

BYLAWS OF THE LOS ANGELES AREA ALUMNI ASSOCIATION

Originally adopted: January 24, 2008.

Latest date of amendment: Not yet amended.

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Article I: Name.

The name of this organization shall be the Los Angeles Area Alumni Association of Phi Mu Alpha Sinfonia Fraternity of America. In abbreviated form, it may be called the Los Angeles Area Alumni Association or the Los Angeles Sinfonian Alumni Association.

Article II: Purpose.

Section 1: Mission.

The mission of the Los Angeles Area Alumni Association is to foster lifetime involvement and interaction of Sinfonian alumni brothers locally through social, musical, service, financial, and professional means; and to develop and maintain a positive public image through media exposure of its endeavors.

Section 2: National objectives.

The objectives of this Association shall be consistent with those enumerated in Article XIII, Section 1 of the Phi Mu Alpha Sinfonia National Constitution:

To encourage Sinfonian fellowship among both collegiate and alumni, to support and encourage the collegiate chapters and alumni associations of the fraternity, to support the Sinfonia Educational Foundation, to give service to the community in which we live, and to advance the general welfare of the Phi Mu Alpha Sinfonia Fraternity.

Section 3: National organization.

This Association shall operate in the spirit of and in compliance with the National Constitution and other governing documents of the Phi Mu Alpha Sinfonia Fraternity of America, Inc.

Article III: Membership.

Section 1: Eligibility.

Membership in the Association is open to any alumni or honorary member of the Phi Mu Alpha Sinfonia Fraternity of America, Inc.

Section 2: Participation.

Payment of dues is not required to participate in Association activities.

Section 3: Rights.

Current payment of dues entitles a member to vote in matters before the Association.

Section 4: Dues.

Dues are set by the Executive Committee and are due on January 31 of each year. The amount of dues shall be announced to the membership by January 5. Dues cover local, province, and national fees and expenses. Payment of dues also includes a subscription to the *Sinfonian*.

Section 5: Donations.

Members are encouraged to make voluntary donations to the Association's activities and endeavors. Donations may be paid once, annually, or broken into monthly payments over a year. The donor levels of membership are based on annual amounts and are as follows, from the lowest level to the highest level: Sustainer, Contributor, Donor, Sponsor, Patron, and President's Circle. The dollar amounts associated with each level for each fiscal year shall be set by majority vote of the full Executive Committee.

A list of donors will be published in Association publications. Benefits to donors include discounts at Association events. Further benefits are to be determined by the Executive Committee.

Article IV: Officers.

Section 1: Executive Committee.

The Association shall annually elect a President, a Vice President of Events, a Vice President of Communications, a Treasurer, and a Secretary. Each of these officers shall have one vote on the Executive Committee.

Section 2: Terms of office.

Terms of office shall be for one year or until the next scheduled election. All officers are eligible for reelection.

Section 3: President.

The primary function of the President is to manage the Association. The President shall form and follow the vision of the Association. He shall manage the operations and activities of the Association, and shall guide the officers in their duties. He shall act as the official point of contact on behalf of the Association.

The President shall preside over all meetings of the Association, over meetings of the Executive Committee, and over events of the Association.

Section 4: Vice President of Events.

The primary function of the Vice President of Events is to manage the events of the Association. He shall prepare and maintain the calendar of events. He shall organize and coordinate each event.

The Vice President of Events shall preside over meetings and events in the absence of the President.

Section 5: Vice President of Communications.

The primary function of the Vice President of Communications is to manage external communications of the Association. He shall maintain the Association's public relations and organize and coordinate outside communications. He shall maintain the content of the Association's website. He shall document the Association's activities in words and pictures.

The Vice President of Communications shall preside over meetings and events in the absence of both the President and the Vice President of Events.

Section 6: Treasurer.

The primary function of the Treasurer is to manage the Association's finances. He shall keep the Association's books and the annual budget and shall report to the Association regularly on its financial affairs. He shall collect dues and maintain the Association's bank accounts. He shall keep and maintain the Association's paperwork, including any required government filings. He shall submit the annual personnel report and any other required paperwork to the National Fraternity. He shall champion fundraising activities.

The Treasurer shall preside over meetings and events in the absence of the President and the Vice Presidents.

Section 7: Secretary.

