



Nu Kappa Chapter Bylaws

2015 Revision

Article I. Function

SECTION ONE. Constitutional Authority and Governing Documents.

Nu Kappa Chapter is organized in accordance with Bylaws, Title III, Article I of the *National Constitution and Bylaws* of Phi Mu Alpha Sinfonia, and shall function in accordance with the *National Constitution and Bylaws*, the *Province 30 Bylaws*, the *Constitution of the Interfraternity Council at Winthrop University* and the *Nu Kappa Chapter Bylaws*.

Article II Probationary Membership

SECTION ONE. Eligibility for Probationary Membership.

Students wishing to enter probationary membership must meet the eligibility requirements of the Winthrop University Office of Fraternity and Sorority Affairs and the requirements for membership eligibility outlined in Bylaws, Title I, Article I of the *National Constitution and Bylaws*.

SECTION TWO. Probationary Member Dues.

Probationary members shall pay dues to cover, at minimum, the cost of the basic initiation package plus a sum equal to or less than the cost of paddles, Province 30 dues, and any finances owed to the Interfraternity Council at Winthrop University.

SECTION THREE. Probationary Member Payment Plans.

The Treasurer may implement a payment plan with any probationary member with the approval of the Fraternity Education Officer and a majority of the Executive Committee. All payment plans must be completed at the latest two weeks before the Initiation date.

SECTION FOUR. Mentor Brothers.

Each probationary member shall be assigned a mentor brother, in accordance with a process proposed by the Fraternity Education Officer and approved by the Executive Committee. Any brother who has been a collegiate member for a minimum of one full semester, and is in good standing, may be eligible to be selected as a mentor brother. An alumni or honorary member may be eligible if approved by two-thirds majority vote of the chapter. Additionally, in cases where probationary members exceed the number of eligible mentor brothers, a new collegiate member may be made eligible by a two-thirds majority vote of the chapter. The mentor brother shall be responsible in part for the fraternal education of his probationary member and will be expected to attend mandatory events. Mandatory events include weekly meetings, color nights, the Pin In ceremony, Initiation, as well as any meeting or event scheduled by the Fraternity Education Officer with at least two weeks notice.

Article III Financial Obligations

SECTION ONE. Chapter Dues

In addition to national per capita tax detailed in Bylaws, Title I, Article X, Section 1 of the *National Constitution and Bylaws*, each collegiate member of the Nu Kappa Chapter shall pay chapter and Province 30 dues, and any dues owed to the Interfraternity Council at Winthrop University, the details of which shall be presented to and approved by the chapter during the planning session preceding each term. Dues shall be collected no later than two weeks prior to the date for that term's Chapter Personnel Report. Chapter dues cover general expenditures for the chapter. Any brother failing to fulfill the aforementioned financial obligations will be placed on suspension.

SECTION TWO. Payment Plans.

The Treasurer may implement a payment plan in accordance with Article V, Section Four of the *Nu Kappa Chapter Bylaws*. In cases where a payment plan is implemented, the chapter shall pay the brother's total financial obligation to Phi Mu Alpha in advance. If more than one brother implements a payment plan, the Nu Kappa Chapter will pay and not exceed \$450 total. All payment plans must be completed at least two weeks before the end of the academic term. If a brother fails to complete his payment plan, he will be suspended and unable to run for any office in accordance with the *National Constitution and Bylaws*.

SECTION THREE. Chapter Accounts.

The Nu Kappa Chapter shall hold at least one checking account that shall serve as the chapter treasury. All accounts shall require two signatures for the use of chapter funds. Any two of the following four chapter officers can sign for the chapter funds: Treasurer, Faculty Advisor, Vice President and President. An officer may not cosign reimbursement for himself. The account holders shall be renewed with the financial institution upon installation into the aforementioned offices.

Article IV Officers

SECTION ONE. Additional Officers.

In addition to those officers listed in Bylaws, Title III, Article IV, Section 1 of the *National Constitution and Bylaws*, the Nu Kappa Chapter shall also elect the following officers, whose duties shall be outlined in Article V of the *Nu Kappa Chapter Bylaws*: Music Director, Webmaster, and Public Relations Officer.

Article V Officer Duties

SECTION ONE. President.

In addition to the duties outlined in Bylaws, Title III, Article IV, Section 5 of the *National Constitution and Bylaws*, the President shall specify jersey/pin attire days for the chapter.

