

PHI MU ALPHA  AMONG MEN  
SINFONIA HARMONY

**Province Twenty-Four**

**Council Bylaws**

Revised Fall 2009

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### REVISION HISTORY

1/17/2006	Mark Helmstetter: Drafted the document.
6/6/2008	Andrew Owen: Updated to visual standard.
5/24/2011	Andrew Owen: Incorporated the changes adopted in the August 2009 Province Council Meeting

# Province Twenty-Four Council Bylaws

Phi Mu Alpha Sinfonia Fraternity of America Inc.  
reflecting the amendments made by the 2009 Province Council Meeting

## ARTICLE I

### Name, Purpose, Governing Laws

#### **SECTION ONE. Name and Location.**

This organization shall be known as the Council of Province Twenty-Four of Phi Mu Alpha Sinfonia Fraternity of America. The Boundaries of Province Twenty-Four shall consist of those set by the National Executive Committee of Phi Mu Alpha Sinfonia Fraternity of America.

#### **SECTION TWO. Purpose.**

The Province Twenty-Four Council shall maintain a purpose consistent with Article XIII, Section Two of the *National Constitution* of Phi Mu Alpha Sinfonia Fraternity of America. In addition, it shall provide support for chapters and assist in interprovincial communication.

#### **SECTION THREE. Constitutional Authority.**

The Province Twenty-Four Council is organized in accordance with Article XIII, Section Two of the *National Constitution* of Phi Mu Alpha Sinfonia Fraternity of America.

#### **SECTION FOUR. Parliamentary Authority.**

Rules contained in the current edition of *Robert's Rules of Order Newly Revised* (10th Edition) shall govern the Council in all cases to which they are applicable and are not inconsistent with a superior document, these bylaws, or any special rules of order the Council may adopt.

## ARTICLE II

### Membership

#### **SECTION ONE. Voting Membership.**

The Province Twenty-Four Council shall be comprised of two active collegiate members in good standing selected by the Executive Council of each chapter in good standing, and two members from each area alumni association. The other voting members of the Council shall be the Chairman, Secretary, Fraternity Education Officer Coordinator, and Province Alumni Coordinator. No person may serve more than one voting office.

#### **SECTION TWO. Non-Voting Membership.**

The Province Governor, Deputy Province Governor, and Webmaster will serve as non-voting *ex-officio* members. Faculty advisors may sit as non-voting *ex-officio* members of the Council.

## ARTICLE III

### Officers

#### **SECTION ONE. Chairman.**

The elected Collegiate Province Representative of Province Twenty-Four shall serve as Chairman of the Province Twenty-Four Council. He shall guide the conduct of affairs of the Council, set the agenda for each Council meeting, and perform other duties as the Council may specify. He shall act for the Council on all matters. He shall have the exclusive charge of all correspondence on behalf of the Council.

#### **SECTION TWO. Secretary-Treasurer.**

The elected senior Assistant Collegiate Province Representative of Province Twenty-Four shall serve as Secretary-Treasurer of the Province Twenty-Four Council. If a conflict arises between multiple Assistant Collegiate Province Representatives, the Collegiate Province Representative may appoint one. The Secretary-Treasurer shall keep minutes at Council meetings and disperse them promptly thereafter to the Council membership. He will maintain contact with all faculty advisors in the province, keeping them informed of province activity as well as national topics such as anti-hazing, risk management, advising, leadership development, and other topics that directly affect faculty. He will maintain province funds and shall dispose of these funds under instruction of the Province Twenty-Four Council. He shall make a detailed report at each Province Twenty-Four Council meeting and shall prepare a budget and perform other duties as assigned by the Council.

#### **SECTION THREE. Fraternity Education Officer Coordinator.**

The Fraternity Education Officer Coordinator shall organize and distribute fraternity education material throughout the province; work with each chapter to help it plan a program in compliance with all guides and policies, as well as that meets the requirements of the province governor's approval; cataloguing all probationary plans from each chapter in each semester for archival records; and perform other duties as assigned by the Council. The Fraternity Education Officer Coordinator shall be elected annually at the Province Twenty-Four Workshop.

