



**Province 21 Bylaws**

Province 21

of

Phi Mu Alpha Sinfonia Fraternity of America, Inc

Central and Eastern Pennsylvania

Revised on: April 12th, 2015

# Article I – Description

## Section I. Name

The name of this organization shall be known as the Province 21 Council of Phi Mu Alpha Sinfonia Fraternity of America, Inc.

## Section II. Affiliation, Jurisdiction, and Governing Documents This organization (hereinafter referred to as “the Council”) is organized and operated in accordance with Title II of the National Constitution & Bylaws of Phi Mu Alpha Sinfonia Fraternity of America, Inc. (hereinafter referred to as “the Fraternity”), for the purpose of furthering the Object of the Fraternity within the geographic region the Province lies. The Council shall comply with the National Constitution & Bylaws, the Fraternity’s Risk Management Policy, and these documents, the Province 21 Council Bylaws.

## Section III. Purpose

The purpose of the Council shall include:

1. To serve as a liaison between the chapters, colonies, alumni associations, and Province officers within our Province, for the purpose of sharing information and coordinating Province activities.
2. To assist Province officers in the planning and execution of Province workshops.
3. To advise other Province officers on the development of other Province activities which will foster the fraternal and musical goals of the Fraternity.
4. To act as an advisory committee to the Province.
5. To execute the will of the Province, as established by Province Workshop legislation.
6. To fulfill, support, and encourage brotherhood participation in the movements and programs developed by all entities of the Fraternity, for the Good of the Order.

# Article II – Organization

## [Section I.](#ToC) Officers

The Council shall have the following officers which possess the duties described:

1. **Collegiate Province Representative**

The Collegiate Province Representative is an elected position of the Council. He shall preside at all meetings of the Council as Chairman of the Council. He shall guide the conduct of affairs of the Council, shall act for the Council on all matters affecting the Province, and shall have exclusive charge of all correspondence on behalf of the Council. He is required to attend the Collegiate Province Representative Convocation to represent the Province. He shall vote only when it is necessary to break a tied decision, and shall perform other duties as the Council may specify. He shall prepare and distribute a Province newsletter each year which shall be compiled from chapter reports sent to the Province Historian at a date that he shall set He shall serve a one year term effective September 1st of the academic year.

1. **Assistant Collegiate Province Representative**

The Assistant Collegiate Province Representative is an elected position of the Council. He shall act as the secretary of the Council. He shall prepare the minutes of all meetings and distribute them to all Council members, chapter and colony presidents, Faculty Advisors, and the National Headquarters in a timely manner. He shall assist in preparing and distributing a Province newsletter each year which shall be compiled from chapter reports sent to the Collegiate Province Representative. He is required to attend the Collegiate Province Representative Convocation to represent the Province. In the event that the Collegiate Province Representative is unable to preside at a meeting of the Council, he shall preside in his stead, and will vote only in the case of a tie. He shall serve a one year term effective September 1st of the academic year.

1. **Province Music Director**

The Province Music Director is an elected position of the Council. He shall coordinate various Province musical activities. These shall include, but not be limited to, Province ceremonies, concerts, initiation rituals, and recitals. He shall also conduct all music at Council meetings and workshop assemblies. The Music Director shall also plan, coordinate, and execute at least one Province musical activity per academic year, an event which shall be approved by the Province Governor, Collegiate Province Representative, and Assistant Collegiate Province Representative. He shall serve a one year term effective September 1st of the academic year.

1. **Province Governor**

The Province Governor is an appointed position from the National President of the Fraternity. He shall act in an advisory capacity, and shall be the liaison officer between the Province and the National President. He shall act as the Treasurer for the Council. As such, he shall maintain all Province funds and shall disperse these funds by resolution of a meeting of the Council or Province Workshop assembly.

1. **Province Alumni Coordinator**

The Province Alumni Coordinator is an optional, appointed position from the Province Governor, at his discretion, and serves a three year term. He must be an alumni member in good standing to be eligible for appointment and may be reappointed at the Province Governor’s discretion. He shall be responsible for developing and maintaining alumni records, implementing programs within the Province, and shall assist chapters and their respective Alumni Relations Officers with their own alumni records and programs. He shall plan one program, for the purpose of alumni outreach and engagement, each year.

1. **Province Historian**

The Province Historian is an elected office of the Council. He shall ensure that an article is submitted to each National publication at least once per semester; the article should include all local news and other facts of the province as well as an up to date picture of the Province as a whole. He is required to be present at all Province functions with a camera. If he is unable to attend a Province function, he must appoint someone to take his place to see that the function is well documented.