SECTION TWO. Vice President.

In addition to those duties listed in Bylaws, Title III, Article IV, Section 6 of the *National Constitution and Bylaws*, the Vice President shall oversee the following events pending their occurrence:

- *The Olde English Madrigal Feaste.* The Vice President shall be held responsible for organizing participants and labor for the Olde English Madrigal Feaste, as well as maintain consistent contact with the representatives from all organizations involved. This shall include presenting a delegation of tasks no less than two months prior to the event.
- *Formal.* The Vice President shall be held responsible for organizing and arranging accommodations for the annual Phi Mu Alpha Formal, as well as maintain consistent contact with the representatives from all organizations involved. This shall include presenting a delegation of tasks and tentative budget no less than two months prior to the event.
- *Competitions.* The Vice President shall be held responsible for organizing the annual *Bruce Thompson Concerto Competition* and the *Jerry Helton Aria Competition*. This shall include presenting a delegation of tasks and tentative budget no less than two months prior to each event.

SECTION THREE. Secretary.

In addition to those duties listed in Bylaws, Title III, Article IV, Section 7 of the *National Constitution and Bylaws*, the Secretary shall be responsible for recording and distributing minutes of each meeting of the Nu Kappa Chapter to all members in good standing. He shall keep an accurate account of attendance for all meetings and events, according to Article VIII, Section One of the *Nu Kappa Chapter Bylaws*. He shall issue suspension notification letters during the week immediately following the infraction leading to the suspension. He shall be responsible for the documentation of all community service records of the chapter, and for submitting them at the designated time to the Interfraternity Council. He shall also oversee the monthly officer evaluations.

SECTION FOUR. Treasurer.

In addition to those duties listed in Bylaws, Title III, Article IV, Section 8 of the *National Constitution and Bylaws*, the Treasurer shall be responsible for all fundraising efforts proposed by the Nu Kappa Chapter. He shall prepare a formal budget once per semester, to be completed prior to the first business meeting of the semester, to be ratified by the general body, and shall be responsible for presenting and detailing all additional dues required of the chapter at the planning sessions preceding each semester. He shall also maintain a physical ledger as well as a digital copy. In accordance with the Money Management Guide the Treasurer will keep up to date brother journals concerning membership dues and other financial obligations paid. He shall also report on the financial status of the Chapter at each weekly business meeting, and present on the treasurer's report once a month in accordance with the national bylaws and money management guide. The Treasurer shall be responsible for the implementation of payment plans with any individual member with the approval of the majority of the Executive Committee by the business meeting directly preceding the collection date for dues. The treasurer will maintain the Sinfonia Educational Foundation's chapter fund, and preserve the Nu Kappa chapter's tax-exempt status.

SECTION FIVE. Historian

In addition to those duties listed in Bylaws, Title III, Article IV, Section 9 of the *National Constitution and Bylaws*, the Historian shall be responsible for keeping the Phi Mu Alpha board and Brotherhood Tree up to date and keeping a pictorial account of fraternity events.

SECTION SIX. Warden.

In addition to those duties listed in Bylaws, Title III, Article IV, Section 10 of the *National Constitution and Bylaws*, the Warden shall act as chief parliamentarian, and preside over the preparation and execution of the Initiation Ritual. He shall also be responsible for keeping an accurate inventory of chapter storage, and presenting a formal report no later than the second business meeting of each semester.

SECTION SEVEN. Alumni Relations Officer.

In addition to those duties listed in Bylaws, Title III, Article IV, Section 11 of the *National Constitution and Bylaws*, the Alumni Relations Officer shall be responsible for organizing the annual Alumni Cookout pending chapter vote. This shall include presenting a delegation of tasks and a tentative budget no less than two months prior to the event. He shall also be responsible for organizing and conducting the Nationally recognized Anniversary Ceremonies of Alumni Brothers.

SECTION EIGHT. Fraternity Education Officer.

The duties of the Fraternity Education Officer follow the requirements as outlined in the Bylaws, Title III, Article IV, Section 12 of the *National Constitution and Bylaws*.

SECTION NINE. Music Director

The Music Director shall be responsible for leading music rehearsals. He shall also organize a Mills Music Mission no less than once per semester, as well as an annual American Music Recital and one additional musical performances, as specified in Article VII, Section One of the Nu Kappa Chapter Bylaws.

