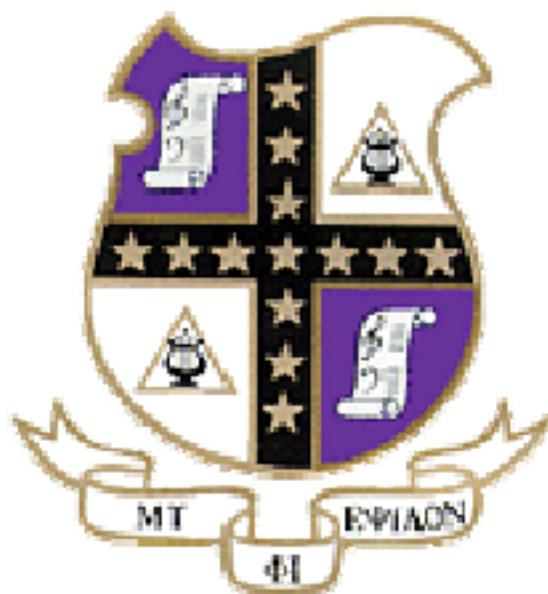


Volume

3

MU PHI EPSILON

Collegiate Manual



Collegiate Chapter Officer Manual

MU PHI EPSILON

Collegiate Chapter Officer Manual

2011-2014

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Introduction

This is the Collegiate Officer Manual. Every effort has been made to make this manual a useful tool for all Collegiate Chapters. Since some chapters are small and others are large, there is quite a bit of freedom given to the chapters to adapt the various responsibilities to their individual chapters.

In many cases, several offices may be combined. ALWAYS have a President, Vice President and Treasurer. All of the secretary positions may be combined as well as other offices. If you have a large chapter, the President may appoint various chairpersons, in addition to the officers. The more members that have a specific job, the more active your chapter will be.

The manual is separated into individual officer sections.

The President keeps the complete manual and makes copies of the pages to give to the respective officers.

The Faculty Advisor, the Chapter Advisor and your District Director will also have a complete copy of this manual.

- ✓ Whenever you see this symbol, you will find a chronological list of events that should take place.

2011-2014

International Executive Board

The elected International Officers constitute the **International Executive Board of Mu Phi Epsilon**. The **International Editor** and the **International Executive Secretary-Treasurer** are *ex-officio* members of the International Executive Board. The duties of these officers are found in the current **International Bylaws of Mu Phi Epsilon**.

President This is the chief executive officer of the Fraternity who welcomes all member correspondence and questions. The President serves as a Director on the Mu Phi Epsilon Foundation Board.

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THE MISSION OF MU PHI EPSILON



*THE MISSION
OF MU PHI EPSILON*

*Foster the ideals of service
to school and community*

*Develop an awareness that
artistic gifts are to be shared*

*Promote high scholarship,
musicianship and
friendship through service*

*Provide opportunities for
strong artistic and
personal abilities*



The President

DUTIES AND RESPONSIBILITIES

As the elected President of a Collegiate Chapter of Mu Phi Epsilon, you have a great many responsibilities for overseeing the operation of your chapter. Do not try to do everything yourself, but rather, delegate to other members. The more members you get involved in an active way, the stronger your chapter will be. Many of your responsibilities are time sensitive, so an annual timetable has been included to help you. Always contact your District Director or Collegiate Advisor if you have any questions.

Preside at all chapter meetings

Try to have at least two meetings a month. At least one of these meetings should be a formal meeting, following the procedure in the 2000 Ritual Book. A quorum for transaction of business is a majority of your members.

Preside at all Executive Committee meetings

The Executive Committee consists of President, Vice President, Recording and Corresponding Secretaries, and Treasurer.

This committee plans agendas, makes recommendations to the membership, and may fill officer vacancies, except for the office of President, for which a special election is held.

You may appoint Standing Committees and Chairmen as needed by your chapter.

It is your responsibility to supervise the work of the other chapter officers and chairmen.

Preside at all Pledging and Initiation ceremonies

On a shared campus, you should be a member of the Campus Interfraternity Music Council.

ANNUAL TIMETABLE

SEPTEMBER

* First Chapter meeting - establish appropriate time and place for meetings during the year.

Email from IEO with current forms and letters attached should have been received. If not, contact IEO.

Begin to collect local and national dues. DUE OCT. 15 (Treasurer)

Begin to plan your chapter recital and coordinate it with the Department schedule.

Plan a Fundraiser for your Chapter.

Decide on service projects to your school and community.

Decide on SERV projects.

Attend the Leadership Meeting with your District Director (1st year only).

OCTOBER

*** SEND INTERNATIONAL DUES AND CONVENTION FEE BY OCTOBER 15TH TO IEO (International Executive Office)! (Treasurer)**

Involve your whole chapter in planning and execution of Fall Rush. See that everyone participates and give support and direction to the Vice President.

Begin your fundraiser and other projects.

Participate in your District Conference (2nd year only).

NOVEMBER

* Have a Founders Day Ceremony and read the Founders Day message from the International President. Include Music of the Americas in your program.

DECEMBER

Apply for summer music scholarship at Banff Centre for the Arts in Alberta, Canada before deadline of January 1.

Select Nominating Committee

JANUARY

*Elect and install new collegiate chapter officers. Email a copy of the Officer Update Form to the Collegiate Advisor, your District Director, International President and the IEO immediately after installation. *(NOTE: The officer update form is emailed to the president in late August by the IEO-contact the IEO for a copy)*

P R E S I D E N T

* Send in the Progress Report and mail or email it BEFORE January 15th to International Collegiate Advisor, International President and your District Director. *(NOTE: This report is emailed to the chapter president in the fall mailing by the IEO)*
If the upcoming summer is a convention year, elect a Delegate to the convention from your chapter. (Ideally the incoming President)

Involve the entire chapter in the planning and execution of Spring RUSH. The Vice President is in charge, but will need the help of all members.

Set a date with your District Director for a Chapter Review (*Chapter Review may be scheduled starting in January and must be completed before April 15th*)

*If the upcoming summer is a convention year, elect a Delegate to the convention from your chapter (ideally the incoming chapter president) and mail the forms and fees for the convention delegate to the IEO by the deadline.

*Update your Chapter Bylaws and send to International 5th Vice President for approval. (1st year after a convention only)

F E B R U A R Y

Apply for all Foundation grants and scholarships (except Summer Scholarships) and Fraternity awards THIS MONTH. Deadline for all of these is MARCH 1.

Apply for summer music scholarship at Music Academy of the West in Santa Barbara, California before deadline of March 15.

M A R C H

* Have a Chapter Review with your District Director. **(All members)**

Apply for summer music scholarships at Aspen, Brevard, Chautauqua or Tanglewood. Aspen and Chautauqua deadlines are April 1. Brevard and Tanglewood deadlines are April 15.

Apply for Foundation Summer Scholarships deadline April 15.

* Hold Chapter Recital for faculty, patrons, alumni, and guests.

Plan a special activity for MΦE Foundation Month.

A P R I L

* ***NEW DEADLINE DATES!***

Send in your Annual Report and mail or email it BEFORE May 15 to International Collegiate Advisor, International President and your District Director. *(NOTE: This report was emailed to the chapter president in the fall mailing by the IEO)*

* Choose a senior member to nominate for the Sterling Achievement Award. Send the nomination form to the Collegiate Advisor BEFORE May 15.

Send to IEO a report of the graduating seniors (G-1 form), offering each an opportunity to affiliate with an active alumni chapter with the first year of international dues waived. A certificate will be mailed to each graduate on the list..

M A Y

**All starred items MUST be completed by the deadlines noted for your chapter to be eligible for Province Chapter Awards.*

There are many other activities that are ongoing and can be done at any time. Some examples:

- ♪ Meetings
- ♪ Recitals
- ♪ Fund Raising
- ♪ Community Service
- ♪ RUSHING
- ♪ TRAINING NEW MEMBERS
- ♪ INITIATIONS

A L L Y E A R

ENJOY!

Remember, Mu Phi Epsilon is built on friendships through music. Make MUSIC a part of everything you do and it will surely go better.

To summarize the requirements your chapter must fulfill in order to be eligible for chapter awards:

- ✓ Conduct regular business meetings
- ✓ Have a Founders Day Observance
- ✓ Send member dues and convention fee by October 15
- ✓ Submit Progress Report by January 15
- ✓ Perform four musical programs during the academic year
- ✓ Submit updated chapter bylaws 1st year after a convention
- ✓ Have a Chapter Review with your District Director
- ✓ Submit new officer list immediately following installation
- ✓ Submit Annual Report by May 15

FORMAL MEETING

The Ritual Book contains a formal opening and closing for meetings where ONLY MEMBERS are present. You must not use the ritual if there are non-members present. Use the Formal Ritual at least once a month.

INFORMAL MEETING

A regular meeting at which the Ritual opening and closing is NOT used is called an informal meeting.

**SUGGESTED
MEETING
AGENDA**

- ✓ Call the meeting to order
- ✓ Secretaries Report of previous meeting
Ask for corrections or additions.
*Say, "The report is approved as read", OR "The report is approved as corrected",
whichever the case may be.*
- ✓ Treasurers Report
If there are any bills to be presented, do so at this time. You may need a chapter vote on whether to pay a large bill.
- ✓ Officer/Committee Reports (for example)
Rush - Vice President
Fund Raising
SERV
MΦE Foundation
Correspondence
- ✓ Old Business
Discuss any business that has previously been discussed at a meeting.
- ✓ New Business
If there is any new business, it should be discussed at this time.
- ✓ Ask for a motion to adjourn the meeting. Second and vote.

GOOD STANDING - CHAPTERS

Occasionally, you will hear the term "Good Standing" or "Bad Standing" used to refer to a collegiate chapter. This is the Fraternity's way of noting chapters that have outstanding financial obligations to the Fraternity.

In order for your chapter to be represented at an International Convention, you must be "In Good Standing". In other words, you must have paid dues for all members of your chapter, have no past due debts, and you must have paid \$50.00 annually during the triennium for the convention fund.

GOOD STANDING - MEMBERS

A member who is in "Bad Standing" is one who has not fulfilled financial obligations to the Fraternity. This member is not eligible to apply for any of the scholarships, grants or awards, or participate in local chapter events.

Every applicant is confirmed by IEO to be "In Good Standing" before any of these awards are given.

If a member of your chapter cannot remain active with your chapter for one of three reasons, they must complete the Request for Inactive Status Form and submit it to the District Director. The three acceptable reasons for inactive status are a change in major, professional reasons, and financial reasons. By following this procedure, your chapter will not be held responsible for their dues and fees. If at a future time, they wish to reactivate their membership with your chapter, another collegiate chapter, or an alumni chapter, they must verify with IEO that they are members "In Good Standing". Each chapter president has a copy of the required form found in the back of this manual.

AFFILIATED MEMBER

An Affiliated Member is any member who currently pays dues to a Collegiate Chapter, an Alumni Chapter, or as an Allied Member. You **MUST** be an Affiliated Member in order to apply for scholarships, grants and awards. Members graduating need to be reminded that in order to continue to apply for scholarships, grants and awards, they **MUST** pay dues to an Alumni chapter, OR they can continue to be affiliated by becoming an Allied Member when there is not an Alumni Chapter located nearby.

