

**Phi Mu Alpha Sinfonia Fraternity of America, Inc.**  
**Province 37**  
**Province Council Bylaws**

**ARTICLE I**  
**Description**

**Section One. Name.** The name of this organization shall be Province 37 of Phi Mu Alpha Sinfonia Fraternity, henceforth referred to as “Province 37” or “the province”.

**Section Two. Governing Documents.** Province 37 shall be organized and function in accordance with the *National Constitution* and the *Province 37 Province Council Bylaws*.

**ARTICLE II**  
**Officers**

**Section One. Officers.** Province 37 shall have a Province Governor, Collegiate Province Representative (CPR) and two (2) Assistant Collegiate Province Representatives (ACPRs).

**Section Two. Eligibility.** The Province Governor shall be chosen according to the guidelines set forth in the *National Constitution*, Article IX, Section One. All other province officers shall be chosen in accordance with the *National Constitution*, Article X, Section Two, and must be registered as members of one chapter of Province 37.

**Section Three. Election.** In accordance with the *National Constitution*, Article X, Section One, the collegiate officers shall be elected at Province Workshop by a majority vote. Each chapter shall select no more than five (5) delegates from its current active membership to elect the CPR and ACPRs. If a chapter’s faculty advisor is in attendance, he shall act as one of the chapter’s delegates. Voting shall be by secret ballot.

**Section Four. Duties.**

Province Governor – In addition to the duties set forth in the *National Constitution*, Article IX, Section Four, the Province Governor shall serve as administrator of the Province 37 email listserv. He shall perform other duties as required by the Province Council.

Collegiate Province Representative (CPR) – In addition to the duties set forth in the *National Constitution*, Article X, Section Three, the CPR shall serve as the primary collegiate liaison between chapters of the province. He shall serve as chairman of the Province Council. He shall perform other duties as required by the Province Council and/or Province Governor.

First Assistant Collegiate Province Representative (ACPR 1) – The ACPR 1 shall assist the CPR in his duties. He shall act as the secretary of the Province Council. He shall perform other duties as required by the Province Council and/or Province Governor.

Second Assistant Collegiate Province Representative (ACPR 2) – The ACPR 2 shall assist the CPR in his duties. He shall act as the expansions coordinator of the Province Council. He shall perform other duties as required by the Province Council and/or Province Governor.

**Section Five.** *Term.* In accordance with the *National Constitution*, Article X, Section One, the terms of the CPR and ACPRs shall begin on September 1 and shall last for one year.

### **ARTICLE III Province Council**

**Section One.** *Purpose.* The scope of the Province Council shall include: executing the will of the province, as dictated by the delegates to Province Workshop; serving as a liaison between the representatives' chapters or colonies, province officers, and other chapters or colonies in the province for the purpose of sharing information and coordinating province activities; advising province officers on the development of province activities that will foster the ideals and Object of Phi Mu Alpha Sinfonia; acting as an advisory committee to the province.

**Section Two.** *Membership.* The Province Council shall be composed of the Province Governor, Deputy Province Governor, CPR, ACPR 1, ACPR 2, one Province Council Representative (PCR) from each chapter or colony, and the President or his designee from each chapter or colony. The Province Governor may temporarily revoke a colony's right to representation when appropriate and necessary. Additionally the Province Governor may temporarily revoke any chapter's right to representation and/or voting when appropriate and necessary.

**Section Three.** *Province Council Representatives.* Each chapter in Province 37 shall annually select one collegiate member in good standing as Province Council Representative (PCR). Each colony in Province 37 shall also select one of its members to serve as Province Council Representative. It shall be the duty of the PCR to represent his chapter on the Province Council. PCRs do not have the authority to commit the resources of their respective chapters or colonies to any province undertaking without prior approval of the chapter.

**Section Four.** *Officers.* The Province Council shall have three officers: a chairman, a secretary, and an expansions coordinator. The Chairman may also optionally appoint a parliamentarian.

Chairman – The CPR shall serve as the chairman. He shall preside at all meetings and guide the conduct of affairs of the Council. He shall act for the Council on all matters affecting the province organization and have exclusive charge of all correspondence on behalf of the Council. He shall perform other duties as required by the Council or the Province Governor.