SECTION TEN. Webmaster.

The Webmaster shall be responsible for the maintenance of the Nu Kappa Chapter's web page. He shall work with the Public Relations Officer to fulfill all advertising needs of the chapter and shall be responsible for the creation of advertising flyers.

SECTION ELEVEN. Public Relations Officer.

The Public Relations Officer shall be responsible for communications between the Nu Kappa Chapter and other organizations, individuals, or authorities. He shall work with the Webmaster to fulfill all advertising needs of the chapter and shall be responsible for the distribution of advertising flyers. He shall serve as the primary chapter delegate for the Interfraternity Council at Winthrop University.

Article VI Committees

SECTION ONE. The Executive Committee.

The Executive Committee shall consist of exactly five officers and shall fulfill such duties as outlined in Bylaws, Title III, Article IV, Section 14 of the *National Constitution and Bylaws*. Additionally this committee shall plan the agenda for meetings. The President shall be the chairman of the Executive Committee. The Vice President, Secretary, Treasurer, and Warden shall be standing members of this committee. In the event that the Executive Committee consists of less than five standing members, another officer shall be chosen by the President to stand on this committee.

SECTION TWO. Man Committee.

The Man Committee shall be responsible for detailing the social and fraternal interactions of the Nu Kappa Chapter. This includes brotherhood events, inter-fraternal relations, alumni relations, social events, rush events, and recruitment activities. The Vice President shall be the chairman of the Man Committee. The Fraternity Education Officer, Alumni Relations Officer, and Public Relations Officer shall be standing members of this committee. The Man Committee shall meet no less than twice a semester.

SECTION THREE. Music Committee.

The Music Committee shall be responsible for detailing the musical activities, service, and outreach on the Nu Kappa Chapter. This includes, but is not limited to, Mills Music Missions and recitals. The Music Director shall be the chairman of the Music Committee. The Secretary shall be a standing member of this committee. The Music Committee shall meet no less than twice a semester.

SECTION FOUR. Money Committee.

The Money Committee shall be responsible for detailing the financial planning of the Nu Kappa Chapter. This includes any recurring or new fundraisers. The Treasurer shall be the chairman of the Money Committee and the Webmaster shall be a standing member of this committee. The Money Committee shall meet no less than once a month.

SECTION FIVE. Bylaws Committee

The Bylaws Committee shall be chiefly responsible for revising the *Nu Kappa Chapter Bylaws*. They shall meet, at the least, pending the occurrence of the conditions for revision indicated in Article XI, Section I of the *Nu Kappa Chapter Bylaws*. The Warden shall serve as the chairman of this committee. The President shall be a standing member of this committee.

Article VII Special Events and Observances

SECTION ONE. Musical Performances.

In addition to the American Music Recital listed in Bylaws, Title III, Article II, Section 6 of the *National Constitution and Bylaws*, the Nu Kappa Chapter shall annually present at least one other musical performance.

SECTION TWO. Mills Music Mission.

The Nu Kappa Chapter shall present at least one Mills Music Mission in the community per semester. The date for the Mills Music Mission shall be approved no less than two weeks prior to the event.

SECTION THREE. Attire.

Attire shall be defined as and worn in accordance with Constitution, Article XVII, Section 3 and 5 of the *National Constitution and Bylaws*. Additionally, pin attire shall be defined to include a collared shirt, necktie or bowtie, and slacks, and shall be a requirement for display of the fraternity pin. Collegiate members of the Nu Kappa Chapter shall be required to wear pin attire at the first and last business meeting of each semester and other dates specified in advance by the President.

SECTION FOUR. Chapter Day and Founder's Day.

In accordance with Bylaws, Title III, Article II, Section 5 of the *National Constitution and Bylaws*, the Nu Kappa Chapter shall observe annually Founder's Day (October 6th) and Chapter Day (January 27th).

Article VIII Discipline

SECTION ONE. Attendance.

