

SIGMA ALPHA IOTA
INTERNATIONAL MUSIC FRATERNITY



In compliance with its chartered rights and obligations, Beta Delta Chapter shall be subject to the rules contained within the Sigma Alpha Iota National Articles of Association and Bylaws, the Chapter Procedures Manual, and the following Chapter Bylaws.

Adopted: May 1, 1950

Amended: December 5, 1951

Revised: March 12, 1953

Revised: March 24, 1954

Revised: April 4, 1956

Revised: November 7, 1956

Revised: November 10, 1957

Revised: January 10, 1961

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Revised: May, 1971

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Revised: November 17, 1998

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Revised: February 12, 2002

Article I – Name

Beta Delta Chapter, Nu Province, Sigma Alpha Iota; University of Puget Sound, Tacoma Washington

Article II - General Provisions

- I. Any Fraternity procedures or obligations, either chapter or individual, which are not specifically defined in these Bylaws shall be handled in accordance with established procedures as prescribed in appropriate Fraternity publications.

Article III – Membership

I. Becoming a college member of SAI

A. Requirements Concerning Eligibility

1. A candidate for membership must have participated in a performing group or have been enrolled in a music class for one semester prior to becoming a Member-in-Training.
2. A candidate's scholastic performance must at all times during her training meet current Beta Delta academic requirements as stated in Section II, Division A of this article. She must authorize the Vice President of Membership to request a copy of her current G.P.A. and academic status from the Registrar's Office.
3. The Vice President of Membership shall be responsible for securing music faculty recommendations for all prospective members using a standard recommendation form approved by the Province Officer.
4. Candidates may not be a member of any other music fraternity.
5. An individual who fails to meet the requirements in the Articles of Association and Bylaws cannot be invited to membership except with permission from the Province officer and National President.

B. Support for Members-in-Training

1. The Vice President of Membership shall arrange training meetings for prospective members to prepare for the Membership Examination.

2. Each Member-in-Training shall have a guiding star to assist her in learning the required materials for the Membership Examination.
- C. Chapter Involvement
1. An informational meeting shall be held to introduce members and Members-in-Training.
 2. Members-in-Training shall attend all informal chapter meetings and functions.
 3. Members-in-Training shall be invited to a social meeting with members.
 4. Members-in-Training shall be invited to perform in a chapter musicale before initiation.
- D. The Membership Committee shall provide the chapter with a list of and information about all prospective members.
- II. Continuing Membership
- A. Academic Requirements for Active members.
1. All members' scholastic performance must be at or above 2.5 G.P.A. in consistence with the current Sigma Alpha Iota National Headquarters policy and the University of Puget Sound Academic Policy.
 2. If a member does not meet the current academic requirements, they have two options regarding SAI.
 - a. They may take a temporary leave of absence from the chapter for a period of time to be arranged by the person and the President of SAI.
 - b. The member may remain active in the chapter while trying to raise their G.P.A. If they are unable to do so within the semester, then they shall be asked to take a leave of absence until they are able to do so.
- B. Attendance and participation is required for all chapter meetings and functions.
1. Excused absences are acceptable in two situations:
 - a. Illness, necessary absence from Tacoma, or a professional obligation. Requests must be made in writing and turned in to the Beta Delta mailbox or by email to the recording secretary by noon the day of the meeting. Unless exceptional circumstances arise, the Executive Board must approve an excused absence by vote.
 - b. Members with permanent schedule conflicts may request, in writing, a temporary leave of absence from the Executive Board.
 2. Unexcused absences will not be tolerated.
 - a. After two unexcused absences, the recording secretary will send a written statement to the member and notify the officers.
 - b. On the third unexcused absence, the member and officers will be notified and the member will be considered not in good standing and, as such, will be rendered ineligible for all chapter honors.
 - c. If the member incurs four or more unexcused absences, the officers shall confer with the member to discuss options regarding that member.
- C. Financial Obligations
1. All members active in the fraternity will be required to pay national and chapter dues.
 - a. The amount of financial obligation, or dues, shall be proposed by the Executive Board and approved by the chapter in the fall semester of each year.
 - b. Dues may be paid all at one time or by semester. If they are to be paid by semester, then fall dues must be paid by October 20 and spring dues must be paid by March 15, unless the Treasurer establishes an earlier date.
 - c. The Treasurer may work out a payment plan with an individual member if the financial needs demonstrated by that member are reasonable. The Treasurer must present these cases to the Executive Board for final approval.
 2. Members on a temporary leave of absence must pay national dues but may be exempt from chapter dues, if waived by a chapter vote.
 3. Members requesting inactive status, in due time, are not required to pay national or chapter dues.
 4. Delinquent Status
 - a. A member loses their "good standing" status and is considered delinquent if they have not paid for or made arrangements for payment of all of their financial obligations with the chapter by the appointed date each semester.