Province Leadership shall monitor his visual record keeping so that it will not include images considered to be secret by the Fraternity. The Province Historian shall collect tangible evidence of all Province activities, including, but not limited to, pictures, programs, and other Fraternity memorabilia to be added to the Province’s collection. He shall be responsible for a written summary of the Province’s functions during his term by the last business meeting of each semester.  The Province Historian shall be in contact with all Chapter Historians and they will send all information associated with the Chapters history to the Province Historian for the Annual Newsletter and submission to the National Publication(s).

1. **Additional Appointed Officers**

Both the Province Governor and Collegiate Province Representative reserve the right, as either may deem necessary, to appoint brothers to temporary officer positions on the Council or to create temporary committees to meet the needs of the Province and its goals, directives, movements, or programs. Individual brothers or chapters of Province 21 may petition for such appointments or committees during regular Council Meetings via normal motion guidelines. Such appointed officers or committees shall exist at the will of the Province Governor and/or Collegiate Province Representative, but shall be dissolved at the end of the academic year in which they were created, unless made official and permanent by Council Workshop legislation.

1. **Vacancies**

In the event the office of Collegiate Province Representative becomes vacant for any reason, the Assistant Collegiate Province Representative shall assume the office of Collegiate Province Representative for the remainder of the term, and an election for the office of Assistant Collegiate Province Representative shall occur at the next meeting of the Council.

In the event of a vacancy of any other elected office, an election shall take place at the next meeting of the Council.

In the event of a vacancy for Province Alumni Coordinator, the position shall be reappointed, at the discretion of the Province Governor.

## Section II. Membership of the Council

The Province 21 Council shall be comprised of the Province Governor, Collegiate Province Representative, Assistant Collegiate Province Representative, Province Music Director, Province Alumni Coordinator, Province Historian and equal representation of each Province chapter, colony, and alumni association, where appropriate.

For each Province Council meeting, the Council shall include two collegiate members in good standing from each chapter, two colonists for each colony, and two alumni members in good standing from each officially recognized alumni association in the Province.

For each Province Workshop, the Council shall include five collegiate members in good standing from each chapter representing their chapters as voting delegates. The exception shall be where a chapter’s Faculty Advisor is present, in which they must be a voting delegate.

## Section III. Committees

The Council shall consist of the following standing committees which shall be chaired by a collegiate or alumni member residing within the borders of the province in good standing, who is not an officer of the Council, who shall be appointed by the Collegiate Province Representative and ratified by the Province Governor. These committees shall gather information and coordinate activities as it pertains to their agenda, and shall be comprised of any number of brothers assigned to them by the committee chairmen or the Province Leadership Team.

1. **Colony Development**

The Colony Development Committee shall be responsible for identifying potential colonies, either through schools with inactive chapters or schools to establish a new colony. The committee shall assist interest groups in pre-colony procedures, support colonies through all phases of the colonization program, and continue to assist new chapters in their first year, post chartering or reactivation. The committee shall also assist mentor chapters during the colonization program. The committee shall report its recommendation of colony possibilities and progress on all current colonies at each meeting of the Council.

1. **Advocacy and Outreach**

The Advocacy and Outreach Committee shall be responsible for the advancement of the Council’s and Fraternity’s goal of music advocacy and outreach. The committee, through the generation of scholarships, donations, commissioned music, sponsorship of clinicians, community service, and other projects or services, shall coordinate, implement, and evaluate programs that will benefit the community within the Province. The committee shall report to the Council and its recommendations of potential programs to pursue financial ventures intended to benefit the community.

1. **Technology**

The Technology Committee shall be responsible for the development and upkeep of the Province 21 website and all technologies related to the Province. The committee shall ensure the distribution of the Province 21 electronic newsletter produced by the Assistant Collegiate Province Representative. The committee shall also encourage collegiate and alumni members of the Province to subscribe to the Province listserv in order to ensure announcements are being distributed to the entire Province. The committee shall make recommendations of technological endeavors to the Council. The technology chair will keep a collection of active URL’s, Usernames, and Passwords to be distributed to the Province Governor and Collegiate Province Representative. The collection will then be passed off to the next set of leadership.

1. **Bylaws**

The Bylaws Committee shall be responsible for the continued maintenance and revision of the Council Bylaws; charged with developing, compiling, and presenting the Proposed Bylaws Docket for deliberation at each Province Workshop. In addition, the committee shall also be responsible for keeping an up-to-date record of all the bylaws of the chapters and alumni associations of the Province; charged with reviewing these bylaws to assure their accordance and compliance with the National Constitution & Bylaws, the Fraternity’s Risk Management Policy, and these documents, the Province 21 Council Bylaws.

# Article III - Meetings

## Section I. Frequency

The Council shall meet, officially, four times throughout the academic year.

