

**MU PHI EPSILON
COLLEGIATE CHAPTER BYLAWS**

**BYLAWS of
Beta Alpha Chapter of Mu Phi Epsilon International Professional Music
Fraternity at California State University, Fullerton**

ARTICLE I. Name

Section 1. The Name of this Chapter shall be Beta Alpha Chapter of Mu Phi Epsilon International Professional Music Fraternity.

ARTICLE II. Purposes and Aims

Section 1. Beta Alpha is a Chapter of Mu Phi Epsilon International Professional Music Fraternity. **The purpose of this organization** is the recognition of scholarship and musicianship, and the development of a bond of friendship among its members; its Aim is the advancement of music in the community, in the nation and in the world through the promotion of musicianship, scholarship, therapy, and education, with an emphasis on service through music.

ARTICLE III. Requirements for Membership and Selection of Members

Section 1. Membership in the organization shall be open to all undergraduate music major/minor **regularly-enrolled California State University, Fullerton students who are interested in membership.** Faculty and professional music staff of California State University, Fullerton are also eligible for membership. **There shall be no other requirements for admission to regular membership** except those that follow the International Collegiate Manual of the Professional Music Fraternity Mu Phi Epsilon. **Each regular member has equal rights and privileges.**

a. Undergraduates must:

1. be music majors or minors, or the equivalent thereof, enrolled in the school as a candidate for a degree;

2. have attained second-term (quarter, trimester) freshman standing and have passed first-term theory or an equivalency examination formulated by a theory faculty member;
 3. have a minimum grade point average as specified by the fraternity of 3.0 music and 2.0 academic (A=4.0)
- b. Transfer students must meet the requirements outlined in Section 1a above and must have established a grade point average in the school where membership is proposed.
 - c. Graduate students whose undergraduate degree was in music from an accredited conservatory of university music program are eligible for membership at any time. Graduate students with only an undergraduate music minor or whose degree was issued by a non-accredited program must have established a grade point average at the school where membership is proposed.
 - d. Special Permission to allow exceptions to any of these qualifications specified in Section 1a may be granted in certain cases with the approval of the International Executive Board. Applications for Special Permission must be made to the International Fifth Vice President, Eligibility Advisor.
 - e. A music faculty or professional music staff member who meets the qualifications for membership as stated in Section 2F of the International Bylaws is eligible for membership at any time if he/she has never been a member of, or affiliated by ritual with, another professional music fraternity (Delta Omicron, Phi Beta, Phi Mu Alpha Sinfonia, or Sigma Alpha Iota).

Section 2. Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.

Section 3. There shall be three types of membership in the organization: Collegiate, Alumni, and Affiliate/Associate.

Section 4. There shall be a minimum of 5 (five) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.

Section 5. Collegiate membership is limited to regularly enrolled (non-extended education) students at California State University, Fullerton studying music as a major or minor, music alumni, and members affiliated with Mu Phi Epsilon.

Section 6. Any eligible CSU Fullerton student, faculty member who completes the pledge process and signs a membership application shall be a member of Mu Phi Epsilon upon filing an application through the club's executive board.

Section 7. Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization or for conduct that impairs the rights of the members to enjoy the benefits of the organization. **After the offense is submitted to the organization, the offending member has the right to a 24 hour notice of a hearing before his/her peers** at a regular meeting and the offending member may be suspended or expelled by a 2/3 affirmative vote of the voting members present. Members unable to fulfill their semester financial obligation to the chapter and organization on time will also be suspended after a semester is passed as a member *not in good standing*.

Initiation and Affiliation

Section 8. Any person eligible for membership under Section 1 of this Article may be invited to membership by a two-thirds vote of members of a Collegiate Chapter. Such election shall be held upon notice to all members of the Chapter; this notice shall specify the name(s) of the person(s) to be voted upon and the date of the election.

Section 9. Election to membership shall be made not earlier than the second semester (or its equivalent quarter or trimester) of the freshman year. If a campus has active chapters of Delta Omicron and/or Sigma Alpha Iota, the chapter shall cooperate in every way with local rules and bylaws of the campus Inter-fraternity Music Council of California State University, Fullerton.

