

**BYLAWS GOVERNING PROVINCE THREE
PHI MU ALPHA SINFONIA FRATERNITY OF AMERICA, INC.**

-- WINTER WORKSHOP 2010 REVISION --

ARTICLE I

NAME, PURPOSE, GOVERNING LAWS

Section One. *Name And Location.* This organization shall be known as Province Three of Phi Mu Alpha Sinfonia Fraternity of America, INC (Phi Mu Alpha Sinfonia). The boundaries of Province Three shall consist of those set by the National Executive Committee of Phi Mu Alpha Sinfonia.

Section Two. *Constitutional Authority.* Province Three is organized in accordance with Article VIII of the National Constitution of Phi Mu Alpha Sinfonia.

Section Three. *Governing Documents.* Province Three shall function in accordance with the National Constitution, General Regulations for Collegiate Chapters and the Province Three Bylaws.

ARTICLE II

PROVINCE OFFICERS

Section One. *Officers.* Province Three shall have officers as defined in the National Constitution and additional officers as defined below.

Section Two. *Treasurer.* The Treasurer shall maintain province funds and shall disburse of these funds under instruction of the Province Three Council. He shall make a detailed report at each Province Three Council meeting, and shall prepare a budget for the fall Province Three Council meeting. He shall also be the chair of the Fund-Raising Committee.

The DPG shall act as Treasurer for Province Three. If no DPG is appointed, the PG shall act as treasurer or may appoint a Treasurer.

Section Three. *Technology Coordinator.* The Technology Coordinator shall maintain and update the Province Three website, listserv and other online forms of organization. Additionally, he shall serve on the Communications Committee.

The Technology Coordinator shall be appointed by the Province Leadership Committee.

Section Four. *Eligibility for Office.* To hold province office, the home chapter of the candidate must have paid province dues before the time of elections or appointment. If this requirement has not been met, then the individual is not eligible for holding province office.

Section Five. *Terms.* Unless otherwise mandated by the Governing Documents, each Province Officer shall serve a one-year term, starting on September 1 and running through August 31.

ARTICLE III

PROVINCE COUNCIL

Section One. *Purpose.* The council should organize and concern itself with activities and decisions dedicated to the welfare of the province, membership education, chapter interaction, and the pursuit of the fraternity goals. The council shall also serve as a medium for interaction between chapters, colonies and alumni associations in the province as well as province officers for the purpose of

sharing information and coordinating province activities, assisting province officers in the planning and execution of province events, and advising province officers on the development of province activities which will further the goals of Phi Mu Alpha Sinfonia.

Section Two. *Membership.* The Province Three Council shall be comprised of the President and Province Council Representative from each chapter, colony and organized alumni association, the Province Governor (PG), the Deputy Province Governor (DPG), the Collegiate Province Representative (CPR), the Assistant Collegiate Province Representative (ACPR), and the Province Alumni Coordinator (PAC).

Section Three. *Officers.* The Province Three Council shall have three officers: a chairman, a secretary and an advisor.

Subsection One. *Chairman.* The CPR shall serve as Chairman. He shall guide the conduct of affairs of the Council, and shall perform other duties as the Council may specify. Additionally, he has the exclusive charge of all correspondence on behalf of the Council to the National Fraternity.

Subsection Two. *Secretary.* The ACPR shall act as Secretary for the Province Three Council, recording all province meetings and distributing the minutes to all council members, chapters, colonies, alumni associations, faculty advisors and the National Headquarters.

Subsection Three. *Advisor.* The PG shall serve as the Advisor to the Province Three Council.

Section Four. *Province Council Representatives.* Each chapter, colony and alumni association in Province Three shall annually elect one member in good standing as Province Council Representative. The term of a Province Council Representative shall last for one year and he may be reelected.

The PCR shall be the primary liaison between the province officers and his chapter. It shall be the duty of the PCR (along with the chapter President) to represent his chapter on the Province Three Council.

Section Five. *Alternates.* In order to ensure equal representation from each chapter, colony and alumni association, Presidents and/or Province Council Representatives may send an active member or Faculty Advisor to attend meetings of the province council in their absence. Alternates shall have all the powers of the person they are replacing, including the right to vote

Section Six. *Meetings.* The Province Three Council shall meet during Fall Sprawl, Winter Workshop, Spring Fling and at other times as designated by the Province Leadership Committee.

Section Seven. *Voting.* Each chapter and alumni association shall have a maximum of two votes. The Secretary and Advisor shall act as non-voting member of the Province Three Council. The Chairman shall vote only in the event of a tie.

Section Eight. *Quorum.* A quorum for the Province Three Council shall consist of a simple majority of voting members. In a quorum count, the Chairman shall be considered a voting member.

Section Nine. *Parliamentary Authority.* The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the Province Three Council in all cases to which they are applicable and in which they are not inconsistent with the Governing Documents in Article I Section 4 of these Bylaws or any special rules of order which the Province Three Council may adopt.

Section Ten. *Exceptions.* There are certain issues on which colony representatives shall not have a vote. These shall include (but are not limited to) discussions that involve fraternity secrets. The Advisor shall make the decision to revoke a colony's right to representation when such issues arise.