During the Fall Semester, it shall conduct two Council Meetings: the first shall be responsible for the Installation of Officers, development of the Official Agenda for the academic year, and Province Goals. The second shall be responsible for the Province Social.

During the Spring Semester, there shall be a Council Meeting to continue business of the Council. Lastly, Province Workshop will ensure the election of Province Officers for the following academic year and the revision of Council Bylaws, among other programming planned by the Province Officers.

In addition, the Council shall also meet once during the summer term for a Province Leadership Retreat, responsible for the training of new Council officers and Province leaders and (if warranted) the preparation of Province delegates for the triennial National Convention.

A meeting of the Council may be called at any other time designated by the Province Governor.

## Section II. Quorum

Quorum for the Council shall consist of half of the voting delegates plus one at any given meeting.

**Section III. Voting**

Each chapter, colony, and officially recognized alumni association within Province 21 shall be entitled, during Province Council meetings, to two votes; one per each representative on the Council. During the Province Workshop, each chapter, colony, and officially recognized alumni association shall be entitled to five votes; one per each representative on the Council for official elections and legislation decisions. The Collegiate Province Representative shall vote only in the event of a tied decision. The Province Governor, Assistant Collegiate Province Representative, Province Music Director, Province Historian and Province Alumni Coordinator shall not be entitled to a vote.

There are certain issues on which colony representatives shall not be entitled to a vote. These shall include, but not be limited to, discussions which contain material that is confidential in nature. The Province Governor, alone, shall make the decision to revoke a colony’s right to representation on such issues.

**Section IV. Attendance Policy**

The Council shall operate with the following minimum attendance policy for all meetings of the Council. Each chapter, colony, and alumni association shall ensure that they have their two voting delegates at each Council Meeting, at minimum, and five voting delegates at each Province Workshop, at minimum. Failure to meet this policy shall result in loss of voting privileges at subsequent Council Meetings until the following task is completed:

The chapter, colony, or alumni association that was not in proper attendance at the most recent Council Meeting or Workshop shall visit the host chapter of the missed meeting with a minimum of two (2) brothers for no less than two (2) hours.

1. This visit must be logged and signed by the Chapter President of the host chapter of the missed meeting and submitted to the Province Governor and Collegiate Province Representative for approval before voting rights are reestablished.
2. The Province Governor and Collegiate Province Representative reserve the right to exempt any chapter from the attendance policy for school or chapter functions. These exemptions must be submitted in writing to the Province Governor and Collegiate Province Representative at least one (1) week prior to the upcoming Council Meeting.

## Section V. Reimbursement

1. **Council Meetings**

The Council shall reimburse one car, provided that the car had a full tank of gas prior to departing for the trip, from each represented chapter, colony, and alumni association of the Province at Council meetings. Gas receipts must be submitted to the Province Governor immediately upon completion of said trip. No reimbursements will be granted without proper documentation and receipts.

1. **Leadership Institute**

The Council shall reimburse each chapter, colony, and alumni association in Province 21 the sum of $100.00 that is represented at the National Leadership Institute. Reimbursement will take place upon completion of said event.

1. **National Convention**

The Council shall reimburse each chapter, colony, and alumni association in Province 21 the sum of $100.00 that is represented at the triennial National Convention. Reimbursement will take place upon completion of said event.

## Section VI. Awards

1. **Charles E. Lutton Award**

The Council shall award a monetary prize of $250.00 to the chapter which receives the Charles E. Lutton Award at the end of each triennium.

In the event of a tie, the actual award itself shall be awarded to the chapter with the highest percentage of chapter attendance at all 15 major Province events throughout the triennium, determined by the Province Governor, verified by the Province Leadership Team, all pertinent minutes, and records.

**B. Province Incentive Program**

The Council shall award monetary prizes of six (6) $250.00 checks to be used for National Convention during the academic year in which one may occur and six (6) $100 checks to be used for Leadership Institute during years in which a National Convention is not used for chapters who complete the Province Incentive Program under the following conditions:

The chapter with the highest amount of points shall receive 3 checks, the chapter with the second highest amount of points shall receive 2 checks, and the chapter with the third highest amount of points shall receive 1 check. Reference and rules of this program are attached in the appendix section of this document. Winners will be verified by the Province Governor and Collegiate Province Representative. The checks will be distributed at each year’s Province Workshop. To be eligible to use the monetary prize, the chapter must spend it on a dues paying member who has attended a Province meeting within the academic year in which the program is being implemented.