Section 10. Before membership candidate training begins, each prospective candidate of Mu Phi Epsilon shall pay the International Fraternity's required entry fee as specified by the International Executive Board.

- Section 11. Before initiation each prospective candidate shall:
- a. pay the International Fraternity's required initiation fee;
 - b. pay one year's International dues;
 - c. acquire a Fraternity membership badge.
 - d. A subscription to the Fraternity journal, *The Triangle of Mu Phi Epsilon*, is included in these fees and dues.

- Section 12. Members transferring from one school to another where there is a Chapter of the Fraternity are expected to affiliate with this new Chapter and maintain active status while enrolled as undergraduates. A member transferring from one school to another where no Chapter exists may:
- a. retain affiliation with the former Chapter and continue to pay Collegiate International dues;
 - b. affiliate with a local Alumni Chapter;
 - c. become an Allied Member.

Section 13. A graduate student member may affiliate with either a Collegiate or an Alumni Chapter.

Section 14. Any member who is no longer enrolled in school, is enrolled in a school without a Collegiate Chapter, or is a graduate student, shall be eligible to affiliate with an Alumni Chapter at any time.

Annual International Dues

Section 15. Each member of Beta Alpha Chapter shall pay annual International dues as specified by the International Executive Board.

Section 16. (Optional) In addition to annual International dues, each member shall pay \$25 local dues to the Chapter (per academic term)

Member Duties

Section 17. Members with music majors or minors are expected to maintain Active Status in the Chapter while enrolled as undergraduates. To be

considered Active, a member's International and local dues must be paid for the current year.

- a. **Inactive Status** may be requested in rare instances when a chapter member changes from a music major or minor, or is not able for professional or other reasons to participate in chapter affairs, or is not able for financial reasons to pay local and International dues for some period of Collegiate membership. In such cases, the Chapter may submit a request that Inactive Status be granted to this member and that International dues be temporarily waived. This request shall be submitted to the District Director, who shall forward it to the International Second Vice President (Collegiate Advisor) for consideration.
- b. To return to Active Status, the member must submit in writing to the International Second Vice President (Collegiate Advisor), or in the case of a graduate student wishing to join an Alumni Chapter, to the International Third Vice President (Alumni Advisor), the reasons for the previous Inactive Status and a request for reinstatement. The appropriate International Officer may grant the request for reinstatement, and may at his/her discretion waive the previously unpaid International Collegiate dues.

Article IV. Officers

Section 1. The elected officers of this chapter shall be: President, Vice President, Recording Secretary, Corresponding Secretary, Alumni Secretary, Treasurer, Historian, Steward, Chaplain, Chorister, SERV Chair, Fundraising Chair, and PR Chair. The term of office will be one year beginning January 1st, and officers will be installed at the beginning of the second semester. The duties of two or more offices may be combined in one office if desired, except where prohibited by regulations of the academic institution. Each officer shall be in good standing (all dues and fees current) at the time of election, and shall maintain such standing throughout the term of office.

Section 2. Powers and Duties of Officers:

Clause 1. The President shall preside at all the meetings of the organization. S/her shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus

and community at large. S/he has further powers and duties as prescribed in our International Collegiate Manual.

Clause 2. The Treasurer handles all financial affairs and budgeting of the organization. S/he maintains AS Agency Accounts in the organization's name, which requires signatures of the Treasurer, President, and Advisor.

Clause 3. The duties of the officers shall be as outlined in the Collegiate Chapter Officer Manual and as required by the academic institution.

Clause 4. The President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer (or all elected officers) shall comprise the Executive Committee, with advisors as ex-officio members.

Clause 5. In the event of a vacancy in office, the unexpired term shall be filled by appointment by the Executive Committee, except in the case of the presidency, for which a special election shall be held.

Section 3. Officer qualifications (President and Treasurer only):

Clause 1. The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor's Office.