ELIGIBILITY REQUIREMENTS

The minimum grade requirements for membership in Mu Phi Epsilon, as stated in the Fraternity Bylaws, are a 3.0 average in music courses and a 2.0 average in academic courses. Your chapter may require HIGHER standards than the Fraternity Bylaws state, but you may NOT accept lower averages. Your chapter requirements should be clearly stated in your chapter bylaws. A copy of your chapter bylaws should be on file with the International Fifth Vice President/Eligibility Advisor.

Each chapter may choose how they want to obtain grade averages -- cumulative or from the previous semester.

Transfer students must have established the required grade point average at your school before they are eligible for membership.

LEADERSHIP MEETING

In the Fall of the year immediately following an International Convention, your District Director will contact you and arrange a meeting with all the Presidents of the collegiate and alumni chapters in your district. It is best if you can all meet in person; however, in some cases this is impossible because of distance.

If a personal meeting is not possible, your District Director will call you and update you on news from the International Executive Board.

She/he will also discuss your goals and hopes for the coming year and will assist you in whatever way possible.

If you have not heard from your District Director after one month of school, call and discuss your chapter.

Your District Director is there to help you! There is no wrong time to call, except perhaps, the middle of the night!

FOUNDERS DAY

Mu Phi Epsilon was founded on November 13, 1903 by Dr. Winthrop S. Sterling, Dean, and Elizabeth Mathias Fuqua, a faculty member, at the Metropolitan College of Music in Cincinnati, Ohio, upon the principle of service to others through music. Chapters in other colleges gradually spread across the nation and the world. The original organization of women music students became an Honorary Sorority in 1915. In 1944, it became a Professional Sorority, and in 1977, a co-educational Professional Fraternity. The original principle of the Founders has not changed during all of these years. It has expanded so that Mu Phi Epsilon members now advance music throughout the world, promote musicianship and scholarship, and develop a real bond of friendship throughout the membership all over the world.

Every year in **November**, each collegiate and alumni chapter celebrate Founders Day by participating in the Founders Day Ceremony found in your Ritual Books. There are actually two ceremonies that can be used. One is used when only members of the Fraternity are present. If outside guests are present, the other ceremony must be used.

The President, Vice President and Historian have speaking roles in the Founders Day Ceremony, and the Steward is in charge of seeing that all is set up properly before the ceremony.

SHARED CAMPUS

If you have a Sigma Alpha Iota or a Delta Omicron music fraternity on your campus, you are considered a shared campus. Sigma Alpha Iota is for women only and Delta Omicron, like Mu Phi Epsilon, is for both men and women.

A representative from each of the music fraternities at your school needs to come together as an Interfraternity Council. All co-existing problems and concerns are brought before this council for resolution.

The first objective of this council is to agree upon a set of inter-fraternity bylaws. A sample of these bylaws is included in this manual. Once the fraternities have agreed upon a set of bylaws, a copy is sent to the International President of each fraternity for approval.

A copy of your shared campus bylaws is kept in your files, and in the files of the music department office, and in the files of the Mu Phi Epsilon International President.

If you co-exist with a Phi Mu Alpha Sinfonia chapter, their international organization will not agree to the shared campus bylaws. Phi Mu Alpha Sinfonia is for men only and does not participate in the campus Interfraternity Council agreement. However, if your music school requests that the Phi Mu Alpha Sinfonia chapter comply with your shared campus bylaws, they **must** do so. If you have any dissension, especially concerning rush procedures, have your music department chair request that the Phi Mu Alpha Sinfonia chapter abide by these bylaws.

If you have any questions about competitive Professional Fraternities (Sigma Alpha Iota and/or Delta Omicron), call the Mu Phi Epsilon International President.

BYLAWS FOR CAMPUS INTERFRATERNITY MUSIC COUNCIL

These bylaws are meant as a guide for local chapters of music fraternities in forming a local Campus Interfraternity Music Council (CIMC). They provide a detailed plan for organizing and governing the CIMC. Special attention is given to regulating and supervising activities in connection with the acquiring of new members. Delta Omicron, Mu Phi Epsilon, and Sigma Alpha Iota music fraternities are bound by a Shared Campus Agreement which requires CIMC's on campuses where chapters of more than one of the three fraternities exist. Chapters of the other music fraternities (Kappa Kappa Psi, Phi Beta, Phi Mu Alpha Sinfonia, and Tau Beta Sigma) are also invited to participate in CIMCs. However, their national organizations are not bound by the Shared Campus Agreement.

We firmly believe that there are equally important roles for Delta Omicron, Mu Phi Epsilon, and Sigma Alpha Iota to fulfill on any campus where our chapters mutually exist, now or in the future. Each organization possesses a distinct mission and, as a result, fulfills a unique and vital role in the musical environment of a collegiate campus. It is not acceptable for any of our organizations' members, chapters, or local leaders to take actions that would inhibit the creation or success of any of these organizations at any campus. We believe it is important that the members of our organizations recognize and respect each group's purpose, history, and valued place in the framework of colleges and universities throughout the country. Furthermore, we expect our members to demonstrate their respect for each other through genuine friendships and honest cooperation to further the advancement of music and the success of our respective goals.

In forming a CIMC for the first time, it is recommended that a member of an established fraternity on campus initiate the formation of CIMC Bylaws and assume the first presidency. Flexibility is allowed in some instances for adapting the bylaws to meet requirements of the local campus situation (e.g., see Article IX: Rushing). Chapters are reminded that Campus Interfraternity Music Council Bylaws must be reviewed by the National/International Presidents of the member fraternities.

(Prepared by and with the agreement of Delta Omicron, Mu Phi Epsilon, and Sigma Alpha Iota.)

* * * * *

BYLAWS FOR CAMPUS INTERFRATERNITY MUSIC COUNCIL

ARTICLE I

NAME

The name of this organization shall be the Campus Interfraternity Music Council of _____
_____. (Give name of school).

ARTICLE II

PURPOSES

The purposes of this Council shall be:

- a) To encourage principles of fairness, courtesy, and high professional ethics;
- b) To establish and maintain cooperation among the music fraternities;
- c) To promote high standards among these groups;

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- d) To establish membership recruitment and training procedures on this campus;
- e) To promote appropriate cooperative interfraternity projects.

ARTICLE III MEMBERS

Members of this Council shall be the following music fraternities with active chapters at this school:

- a) (Give fraternity name and chapter name).
- b) _____
- c) _____

ARTICLE IV GOVERNMENT

Section 1. Each member chapter shall be represented by two official representatives, one of whom shall be the President thereof, the other to be chosen in such a manner as the member chapter may determine.

- a) Each official representative shall be entitled to one vote in all transactions of this Council.
- b) The term of each official representative shall be for the period of one year unless previously terminated, in which case the member chapter represented shall appoint another of its members to fill the unexpired term.

Section 2. There shall be a neutral Music Fraternity Advisor.

ARTICLE V OFFICERS

Section 1. The officers of this council shall be a President and a Secretary. (Note: Other officers may be added if desired.)

Section 2. The offices shall be held in this annual school-year rotation:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
President:	_____	_____	_____	_____
Secretary:	_____	_____	_____	_____

Section 3. Each member chapter shall designate which of its official representatives shall serve as the officer of the Council called for by the rotation according to Section 2 above.

Section 4. If a vacancy occurs in any office, such vacancy shall be filled for the unexpired term by the member chapter whose representative held that office.

Section 5. The duties of the president shall be:

- a) To call meetings at the beginning of each term;
- b) To preside at all meetings;
- c) To plan Orientation Events;
- d) To work with the Music Fraternity Advisor in obtaining list of names of eligible candidates for membership.

P R E S I D E N T

- e) To post a list of candidates for membership after all invitations to membership have been answered.

Section 6. The duties of the Secretary shall be:

- a) To keep a record of the Minutes;
- b) To maintain the Council correspondence files;
- c) To assist the President.

ARTICLE VI ADVISORS

Section 1. The Music Fraternity Advisor shall be a neutral party in the Council and shall be the Chairman of the Music Department, the Dean of the Music School, or a member of the faculty appointed by this Council and approved by the music administrator.

Section 2. The duties of the Music Fraternity Advisor shall be:

- a) To attend all meetings;
- b) To vote only in the case of a tie;
- c) To assist in obtaining the list of names of eligible candidates for membership.
- d) To check the final list of complete names;
- e) To call special meetings of this Council in case of need.

Section 3. In addition to the Music Fraternity Advisor, each member chapter may have a Faculty Advisor, Chapter Advisor, and/or an Alumni Advisor who may attend Campus Interfraternity Music Council meetings, without vote, if their attendance is approved by the Council.

ARTICLE VII MEETINGS

Section 1. This Council shall meet at the beginning of each term of the school year, the day and place to be designated by the officers of the Council, with notice of each meeting not less than one week in advance of the meeting.

Section 2. Other regular meetings shall be held as determined by the Council. Special meetings may be called by the President, with written notice given not less than 48 hours preceding the time of the meeting. Special meetings shall be called by the President when requested by a majority of the official representatives.

Section 3. _____ of the official representatives shall constitute a quorum (e.g. two-thirds, three-fourths, etc.), providing at least one representative from each member chapter is present. [Note: Two-thirds when there are three member chapters (6 representatives), three-fourths when there are two member chapters (4 representatives).]

Section 4. Action by this council shall be by majority vote at any meeting, with a quorum being present.

Section 5. If an official representative requests that a proposal be referred to member chapters for approval or disapproval, such referral may be ordered and final action taken at the next Council meeting.

P R E S I D E N T

Section 6. No action may be taken by this Council in violation of the Shared Campus Agreement (between Delta Omicron, Mu Phi Epsilon and Sigma Alpha Iota), the Bylaws of the National Interfraternity Music Council, the provisions of the national constitutions and/or national bylaws of the respective fraternities represented, or rules established by the school.

ARTICLE VIII **ELIGIBILITY FOR MEMBERSHIP**

Section 1. To be eligible for membership in any member fraternity of this Council, candidates shall have achieved second term freshman status, be transfer students who have completed one term at the school, graduate students, or special persons who have met the requirements of individual music fraternity rules and whose names are made known to this Council.

Section 2. The Grade Point Average (GPA) requirement for eligibility shall be determined by each individual music fraternity.

Section 3. Additional individual fraternity requirements for membership are:

- a) Delta Omicron, for men and women, must be music majors or minors, or have the equivalent of a music minor;
- b) Mu Phi Epsilon, for men and women, must be music majors or minors, or the equivalent thereof, and must have passed first term music theory or an equivalency examination;
- c) Sigma Alpha Iota, for women, shall be either music majors or minors, or those who have demonstrated a sincere interest in music, are currently enrolled in, or shall have completed one or more courses in music.

Section 4. The President of the Council and the Music Fraternity Advisor shall be responsible for obtaining lists of eligible students. A copy of these lists shall be available to each fraternity and shall constitute the rush lists. No other names may be added without the approval of this Council.

ARTICLE IX **MEMBER RECRUITMENT**

Section 1. Orientation Event. Prior to the beginning of member recruitment, the Council may sponsor an event to introduce and promote knowledge of the music fraternities. A written statement of the aims and purposes of each member fraternity may be distributed in addition to individual fraternity brochures and official fraternity publications. An itemized statement of expenditures shall be submitted to the Council for equal division, and the total may not exceed \$_____. (Note: This event may be a Music Fraternity Day, an Open House, talk/presentation at School/Class Orientation, informal party or reception.)

Section 2. Member Recruitment: There shall be _____ member recruitment period(s) per year lasting _____ day(s) each.

