

2016 Revision

Nu Kappa

Chapter Bylaws

**Abbreviations**

Interfraternity Council (IFC)

Office of Fraternity and Sorority Affairs (OFSA)

Fraternity Education Officer (FEO)

Executive Committee (EC)

Alumni Relations Officer (ARO)

Public Relations Officer (PRO)

Academic Coordinator (ACord)

Academic Committee (ACom)

Academic Support Member (ASM)

Academic Success Center (ASC)

**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 IFC at Winthrop University, the Nu Kappa Chapter Bylaws, and the student code of conduct for Winthrop University.

**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 OFSA 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, half the cost of a chapter jersey, Province 30 dues, and any finances owed to the IFC at Winthrop University.

**SECTION THREE. Probationary Member Payment Plan.**

The Treasurer may implement no more than half of the current line of probationary members (rounded down) with a payment plan with any probationary member.  This payment plan must be approved of by the FEO and a majority of the EC. All payment plans must be completed at the latest two weeks before the Initiation date.  A three-quarters majority vote of the collegiate members of the Nu Kappa Chapter who are present, in good standing, and voting may suspend this bylaw.

**SECTION FOUR.  Mentor Brothers.**

Each probationary member shall be assigned a mentor brother, in accordance with a process proposed by the FEO and approved by the EC. Any brother who has been a collegiate member for a minimum of one full semester, and is in good standing, and must have attended at least one Mentor Brother Workshop, 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 as well as attending at least one Mentor Brother Workshop. 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.

1. Should a member of the EC need approval to be a mentor brother, the FEO will stand as an acting member of the EC in order to approve the brother in question.
   1. Should the FEO be a member of the EC, another brother will be nominated and elected by the general assembly to stand in the EC in order to approve the brother in question.
2. Should an Alumni brother wish to be a Mentor Brother by Proxy (that is, be the mentor brother of a probationary member while another brother is directly their mentor for the purpose for continuing the Alumni brother’s family tree), the brother may be eligible if approved by two-thirds majority vote of the chapter.
   1. The brother that is to be the direct mentor for the probationary member under the Alumni brother is eligible if he has been a collegiate member for a minimum of one full semester, is in good standing, and has attended at least one Mentor Brother Workshop.

**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 IFC 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 automatic 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 for no more than 15% of all active brothers rounded up to the nearest whole number of brothers. This will not exceed more than 25% of the current chapter funds. A payment plan will begin with a down payment of no less than the equivalent of national per capita tax.  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.  A three-quarters majority vote of the collegiate members of the Nu Kappa Chapter who are present, in good standing, and voting may suspend this bylaw.

**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, President, and Vice 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, PRO, and ACord.

**SECTION TWO. Officer Installation.**

Officers for the calendar year shall be installed no later than the last regular chapter meeting of the fall semester.

**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 organize and hold brotherhood events, as well as oversee the following events pending their occurrence:

A) The Sinfonia Sing Off. The Vice President shall be held responsible for organizing participants and labor for the annual Sinfonia Sing Off, 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.

B) 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.

C) Bruce Thompson Concerto Competition. 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 the 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 and expulsion notification letters during the week immediately following the infraction leading to the suspension or expulsion. 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 IFC at Winthrop University. 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 EC no later than 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. The Historian shall also present a pictorial account of fraternity events to the chapter once a month, as well as present an updated Brotherhood Tree to the chapter at the end of each academic term.

**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.  He shall also be responsible for organizing and conducting any ceremonies necessary for the chapter unless otherwise stated by the Nu Kappa Bylaws that a specific officer is responsible for a certain ceremony.

**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 ARO 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 FEO follow the requirements as outlined in the Bylaws, Title III, Article IV, Section 12 of the National Constitution and Bylaws, as well as organize Mentor Brother Workshops that should occur of a minimum twice an academic term.  The workshops shall be scheduled so that every brother has the availability to attend at least one workshop.  He shall also be responsible for completing mandatory recruitment requirements in accordance to the IFC Constitution and OFSA at Winthrop University.

**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 performance, as specified in Article VII, Section One of the Nu Kappa Chapter Bylaws. He is also required to organize and hold no less than ten music rehearsals an academic term, which are mandatory events.

