place where someone will not throw out the equipment accidentally. Label everything as: "Property of _____ chapter, Mu Phi Epsilon."
- ✓ Once a year, check all the equipment to make sure that it is in good condition. Never put anything away that needs cleaning or fixing. Clean or fix it first, THEN put it away.

This is a very basic list of the equipment your chapter should have and that you are responsible for:

- *Candidate and Initiation Register Book
- *Ritual Cloth for initiation table
- *Wood Shield & stand for it
- Floor Cloth, 12" to 18" wide, 1 long cloth, not in sections (a recommended length would be 18 yards.)
- Three standing candle pedestals** and white candles (battery)
- Two table candle holders and white candles (battery)
- Triangle and Ringer
- Violets, real or artificial
- *Candidate Pins

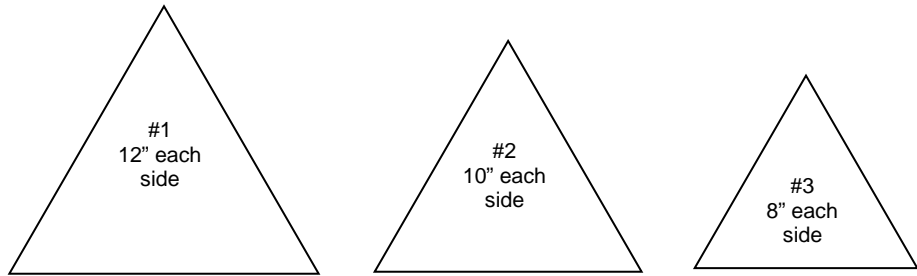
- *Ritual Book
 - Robes (1 purple, 6 white) optional
 - Stoles (1 white, 6 purple) optional
- ✓ It is your responsibility to set up all the equipment prior to any pledging and initiation ceremony. Think ahead for purchasing candles. Have a pen for the initiates to use. Do not forget the matches! Flameless candles should be used as many facilities prohibit open flame.

**These items may be obtained from IEO at any time by ordering supplies from the official website.*

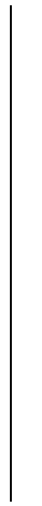
***The set of 3 pedestals are no longer available through IEO. You may make them yourselves. The instructions follow. Other types of pedestals may also be used, including music stands laid flat. Or the point people may hold the candle if parts are memorized.*

CANDLE PEDESTAL DIRECTIONS

BASE OF
PEDESTAL:



(1) on bottom; (2) on top of (1); (3) on top of (2)



This upright stick may be round or square.

A broomstick could be used, but the bigger the pole, the more stable the pedestal will be.

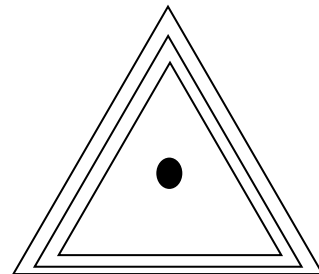
Sticks should be at least 1 1/2" diameter and 36" in height

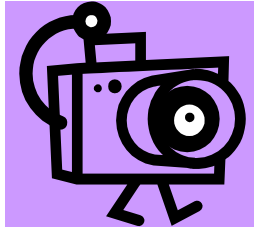
TOP OF
PEDESTAL:

Use the same idea of 3 triangles placed on top of each other with the smallest one on top. Cut a hole in center of top triangle in which candle can be inserted. A hole may not be necessary if the candle is in its own holder.

Make the dimensions for the triangles at the top of the pedestal equal sides of 10", 8" and 6".

Paint the entire pedestal with white paint.





Historian

DUTIES AND RESPONSIBILITIES

You are responsible for the "picture" of your chapter given to potential members, your school, your community and the entire Fraternity.

You serve as public relations officer for your chapter. Send articles relating to your chapter activities to "*The Triangle*" editor.

Send notice of your activities to your local newspapers; i.e., Public invitation to your recitals, articles reporting on community service projects that your chapter has done that might be of interest to the wider community.

Bring a camera to all activities and record the happenings of your chapter.

Save programs from recitals given by your chapter.

Organize all memorabilia from your chapter activities in a **Scrapbook**. Display this Scrapbook during rush activities to give a picture of your chapter to potential members.

If you keep an electronic scrapbook, you could create a Power Point document to show during rush activities, or at other events.

Bring your chapter scrapbook to any Information Meetings there might be for prospective members. What better way to show them all your activities and the fun you have.

The Historian also maintains the Chapter **bulletin board**, if you have one. If not, why not see if you can have access to one? Check with your music department office. Keep the bulletin board up-to-date, eye appealing, and tasteful. Be sure to change it every two to four weeks. Remove out-dated material immediately.

For the bulletin board, make use of members with artistic talent! Assign one month to the candidate class. Use articles from *The Triangle of Mu Phi Epsilon* for displays. Be original! Let your imaginations soar.