- a) There shall be _____ party (or parties) per member recruitment season to which prospective members shall be invited.
- b) The amount spent during any one member recruitment period by each member chapter shall not exceed \$_____ per person. Itemized statements of expenditures shall be submitted to the Council after each member recruitment period. Contributions, monetary or otherwise, from any source shall be incorporated into the accounting.
- c) The number of alumni, faculty members, patrons and patronesses permitted to attend member recruitment functions shall be predetermined by this Council.

P R E S I D E N T

- d) Alumni, patrons, patronesses, faculty members and candidates for membership, as well as the college chapters, shall be bound by the rulings of this Council.

ARTICLE X INVITATIONS TO MEMBERSHIP

Section 1. Invitations to membership shall be distributed by the respective member chapters at a time and place designated by this Council, no later than _____ day(s) after the last member recruitment event.

Section 2. Included with the invitations to membership shall be instructions for responding with written acceptances at a designated time and place.

Section 3. Immediately after the designated deadline for acceptances, the President of the Council shall post a complete list of the candidates for membership.

ARTICLE XI PLEDGING

Section 1. Ribbons denoting candidates for membership are considered as binding as candidate pins. Neither ribbons nor pins shall be given until the list of candidates for membership has been posted.

Section 2. A pledge of membership is binding for one year from the date of pledging, and a person may not be invited to membership by any other music fraternity that is part of the Shared Campus Agreement during that year. At the end of the year, if initiation has not taken place, the pledge shall be considered terminated. The person may again be placed on the member recruitment list, if eligible, unless the pledge has been extended by mutual agreement of the person and the fraternity concerned. The termination of the extension of the pledge shall be reported to this Council and to the Music Fraternity Advisor of this Council.

Section 3. A member fraternity that pledges an individual who subsequently breaks the pledge of membership shall notify this Council immediately. Only after the expiration of one year following the date of the breaking of the pledge and notification to this Council may the individual pledge any other music fraternity that is part of the Shared Campus Agreement.

ARTICLE XII GRIEVANCE PROCESS

Matters of concern that cannot be resolved by this Council shall be referred to the National/International Presidents of the member fraternities involved.

ARTICLE XIII PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the parliamentary authority with respect to all procedures not specifically provided for in these Bylaws.

ARTICLE XIV
AMENDMENTS

Section 1. Subject to the provisions of Section 2 of this Article, these Bylaws may be amended by a majority vote of official representatives at any meeting of this Council. Notice in writing of any proposed amendment shall be given to member chapters through their respective official representatives not less than 30 days in advance of the date of the meeting at which the proposed amendment shall be voted upon.

Section 2. Any amendment to these Bylaws, adopted in accordance with the provisions of Section 1 of this article, shall be submitted to the respective National/International Presidents within 10 days of this Council's action.

Section 3. Final acceptance of any amendment(s) is subject to the approval of the Presidents of the member chapters and the National/International Presidents of the member fraternities.

ARTICLE XV
FINAL PROVISION

In the spirit of cooperation which the Campus Interfraternity Music Council wishes to foster, these Bylaws shall be submitted by each member chapter to the National/International President of each respective fraternity for final approval and a copy placed on file in the music department office and a copy sent to the respective national offices.

* * * * *

Bylaws adopted by the Campus Interfraternity Music Council of _____
(Name of School)

on _____ by _____
(Date) (President, CIMC)

Approval of Bylaws by _____ on _____
(National Fraternity) (Date)

REPORTS

There are two required reports that are due during an academic year:

To qualify for Province Chapter Awards, these reports must be postmarked by the date specified on the report.

Although filling out these reports may seem tedious, they are very important as a means of communication between your chapter, your District Director and the International Collegiate Advisor.

**PROGRESS
REPORT**

The Progress Report must be postmarked by **January 15th**. Send a copy to the International President, the International Collegiate Advisor and your District Director. Or you may choose to file this report using the Mu Phi Epsilon web page.

**ANNUAL
REPORT**

The Annual Report must be postmarked by **May 15th**. Send a copy to the International President, the International Collegiate Advisor and your District Director. This report may also be filed using the Mu Phi Epsilon web page.

OFFICER LIST

In addition to the Progress and Annual reports, send a current Officer List immediately after election to the International Executive Office, Collegiate Advisor, Int'l. President, AND to your District Director.

**NOTICE OF
GRADUATION**

The Notice of Graduation Form (G-1) is important for the Fraternity to keep the connection with graduating seniors. By sending in this form at the end of each year, with information about your graduating seniors, you will be doing a great service for the Fraternity and your graduates by keeping the connection. A certificate for 1 year of free alumni chapter international dues with an active alumni chapter of their choice is sent to collegiate graduates who are reported to the IEO on their chapter's Report of Graduation form. The certificate must be presented to the Alumni Chapter treasurer when joining.

ELECTION OF OFFICERS

Chapter officers are elected and installed in the second semester of each year. This allows time for the outgoing officers to train the incoming officers before the end of the year.

If you have a small chapter, remember that several offices may be combined; i.e., corresponding secretary and recording secretary.

If you have a large chapter, spread the workload among your members. Remember that members with a job to do tend to stay more active.

The Installation of Officers ceremony is in your Ritual Book. The Installation Ceremony can be scheduled during the Chapter Review and conducted by your District Director. She/he can assist in the training of the new officers at that time.

As soon as the **Installation of Officers** has been completed, the newly installed **President** must send a copy of the "Collegiate Chapter Officer Update" to the IEO, International Collegiate Advisor, your District Director, and the International President. **DO NOT DELAY IN SENDING THIS!**

SENIOR ACHIEVEMENT AWARD

The Senior Achievement Award is given ANNUALLY to an outstanding graduating senior in each province. Each chapter nominates their outstanding senior and submits the Senior Province Achievement application to the International Collegiate Advisor, 2nd Vice President by May 31.

A winner from each province will be selected by the International Executive Board (IEB) at their summer meeting and winners will be notified and announced in an issue of *The Triangle of Mu Phi Epsilon*.

STERLING
ACHIEVEMENT
AWARD

This award is given to the outstanding graduating senior for the entire Fraternity. The winner is chosen from the Senior Achievement Award winners. The Sterling Achievement Award nomination form and instructions are emailed to the chapter president in the fall by the IEO.

CHAPTER
SERVICE
AWARD

The Chapter Service Award is given ANNUALLY by the IEB to collegiate chapters for service to the school and community and participation in Mu Phi Epsilon goals. A winner is chosen in each province, as well as one overall winning chapter.

All required deadlines must be met by a chapter in order to qualify for this award. The more detailed you are with your Annual Report (due May 31), the more information the IEB has to decide winners for this award.

Service, Education, Resource & Volunteer (SERV)

The SERV project of Mu Phi Epsilon lays an important role in the structure of your chapter. Much of what we stand for is “service through music.” Under the umbrella of SERV, members and chapters account for their many and varied service projects.

SERVICE

To your community or school with no remuneration.

Some ideas:

- ♪ Accompanying
- ♪ Church musician
- ♪ Musical group participation
- ♪ Performance
- ♪ Music management
- ♪ Fundraising

EDUCTION

Musical instruction with no remuneration

Some ideas:

- ♪ Private or group lessons
- ♪ Theory/music history/appreciation classes
- ♪ Choral or instrumental conducting
- ♪ Directing musical theater production
- ♪ Instrument demonstrations

RESOURCE

Musical activities with special populations

Some ideas:

- ♪ Individual or chapter service through music to disadvantaged, geriatric, hospitals, nursing homes, special education children, inner city children, homeless, assisted living, homebound, abused, minority or handicapped
- ♪ Volunteer group activities such as concerts, sing-a-longs, group involvement activities with rhythm instruments, caroling, sharing taped or recorded music.

VOLUNTEER

YOU are the key to Success?

- ✓ Every year, you should keep track of the hours that members of your chapter donate helping others with musical activities and receive no fees for their services. At the end of the year, note your total chapter hours contributed on your Annual Report. Be sure to attach details to the annual report about worthy projects.

CHAPTER BYLAWS



Each Collegiate operates according to their own Chapter Bylaws. These Bylaws are concerned only with your chapter operations, **but in no way may they conflict with the International Bylaws of Mu Phi Epsilon.**

Every three years, usually the year immediately following an International Convention, your chapter is required to update your Chapter Bylaws. In the Fall following an International Convention you will be emailed the current template of the Collegiate Chapter Bylaws, plus a summary of all decisions reached at the convention, and how they affect your Bylaws. A committee should be appointed to review your Bylaws, fill in the sections that pertain to your chapter, and bring them before your chapter for approval.

After your chapter has accepted the recommended changes, the Bylaws template must be emailed to the International Fifth Vice President/Eligibility Advisor for final approval. The bylaws template should be saved with your chapter's name and emailed to the Fifth VP as an attachment. She/he will email it back with questions or recommendations, if any, that need to be addressed, or will date and sign for approval. Please keep these bylaws saved in your computer and make copies for all your members to keep. A copy of your chapter bylaws should be given to each new member.

Your music department should have a copy of your Bylaws on file. Some schools also require that a copy of your Bylaws be filed with the student activities department. Make sure that each time you revise your own Bylaws, new copies are provided for any local department that keeps your Bylaws on file.

ANNUAL CHAPTER REVIEW

Once a year, your District Director visits all the collegiate chapters in his/her District. These visits are held anytime from January 1 until April 15. The purpose of this visit is for the District Director to assess how the chapter is operating and to assist each chapter with problems, concerns and the transition of officers.

Your District Director is your most immediate help concerning proper functioning of the chapter, solutions of problems, questions of Fraternity policy or regulations, and can give inspiration for effective ideas.

- ✓ Schedule your Chapter Review after your annual election of officers.
- ✓ Your District Director should contact you to arrange a mutually good time to conduct the Annual Chapter Review. If you do not hear from your Director, do not hesitate to call!
- ✓ Arrange for the outgoing and incoming officers to meet with the District Director to go over the Officer Manual to make sure that they are properly trained.
- ✓ Invite the Faculty Advisor and/or Chapter Advisor to meet with the District Director. They, too, may contact the District Director at any time with questions or concerns.
- ✓ This is a good time to install your new officers, and the District Director will be honored to perform that ceremony for your chapter.
- ✓ Have a Formal Business Meeting using the Ritual Book, so the District Director may observe how your chapter works together and gain an overview of your activities.
- ✓ Plan a musical event for the end of your workshop. Invite advisors, faculty and patrons to your program.
- ✓ Please note that while working with your chapter, you are responsible for housing, meals and local transportation for the Director.

THE DISTRICT CONFERENCE

The District conference is held once every triennium (usually during the Fall of the second year), and is organized by your District Director. All the chapters, collegiate and alumni, gather for a day of business, discussion, music, and sharing of ideas.

Your chapter may be asked to host a District Conference, in which case, you will work closely with the District Director in arranging places for discussion groups, ceremonies, luncheon, concert, receptions and display areas.

When your chapter is not a host for the District Conference, all members of the chapter attend the District Conference as participants.

I N T E R N A T I O N A L C O N T E S T S

A pplications for all contests and scholarships are published ANNUALLY in the Fall edition of *The Triangle of Mu Phi Epsilon*. Be sure to use a current application when applying.

The application deadline for all of these contests is MARCH 1!