- a. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.**
- b. Officers must maintain a minimum cumulative 2.0 grade point average each term.**
- c. Officers must be in good standing and must not be on probation of any kind.**
- d. Undergraduate officers are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.**

- e. **Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.**

Section 4. Petitions will follow International Collegiate Manual procedures including what **is cause for a recall for election. Recall requires an affirmative vote** of 2/3 of the total **voting membership**.

Section 5. In the event an elected officer is unable to fulfill his/her term of office, there will be a *Special Election*.

Article V. Committees

- Section 1. The standing committees for this Chapter are appointed by the Chapter President and shall be:
- a. Program: in cooperation with the Chorister, plan four Chapter musical programs each year.
 - b. Rush: work with the Vice President and perform duties as outlined in the Vice President's Manual.
 - c. Finance: examine the Treasurer's Book periodically and at least once a year. The Treasurer shall not be a member of this committee.
 - d. Mu Phi Epsilon Foundation: foster awareness of and support for the Foundation and its activities.

Section 2. The Nominating Committee shall be elected by Chapter members at a business meeting and shall present a slate of new officers to the Chapter no later than 5 weeks prior to the end of the semester.

Section 3. Special committees may be appointed by the President as deemed necessary to carry on the work of the Fraternity (e.g., Founders Day, SERV, Reception, Projects, etc.).

ARTICLE VI. Chapter Duties

- Section 1. The Chapter shall have one Faculty Advisor and may also have one Chapter Advisor, the latter to be an Alumni Member of Mu Phi Epsilon in good standing. The duties of said advisors shall be as outlined in the Advisors' Section of the Collegiate Manual. Advisors shall serve for a term of minimum of 1 year.
- Section 2. The Chapter shall send to the International Executive Office all International dues for its Active Members postmarked by November 15. All checks payable to Mu Phi Epsilon.
- Section 3. The Chapter shall pay an annual fee to the International Convention Fund, as required, to be paid concurrently with the International dues.
- Section 4. The Chapter shall have the power to assess local dues.
- Section 5. The Chapter's Statement of Eligibility Requirements must be filed with the International Fifth Vice President, Eligibility Advisor.
- Section 6. The Chapter shall induct persons with the proper ceremony as provided for in the Ritual of the Fraternity.
- a. The Entry Ceremony shall be followed by a membership training period prior to initiation.
 - b. Any candidate not completing the training period, or not initiated within one year after the entry ceremony will no longer be considered as a candidate for membership. That person shall be so recorded in fraternity records and shall be entitled to reimbursement of any fees paid with the exception of the entry fee.
 - c. Any person no longer a candidate and so recorded may not enter another professional fraternity during the year following that date.
- Section 7. The Chapter shall have the right and duty to initiate members, after the International Executive Secretary-Treasurer certifies that all requirements have been met. No persons shall be initiated in any

manner or form other than with the proper ceremony as provided for in the Ritual of the Fraternity.

Meetings

Section 8. There shall be at least 2 regular meetings each month of the school year. These shall be held on the 2nd week and 4th week of each month, unless changed by a majority vote of the chapter. The formal opening and closing ceremonies shall be used at least once a term.

Section 9. Two-thirds plus 1 of the active members of the Chapter shall constitute a quorum for the transaction of business at any regular or special business meeting.

Section 10. Members shall be notified 7 days in advance of any called meeting.

Section 11. The Chapter shall have no fewer than four music programs each year, at least one of which shall be open to non-members. Members performing on school programs count as public programs.

Section 12. Special meetings are called by any elected officer as needed in accordance to the Mu Phi Epsilon International Collegiate Manual.

Article VII. Elections

Sections 1. Officers are elected once a year. **Elections are held** at the end of each academic year for the following year's term.

Section 2. At least one week's notice will be provided for any meeting at which an elections held.

Section 3. Votes will be cast by closed voting **and counted** by current President and Vice President.

Section 4. A candidate must receive majority votes.

Article VIII. Advisors

Section 1. Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as advisor to this organization.

Section 2. A staff member from the Dean of Students Office or a School Based Assistant Dean may be assigned to work with this organization to assist the faculty advisor and the organization if the Advisor feels the need.