**SECTION TEN. Webmaster.**

The Webmaster shall be responsible for the maintenance of the Nu Kappa Chapter’s website. He shall work with the PRO to fulfill all advertising needs of the chapter and shall be responsible for the creation of advertising flyers. He shall also organize and administrate digital file organization and social media accounts.

**SECTION ELEVEN. Public Relations Officer.**

The PRO 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 IFC at Winthrop University.  He will also be held responsible for organizing and holding at least three collaborative events with other organizations during the academic year. The collaborative events will be divided with one event being held during the fall semester and two events being held in the spring semester, at least one of which being an event that the entire student body is welcomed to.

**SECTION TWELVE. Academic Coordinator.**

The ACord shall be responsible for the management of the academic committee and will speak on the behalf of the ACom. The ACord shall be responsible to maintain a 3.0 GPA and keep track of the academic binder. He shall be responsible for contacting Student Affairs to determine GPA brackets as stated in Article XIII Section Two of the Nu Kappa Bylaws.

**Article VI**

Committees

**SECTION ONE. Executive Committee.**

The EC 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 and approve or deny absence requests by majority vote. The President shall be the chairman of the EC. The Vice President, Secretary, Treasurer, and Warden shall be standing members of this committee. In the event that the EC consists of less than five standing members, another brother shall be nominated and elected by the general assembly to stand on this committee by simple majority.  The chairman of this committee will take attendance and will send attendance to the Secretary.

**SECTION TWO. Man Committee.**

The Man Committee shall consist of exactly seven brothers and 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 FEO, ARO, and PRO shall be standing members of this committee. The Man Committee shall meet no less than twice a semester.  The chairman of this committee will take attendance and will send attendance to the Secretary.

1. Should the ARO not be a collegiate brother, he is not required to be standing member of Man Committee.

**SECTION THREE. Music Committee.**

The Music Committee shall consist of exactly five brothers and 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 Warden shall be a standing member of this committee. The Music Committee shall meet no less than twice a semester.  The chairman of this committee will take attendance and will send attendance to the Secretary.

**SECTION FOUR. Money Committee.**

The Money Committee shall consist of exactly five brothers and 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 Secretary shall be a standing member of this committee. The Money Committee shall meet no less than once a month.

The chairman of this committee will take attendance and will send attendance to the Secretary.

**SECTION FIVE. Bylaws Committee.**

The Bylaws Committee shall consist of exactly five brothers and be chiefly responsible for revising the Nu Kappa Chapter Bylaws. They shall meet at least once per academic year. The Warden shall serve as the chairman of this committee. The President shall be a standing member of this committee. The chairman of this committee will take attendance and will send attendance to the Secretary.

**SECTION SIX. Academic Committee.**

The ACom shall consist of exactly five brothers. Each member of the ACom shall be responsible for having a 3.0 GPA. They are responsible for assisting the ACord with the Academic Binder and are able to serve as ASM. The ACom shall meet no less than once a month. The chairman of this committee will take attendance and will send attendance to the Secretary.

**Article VII**

Meetings

**SECTION ONE. Regular Chapter Meetings.**

The chapter shall decide when regular chapter meetings are to be held for the following academic semester at the last regular chapter meeting of the current academic semester.

**SECTION TWO. Canceling Chapter.**

A majority of the brothers may cancel chapter without opening a business meeting so long as a special meeting is still called by the President or one-third of the brothers.

**Article VIII**

Special Events and Observances

**SECTION ONE. Musical Performances.**

In addition to The American Music Recital, as listed in Bylaws, Title III, Article II, Section 6 of the *National Constitution and Bylaws,* will be held during the Spring semester of the academic term.  The Nu Kappa Chapter will also present at least one other musical performance, which is to be held during the Fall semester of the academic term.

**SECTION TWO. Mill 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 one month prior to the event, and will adhere to “A Guide to Community Music Outreach for Chapters of Phi Mu Alpha, Sinfonia.”

**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 will annually observe Founder’s Day (October 6th) and Chapter Day (January 27th).

**Article IX**

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 automatically 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 EC. Mandatory events shall include regular chapter meetings, committee meetings, 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 general assembly and planned no less than two weeks 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, official representation of Winthrop University, and official representation of Phi Mu Alpha Sinfonia. Absence request forms must be submitted to the Secretary before the EC meeting preceding the absence for the absence to be approved or denied by majority vote of the EC. The brother can optionally request that his absence request be approved or denied by majority vote of the general assembly.  In the event that a member is unable to submit an absence request by the specified dead line, he may meet with the EC to have the absence reconsidered at the next business meeting he is able to attend. The brother can optionally request that his absence request be reconsidered at the next business meeting he is able to attend.