M U S I C O L O G I C A L
R E S E A R C H
C O N T E S T

This contest is held every other year, in EVEN NUMBERED years, and is open to all affiliated members of Mu Phi Epsilon. Application form is available from the IEO.

O R I G I N A L
C O M P O S I T I O N
C O N T E S T

This contest is held every other year, in ODD NUMBERED years, and is open to all affiliated members of Mu Phi Epsilon. Application form is available from the IEO.

M A R I A N B O W K E R
D A V I D S O N
C O L L A B O R A T I V E
P I A N I S T A W A R D

This award is for you if you are an **accompanist** working on a special project to develop accompanying skills. Application form is available from the IEO.

M U P H I E P S I L O N F O U N D A T I O N



The Foundation of Mu Phi Epsilon was formed in 1963. This is the arm of the Fraternity, whose purpose is to fund and award grants and scholarships to members of Mu Phi Epsilon. Applications for these grants and awards may be found in the fall edition of *The Triangle of Mu Phi Epsilon*.

The application deadline for all of these contests is March 1.

Gerke Collegiate Artist Scholarship

Each year, different categories are judged. For example, one year it may be Brass and Keyboard. The next year it may be Woodwinds and Percussion. The current categories may be found in the Fall edition of *The Triangle of Mu Phi Epsilon*. This award is only for UNDERGRADUATES!

Edythe G. Burdin Scholarship

This is awarded to a student studying music business

Madge Cathcart Gerke Education Scholarship

This is given to the applicant with no professional classroom teaching experience, who will complete a Bachelor's Degree in Music Education at the end of any term of a current academic year.

Hazel B. Morgan Education Scholarship

This award is given to a graduate student studying Music Education

Nadeen Williams Scholarship

This is a Music Education Scholarship for Graduate Music Study

Laverne Jackson Memorial Music Therapy Scholarship

Winner must be a Music Therapy student and agree to use the winnings for expenses during the Music Therapy Clinical Internship

Bernstein-Crosman Scholarship

This award is to assist performing pianists studying outside of the U.S.A.

Eleanor B. Weilder & Mildred B. Frame Piano Scholarship

This will support one OR two scholarships for piano study in France

Alberta Denk Scholarship for Violin, Viola, Cello

For a music major in the study of performance

**INTERNATIONAL
EXECUTIVE
OFFICE**

If at any time, you have a question or concern, contact the District Director, the International Executive Office (IEO), or the Collegiate Advisor/2nd Vice President.

Any questions about competitive Professional Fraternities (Sigma Alpha Iota and/or Delta Omicron) should be referred to the International President.

MU PHI EPSILON FRATERNITY CONTACTS 2011-2014

International

President Rosemary Ames
13 Travis Dr.
Framingham, MA 01702
(508) 872-5818
e-mail: president@muphiepsilon.org

**International
Collegiate Advisor** Sandra McMillen
306 Shorewood Dr.
Duncanville, TX 75116
(972) 298-5910
e-mail: collegiateadvisor@muphiepsilon.org

**Executive Secretary-
Treasurer (IEO)** Gloria Debatin
International Executive Office (IEO)
4705 N. Sonora Ave. Ste 114
Fresno, CA 93722-3947
Tel: (559) 277-1898
Fax: (559) 277-2825
Toll Free: 1-888-259-1471
e-mail: executiveoffice@muphiepsilon.org

District Director (Fill in name and contact information of director for area)



SUMMER SCHOLARSHIPS

The Foundation sponsors a number of scholarships to various summer music camps. You must contact the camp directly for an application and apply to the camp and be accepted for the summer program before the Foundation can award you the scholarship.

Be sure to put on your application that you are an affiliated member of Mu Phi Epsilon!

The application to the Foundation for summer music camp assistance is due by April 15. The Foundation application is in addition to the application you must fill out for each camp you are applying to. Remember that the deadlines for these scholarships differ with each camp, so be on your toes if you want to apply. Some of them are really early! The following is a current list of Summer Music Camps the Foundation sponsors:

- ♪ Aspen Music School (Aspen, CO)
- ♪ Banff Centre for the Arts (Alberta, Canada)
- ♪ Brevard Music Center (North Carolina)
- ♪ Chautauqua (Chautauqua, NY)
- ♪ Encore School for Strings (Ohio)
- ♪ Inspiration Point Fine Arts Colony (Arkansas)
- ♪ International Festival at Round Top (Roundtop, TX)
- ♪ Music Academy of the West (Santa Barbara, CA)
- ♪ Tanglewood Music Center (Lennox, MA)

SUPPORTING THE FOUNDATION



Since the Foundation of Mu Phi Epsilon is funded entirely by donations, the members of the Foundation Board are constantly seeking ways to increase the revenue. The more donations received, the more grants and scholarships can be awarded. If your chapter or an individual member would like to contribute to the Foundation, the following Contribution Form may be used. A donation to the Foundation would be a wonderful reason to have a fundraiser!

Mu Phi Epsilon Foundation Contribution Form

Enclosed is a contribution to the Mu Phi Epsilon Foundation in the amount of

\$15 \$25 \$50 \$100 Other \$ _____

I would like to become a Golden Benefactor (\$1,000 given over a 10-year period)

\$100 Golden Benefactor 10-Year Pledge

\$1,000 Golden Benefactor Contribution

My collegiate chapter would like to become a Collegiate Golden Benefactor
(\$250 over a 10-year period)

\$25 Collegiate Golden Benefactor 10-Year Pledge

\$250 Collegiate Golden Benefactor Contribution

Name _____

Address _____

City, State, ZIP _____

E-mail _____

Make checks payable to Mu Phi Epsilon Foundation. A receipt will be sent to you for your tax-deductible gift.

Send to the Treasurer of the Mu Phi Epsilon Foundation whose name can be found on the back cover of *The Triangle of Mu Phi Epsilon*.

INTERNATIONAL COMPETITION

The Foundation of Mu Phi Epsilon sponsors an International Competition every 3 years during the International Convention. This contest is open to members of Mu Phi Epsilon under the age of 40 as of April 1 in the year of competition for voice applicants, and the age of 35 for instrumental applicants.

Applicants must have appeared in solo recitals and/or with orchestras.

The winner/s is awarded a two-year contract for expense-paid concert/recital appearances sponsored by the Foundation and local chapters of Mu Phi Epsilon.

Sponsoring a competition winner in concert is an opportunity for your chapter to be involved in something very exciting. The Foundation pays all travel costs for the artist, but your chapter is responsible for local housing, transportation and food for the artist.

The sponsoring chapter/s must pay a \$200 booking fee when requesting an artist. This \$200 will be paid to the artist as an honorarium after the concert is held.

You also are responsible for publicity for the concert. Sometimes the artists give a solo recital, and other times it is possible for them to be the guest artist within another concert. However, try to guarantee an audience of 75 or more.

If you have an Alumni chapter close to you, this is a wonderful project for the two of you to do together.

Guidelines for booking a concert may be obtained from the Mu Phi Epsilon Foundation Booking Agent, whose name is always published in the latest issue of *The Triangle of Mu Phi Epsilon*.

In addition to presenting a concert, the Artist will expect to conduct a community service project while in your area. Examples might be a nursing home program or conducting a Master Class at your school.

I N T E R N A T I O N A L C O N V E N T I O N

Mu Phi Epsilon holds an International Convention every third year in August. **A Delegate from every collegiate and alumni chapter is expected to attend the convention.** Any members may attend as guests, if they are not Delegates.

Travel, housing and certain meals are paid by the Fraternity for Delegates only.

In order for your chapter to send a Delegate to the International Convention, you must have paid the \$50 Convention Fee annually for the past three years, and all member dues must have been paid.

The year of the convention, each chapter must elect their Delegate. This is usually done at the same time that new officers for the next year are elected. It is preferable if the incoming President serves as the chapter's delegate. However, if this is not possible, the Delegate chosen must be returning to your campus for at least one more year of school.

Registration materials are sent to your chapter in the spring preceding the convention, and must be returned by the deadlines stated on the Registration Form.

P A T R O N S

Patrons are individuals honored by Mu Phi Epsilon for reasons of personal interest in music and willingness to be of assistance in carrying out the purposes of the Fraternity and the local chapter with whom they are associated.

- ▲ Selection of a patron is approved by your chapter members.
- ▲ Patrons are formally installed by the local Mu Phi Epsilon Chapter (a short ceremony is found in the Ritual Book).
- ▲ Patrons support and attend musical programs given by members of Mu Phi Epsilon.
- ▲ They may open their homes for musical and social functions.
- ▲ They may sponsor musicales or other affairs.
- ▲ They may perform as musicians or lecturers at fraternity affairs.
- ▲ They may assist financially in building chapter scholarships, or may assist in chapter projects.
- ▲ Patrons do not hold membership in Mu Phi Epsilon and are not permitted to attend ritual ceremonies, such as initiation and pledging ceremonies.
- ▲ Patrons are especially valuable to your chapter if you do not have an alumni chapter nearby for support.
- ▲ Patron Pins to give to your patrons at their ceremony are available for purchase from the IEO for \$10 each.

The Vice President

DUTIES AND RESPONSIBILITIES

- ✓ Assist the President whenever needed.
- ✓ Act as Rush Chairperson, OR if your chapter has a separate Rush Chairperson, assist this person whenever needed.
- ✓ Conduct candidate training classes
- ✓ Administer and grade Candidate Tests
- ✓ Assist the candidates in filling out the Initiate Record Sheet, (Form #6).
- ✓ Collect the necessary fees from the candidates and give it to the Treasurer. When all fees have been collected, the Treasurer is to give you one check for all of the initiates and YOU are to send it to IEO, along with an Initiate Record Sheet for each initiate AND Form #4, the Official Badge Order.
- ✓ Send one check and all forms to IEO two weeks before you plan to have the initiation ceremony.
- ✓ YOU are the person responsible for the paperwork and money being sent to IEO, not the Treasurer or the Rush Chairman.
- ✓ MAKE COPIES OF EVERYTHING BEFORE YOU SEND IT TO IEO, INCLUDING THE CHECK. That way, if there are any questions, you will have documentation that all was done properly.

RUSH



1. At the beginning of each semester, obtain from the Faculty Advisor, a list of all eligible students. If you do not have a Faculty Advisor, ask the Chairperson to help obtain this list. You do not need to know specific grades, as that information is confidential. You only need names, addresses, and phone numbers of those students who meet membership requirements.
2. Arrange a time and place for an information meeting/party. Advertise throughout the school with posters and fliers, the time, date and place for the information session.
3. Decide what you will have for handouts, who will act as spokesperson for your chapter, what they will say, and make arrangements for refreshments, name tags, a sign-up sheet, and anything else you might want to include.
4. Prepare and send a letter to each of the eligible students. A sample for a possible invitation letter is included in this chapter.
5. All members should plan to attend the information session, and begin to get to know the interested students.
6. **BE SURE TO HAVE ALL INTERESTED STUDENTS SIGN IN WITH THEIR NAME, EMAIL ADDRESS, MAILING ADDRESS AND PHONE NUMBER!**
7. During the next one to two weeks, everyone in your chapter should make an effort to be in personal contact with at least 3 of the interested students. Offer to buy them a cup of coffee during a practice break. Invite them to your room for some popcorn. **MAKE SURE THAT EVERY RUSHEE IS CONTACTED AT LEAST ONCE** by a member of your chapter.
8. Decide when and where you will have your formal rush party. Utilize your nearby Alumni for help with this party. Have a theme.
9. Send an invitation to all the students who have participated in rush to your party. Follow up with a phone call, especially if you are arranging transportation to the party for them.
10. All members of your chapter should attend the party.
11. After the party, when the rushees have left, your chapter should vote on each rushee that they would like to invite into the membership of Mu Phi Epsilon.