Secretary – The ACPR 1 shall serve as the secretary. He shall record minutes of all Council meetings and prepare and distribute them to all Council members, chapter presidents, Faculty Advisors, the Province Governor, and the National Headquarters in a timely fashion. He shall publish a province newsletter annually. The primary burden of information for this newsletter resides with individual chapters and colonies. In the event of the absence or incapacity of the CPR, he shall serve as

chairman of the Council. He shall perform other duties as required by the Council or the Province Governor.

Expansions Coordinator – The ACPR 2 shall serve as the expansions coordinator. He shall seek out new chapters and ensure that every colony in the province is progressing to the satisfaction of the Council. In the event of the absence or incapacity of both the CPR and ACPR 1, he shall serve as chairman of the Council. He shall perform other duties as required by the Council or the Province Governor.

**Section Five. *Additional Province Leadership.*** Other Appointed Leaders of province.

Treasurer – The Treasurer shall be appointed by the Province Governor and at the Province Governor’s sole discretion. He shall maintain and disperse province funds as directed by the Council and/or the Province Governor.

Additional Duties of the Province Treasurer include the following:

- Collect and deposit semester Province dues
- Prepare each semester’s Province budget
- Request considerations for province spending.
- Be responsible for record maintenance of the Province bank account and ledger
- Oversee and review suspended chapters’ financial records as appropriate
- Be the second signature, to the Province Governor, of the Province checkbook

He shall perform other duties as required by the Council and/or Province Governor. In the absence of an appointed Province Treasurer the Province Governor shall serve as Treasurer of Province 37.

Province Alumni Coordinator (PAC) – The PAC shall be appointed by the Province Governor and at his sole discretion. His duties shall be, within the province, to establish new relationships and reestablish relationships with alumni Sinfonians residing in the province. The PAC should reach out to as many alumni during his term as possible and establish himself as a primary point of contact for alumni and a resource of information that would interest alumni. He shall perform other duties as required by the Province Governor.

Parliamentarian – The Parliamentarian shall be appointed by the Collegiate Province Representative and/or Province Governor. He shall be the authority on parliamentary procedure over the Province Council for as long as his appointment lasts. He shall enforce procedures in accordance with the *National Constitution*.

Webmaster – The Webmaster shall be appointed by the Province Governor and at his sole discretion. He shall perform duties related to the development and maintenance of the province 37 web site. He shall perform other duties as required by the Province Governor.

**Section Five. *Required Meetings.*** The Province Council shall meet at Fall Sprawl, Province Workshop and Spring Fling.

**Section Six. *Special Meetings.*** Special meetings may be called by the chairman of the Province Council or the Province Governor, or at the request of one-third of the membership of the Province Council. Attendance at special meetings shall be required of all members, provided that due notice, of no less than four weeks, and has been given prior to the proposed meeting. Meetings by telephone conference may be

arranged given two weeks prior notice.

**Section Seven. *Quorum.*** The chairman, or acting chairman, and a simple majority of the voting members of the Province Council shall constitute a quorum. The Province Council may not transact business without quorum.

**Section Eight. *Voting.*** Each PCR and chapter/colony President, or his designee, shall have one vote. The chairman shall vote only in the case of a tie.

**Section Nine. *Fines.*** A fine of fifty dollars (\$50) will be assessed to each chapter that is absent from any province council meeting. The fine will be assessed for each meeting missed. The fine will be paid by each chapter within 45 days of the missed meeting and will be mailed to the Province Governor for deposition into the province bank account. The Province Governor shall enforce fines. Any chapter that wishes to appeal a fine to the Province Governor may do so in writing (email is acceptable) within 15 days of the missed meeting. The Province Governor will notify the chapter of his decision within 15 days of receipt of the appeal. If a chapter does not appeal the fine within the allotted time, the fine will be enforced automatically.

#### **ARTICLE IV Province Events**

**Section One. *Events.*** Province 37 shall have four annual events: Fall Kickoff, Fall Sprawl, Province Workshop and Spring Fling. The planning and execution of each event shall be the responsibility of the Province Governor with the assistance of the CPR. At least two weeks prior to the event, the Province Governor or his designee shall provide an agenda to all province officers, chapters and colonies.

**Section Two. *Dates.*** The dates of any province event may be changed at the discretion of the Province Governor, if possible, in consultation with the CPR, provided he notifies all province officers, chapters and colonies no less than two (2) months prior to the earlier of either the original or revised date of the event. The chapter must notify the Province Governor at least ten (10) weeks before the event.

