

PHI MU ALPHA SINFONIA FRATERNITY OF AMERICA, INC.
PROVINCE 34
PROVINCE COUNCIL BY-LAWS

ARTICLE I
Description and Purpose

SECTION ONE .Constitutional Authority

The primary characteristics of the Province 34 Council are defined by the *National Constitution*, Article VIII. These bylaws prescribe how the Council shall function and include all rules that the council considers so important that they (a) cannot be changed without previous notice to the members and by a two-thirds vote and (b) cannot be suspended, except clauses that provide for their own suspension under specified conditions, or clauses in the nature of rules of order. These bylaws shall govern the council in all cases to which they are applicable and in which they are not inconsistent with the *Articles of Incorporation*, *National Constitution*, *General Regulations for Collegiate Chapters*, and any policies the fraternity may adopt.

SECTION TWO .Purpose

The scope of the council shall include:

- a. Serving as a liaison between their chapter or colony and other chapters and colonies in the province, as well as province officers for the purpose of sharing information and coordinating province activities.
- b. Assisting province officers in the planning and execution of the province workshops.
- c. Advising province officers on the development of other province activities that shall foster the musical and fraternal goals of Phi Mu Alpha Sinfonia.
- d. Acting as an advisory committee to the province.
- e. Executing the will of the province, as established by workshop legislation.

Province council representatives do not have the authority to commit the resources of their respective chapter or colony to any province undertaking without prior approval of the chapter.

ARTICLE II Organization

SECTION ONE .Membership

The province council shall be composed of the Province Governor, the Deputy Governor, the Collegiate Province Representative (CPR), two (2) Assistant Collegiate Province Representatives (ACPR) .the Province Alumni Coordinator, two (2) collegiate members in good standing representing each chapter in the province (these should be the president and/or one other officer and/or a chapter appointed “province liaison.” Although it may not be possible at all times, it is strongly recommended that the president from each chapter attend the council meetings. A collegiate member cannot act as either the CPR or ACPR and as a chapter representative during the council meetings.) and two (2) representatives from each colony in the province (these should also be the president and/or one other officer and/or a colony approved province liaison) .All faculty advisors of chapters and colonies in the province may participate as ex-officio members of the council.

SECTION TWO .Officers

Subsection One –Collegiate Province Representative

In addition to those duties prescribed by the *National Constitution*, the Collegiate Province Representative shall perform the duties prescribed by these bylaws and the duties of a chairman as prescribed by the parliamentary authority adopted by the council. He shall be subject to orders of the council. He shall act for the council on all matters affecting the province organization. He shall have exclusive charge of all correspondence on behalf of the council. He shall vote only in the case of a tie.

Subsection Two .Assistant Collegiate Province Representative

An Assistant Collegiate Province Representative shall be elected at the annual province workshop. He shall visit chapters, colonies, and alumni associations as requested by the Province Governor or Collegiate Province Representative. He shall perform the duties prescribed by these bylaws and the duties of a secretary as prescribed by the parliamentary authority adopted by the Council. He shall prepare the minutes of these meetings and distribute them to all council members, chapter presidents, faculty advisors, and the national headquarters in a timely fashion.

Subsection Three .Province Governor

In addition to those duties prescribed by the *National Constitution*, he shall perform the duties prescribed by these bylaws and the duties of a treasurer as prescribed by the parliamentary authority adopted by the council. As such, he shall maintain province funds, and shall dispose of these funds under instruction of the province council.

Subsection Four .Deputy Province Governor

In addition to those duties prescribed by the *National Constitution*, he shall perform the duties prescribed by these bylaws and the duties of a manager as prescribed by the parliamentary authority adopted by the council.

Subsection Five .Second Assistant Collegiate Province Representative A Second Assistant Collegiate Province Representative shall be elected at the annual province workshop. He shall visit chapters, colonies, and alumni associations as requested by the Province Governor or Collegiate Province Representative. He shall perform the duties prescribed by these bylaws and the duties of a historian as prescribed by the parliamentary authority adopted by the council. He shall prepare and distribute a newsletter as often as set by the council (fall – winter –spring is a good pattern).

Subsection Six .Province Alumni Coordinator

A Province Alumni Coordinator shall be appointed by the Province Governor. He shall communicate province issues to alumni associations and other interested alumni as needed. He shall also work with chapter alumni secretaries on alumni newsletters, databases, and other activities. He also is responsible for the development of new associations in the province. He shall receive one vote on the province council.

Subsection Seven -Province Music Director

A Province Music Director shall be elected at the annual province workshop. He shall lead the province in song at all province activities. He shall have a song agenda for all province activities and help plan and organize the province recital. He shall mentor chapter music directors. He shall lead music in the province ritual. He shall suggest province musical activities. He shall appoint an assistant or stand-in at his discretion. He shall perform the duties prescribed by these bylaws and other musical duties as prescribed by the parliamentary authority adopted by the council.

Subsection Eight .Nomination Procedure; Time of Elections Nominations shall be from the floor. Elections shall be at the annual province workshop.

Subsection Nine .Ballot Election; Term of Office

Elected officers shall be elected by ballot, unless there is only one candidate for an office, in which case the council may dispense with the ballot. Elected officers shall serve for one year and until their successors are elected, and their term of office shall begin the September following their election.

Subsection Ten .Office-Holding Limitations and Vacancies No member shall hold more than one office at a time. There shall be no limits to how many terms a member may serve in the same office. Vacancies shall be filled by appointment by the Province Governor.

ARTICLE III Meetings

SECTION ONE .Frequency

The Province 34 Council shall meet fall and spring and at other times as designated by the Province Governor and Province 34 Council.

SECTION TWO .Quorum

A quorum for the Province 34 Council shall consist of a simple majority of voting members, providing that a majority of chapters and colonies are represented.