12. Formal Invitations and Acceptance Cards can be sent to each rushee and samples are included in this manual on page 39 for you to copy to make your own.

**SAMPLE LETTER OF INVITATION TO RUSH
INFORMATION SESSION**

Dear _____

It's never too soon to think about your future. Your plans as a professional musician can be furthered through membership in Mu Phi Epsilon. Composers, performers, conductors, teachers and therapists are proud members of this International Professional Music Fraternity, open to men and women.

Founded in 1903, Mu Phi Epsilon offers many opportunities for personal and musical growth. We are a Professional Fraternity with goals that include advancement of music throughout the world, promotion of musicianship, scholarship and loyalty to our school, and development of a true bond of friendship.

We sponsor numerous competitions; give awards, scholarships, and grants. We give service through music to our school and community.

Why not check out the requirements for membership? For more information on membership in Mu Phi Epsilon, please join us at an informal information session to be held on _____ at _____ from _____ to _____. Refreshments will be served.

Best wishes for a successful and satisfying semester at _____ University. We look forward to seeing you on the _____.

Musically,

FORMAL INVITATION



-----Chapter of

Mu Phi Epsilon International Professional Music Fraternity

In recognition of scholarship and musicianship

Extends to

the honor of election to membership

FORMAL ACCEPTANCE

I hereby accept the honor conferred upon me by

-----Chapter

Of

MU PHI EPSILON

International Professional Music Fraternity

In accordance with the obligations required for initiation as stated below.

<i>Candidate Fee</i>	<i>\$15</i>
<i>Initiation Fee (One time fee)</i>	<i>\$24</i>
<i>One years dues</i>	<i>\$35</i>
<i>Official badge (priced according to your choice of badge)</i>	<i>\$14.00 minimum</i>
<i>Local Chapter dues</i>	<i>\$</i>

Please indicate your acceptance of election to Mu Phi epsilon by the

return of this form before -----(date)----- to:

Name -----

Address -----

ADDITIONAL NOTES FOR A SUCCESSFUL RUSH

- ♪ Rush can be held twice a year, in the fall and spring semesters.
- ♪ The requirements for membership in Mu Phi Epsilon:
 - Must have attained 2nd semester freshman status*
 - Must have passed one semester of theory*
 - Have a GPA of 3.0 in music subjects and a 2.5 overall, minimum*
 - These GPA's are based on an overall average, or just the previous semester.*
- ♪ Challenge each member of your chapter to bring in ONE new member each year.
- ♪ Concentrate on freshmen, sophomores and juniors to give your chapter continuity, but by all means, welcome seniors and graduate students too. Handouts about what Mu Phi Epsilon is and what it means to be a member are available from IEO. Or you can devise one of your own, with specific information about your chapter's activities. At the information session, explain what the membership requirements are and what fees are involved. Be sure to get the names, email addresses and phone numbers of all who attend.
- ♪ Occasionally, a chapter has difficulty in obtaining the grades of a student rushee. If there seems to be no other way to ascertain the grades of the interested students, you may ask each individual student to obtain a copy of his/her transcripts and give to you, so that you can then confirm that grades meet the requirements for membership. Just make sure that you have their permission, as this information is confidential.
- ♪ Make your informal get-togethers a time for getting to know each other. Be prepared to answer any questions they might have about Mu Phi Epsilon. Most questions can be answered by using the Training booklet. A wealth of information about Mu Phi Epsilon, this booklet is invaluable to all chapters during rush. Be sure to let the rushees know what fun you have being a member of Mu Phi Epsilon!
- ♪ Make your chapter visible during the rushing period. Have members wear something each day that designates them as part of Mu Phi Epsilon. WEAR YOUR PINS!
- ♪ **Formal Party Ideas:**
 - Have a theme for this party.*
 - Mix in lots of singing!*
 - Make sure that ALL of the active members attend this party.*
 - Have a silly skit.*
 - Have a serious time to be sure to get across the professional nature and obligations of membership in Mu Phi Epsilon, as well as the camaraderie.*

THE SHARED CAMPUS

If there is another Music Fraternity on your campus (Sigma Alpha Iota or Delta Omicron), you have a "Shared Campus." The procedure for rushing is the same as on a campus without another fraternity, but the difference is that your rushing activities must be coordinated with their rushing activities.

Your first step for a successful rush on a shared campus is to request a meeting with representatives from the other fraternities. You should already have in place the "Interfraternity Bylaws"* which will stipulate rushing procedures.

Together decide on dates for the information session, the rushing period and for the formal parties.

The information session should be a joint event, with each Fraternity helping in the organization and presentations.

All should agree on the length of time for rushing, with the information session marking the beginning of the rush period and the formal rush party marking the end.

It is best if all the fraternities have their formal party the same weekend, or not farther apart than a few days.

If there is Sigma Alpha Iota (women only) on your campus, women rushees are required to attend both the Sigma Alpha Iota party AND the Mu Phi Epsilon formal party.

All men and women should be required to attend the Delta Omicron party as well as the Mu Phi Epsilon formal party.

Once the rushing activities are over, it is no longer necessary to coordinate your entry ceremony, training, and initiation activities with the other fraternities.

**A sample copy of the Interfraternity bylaws is included in this manual with the Shared Campus page in the Presidents section.*

ENTRY CEREMONY



1. Decide on a place and time for the entry ceremony. Schedule the ceremony as soon as possible after the rushing period has ended. (The next day is always great!) All current members should attend the entry ceremony.
2. After your chapter has voted on students to whom you want to extend an invitation for membership, send a formal invitation to all accepted by your chapter to be candidates, noting the already decided date, time and place for the entry ceremony.
3. You will need to make sure that they accept your invitation by requiring them to respond in some way. Ask them to bring the \$15.00 candidate fee with them.
4. The **Steward** of your chapter is the one to arrange a location for the ceremony and see that the proper equipment is in place before everyone arrives. The Ritual Book contains complete instructions for set-up. The **President** conducts the Ceremony.
5. The **Treasurer** of your chapter must work with the **Vice President** to collect the \$15.00 fee from each candidate. The fees are deposited into the chapter account and one check is written for all candidate fees. The Treasurer gives the check to the **Vice President**, who fills out Candidate Report Form #19, has it signed by the **Faculty Advisor**, and is responsible for mailing both to IEO.
6. Once the candidate fees and Candidate Report are received by IEO, you will receive the necessary paperwork for the initiation of each new candidate, and a training manual for each candidate to keep and use during the training period. These will be sent to the Vice President.



Candidate pins are not part of this material. They are available from IEO for \$3.50 each. If a chapter purchases a number of these pins, they are the property of the chapter, and may be used by the candidates during the training period, but must be returned to the chapter when initiation takes place. If a candidate wants to keep his/her pin, they should pay the chapter for the cost of a pin, and the chapter will have to order replacements. Use the Candidate Report (Form #19) to order these pins. The pins are small and easy to lose, so be diligent about storing them in a safe place.

7. CELEBRATE with your new Candidates!

SPECIAL PERMISSION

Special permission exists for UNDERGRADUATE students who do not meet membership requirements for regular initiation in one of these ways:

- ▲ is not a music major or minor, but has the equivalent freshman music course hours including first semester music theory;
- ▲ has not completed first semester music theory, but has passed an equivalency examination administered by a theory faculty member;
- ▲ has a Grade Point Average (GPA) that is slightly less than 2.5 overall and/or 3.0 in music, based on cumulative grades, in a 4.0 GPA system.

If you have students who are interested in Mu Phi Epsilon membership, and your chapter feels that they would be contributing members to your chapter, these are the steps to follow to have them approved for membership via Special Permission.



1. Vote to offer membership to prospective candidate pending special permission approval.
2. Complete the Form #8, signed by the Chapter President AND Faculty Representative.*
3. Have the student give you an official transcript or statement of music courses from the Registrar (must include title, course number, number of credit hours and grade for each).
4. Have the Head of the Music Department or a Faculty Member write a recommendation.
5. Send or fax Form #8, with the transcript and letter of recommendation to the International Fifth Vice President, Eligibility Advisor.
6. The qualifications for the candidate's eligibility will be reviewed and notification of approval will be sent to your chapter and IEO.
7. AFTER approval, candidate is eligible to be initiated as a regular initiate.

**This can be your Faculty Advisor, the Head of the Department, or the Faculty member who is writing the recommendation for membership.*

CANDIDATE TRAINING

The **Vice President** is in charge of candidate training. Usually a period of 4 to 6 weeks between the entry ceremony and the initiation ceremony is adequate for training.

During this time, the Candidates can participate in all chapter activities, except those involving ritual and holding a chapter office. In fact, encourage them to participate with the chapter, and they will quickly become an active member after initiation.



1. Meet with the candidates regularly and go over the information in the Training booklet. There is an outline in the book that, if followed, makes it very easy to cover the necessary material.
2. Encourage your candidates to do a service project for the school or for the community; i.e., cleaning practice rooms, conducting Saturday morning music classes for underprivileged children.
3. Plan a Candidate Recital.
4. Invite the **Chorister** of your chapter to come to a training session and teach the song, "The Triangle" and any other songs that your chapter uses frequently.
5. Three weeks before the initiation ceremony is to take place, collect ALL initiation fees from the candidates. Give all this money to your **Treasurer** who will write one check for everything and give it back to you. Send check and Form #19 to IEO.
6. Administer the Entry Exam to the candidates. This test was sent to you with the Membership Trainer. Correct the tests and go over them with the candidates. The answer key and scoring instructions for the Candidate Test follow this list. You do NOT need to send the tests to the District Director. However, as a courtesy, notify your District Director of the initiation date, and invite him/her to attend if they live close by. DO NOT SEND TESTS TO THE IEO.
7. Have each candidate fill out the "Initiate Record Sheet" COMPLETELY (Form #6). This form was emailed to you with other candidate materials. Make sure the proper Date of Initiation is filled in on these sheets!
8. Fill out the Report of New Initiates (Form #4) making sure each candidate has paid the proper fees to the chapter.

CANDIDATE TRAINING CONTINUED

9. Send to IEO, AT LEAST 1-2 WEEKS PRIOR TO YOUR INITIATION DATE:
 - Form #6 Initiate Record Sheet for EACH candidate who will be initiated
 - Form #4 Report of Initiation
 - ONE check for all initiation fees
10. Present the Candidate Recital. Invite the public. Invite their parents. Make it a special event. (Some chapters schedule this recital immediately following the Initiation ceremony.)
11. You will receive from IEO the badges for all of your new members. The membership certificates are engraved by the printer and will arrive later. If your time is short, and you have not heard from IEO, call immediately.



Recommendation: If you rush in the fall, initiate your candidates BEFORE semester break. If you rush in the spring, initiate your candidates BEFORE summer break.

INITIATION

The Ritual Book contains complete instructions for a successful Initiation ceremony, from the proper set-up to the conducting of the ceremony.

The main responsibility for the Initiation ceremony belongs to the **President**, the **Vice President** and the **Steward**.

It is up to the **Steward** to secure the place for the initiation, make sure that all the necessary equipment is there, and that it is all in good condition.