# Article IV – Finances

## Section I. Dues

Province 21 dues are to be paid each academic semester, in the amount of eight dollars ($8.00) per collegiate member, four dollars ($4.00) per active alumni association member, colony member, and probationary member in the Province. Fall semester dues must be paid by October 15th. Spring semester dues must be paid by March 15th. All dues payments must be sent to the Province Governor by the appropriate date. Any chapter, alumni association, or colony failing to meet these deadlines shall lose voting privileges at all Council Meetings which shall be restored immediately upon payment.

## Section II. Custodianship

The Province Governor, acting as Province Treasurer, shall be the custodian of all Province funds. He shall establish all necessary accounts for this purpose. The name of the current Province Officers, determined by the Province Governor, may also be present on all accounts in case the Province Governor becomes indisposed.

## Section III. Province Funds upon Dissolution of the Council

Should the Council be dissolved for any reason, the funds shall be donated to the Sinfonia Educational Foundation.

# Article V - Amendments

## Section I. Revisions

These documents shall be edited, reviewed, and revised each triennium, prior to the National Convention. They may be amended and voted on each year at the Province Workshop Assembly.

## Section II. Amendment Proposal

Any collegiate brother in good standing in Province 21 may propose an amendment. In addition, Province officers and committee chairmen may also propose an amendment, so long as the proposer is not chairing the session.

## Section III. Ratification

The Council’s Bylaws may be ratified only at the Province Workshop Assembly, approved by a two-thirds (2/3) vote of the delegates present and voting at the workshop.

## Section IV. Editorial Changes

The Chairman of the Bylaws Committee or Collegiate Province Representative may make article and section designation, punctuation, cross reference, spelling, grammatical, and typographical changes to these Bylaws as necessary, subject to approval by the Province Governor.

**Appendix**

**Incentive Program**

The Incentive Program was designed to give the chapters in our Province a way to not just Meet Expectations throughout the year, but to excel as a Province and Exceed Expectations. The program will be as follows:

* 10 Points for every category
  + Some categories may have multiple winners
* What happens if you win?
  + The Chapter with the highest amount of points until Spring Workshop (March-April) will be awarded 3 registration vouchers to the national event that given year. (Location TBA)
  + The Chapter with the second highest amount of points until Spring Workshop (March-April) will be awarded 2 registration vouchers to the national event that given year. (Location TBA)
  + The Chapter with the third highest amount of points until Spring Workshop (March-April) will be awarded 1 registration voucher to the national event that given year. (Location TBA)
* The Chapters that win may choose who they send to the national event that given year
* Awarded checks at Workshop
  + *Stipulations on who may be chosen*
    - *Brothers who are chosen for free registrations must do the following*
      * *Attend Convention for the Entire Length of the event*
      * *MUST have attended at least ONE Province Council or Workshop that year*
      * *MUST be a Brother in Good Standing*
* All Documentation must be sent to the Collegiate Province Representative via Dropbox
  + The Collegiate Province Representative will create a Dropbox account.
  + When sharing documents please put in the title of document
  + The Number Incentive you are submitting
  + The Date of the Event
* Documentation that may be used
  + Documents / Programs / Posters / Audio / Video
  + Picture Files
  + MUST BE ELECTRONIC COPIES

Incentives

1. Highest Overall Grade Point Average (GPA)
   1. “Sinfonia Encourages High Scholastic Achievement”
   2. Scholarship – 6 Responsibilities
      1. The Chapter that has the highest cumulative GPA for the Fall Semester will Receive 10 points.
         1. The GPAs of all dues paying members will be counted.
2. Most Documented Mill’s Music Missions (MMM’s)
   1. Music Power
   2. Part 3 of the Object
   3. Musical Achievement Citation
3. Most Documented Chapter Visits Within The Province
   1. Participation – 6 Responsibilities
   2. Part 1 of the Object
   3. Province Interaction Citation
4. Most Documented Fraternity Education Programs or Presentations
   1. Part 1 of Object
   2. Membership Development Citation
5. Most Documented/Performed American Music
   1. Part 3 of Object
   2. Musical Achievement Citation
   3. Music Power
6. Most Documented Alumni Involvement
   1. Man Power
   2. Alumni Relations Citation
7. Paperwork Received On Time
   1. All 7 Citations
   2. All Chapter Reports
   3. All Initiation Reports (Two Weeks Before)
8. Most Documented Social Events As A Chapter
   1. Part 1 of Object
   2. Part 2 of Object
   3. Activities – 6 Responsibilities
   4. Man Power
9. Most Money Donated To The Sinfonia Education Foundation
   1. Money Power
   2. Finance – 6 Responsibilities
10. Creative Way To Give Back To Your Alma Mater
    1. Part 4 of Object
    2. Special Projects Citation (No. 4 Especially)

Province Incentive Program Created By:

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Collegiate Province Representative of Province 21 - 2014-2015