ARTICLE IX. International Convention

Section 1. The Chapter shall send one Business Delegate to the International Convention. The delegate shall:

- a. be a member in good standing of the Chapter which the member represents;
- b. be elected at a regular business meeting of the Chapter no later than February of the Convention year;
- c. continue to be an active member of the Chapter for one year after the Convention;
- d. not be a delegate to successive Conventions without permission of the International Executive Board;
- e. be the President or other elected officer whenever possible.

Section 2. The Chapter shall elect an Alternate Business Delegate who should plan to attend the Convention in the event an emergency prevents the Business Delegate from attending.

Section 3. To be eligible to be represented at Convention by a Business Delegate, a chapter shall be in good financial standing with IEO and have current chapter bylaws approved by, and on file with, the International Eligibility Advisor.

Section 4. Failure of the Chapter to send a Business Delegate to the International Convention, without securing prior approval of the International Executive Board, may result in a fine, probation, or both.

Section 5. The Chapter, if located in a Convention Host Province, may nominate one Music Delegate with approval of the Faculty Advisor and District Director.

- a. The Music Delegate shall demonstrate high artistic ability and be in good financial standing with the Chapter and the Fraternity.
- b. Final selection of Music Delegates will be made by the International Music Advisor, based solely upon submitted recordings and recommendations from the District Director and Chapter Faculty Advisor.
- c. A Music Delegate may not serve as a Business Delegate at the same International Convention.

ARTICLE X. Finance

Section 1. The fiscal year is July 1 of a calendar year to June 30 of the following calendar year.

Section 2. All monies collected by the Chapter shall be deposited in an account in accordance with college or university policy and shall be disbursed by order of the Chapter. If monies are deposited in a local bank, two signatures shall be required for disbursal.

Article XI. Method to Amend the Constitution

Section 1. Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.

Section 2. A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Dean of Student Office at CSU Fullerton every 2 years or within 90 days after any substantive change or amendment.

Section 3. These Bylaws may be amended at any regular or called business meeting, provided notice of such meeting shall be given 7 days in advance to all active members. Notice shall include the time, place and purpose of the meeting, together with a copy of the proposed amendment(s).

Section 4. Chapter Bylaws must be updated within the year immediately following any revision of the International Bylaws.

Section 5. Any amendment to these Chapter Bylaws shall require an affirmative vote of two-thirds of those voting, a quorum being present.

Section 6. All amendments to these Chapter Bylaws must have the approval of the International Fifth Vice President (Eligibility Advisor).

Article XII. Disbursal of Organization Assets

Section 1. In the event the Beta Alpha Chapter of Mu Phi Epsilon International Professional Music Fraternity **should become defunct, all assets will be turned over** to Music Department of CSU Fullerton according to how the advisor sees fit with the organization's mission: service through music.

Article XIII. Statement of Affiliation

Section 1. This organization is affiliated with the International Professional Music Fraternity of Mu Phi Epsilon.

Section 2. A copy of any constitution/by-laws of Beta Alpha Chapter of Mu Phi Epsilon International Professional Music Fraternity **must be filed in the Dean of Students' office at CSU Fullerton.**

Article XIV. Parliamentary Authority

Section 1. This Chapter shall be governed by the Articles of Incorporation, the International Bylaws and Standing Rules of Mu Phi Epsilon, the Collegiate Officer Manual, and these Chapter Bylaws. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern parliamentary procedure of this Chapter. If deemed to conflict in any way with the International Bylaws, the provisions of the International Bylaws shall govern and control.

Section 2. Any issue not directly written in this document will be resolved by referring to the Rules of Order.

Article XV. Approval

Section 1. This constitution was approved 5/10/15.

Chapter Name: Beta Alpha School: California State University, Fullerton

Date approved by Chapter: 5/10/15

Chapter President: Tanner Wilson E-mail: betaalpha@muphiepsilon.org

Faculty Advisor: Dr. Nicole Baker E-mail: nbaker@fullerton.edu

I have received, reviewed, and approved these Chapter Bylaws of Beta Alpha Chapter at California State University, Fullerton

Eligibility Advisor (signature): _____

Date: _____