The **President** should make sure that all participating members know their roles and that they will be present for the ceremony. ALL MEMBERS SHOULD ATTEND, even if they do not have a speaking part.

Work together to make this ceremony as meaningful and special as possible. This is the ceremony that each new initiate will never forget.

Plan a special celebration after the initiation. Ask the Alumni for help! (They love to cook for starving college students!) Alumni members may also be required to help with the actual ceremony if your chapter is small and you do not have enough members to read all the parts. The Alumni members will be pleased to be able to help, so please ask if you need help.



If you do not have an Alumni Chapter in your area, IEO may be able to supply the names of Alumni members living in your area. Give IEO a call if you are really in a bind for participating members.

TIMELINE FOR A SUCCESSFUL RUSH

This is a suggested timeline for a successful rush, candidate period, and initiation during one semester. Adapt this to fit your chapter, but follow the timeline in order and you will avoid delays and problems.

WEEK 1

Get names and addresses of all music majors and minors eligible for membership in Mu Phi Epsilon from your Department Chairman or Faculty Advisor.

Set the date for your informational party to begin Rush (week 3).
Set date for Entry Ceremony (week 6).
Set date for Initiation Ceremony (week 13).

Plan your Rush theme

WEEK 2

Send invitations to all eligible music majors and minors for the informational party.

Publicize the informational party.

If you need additional candidate pins for your chapter, order them from IEO using Form #19 when you send in candidate fees.

WEEK 3

Hold the informational party. (All members attend)

WEEK 4

Begin informal rush activities with students who attended the informational party. (All members participate)

WEEK 5

Have Formal Rushing Party at the end of this week.

Vote on prospective candidates after the party.

If possible, have the candidate ceremony the day after the Formal Party.

WEEK 6

Conduct the Entry Ceremony if it was not done last week.

COLLECT \$15.00 from each candidate.

Mail to IEO the Candidate Report Form #19 signed by the Faculty Advisor, verifying the eligibility of each prospective member, immediately after the entry ceremony, with one check for all candidate fees, names of all who are candidates for membership, and the date of the Entry Ceremony and proposed initiation date.

VICE PRESIDENT

WEEK 7

Begin study sessions, using outline in the Training booklet.

Begin to collect money for initiation fees and badge orders. Many chapters ask for the fees in installments to reduce the pressure on the candidates.

Candidates work on projects and tasks as a class or with collegiate members.

WEEK 8

Study sessions continue.

Chorister teaches "The Triangle" and other Mu Phi Epsilon songs.

WEEK 9

Study sessions continue.

WEEK 10

Candidate Examination is administered and graded. Have each prospective member fill out Form 6, the New Initiate Record Sheet. The IEO must have this for each new member.

All initiation fees are due from the Candidates, given to the Vice President, who gives them to the Treasurer, who writes one check and gives it back to the Vice President.

Prepare Form #4, the Report of New Initiates, and mail this with all the Form #6's, and one check to cover all initiation fees to the IEO at least 1-2 weeks before the initiation so the IEO can get the membership badges to you before the initiation.

WEEK 11

Help Candidates prepare the Initiation concert and reception.

Invite alumni, patrons, and faculty to the concert and reception.

WEEK 12

Help Candidates practice for their concert.

Make sure that all equipment is in good repair for the ceremony. (Steward)

WEEK 13

INITIATION CEREMONY WEEK. Be sure all fees and forms have been sent to IEO prior to the ceremony and that you have received the badges.



Treasurer

DUTIES AND RESPONSIBILITIES

- ▲ You are responsible for keeping track of your chapter's finances and paying the required chapter obligations to IEO. This includes annual dues, annual convention contribution, membership fees, Founders Day Fund, and MΦE Foundation Contributions.
 - ▲ You MUST keep accurate accounting records.
 - ▲ You should plan to attend all meetings of your chapter and be prepared to make a report to your chapter concerning funds spent, earned, and balances.
1. Your chapter's checking account should be in a convenient bank, although some schools require student organizations to keep their funds in a special account. If you do keep your account in a local bank, there should be TWO signatures on file with the bank, yours and your Faculty Advisor. Shop around for the bank that gives the best rates and service for non-profit organizations.
 2. An IRS EIN (Employer Identification Number) has been assigned to your chapter to identify you as a chapter of Mu Phi Epsilon Fraternity. This 9 digit number should be in the treasurer's files. Call the IEO to get that number to open or reassign a bank account for your chapter.
 3. Purchase a Receipt pad at a local store, and write a receipt for any money that you receive. Be sure the Receipt pad allows two copies of the receipt, one to give to the member and one to keep.
 4. All your records should be kept in a loose-leaf notebook. In your notebook, have one sheet for EACH member (Save yourself time and note each member's phone number on their page). Every time members give you money, you must give a receipt, and mark the date, amount, and purpose of the transaction on their member sheet in your notebook. Keep the sheets in alphabetical order.
 5. You might want your individual record sheets to begin like the following:

TREASURER

MU PHI EPSILON Chapter Treasurer's Record Sheet	
Chapter _____	Year _____
Member's Name and Phone _____	
Year in School _____	Date initiated _____
Candidate fee \$ _____	Included in check # _____ Sent to IEO _____
Initiation fee \$ _____	Included in check # _____ Sent to IEO _____

The following is an example of how you might continue your membership sheets:

<u>Date</u>	<u>Item</u>	<u>Amt. DUE</u>	<u>Date</u>	<u>Item</u>	<u>Amt. PAID</u>
9/15/09	Inter Dues	\$35.00	10/1/09	Inter Dues	\$35.00
9/15/09	Chapter Dues	\$10.00	10/08/09	Chapter Dues	\$10.00
11/1/09	Founders Fund	\$1.06	(No entry indicates amount not paid)		

When members leave your chapter (graduates, transfers, etc.) write on his/her membership sheet the date they leave school and the reason. File the membership paper in the treasurers file. Do not throw these sheets away.

- In addition to the individual member sheets, you must keep an accurate balance sheet. You may purchase a simple ledger book for this, or you may keep your balance sheet on your computer in popular programs such as Excel. If you do use your computer, you MUST make sure that the records are backed-up and can be used by the next Treasurer after you leave office.

A ledger book needs five columns, or to put it another way, there are five pieces of vital information that MUST be noted every time someone gives you money AND every time that you write a check to someone. The five pieces of information are:

DATE	TRANSACTION INFORMATION	RECEIPT	DISBURSEMENT	BALANCE
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TREASURER

DATE

ALWAYS note the date of any transaction, month, day and year.

**TRANSACTION
INFORMATION**

If you are writing a check, note here to whom you wrote the check, what it was for, and the check number. Be especially careful with initiation fee checks, noting exactly who the fee is for. Take as much space as you need for this information, making sure that the information is complete.

If you are receiving a check, note here who it was from and what it was for. Again, be as specific as you can.

RECEIPT

If you have received a check, in this column note the exact amount of the check. Leave the Disbursement column blank.

DISBURSEMENT

If you are writing a check, in this column note the exact amount of the check you have written. Leave the Receipt column blank.

BALANCE

Keep a running balance of your account and your reports to the chapter at their meetings will be much easier to give.

7. Every month, when you receive the bank statement, reconcile your chapter's account, noting in your ledger book bank charges and interest.
8. If at any time you have a question, or are having trouble with your books, DON'T WAIT. Consult your Faculty Advisor immediately. She/He is there to help you.
9. As difficult as it may be, you are the one who must remind members when their fees are due or overdue. Do not let overdue accounts go on too long or it will be all the more difficult to collect. If you have any problems collecting from certain members, notify your Faculty Advisor.
10. When your term as treasurer is over, go to the bank and get the signature card, fill it out, obtain the signature of the new treasurer and return it to the bank. THIS IS VERY IMPORTANT! If this is not done, it could happen that your chapter account could be frozen once you leave campus. That is why it is important to have the Faculty Advisor's signature, in addition to your own.

FRATERNITY DUES

The “Dues Report”, consisting of the Dues Payment Form #2 and Chapter Dues Roster, will be sent to each chapter President in the Fall of each year. On the roster will be the names of all current members who should pay dues for the coming year. It is your responsibility to check this form carefully for accuracy. Note changes in membership and correct any errors.

Every year, an additional \$50.00 from your chapter must be sent to IEO by October 15th. This is your chapter's contribution to the convention fund. In order for your chapter to have a Delegate at the convention, your chapter must have paid this \$50.00 annually.

1. Begin to collect dues from your members at the beginning of the fall term.
2. If your chapter does not receive Dues Form #2 and the Dues Roster from IEO in the early fall, please call the IEO and request one. (1-888-259-1471)
3. Note on Dues Form #2 any new members affiliating with your chapter; i.e., transfer students or students returning to school.
4. Note on the “Dues Roster” any members who are on campus but “inactive”.
5. Note on your "Dues Roster" any members who have graduated or are no longer in school, with the month and year of graduation, and a forwarding address.
6. **Postmarked by October 15 to the IEO, send ONE check for member dues you have collected so far, and the convention fee, along with Form #2 and the updated "Dues Roster". Use Form 2A for any delinquent member dues after that and note their names on the form in boxes provided. No late fee will apply if some dues are paid by October 15. Don't hold on to member's dues paid to you in time to be sent to the IEO by the deadline of October 15.**



Your chapter dues and convention fee MUST be sent to IEO by 10/15 in order for your chapter to qualify for any Fraternity awards at the end of the year.

Mail only one chapter check or school check made out to Mu Phi Epsilon for all dues and the annual convention fee by October 15th to the IEO.

LOCAL DUES

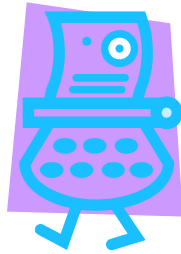
- ♪ Your chapter will need some operating funds for expenses during the year. Most chapters access their members an additional \$10.00 per year or \$5.00 per semester.
- ♪ If your chapter decides to collect local dues, they should be paid to your chapter at the same time that the Fraternity dues are collected.
- ♪ **DO NOT SEND YOUR LOCAL DUES TO IEO.** They are to be kept in your chapter's account and used for your local expenses.

LATE DUES

- ♪ Occasionally, a member will return to school at the beginning of the second semester, after the chapter dues have been sent to IEO. If the member wishes to affiliate with the chapter, they must pay full year dues at that time.
- ♪ Make a copy of Form #2A and mail it, along with a check for full dues, to IEO.

FOUNDERS DAY FUND

- ♪ The collection of Founders Day Pennies was started years ago to fund Fraternity contests and awards. Traditionally, each chapter donates one penny per member for each year of the existence of Mu Phi Epsilon.
- ♪ For example, when Mu Phi Epsilon is 100 years old, each member should contribute 100 cents. The next year, members should contribute 101 cents, and so on.
- ♪ This is an optional donation from your chapter. However, points are awarded to chapters that contribute, and these count in selecting chapter awards at the end of each year.



Recording Secretary

DUTIES AND RESPONSIBILITIES

Record the minutes of all business meetings in an official chapter secretary's book. These minutes are permanent records of your chapter's activities and actions.