Each collegiate member of the Nu Kappa Chapter is expected to attend all meetings and events, and shall be allowed a total of three unexcused absences before being placed on suspension. Tardiness and early departure will count towards unexcused absences at the rate of two tardies or early departures counting as one unexcused absence. A brother is counted tardy if he arrives during or after the opening of any business meeting or beginning of any mandatory event. Attendance records will be maintained by the Secretary, and shall be made available to any member of the Executive Committee. Mandatory events shall include musical performances, Ritual, Ritual rehearsals, Mills Music Missions, Color Nights, Province 30 Officer's Summit, Province 30 Workshop, and any event deemed mandatory by the Executive Committee and planned no less than a month in advance. In addition to events deemed mandatory by the chapter, members are required to attend all mandatory IFC events. Any fine exacted upon the Nu Kappa Chapter by the IFC as result of insufficient attendance will be assessed upon the members responsible. Excused absences include: severe sickness, death of family member or close friend, pre-planned major events, unavoidable required academic events, occupational or religious conflicts, and official representation of Phi Mu Alpha Sinfonia. Only events planned before the Executive Committee deems a conflicting chapter event mandatory shall be considered pre-planned. Absence request forms must be submitted to the Secretary before the Executive Committee meeting preceding the absence for the absence to be considered excused. In the event that a member is unable to submit an absence request by the specified dead line, he may meet with the Executive Committee to have the absence reconsidered at the next business meeting he is able to attend.

SECTION TWO. Delegation of Tasks.

Tasks delegated to, and accepted by, a member of the Nu Kappa Chapter shall be considered mandatory, and shall be subject to the same attendance policy as listed in Article VIII, Section One, of the *Nu Kappa Chapter Bylaws*.

SECTION THREE. Suspension.

Members shall be disciplined pursuant to Bylaws, Title III, Article IX of the *National Constitution and Bylaws*. Suspensions shall last two weeks. During that time, an appointment is to be made with the Executive Committee to discuss the terms of the suspension. Should no attempt be made to meet with the Executive Committee, the matter will be sent to the National Headquarters.

Article IX Evaluations

SECTION ONE. Evaluations.

Evaluations of each officer shall occur at the last meeting of every month (excluding August, December, and April). The Evaluation format will be established by the Executive Committee, and the Secretary shall administer and tabulate them.

Article X Reimbursement

SECTION ONE. Reimbursement.

Reimbursement may be granted to individuals that have spent personal resources on behalf, for the betterment, or at the request of the Nu Kappa Chapter. An amount of reimbursement, if any, shall be decided upon by the Executive Committee and announced to the chapter, at which time any member in good standing may request reconsideration by the executive committee.

Article XI Amendments, Reviews, and Suspension

SECTION ONE. Amendments.

These bylaws may be amended at any regular business meeting by a two-thirds affirmative vote of the collegiate members of Nu Kappa Chapter who are present, in good standing, and voting, provided that the proposed amendment was presented in writing at a previous meeting.

SECTION TWO. Reviews.

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

SECTION THREE. Suspension

In cases deemed necessary by the chapter, temporary suspension of these bylaws may be approved by a two-thirds majority vote of the collegiate members of Nu Kappa Chapter who are present, in good standing, and voting.

Article XII

Chapter Electronic Media

SECTION ONE. Electronic Media

In accordance with the national Policy on Electronic Media, the chapter shall refrain from using the name “Phi Mu Alpha Sinfonia” or any name meant to refer to the fraternity or chapter, any of its entities or its membership, in any content, pictures or graphics used in any electronic media that are offensive, that reflect poorly on Phi Mu Alpha Sinfonia, or that are inconsistent with the National Constitution and Bylaws, Risk Management Policies, or other customs of the fraternity. This includes but is not limited to the follow outlets: websites or web pages, internet postings, weblogs, online web communities (i.e. facebook.com, twitter.com) and online compilations of photographs. Members found to be in violation of this policy may be subject to disciplinary action pursuant to Articles XII

SECTION TWO. Visual Standards Manual

In accordance with the National Headquarters, the Visual Standards Manual and the Visual Identity Manual will be the standard usage for the chapter and Fraternity’s name in both printed and digital documents where a definitive visual brand is used. All graphics and flyers that use fraternal images or text shall be within legal standards outlined in the manuals.

SECTION THREE. Media Platforms

The Nu Kappa Chapter shall operate an online web community page (i.e. facebook.com, twitter.com, and others as the web and social media evolve.) for people in the community to connect with the Winthrop University chapter. Officers who will have access to the accounts will be the chapter President, Vice-President, Webmaster, and Public Relations/Social Chair.