SECTION THREE .Voting

Subsection One –General Business

Each chapter and colony shall be entitled to two votes –one for each representative to the council. The CPR shall vote only in the event of a tie. The Province Governor, Deputy Governor, ACPR, second ACPR, and PAC shall not be entitled to a vote.

Subsection Two –Exceptions

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

ARTICLE IV Finances

SECTION ONE .Province Taxes

Subsection One –Amount

Province taxes are payable twice a year. They shall be in the amount of two (2) dollars per chapter member (including brothers and probationary members) or two (2) dollars per colony member.

Should a probationary member withdraw, the province will reimburse the chapter for that amount at the prerogative of the chapter.

Subsection Two –Due Dates

Province taxes are expected to be paid before the end of each province council meeting; however, taxes must be paid no later than one week (7 days) following the province council meeting. Any chapter or colony failing to meet these deadlines shall lose voting privileges on the council. This privilege shall be restored immediately upon payment. A receipt shall be given to each chapter showing payment.

Subsection Three –Custodianship

The Province Governor, acting as a province treasurer, shall be the custodian of all province funds. He shall establish and maintain a checking account for this sole purpose. All province funds shall be kept in this account.

Subsection Four –Disposition of funds upon dissolution of council, should the

Province Council of Province 34 be dissolved for any reason, shall be donated to the Sinfonia Foundation.

SECTION TWO .FINES

A fine of fifty dollars (\$50) will be assessed to each chapter that is absent from any province council meeting including the province workshop. 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 V

Teams

SECTION ONE .Definition

A team shall be a committee as defined by the parliamentary authority adopted by the council.

SECTION TWO .Colony Development Team

A Colony Development Team of at least three members shall be appointed at the province workshop. Team members may also be appointed by the CPR and Deputy Governor, subject to ratification by the Province Governor. The duties of this team shall be to support colonies through all phases of development. This includes the pre-colony phase and outreach to identify future colony possibilities. This team works with colonies through both phases of the process and continues to assist them during their first year as a chapter during the transition from colony to chapter. The team shall report its recommendations and information on current colony status at each province council meeting.

SECTION THREE .Other Teams

Such other special teams shall be appointed by the CPR, subject to ratification by the Province Governor, as the council from time to time deems necessary to carry on the work of the council. The Province Governor, Deputy Governor, CPR and ACPR's are Ex-Officio members of all teams. All teams are authorized to meet by telephone or through other electronic communication as long as all the members

may simultaneously pay attention to each other and participate during the meeting.

ARTICLE VI Amendments

SECTION ONE-By-Laws Revision

This document is to be reviewed at each province council meeting directly following a national assembly.

SECTION TWO-Who May Propose Amendments

Any brother in the province who is an active member in good standing with his chapter may propose an amendment. Any province officer not chairing the session at which the amendment would be proposed may also propose an amendment.

SECTION THREE-Ratification

Province 34 Council by-laws may be ratified only at a province workshop or province council meeting. They may be approved by a simple majority vote of the province delegates present and voting at the workshop or council meeting.

ARTICLE VII James H. Patrenos Travel Award

SECTION ONE-Definition

Every active chapter in the province is eligible for the James H. Patrenos Travel Award. James H. Patrenos Travel Award is the Province 34 Outstanding Chapter Award. This award was started in 2002 to encourage province interaction. Chapter members earn points for their chapter by attending events outside of their chapter. They can also earn points for obtaining the James H. Patrenos Travel Trophy. The chapter earning the most points during the calendar year will receive the award.

SECTION Two-Trophy Rules

There can only be one trophy at a time in the province used for the award. The rules for the award are outlined below:

1. The chapter that has taken the trophy must announce it immediately and state from where it can be retrieved. The location will be posted on the province web site and on the province list serv.
2. No one can retrieve the trophy for one week after it has been taken.
3. A chapter must announce to the chapter in possession of the trophy that they are coming to retrieve the trophy.
4. A minimum of four brothers must represent the retrieving chapter.

5. The chapter in possession must relinquish the trophy to the retrieving chapter after an acceptable period of fellowship (2 hours minimum).

6. On May 10th of each year the trophy will stop circulating. The chapter who is in possession of the trophy will hold it for the summer. On August 20th of each year the trophy will be available again.

SECTION TWO Points

1. A list of activities which earn points is listed below. It is the responsibility of the qualifying chapter to report the details of the attendance to the province governor at least 2 weeks prior to the province workshop. It is suggested that each chapter report their participation within 1 week of attendance to the event. Details of the event, which should be reported to the Province Governor, include the Event Date, a brief description of the activity, the reporting brothers name, the number of brothers or alumni attending, and your chapter name.

Activity	Points
Members or alumni attending the Province Workshop (1st 5)	5 pts each
Members or alumni attending another P34 chapter's event (ritual, recital)	5 pts each
Additional members or alumni (above 5) attending Province Workshop (except host chapter)	7 pts each
Members or alumni that attend province event (except host chapter)	7 pts each
Chapter reports postmarked on time	10 pts each
Initiation reports received 2 weeks prior to initiation	10 pts each
Chapter citations postmarked by May 1	10 pts each
Members or alumni that register and attend Regional	10 pts each
Members or alumni that attend another out of province event (another province's ritual or program)	10 pts each
Members or alumni that assist in the planning of a regional or national event	15 pts each
Members or alumni attending the Conclave	15 pts each
Members or alumni that visit Lyrecrest	15 pts each
Host chapters of Province Workshop or Sinfonia Slash	25 pts each
Members or alumni attending the National Assembly	25 pts each
Members only who obtain the James H. Patrenos Travel Trophy	25 pts each time obtained per rules above