ARTICLE IV FINANCES

Section One. *Dues.* Each chapter and alumni association shall pay province dues in the amount of \$5.00 per active brother in good standing per year. Dues are to be paid on or before November 1st of each year. Any chapter or alumni association that has not paid all dues before a meeting of the Province Three Council shall lose its voting privileges. Voting privileges will be restored immediately upon compliance.

Section Two. *Province Accounts.* The Province Three Treasurer shall maintain a checking and/or a savings account in the name of Province Three at a statewide bank.

Section Three. *Disbursement.* The Province Three Council shall control the disbursement of funds within the province bank accounts. Funds shall be disbursed in accordance with a budget to be set by the Province Three Treasurer for the fall business meeting of the Province Three Council. Province funds shall be used to assist host chapters with costs associated with the Fall Sprawl, the Winter Workshop, Spring Fling and other events and items as directed by the council.

Section Four. *Fines.* Should any chapter or colony not represent itself at any meeting of the council, that chapter or colony shall be fined in the amount of \$15 per event. The funds shall be due within thirty (30) days of the missed meeting to the Province Treasurer who shall at that point enter the funds into the Province General Fund.

A chapter or colony may appeal any fine with a written letter to be sent to each member of the Province Leadership Committee. These men shall have sole discretion in excusing any fines with a majority vote. Any chapter or colony that has not paid all fines before a meeting of the Province Three Council shall lose its voting privileges. Voting privileges will be restored immediately upon compliance.

ARTICLE V COMMITTEES

Section One. *Standing Committees.* Province Three shall have the following standing committees: Leadership, Fund Raising, Expansion, Communication and Alumni Affairs.

Subsection One. *Leadership Committee.* The Province Three Leadership Committee shall consist of the PG (who shall serve as Chairman), the DPG, the CPR, ACPR, and the PAC. The committee shall serve as the executive committee of the province.

Subsection Two. *Fund Raising Committee.* The Fund Raising Committee shall be responsible for creating and implementing strategies for raising funds to be used for province operations and other purposes. Additional responsibilities include submitting plans for capital gain to the council for approval.

The Fund Raising Committee shall be chaired by the Province Treasurer. If the PG is also functioning as Treasurer, he may appoint a chair to this committee in his place.

Subsection Three. *Expansion Committee.* The Province Three Expansion Committee shall be charged with the recruitment and implementation of a strategic plan for development and creation of new colonies in Province Three. The Expansion Committee should also recommend a Big Brother chapter for any upstart colony.

Subsection Four. *Communication Committee.* The Province Three Communication Committee shall be headed by the ACPR and shall be charged with directing the communication within Province Three and to adjoining provinces. Further responsibilities shall include creating and distributing a Province Roster and a Province Calendar. At least once each year, the committee should submit article to the National Fraternity for publication.

Subsection Five. *Alumni Affairs Committee.* The Province Three Alumni Affairs Committee shall be responsible for the coordination, development and maintenance of alumni programs within the province. The committee shall be chaired by the PAC and shall consist of the AROs from each chapter in the province and a representative from each alumni association in the province.

Section Two. *Special Committees.* When deemed necessary by the PG, the Province Three Council, or the Province Three Leadership Committee, the PG or CPR may appoint a chair to one or more special committees. Special committees shall function until the completion of a given assignment or until dissolved by the PG or CPR.

Section Three. *Organization.* Each committee of Province Three shall consist of no fewer than three members in good standing.

Section Four. *Chairmen.* Each of the committees of Province Three shall have a chairman appointed by the Province Leadership Committee (unless explicitly noted), who shall guide all meetings of that committee. He shall vote only in the event of a tie.

Section Five. *Meetings.* Each committee of Province Three shall have at least two face-to-face meetings per year, with others scheduled as necessary. Meetings shall be conducted using parliamentary procedure or another procedure agreed upon by the members of the committee.

ARTICLE VI AWARDS

Section One. *Annual Awards.* Every year, Province Three shall give out the Richard A. Crosby Province Leadership Award and the David T. Plank Province Involvement Award.

Subsection One. *The Richard A. Crosby Province Three Leadership Award.* This award shall be given every year to a collegiate brother not on the Province Three Leadership Committee who, by his deeds, has exemplified leadership within Province Three. The Leadership Committee shall determine the recipient of this award.

Subsection Two. *The David T. Plank Province Involvement Award.* This award shall be given to the chapter with the highest percentage of attendance at Province Three events. It shall be given on a yearly basis at Fall Sprawl.

Section Two. *The Brother Todd Ridder "Go Get It" Memorial Traveling Award.* This award shall reside at one chapter or colony in Province Three until another chapter or colony retrieves the award, in

accordance with the Guideline Regarding the Brother Todd Ridder “Go Get It” Memorial Traveling Award.

ARTICLE VII AMENDMENTS/REVISIONS

Section One. *Amendments.* These bylaws may be amended at any meeting of the Province Three Council. Proposed amendments may be sponsored by any brother of Province Three in good standing nationally.

Section Two. *Prior Notice.* Amendments must be presented in writing or by electronic means to all chapters, colonies, alumni associations and council members at least two weeks prior to the council meeting.

Section Three. *Ratification.* Amendments to the Province Three Bylaws must be approved by a two-thirds majority vote of the Province Three Council.

Section Four. *National Assembly.* This document shall be reviewed at the first meeting of the Province Three Council that follows a National Assembly.