#### **SECTION FOUR. Province Alumni Coordinator.**

The Province Alumni Coordinator shall be appointed by the Province Governor and maintain a role consistent with the fraternity's governing documents.

#### **SECTION FIVE. Webmaster.**

The Webmaster shall be appointed for a two-year term by the Province Governor and shall design and keep updated a province website. He shall assist the province governor with the list server, keep abreast of changes with the national web pages of the fraternity and communicate to chapters about them, act as a technology recourse for chapters, colonies, and area alumni associations, keeping them abreast of new technologies and how to implement them in the fraternity. He shall perform other duties as assigned by the Council or Province Governor.

#### **SECTION SIX. Parliamentarian.**

The Deputy Province Governor shall serve as a non-voting parliamentarian to the Council.

## ARTICLE IV

### Management

#### **SECTION ONE. Meetings.**

The Province Twenty-Four Council shall meet at least once each fall and spring semester and at other times as designated by the Province Governor.

**SECTION TWO. Quorum.**

A quorum shall consist of all those present and voting.

**SECTION THREE. Voting Eligibility.**

Each active Province Council Representative in good standing shall receive one vote.

## **ARTICLE V Finances**

**SECTION ONE. Dues.**

Each chapter shall pay province dues in the amount of \$8.00 per active brother reported on chapter reports in good standing per semester. Dues are to be paid on or before province workshop of each year. Each area alumni association shall pay province dues in the amount of \$100 per year. Area alumni association dues are to be paid by March 15 of each year. Dues shall be paid to the Province Governor or Secretary-Treasurer.

**SECTION TWO. Province Accounts.**

The Province Governor shall maintain a checking account in the name of Province Twenty-Four of Phi Mu Alpha Sinfonia. The Province's fiscal year will be the same as the term of the collegiate province representative.

**SECTION THREE. Reimbursement and Disbursement.**

Any expenditure that is made to assist Province Twenty-Four can be reimbursed from the Province account with a majority vote of the Province Twenty-Four Council. The Province Council can disburse funds for travel grants to national events, under the discretion of the Province Governor.

**SECTION FOUR. Fines.**

Should any chapter of the Province Council not represent itself at any meeting of the Council, that chapter shall be fined in the amount of \$50 per event. The funds shall be due within thirty days of the missed meeting to the Province Governor or Secretary-Treasurer. A chapter may appeal any fine with a written letter to be sent to the Province Governor or Collegiate Province Representative. These men shall have sole discretion in excusing any fines with a majority vote. Any chapter that still has unpaid dues or fines prior to a meeting of the Province Council shall lose its voting privileges. Voting privileges will be restored immediately upon payment.

## **ARTICLE VI Committees**

**SECTION ONE. Authority.**

The Province Council shall have the authority to create standing committees for the management and organization of Province Twenty Four.

**SECTION TWO. Financial Committee.**

The Province Twenty-Four Finance Committee shall be charged with the creation of a yearly province budget and the disbursement of province funds. The Secretary-Treasurer shall serve as Chairman of this committee.

**SECTION THREE. Province Interaction Committee.**

The Province Interaction Committee shall be charged with increasing communication and brotherhood within the province. It will provide at least one province-wide opportunity each semester for social interaction. The Assistant Collegiate Province Representative shall chair this committee.

**SECTION FOUR. Special Committees.**

The Province Governor or Collegiate Province Representative may appoint members to special committees which shall function until completing a given assignment or until dissolved.

**SECTION FIVE. Eligibility.**

Any brother in good standing who attends Province Workshop or a Province Council meeting shall be eligible to be appointed to any committee.

## **ARTICLE VII**

### **Amendments, Revisions**

**SECTION ONE. Amendments.**

Amendments to the *Province Twenty-Four Council Bylaws* may be approved by a two-thirds majority vote of the Province Twenty-Four Council. Proposed amendments shall be published in writing or by electronic means to the chapters and Council members at least two weeks prior to the next Council meeting.

**SECTION TWO. Revision.**

This document shall be reviewed at the first meeting of the Province Twenty-Four Council that follows a National Convention. At that time, and with the consent of the Province Governor, a special committee may be formed and this document may be revised. The revised version shall come into effect immediately unless otherwise stated following a two-thirds majority vote of the Province Twenty-Four Council.