Fall Kickoff shall be held on the last weekend of September.

Fall Sprawl shall be held on the first weekend in November.

Province Workshop shall be held on the second weekend in February. In the event that Valentine's Day is during the second weekend in February, Province Workshop shall be held on the first weekend in February.

Spring Fling shall be held on the first weekend in April. In the event that a religious observance occurs on the first weekend in April, Spring Fling shall be held on the second weekend in April or the last weekend in March.

**Section Three. *Locations.*** Fall Kickoff shall be held at Lyrecrest. All other events shall be hosted by a chapter of the province using the following rotation, in order:

- Xi Kappa
- Delta Nu
- Epsilon Rho
- Kappa Psi

- Pi Iota
- Nu Omicron
- Iota
- Alpha Lambda
- Alpha Xi

Exceptions to this rotation may be made by the Province Governor, when possible, in consultation with the CPR. No chapter may host two province events unless during the intervening period each chapter in good standing has had the opportunity to host an event.

## **ARTICLE V Finances**

**Section One. *Province Dues.*** Each Chapter shall be responsible for collecting Province Dues in the amount of three (\$3) dollars per chapter member, including Brothers. Probationary Members and Colony Members are exempt from Province Dues. These moneys are due to the Province Governor or Province Treasurer no later than the final days of Fall Sprawl and Spring Fling. A chapter that does not submit their province dues by the set Fall and Spring dates will be placed on immediate probation by the Province Governor. The chapter shall meet the following conditions of probation in order to good standing (other conditions may be mandated by the Province Governor):

- The chapter shall lose its voting privileges at Province Council Meetings.
- All back dues are paid within one month of the date of the probation
- If there are any extraneous circumstances preventing the chapter to pay province dues the Province Treasurer, in consultation with the Province Governor, may approve a payment plan extending longer than the specified times. Any modifications or additions to this probation shall be set forth in writing to the said chapter.

If any chapter prolongs payment of province dues beyond the conditions set forth in the chapter probation, the chapter shall have the following conditions added to their chapter probation (other conditions may be mandated by the Province Governor):

- Submit all backs dues immediately
- Submit immediate future semester's budget to the Province Treasurer for approval with two (2) fundraiser concepts for that same upcoming semester for review.
- Review, and if necessary, audit the bank statements of the corresponding chapter
- Have the chapter submit a full ledger of the previous two (2) semesters

**Section Two. *Budget.*** Will be created by the Province Treasurer and approved at the first PCR meeting of each academic semester.

**Section Four. *Reimbursement.*** No reimbursement shall be granted without proper documentation and approval. The Province Council, Province Governor or his designee shall approve or deny any reimbursement requests submitted to Province 37.

## **ARTICLE VI**

### **Chapter Activities/Documentation**

**Section One. Citations.** Each chapter shall submit all annual citation reports to the Province Governor. These reports must be postmarked by May 1 and in accordance with *Province 37 Council Bylaws Reporting Standards*.

**Section Two. Reporting Standards.** Each chapter shall be responsible for providing the correct documentation for each citation including all appropriate signatures. Any Citation report not meeting the minimum standards will automatically be denied. No Citation under any circumstances will be awarded without a Faculty Advisor's Signature.

**Section Three. Incentives.** Annually the Chapter receiving the most citations in Province 37 will be awarded a reimbursement for an additional car to Province workshop or one trip to anyone of the annual province events at the discretion of the chapter. The Province Governor or his designee will coordinate arrangements for reimbursement of funds. This award shall be awarded from Province 37 Funds and is contingent on funds being available.

## **ARTICLE VII**

### **Amendments**

**Section One. Submission.** Amendments to these bylaws must be submitted in writing at either a regular meeting or in advance to the CPR.

**Section Two. Vote Requirements.** Amendments to these bylaws may be adopted by an affirmative vote of two-thirds of the delegates to Province Workshop or Province Council.

In addition the Province Governor in accordance with fulfilling his duties may amend this document and present the amended version to the province.

## **ARTICLE VIII**

### **Ratification**

**Section One. Ratification.** Ratification of these documents took place on November 3<sup>rd</sup>, 2007 when it is presented to the brothers of Province 37 at Fall Sprawl.