CHAPTER WEBSITE

Many collegiate chapters have their own website. A chapter may choose to host their site through their school or some other way. Regardless of where you choose to host your website, make sure to send the Fraternity Webmaster the link to your site so anyone can link to it through the Fraternity Website.

Every year, a certificate is given to the Collegiate Chapter with an outstanding website. Consider these items when designing your site.

	POTENTIAL POINTS	POINTS AWARDED
INFORMATION CURRENT 1. Is the chapter contact information current? 2. Is the chapter calendar current?	20	
INTERNATIONAL & LOCAL INFORMATION 1. Are there links to the Fraternity website? Do they work? 2. Are there recent items about current chapter projects at a local/school level?	20	
CHAPTER ACTIVITIES 1. Are the activities noted recent? 2. Are photographs included?	10	
CHAPTER MEMBERS/OFFICERS 1. Are current officers and their contact information accurate? 2. Is there a list of members? A small bio on each?	20	
EASE OF NAVIGATION 1. How easy is it to move through the website? 2. Is it clear where to go to find specific information?	10	
EYE APPEALING DESIGN 1. Color scheme? 2. Not too busy, but makes you want to go further?	10	
BONUS ITEMS 1. Pictures, links, community/campus info?	10	
GRAND TOTAL	100	

In addition to a chapter website, many chapters choose to create a Face Book account. Link your chapter's page to the fraternity and collegiate face book profiles for even more coverage.

This could be used as a sample for submitting an article to your local newspaper.

FOR IMMEDIATE RELEASE

Your name and office

_____ Chapter

Mu Phi Epsilon

Name of School

Address and Phone number

_____ Chapter of Mu Phi Epsilon at _____ University, will

present its annual spring public concert at (place), on (date), at (time) according to

(name), Chapter President. Featured on the program will be (name), soprano;

(name), flutist; and (name), pianist. Miss _____ was winner of the

_____ scholarship earlier this year and Mr. _____ is the first flutist with

the _____ orchestra. Mr. _____ will be the accompanist for both

artists. Faculty members aiding in sponsoring this concert are _____. (Name) is

in charge of the concert. The public is invited free of charge.

(OPTIONAL INFORMATION you might include)

Mu Phi Epsilon, an International Professional Music Fraternity, has as its purpose the advancement of music, with a continuing emphasis on promotion of musicianship and scholarship. The fraternity now has over 85 active collegiate chapters and 65 active alumni chapters. The Mu Phi Epsilon Foundation directs the major philanthropies of the fraternity and sponsors the Mu Phi Epsilon International Competition and Mu Phi Epsilon Artist Concerts, a unique venture offering performance opportunities to our young artists. All chapters support the Mu Phi Epsilon Foundation and participate in other national projects that include the sending of music and books to schools in foreign countries, taping of music books for the blind and volunteer music therapy activities. (Local) Chapter, installed in (year) at _____ University takes an active part in the musical life of the school and community.



Chaplain

DUTIES AND RESPONSIBILITIES

Although there don't seem to be many responsibilities for the Chaplain, you will notice that the Chaplain participates actively, in nearly every ceremony in the Ritual Book. Initiations, Candidate ceremonies, even the formal opening and closing ceremonies of the chapter, are important duties for the Chaplain.

Some chapters have the Chaplain serve as the resource person for member birthdays, notice of people who are ill, or have had to leave school for some reason.



Chapter 12

Forms

Below is a list of the necessary forms you will need to access for a Collegiate Chapter. The most current forms are always located on the fraternity web site and are filed electronically. Each officer takes charge of the forms they are responsible for. The letters and notices should be shared with all your members. Do not use old forms.

Forms can be printed whenever they are needed. After you have properly filled in the form, keep a copy of the completed form for your chapter files and send or email the original to the proper person.

If you find that you do not have access to all the forms listed below contact IEO. Each of these forms is discussed in the manual, and if you have any questions as to how the forms should be completed, consult your manual or contact the Collegiate Advisor. Use only forms with the current academic year date. If you have a form with an older date, do not use it. Discard it and replace it with the most currently dated form.

- Annual Collegiate roster update (received from IEO, generally in the fall)
- Dues, Founders Fund, Convention Fund invoice (received from IEO)
- Late Collegiate Dues and new affiliate form
- Report of Initiation spreadsheet
- Request for Candidate Special Permission
- Checklist for Collegiate Annual Report
- Annual Report of Chapter President due June 1st includes SERV hours
- Collegiate Chapter Officers Update Form-due when officers change
- Senior Province Achievement Award Nomination Form (Sterling Achievement)
- Mu Phi Epsilon Foundation Contribution Form (available on Foundation website)
- Values and Ethics Statement on MΦE website
- Songbook of Mu Phi Epsilon on the MΦE website
- Fraternity Award and Contest applications on MΦE website