**SECTION TWO. Delegation of Tasks.**

Tasks, in regards to being a proxy of which are delegated to, and accepted by, a member of the Nu Kappa Chapter will be considered mandatory, and will be subject to the same attendance policy as listed in Article IX, Section One, of the *Nu Kappa Chapter Bylaws*.

**SECTION THREE. Suspension.**

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

**Article X**

Evaluations

**SECTION ONE. Evaluations.**

Evaluations of each officer shall be completed no later than the last meeting of every month (excluding August, December, April, June, and July). Should a brother not complete any evaluation for any officer, they will be required to complete a handwritten evaluation for any uncompleted evaluations. The Evaluation format will be established by the EC, and the Secretary shall administer and tabulate them. Brothers whose average grade from evaluations is below a 7 shall meet with the chapter president to discuss ways for the officer to improve. Brother’s whose average grade from evaluations is below a 5 shall have a private meeting with the executive board to discuss retention. The officer has the option to have this discussion with the general assembly after meeting with the EC first.

1. Should the President have an average grade from evaluations below a 7, then he shall meet with the rest of the EC to discuss ways to improve.
2. Should the brother in question be on the EC, than the discussion of retention shall happen with the general assembly.

**Article XI**

Reimbursement

**SECTION ONE. Reimbursement.**

Financial 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 financial reimbursement, if any, shall be decided upon by the general assembly by a majority vote. and announced to the chapter, at which time any member in good standing may request reconsideration by the executive committee.

**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 as outlined in Article VIII, Section Three of the Nu Kappa Chapter Bylaws.

**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 PRO.

**Article XIII**

Academics

**SECTION ONE. Academic Binder.**

The Academic Binder shall be placed in the Library with all other organizations binders. The binder shall hold a record of Study Hours per week. The binder will be on a honor system and the academic week begins and ends at 11pm on Saturday evenings.

**SECTION TWO. Study Hours.**

The required amount of study hours per week are to be decided off a bracket system based on a brothers GPA from the semester previous or from midterm grades, whichever is more current.

1. 3.0 or Higher.
   1. Brothers with a GPA of 3.0 or above are responsible for 5 study hours a week of which 2 can be applied practical hours.
2. 2.5-2.99.
   1. Brothers with a GPA between 2.50 and 2.99 are responsible for 8 study hours a week of which 3 can be applied practical hours.
3. 2.49 or below.
   1. Brothers with a GPA of 2.49 or below are responsible for 11 study hours a week of which 3 can be applied practical hours

**SECTION THREE. Additional Responsibilities.**

Brothers under certain GPA requirements will have additional responsibilities they are required to do. If a brother drops into an additional responsibility bracket or lowers a bracket, the brother is required to meet with the ACom to discuss a plan of action.

1. 2.5 - 2.69.
   1. Brothers with a GPA between 2.5 to 2.69 are required to seek additional discipline specific help, i.e. visiting professors’ office hours, joining peer study groups, seeking graduate student help, or sign up for a tutor at the ASC, should a brother’s class be offered to be tutored.
   2. Must meet with ACom to discuss plan of action
   3. Will be assigned an ASM
2. 2.49 or below.
   1. Brothers with a GPA below a 2.49 will be considered in bad standing with the chapter and are required to seek additional discipline specific help, i.e. visiting professors’ office hours, joining peer study groups, seeking graduate student help, or sign up for a tutor at the ASC, should a brother’s class be offered to be tutored.
   2. If the brother in question has been in bad standing for a minimum of a semester the brother will be moved to automatically suspended
   3. Must meet with ACom to discuss plan of action
   4. Will be assigned an ASM

**SECTION FOUR. All Other Provisions.**

1. Probationary members are required to have 5 study hours a week of which 2 can be applied practice hours, regardless of their GPA
2. If a brother has below 12 semester hours, they are required to meet with the ACom to discuss their plan of action for the semester
3. Full time internships are excused from study hours
4. Any brother can request an ASM

**Article XIV**

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. Revisions.**

These bylaws shall be reviewed no less than once per academic year 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, unless otherwise stated by the bylaw.