Do not express opinions in the minutes, just the facts. The following is a suggested format for the minutes from a business meeting:

The regular meeting of _____ Chapter of Mu Phi Epsilon, held on _____ (date) was called to order at _____ (time) by President _____. The minutes of the previous meeting were read and approved as read (or corrected). The Treasurer reported the receipt of \$_____ and disbursements of \$_____. The balance in the treasury is \$_____. Report of the _____ committee was given by _____. (Record brief summary of committee reports and note any motions made and approval or defeat. Also note any assignments made and further action being taken.) Old business brought before the meeting was..... New business..... The following program was presented: The meeting adjourned at _____.

Be sure to sign and date each set of minutes that you do. It is very helpful if you give a copy of the minutes to the Chapter President.

- ♪ Attend each meeting of your chapter and be prepared to read the minutes of previous meetings.

RECORDING SECRETARY

- ♪ Keep an accurate up-to-date list of all of your active members. This should be done by means of a card file. An example of what each card should look like follows:



If you choose to do this on your computer, be sure you can pass on the program and information to the next Recording secretary.

NAME:

ADDRESS: (use pencil or make new card when student moves)

PHONE:

E-MAIL:

CANDIDATE ENTRY DATE:

DATE OF INITIATION:

NOTES: (you might not offices held, and when, scholarships received, etc.)

- ♪ *When members graduate or leave school, give their cards to your Alumni Secretary or Treasurer.*

If your chapter does not have an Alumni Secretary, you should assume the duties of that office.



Corresponding Secretary

DUTIES AND RESPONSIBILITIES

You are responsible for all chapter correspondence.

- ♪ Report at each meeting correspondence received and/or sent.
- ♪ Reply to all correspondence within 5 days

Always include the date and your address on all letters.

You may purchase stationery with the crest printed on it from IEO (use Form #3 to order). Informal note cards with various Mu Phi emblems may be purchased from the MΦE Foundation Fare.

- ♪ You are responsible for sending invitations to Alumni and Patrons inviting them to chapter recitals and activities. Send these invitations at least 2 weeks in advance.
- ♪ Cards and notes of greetings for fraternity members, such as performing artists in your area.
- ♪ If a member should transfer from another school to yours, and wished to affiliate with your chapter, you must write or call IEO to affirm that the member is in good standing and does not owe any past dues or fees before she/he can be considered a member of your chapter. Before you call/write, find out the chapter of initiation for the member in question, date of initiation, and name used when initiated.

In general, keep all correspondence for one year. Notes, cards, letters of congratulations should be given to the Historian for inclusion in the chapter scrapbook.



Alumni Secretary

DUTIES AND RESPONSIBILITIES

Your job is to maintain a file of all members who have left your chapter. This file may be a card file, or on your computer. Just make sure that the program and data may be passed on to the next Alumni Secretary.

As soon as a member graduates, transfers, or does not return to school, the Recording Secretary should give you the card for that member. Update the information on the card as accurately as you can, especially a contact address.

- ♪ Notify IEO of the change in status of a student, so that she/he will continue to receive *The Triangle*.

These cards are permanent records for your chapter. Do not ever discard them.

- ♪ If there is an Alumni Chapter in your area, notify them of all graduates who are going to remain in your area.
- ♪ Keep the Alumni of your chapter informed by publishing a newsletter at least once a year. Some things you might include in the newsletter:

- Request to be notified of change in name and/or address
- News about chapter activities
- Music School news
- Request news from the alumni for another issue.

Annually, the IEB recognizes the outstanding Collegiate Chapter Newsletter, but they can only judge from those newsletters received, so be sure to send to the International President, the International Collegiate Advisor, the Editor, and your District Director copies of all of your newsletters. The rating sheet for newsletters follows, and is a good guide for how to design and what to include in your newsletters.

NEWSLETTER RATING SHEET

	POTENTIAL POINTS	POINTS AWARDED
IDENTIFICATION (TOP OF FIRST SHEET)		
(1) Chapter Name	10	
Name of School	10	
(2) Mu Phi Epsilon	<u>10</u>	
(3) Date of publication	30	
TOTAL POINTS - IDENTIFICATION		
CONTENTS		
(1) Clarity and accuracy of all information (About MΦE)	5	
(2) Complete names used	5	
(3) Variety of chapter projects/activities reported, adhering to Triangle of Goals	10	
	<u>10</u>	
(4) Newsworthy items pertaining to chapter, members, and patrons	30	
TOTAL POINTS - CONTENTS		
FURTHER CONSIDERATIONS		
(1) Creativity:		
Graphics	10	
Layout	10	
Name of newsletter	5	
Paper color	3	
Style of writing	2	
(2) Frequency of publication	7	
Monthly	<u>3</u>	
Quarterly		
TOTAL POINTS – FURTHER CONSIDERATIONS	40	
GRAND TOTAL	100	



Chorister

DUTIES AND RESPONSIBILITIES

The Chorister plans and directs all the musical activities of your Chapter.

If there is to be music as a part of any of your ceremonies, the Chorister is responsible for preparing the chapter ahead of time.

If your chapter hosts an International Competition Artist Winner concert, you are the "chairperson" for the planning of this concert.

Each Collegiate Chapter is to sponsor at least one public program every year. The Chorister has the responsibility for planning this program. These responsibilities include:

Securing a place for the recital.

Confirming a time for the recital.

Perhaps plan a joint recital with other music fraternities on your campus.

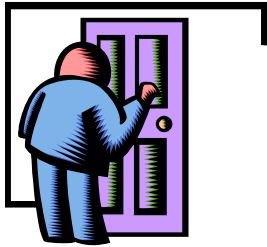
Confirm the performers in the recital.

Arrange rehearsal times if this is necessary.

See that programs are printed and secure ushers to pass them out at the door.

Work with the Vice President during Candidate training to see that the new candidates know the words and music to Fraternity songs. Help the Vice President plan and execute the Candidate Recital.

Keep a record of member participation in school recitals and other performances. Give this record to the President before May 15th so it may be included in the Annual Report.



Steward

DUTIES AND RESPONSIBILITIES

As Steward, you are the door keeper. You have a behind-the-scenes job, but if you undertake your responsibilities well, the chapter will run smoother.

- ✓ You should arrive at all formal meetings early and receive the password and grip that admits members to these meetings.
- ✓ You are in charge of the storage and the upkeep of all the ritual equipment of your chapter. Know where the equipment is stored. Make sure it is a secure place where someone will not throw out the equipment accidentally. Label everything as: "Property of _____ chapter, Mu Phi Epsilon."
- ✓ Once a year, check all the equipment to make sure that it is in good condition. Never put anything away that needs cleaning or fixing. Clean or fix it first, THEN put it away.

This is a very basic list of the equipment your chapter should have and that you are responsible for:

- ☒ *Candidate and Initiation Register
- ☒ *Ritual Cloth for initiation table
- ☒ *Wood Shield
- ☒ Floor Cloth, 18"wide, 1 long cloth, not in sections (A recommended length would be 18 yards.)
- ☒ Three standing candle pedestals** and white candles
- ☒ Two table candle holders and white candles
- ☒ White Bible
- ☒ Triangle and Rod
- ☒ Violets, real or artificial

STEWARD

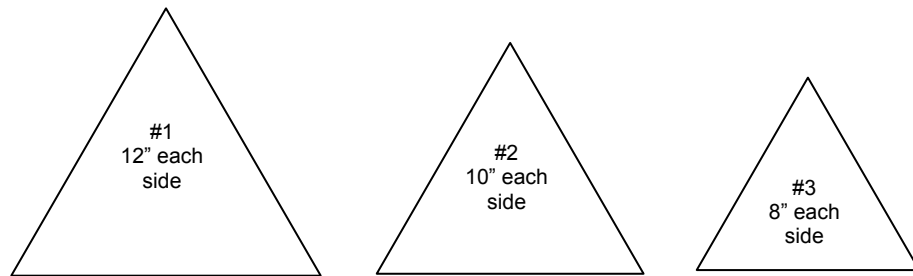
- ☒ *Candidate Pins
 - ☒ *Ritual Book
 - ☒ Robes (1 purple, 6 white) optional
 - ☒ Stoles (1 white, 6 purple) optional
 - ☒ Kneeling Stool & purple pillow optional
- ✓ It is your responsibility to set up all the equipment prior to any candidate and initiation ceremony. Think ahead for purchasing candles. Have a pen for the initiates to use. Do not forget the matches! Flameless candles may be used.

**These items may be obtained from IEO at any time using Supply Form #3 to order.*

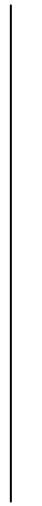
***The set of 3 pedestals are no longer available through the IEO. You may make them yourselves. The instructions follow. Music stands laid flat may be used if pedestals are not available.*

CANDLE PEDESTAL DIRECTIONS

BASE OF PEDESTAL:



(1) on bottom; (2) on top of (1); (3) on top of (2)



This upright stick may be round or square.

A broomstick could be used.

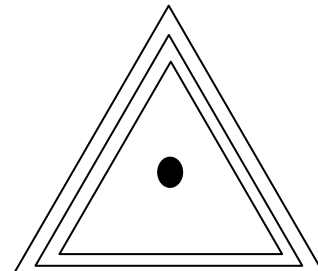
Sticks should be 1 1/2" diameter and 36" in height

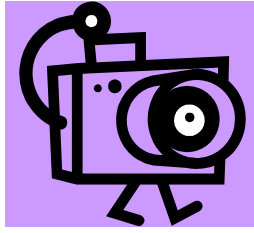
TOP OF PEDESTAL:

Use the same idea of 3 triangles placed on top of each other with the smallest one on top. Cut a hole in center of top triangle in which candle can be inserted. A hole may not be necessary if it is placed in its own holder.

Make the dimensions for the triangles at the top of the pedestal equal sides of 10", 8" and 6".

Paint the entire pedestal with white paint.





Chapter 10

Historian

DUTIES AND RESPONSIBILITIES

You are responsible for the "picture" of your chapter given to potential members, your school, your community and the entire Fraternity.

You serve as public relations officer for your chapter. Send articles relating to your chapter activities to "*The Triangle*" editor.

Send notice of your activities to your local newspapers; i.e., Public invitation to your recitals, articles reporting on community service projects that your chapter has done that might be of interest to the wider community.

Bring a camera to all activities and record the happenings of your chapter.

Save programs from recitals given by your chapter.

Organize all memorabilia from your chapter activities in a **Scrapbook**. Display this Scrapbook during rush activities to give a picture of your chapter to potential members.

Bring your chapter scrapbook to any Information Meetings there might be for prospective members. What better way to show them all your activities and the fun you have.

Be sure to send your scrapbook to the International Convention with your chapter's Delegate. Scrapbooks are judged and shared with other chapters during the International Convention. The Scrapbook rating sheet gives you a good outline as to what could be kept in your scrapbook and the way you might organize it.

The Historian also maintains the Chapter **bulletin board**, if you have one. If not, why not see if you can have access to one? Check with your music department office. Keep the bulletin board up-to-date, eye appealing, and tasteful. Be sure to change it every two to four weeks. Remove out-dated material immediately.

For the bulletin board, make use of members with artistic talent! Assign one month to the candidate class. Use articles from *The Triangle of Mu Phi Epsilon* for displays. Be original! Let your imaginations soar.

SCRAPBOOK RATING SHEET

Scrapbooks will be rated at the triennial convention according to the following list of requirements and considerations. Judging of the scrapbook covers the current triennium from convention to convention.