The primary function of the Secretary is to manage all matters pertaining to the membership. He shall maintain the Association's membership database. He shall champion and coordinate membership development and recruitment. He shall organize and coordinate internal communication channels, such as the listserv and newsletters.

The Secretary shall take minutes at meetings. He shall preside over meetings and events in the absence of any other officer.

Section 8: Volunteers.

As needed, the President shall appoint volunteers to aid in the operations of the Association. Such appointees may be given titles but are not officers and therefore do not have a vote on the Executive Committee.

Section 9: Vacancies:

A vacancy in any office shall be filled for the remainder of the term by a simple majority vote of the full Executive Committee. In order to fill midterm vacancies, existing officers shall be eligible to hold multiple offices until an adequate replacement officer can be found and elected for each vacated office.

Section 10: Removal.

Any officer can be removed from office by a two-thirds vote of the full Executive Committee or by a two-thirds vote of a called meeting of the Association where quorum is present. The officer shall have the right to speak in his defense prior to such a vote.

Section 11: Nominations.

At least two months prior to the Annual Meeting, the Executive Committee shall announce that it is collecting names of interested candidates for office. At least one month prior to the Annual Meeting, the Executive Committee shall announce the slate of candidates for office. At the Annual Meeting, nominations shall remain open from the floor. The nomination of every candidate, including those announced ahead of time, must be moved and seconded by members who are present at the Annual Meeting and are eligible to vote.

Section 12: Elections.

Elections shall be held once yearly at the Annual Meeting of the Association. Election shall be by secret ballot, and each office shall be filled by a majority vote. If a majority cannot be obtained, a second ballot shall be held between the top two candidates.

In the event of a tie, the outgoing Executive Committee shall vote for the office by secret ballot. To ensure a decision, such a vote must be made by an odd number of officers. If an even number of officers is present, the highest-ranking officer present shall not cast a vote.

Officers may be elected to only one office per term, except in the case of a midterm vacancy as described in the section on "Vacancies" above.

Article V: Meetings.

Section 1: Annual Meeting.

An annual meeting shall be held once yearly in January for the election of officers, any amendments to the Bylaws, and any additional business that the officers or the membership may deem necessary. Notice must be given at least one month prior to the Annual Meeting, including information on nominated officers and expected business.

If an Annual Meeting is missed for whatever reason, the meeting shall be rescheduled to the soonest feasible date. Such a date change shall not cause subsequent meetings to change dates. For example, if an Annual Meeting is held in April of one year, the following Annual Meeting shall still be planned for January of the next year.

Section 2: Semiannual Meeting.

An optional semiannual meeting shall be held once yearly in July to conduct business that the Executive Committee has deemed appropriate for the Association to decide. Additional business may be brought before the Association by any member at this time.

Notice must be given at least one month prior to the Semiannual Meeting, including information on expected business.

Section 3: Executive Committee meetings.

The Executive Committee shall meet at least every other month, beginning in January immediately following the Annual Meeting.

The Executive Committee may meet online via email or other method during the course of the year. Decisions made in such a forum shall be recorded in the minutes of the next regularly scheduled meeting.

Section 3: Quorum.

To conduct business, a quorum must be present. For Executive Committee meetings, quorum consists of two-thirds of the officers. For Association business meetings, quorum consists of a simple majority of dues-paying members. For purposes of calculating quorum, members voting by proxy are included in the count.

Section 4: Majority.

All business must carry by at least a simple majority; where specified, a two-thirds vote may be required. Either majority shall be calculated based on members present. For matters where proxy votes are cast, members voting by proxy shall be deemed present for purposes of calculating the majority.

Section 5: Proxy voting.

Voting may be done by proxy. This may be done by submitting a ballot to the Executive Committee ahead of a scheduled meeting where voting is to be held.

Article VI: Committees.

Committees may be defined and appointed by the Executive Committee as needed. Any committee must have at least one officer but may be chaired by any member of the committee. The committee chair shall be appointed by the President.

Article VII: Amendment.

These bylaws may be amended at the Annual Meeting or Semiannual Meeting, provided at least one month's notice of the intended amendments has been given to the membership. Amendments require a two-thirds affirmative vote of the members present.

Article VIII: Parliamentary Authority.

The current edition of *Robert's Rules of Order* shall govern in all cases where applicable, and where not inconsistent with these bylaws or any special rules the Association may adopt.