	POTENTIAL POINTS	POINTS AWARDED
COVER (REQUIRED)		
(1) Chapter Name	10	
Name of School	10	
(2) City and State	<u>10</u>	
(3) Years of material covered	30	
TOTAL POINTS - IDENTIFICATION		
CONTENTS		
(1) Chapter yearbooks, 1 for each year of triennium	5	
(2) Newspaper clippings pertaining to chapter, members, and patrons	5	
(3) Programs	5	
(4) Special notes, letters, commendations	5	
(5) Pictures (include name event, date, location)	5	
(6) Other pertinent items	<u>5</u>	
TOTAL POINTS - CONTENTS	30	
FURTHER CONSIDERATIONS		
(1) Chronological order	10	
(2) Clarity of format	10	
(3) Artistic and creative efforts	10	
(4) Overall effectiveness	<u>10</u>	
TOTAL POINTS – FURTHER CONSIDERATIONS	40	
GRAND TOTAL	100	

HISTORIAN

This could be used as a sample for submitting an article to your local newspaper.

FOR IMMEDIATE RELEASE

Your name and office

_____ Chapter

Mu Phi Epsilon

Name of School

Address and Phone number

_____ Chapter of Mu Phi Epsilon at _____ University, will present its annual spring public concert at (place), on (date), at (time) according to (name), Chapter President. Featured on the program will be (name), soprano; (name), flutist; and (name), pianist. Miss _____ was winner of the _____ scholarship earlier this year and Mr. _____ is the first flutist with the _____ orchestra. Mr. _____ will be the accompanist for both artists. Faculty members aiding in sponsoring this concert are _____. (Name) is in charge of the concert. The public is invited free of charge.

(OPTIONAL INFORMATION you might include)

Mu Phi Epsilon, an International Professional Music Fraternity, has as its purpose the advancement of music, with a continuing emphasis on promotion of musicianship and scholarship. The fraternity now has _____ collegiate chapters and _____ alumni chapters. The Mu Phi Epsilon Foundation directs the major philanthropies of the fraternity and sponsors the Mu Phi Epsilon International Competition and Mu Phi Epsilon Artist Concerts, a unique venture offering performance opportunities to our young artists. All chapters support the Mu Phi Epsilon Foundation and participate in other national projects that include the sending of music and books to schools in foreign countries, taping of music books for the blind and volunteer music therapy activities. (Local) Chapter, installed in (year) at _____ University takes an active part in the musical life of the school and community.



Chaplain

DUTIES AND RESPONSIBILITIES

Although there don't seem to be many responsibilities for the Chaplain, you will notice that the Chaplain participates actively, in nearly every ceremony in the Ritual Book. Initiations, Candidate ceremonies, even the formal opening and closing ceremonies of the chapter, are important duties for the Chaplain.

Some chapters have the Chaplain serve as the resource person for member birthdays, notice of people who are ill, or have had to leave school for some reason.



Forms

Below is a list of the necessary forms you will need to have in your files for a Collegiate Chapter. In the fall of every year, forms are updated and emailed to the President of the Chapter by the International Executive Office (IEO). It is very important that old forms be DISCARDED and replaced by the current forms.

The forms will be emailed so copies can be printed whenever they are needed. Make a folder in My Documents where you will save the current forms. Master copies can be printed and put in a notebook. After you have properly filled in the form, make copies of the completed form for your chapter files and send the original to the appropriate officers.

If you find that you do not have all the forms listed below in your files, contact the IEO for replacements. Each of these forms is discussed in the manual, and if you have any questions as to how the forms should be completed, consult your manual or contact the IEO. Use only forms with the current academic year date. If you have a form with an older date, do not use it. Throw it away or delete it.

- Annual Collegiate Dues, Founders Fund, Convention Fee (Form #2)
- Late Collegiate Dues and New Affiliate form (Form #2A)
- Candidate Report (Form #19)
- Initiation Report (Form #4)
- Initiate Record Sheet (Form #6)
- Request for Candidate Special Permission (Form #8)
- Supply Order Form (Form #3)
- Progress Report of Chapter President (due January. 15th)
- Annual Report of Chapter President (4 pages) due May 15th
- Collegiate Chapter Officers Update form
- SERV Report Form
- Report of Graduation G-1 Form
- Senior Province Achievement Award Nomination Form (Sterling Achievement)
- Marian Bowker Davidson Collaborative Pianist Award Application
- Original Composition Contest or Musicological Research Applications (alternates)
- Mu Phi Epsilon Foundation Contribution Form (available on Foundation website)
- Request for Inactive Status
- Values and Ethics Statement
- Mu Phi Epsilon Writing Style Guide

MU PHI EPSILON

Faculty Advisor Manual



Collegiate Chapter Faculty Advisor

Introduction

Mu Phi epsilon is a Professional, Co-educational Fraternity that:

- ▲ Offers the privilege of membership to eligible and interested music students
- ▲ Offers life-long relationships and friendships with others of similar interests
- ▲ Promotes high scholarship, musicianship and friendship through service
- ▲ Provides opportunities for strengthening artistic and personal abilities
- ▲ Creates an incentive for greater professional accomplishment
- ▲ Develops awareness that artistic gifts are to be shared
- ▲ Fosters the ideals of service to school and community
- ▲ Fosters understanding of the role of the arts throughout the world

The Faculty Advisor for a collegiate chapter of Mu Phi Epsilon is vital to the smooth operation of the chapter.

The Faculty Advisor serves as a liaison between the administration of the music school and the collegiate chapter.

The Faculty Advisor need not be a member of Mu Phi Epsilon. If, however, the Faculty Advisor is not a member of another professional music fraternity, membership in Mu Phi Epsilon is encouraged and welcomed. If a member of Mu Phi Epsilon, the Faculty Advisor may affiliate with the collegiate chapter at the collegiate dues rate unless they want to be a member of an active Alumni Chapter, if one is in the area. To apply for grants and scholarships one must be a dues paying member.

The President of the Collegiate Chapter should also have a copy of this Faculty Advisor Manual, along with the Collegiate Officer Manual. The remaining chapter officers should have a copy of the Collegiate Manual or of their respective section.

PRESIDENT

Communicate regularly with the Collegiate Chapter President. Attend regular chapter meetings whenever possible. If it is not possible to attend all of the Chapter Meetings, strive to attend once a month.

Look over the plans of the Chapter for activities and fund raisers to make sure that they do not conflict with school policy in any way.

Help the Chapter coordinate their activity calendar with the school calendar.

If there is more than one Professional Music Fraternity on campus, encourage a representative from each organization to form an inter-fraternity music council. The council will establish rules for rushing and co-existing on campus, which is required by the National Inter-Fraternity Music Council.

VICE
PRESIDENT

At the beginning of each semester or rushing period, the Vice President will ask your assistance in obtaining the names of all music students who have completed at least their first semester as Freshmen, and whose academic records make them eligible for membership in Mu Phi Epsilon (3.0 average in music courses, and 2.5 in other academic subjects). The actual grades should not be given to the chapter, but the Vice President must be assured that the students meet or exceed the grade requirements for membership. The Faculty Advisor must sign Candidate Form #19.

The Vice President will coordinate with you the time and place for rush activities so that they do not conflict with school activities.

TREASURER

Meet with the Treasurer at the beginning of the year to help set up the accounting method the chapter will use (see Treasurer section of Collegiate Manual).

It is always a good idea for the Faculty Advisor to be a co-signer of the bank account for the Collegiate Chapter. Help the chapter find a bank that looks favorably on non-profit organizations and extends to those organizations competitive fees, or no fee accounts.

The chapter may also use a school account through a student activity office, business office, or accounting office where they can deposit cash and checks and that office will cut a check for dues and fees made out to Mu Phi Epsilon and mail directly to the International Executive Office (IEO). A copy of the correct form should be submitted with the cash and or checks so the office has the reason for the dues or fees and the address where to mail the check and who to make it out to. If it takes a while to get a check cut from a school office, the forms may be mailed or

faxed to the IEO by the due date or in plenty of time to report new members before their initiation with a copy of the check request form so the IEO knows a check is on the way. This way the information on the forms can be processed by the IEO.

The monthly bank statement may be sent to the Treasurer or to you. Whichever the case may be, speak with the Treasurer monthly to make sure the statement is being used to balance the account on a regular basis. The checkbook can be kept in your office if you feel that is best. If a school business office is used, some kind of statement or record of transactions still needs to be kept in a proper accounting method by the chapter Treasurer.

CHORISTER

The Chorister will be planning various musical events throughout the year. Work with the Chorister in obtaining recital halls, and coordinating dates with the school calendar. Plan to attend recitals sponsored by the Collegiate Chapter.

STEWARD

The Steward is in charge of storing all of the chapter equipment. Help the Steward find a place within the school where the equipment can be stored safely.

If the original charter of the chapter is not displayed in the music school, see if a place can be found in which to do so. The charters are usually framed and ready for display.

Some chapters have access to a small room for an office. If such a space is available at your school, help the Chapter gain permission to use the space for an office and storage.

HISTORIAN

Assist the Historian in finding a place for a bulletin board within the music school and encourage him/her to keep the board up to date and eye appealing.

If the policy of the school is for all press items to be cleared by the school, see that the Historian brings all articles to you before they are distributed to newspapers, etc.

**DISTRICT
DIRECTOR**

Once a year, a District Director, who is a volunteer, needs to make a personal visit with your chapter for a review. Plan to meet with the Director at some time during the review so that the Director is informed about any problems or questions that you might have. If there is no Director in your district, our current DD-At-Large is available to speak on the phone or possibly have a conference call with the chapter.

**INTERNATIONAL
EXECUTIVE
OFFICE**

If at any time, you have a question or concern, contact the District Director, the International Executive Office (IEO), or the Collegiate Advisor/2nd Vice President.

Any questions about competitive Professional Fraternities (Sigma Alpha Iota and/or Delta Omicron) should be referred to the International President.

MU PHI EPSILON FRATERNITY CONTACTS 2011-2014

International

President Rosemary Ames
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**International
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**Executive Secretary-
Treasurer (IEO)** Gloria Debatin
International Executive Office (IEO)
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Tel: (559) 277-1898
Fax:: (559) 277-2825
Toll Free: 1-888-259-1471
e-mail: executiveoffice@muphiepsilon.org

District Director (Fill in name and contact information of director for area)

MU PHI EPSILON

Collegiate Chapter Advisor



Collegiate
Chapter Advisor

Duties

As a member of Mu Phi Epsilon, the Chapter Advisor is the Fraternity member closest to the Collegiate Chapter. The Chapter Advisor is able to encourage the Collegiate Chapter to remember the purposes and goals of the Fraternity, as well as support individual members in their musical endeavors.

The Chapter Advisor serves as a liaison between the Alumni Chapter and the Collegiate Chapter. If there is no Alumni Chapter geographically close to the Collegiate Chapter, the Chapter Advisor is even more important to the Collegiates as a link to the Fraternity. Another music faculty member who is a member of Mu Phi Epsilon can serve as Chapter Advisor.

The Chapter Advisor attends collegiate chapter meetings when possible.

Notice of recitals and programs are brought to the attention of the Alumni Chapter, and attendance by the Alumni is encouraged.

Encourage joint activities with the Collegiate Chapter and the Alumni Chapter. Founders Day is an excellent time to have a joint meeting and program.

Offer Alumni homes and support for Collegiate activities such as pledging, initiation ceremonies, rush activities, planning sessions.

If there is no Faculty Advisor for the Collegiate Chapter, the Chapter Advisor assumes those responsibilities.