- b. If a member is at any time delinquent they become ineligible for chapter honors that year. If a member is delinquent at any time during the election process described in Article III, Section IV, they cannot run for office.
5. Life Pan Pipes.
- a. The Initiation Fees will include ten dollars payment towards each new members Life Pan Pipes subscription.
 - b. Any member that desires to make payments toward Life Pan Pipes may do so with the Treasurer at any time. The money shall be credited to her account and applied toward her Life Pan Pipes subscription. Life Pan Pipes begins upon graduation if full payment has been made.

Article IV – Officers

- I. Elected Officers shall be: President, Vice President of Membership, Vice President of Ritual, Corresponding Secretary, Recording Secretary, Treasurer, Editor, and Sergeant at Arms. The officers play a vital role in the chapter. They must act as role models, as the unifying force within the chapter, and they must be willing to commit wholeheartedly to chapter activities.
- II. The term of office shall begin upon installation, which shall occur during the second chapter meeting in April, and shall end upon the installation of the new officers at the second chapter meeting in April the following year. However, new officers shall not preside until the meeting after the installation.
- III. Qualifications for election.
 - A. A member must be in good financial standing with the chapter at all times during the election process.
 - B. The positions of President, VP Membership, and VP Ritual shall be filled by either juniors or seniors who have been members for at least one year.
 - C. All other offices may be filled by any member.
 - D. Members studying-abroad or with a long-term absence excused may be considered eligible for running for an office on the advice of the Executive Board. This decision shall be made based on the level of the member's continuing interest and the efforts made by them to continue their involvement, even from outside the chapter.
- IV. Election Process.
 - A. This election process spans four meetings, followed by the installation of officers. The scheduling of this process must be done early in the year.
 - 1. First meeting
 - a. The Beta Delta Bylaws concerning officers and the election thereof shall be read at the first meeting. Members shall discuss the election process and the importance of adequate discussion regarding all positions and all candidates for election. The descriptions of officer and executive board duties shall be read from the Chapter Procedures Manual, and current officers shall be given the opportunity to comment and further describe their duties to the chapter. This will provide members with the information necessary to consider seriously which positions they would like to seek.
 - b. The President shall ask for nominations of chapter members to serve on the Nominating Committee and the chapter shall vote by secret ballot. Each chapter member shall vote for four people to comprise this committee. The Sergeant at Arms and the President shall be responsible for tallying the ballots and announcing the Nominating Committee. According to Article VI, Section III, of these bylaws, the President cannot be a member of the Nominating Committee.
 - 2. Second Meeting
 - a. All chapter members shall be given a personal ballot listing all of the elected positions in the Beta Delta chapter. Members choosing to run for an office shall then be asked to submit a short paragraph stating their qualifications for that specific office. The descriptions given by the candidates shall be called their Statement of Intent. If a member wishes to run for more than one office, she must submit Statements of Intent for each position.
 - b. The Nominating Committee will determine a date when all statements must be submitted by. After collecting the statements, they shall determine which nominees are in good

standing with the chapter and may run. They shall assemble an election pamphlet listing each elected position, those candidates who have expressed interest, and their Statements of Intent for each position.

3. Third meeting
 - a. The Nominating Committee shall present the election pamphlet and open the floor for nominations of other members. If a member is nominated for a position and they accept that nomination, it shall be the responsibility of the committee to obtain a Statement of Intent from them and determine their eligibility.
 - b. The Nominating Committee shall then revise the Election Pamphlet and make copies available to all chapter members throughout the week. The Nominating Committee shall create a ballot listing the names of all elected positions and candidates. If there is a justifiable need, the committee may select the two or three most qualified candidates for each position.
4. Fourth Meeting
 - a. Elections shall take place. The Chapter Advisor shall be requested to attend this meeting for the purposes of counting the ballots and declaring the official elections results. In the event that the Chapter Advisor is unavailable, the Sergeant at Arms and President shall count the ballots. If one of those members is a candidate for election, then the outgoing Executive Board shall make other arrangements. Members of the Nominating Committee shall not count election ballots.
 - b. If a member is absent from this meeting with an excuse approved at least one week prior, the Nominating Committee will be responsible for providing her with a ballot and envelope before the meeting. The member must return the ballot in the envelope, sealed, to the Nominating Committee before the meeting to be counted with the other ballots.
 - c. Members studying-abroad or with a long-term absence may vote in elections if the Executive Board approves. This is based on their knowledge of current chapter business and a high level of continuing interest from outside the chapter. If approved, the Nominating Committee must provide the member with an election pamphlet and ballot, either by paper or electronically. They must secure the vote and keep it in confidence for the counting of the ballots.

V. Filling Vacancies.

- A. An office which remains vacant following the spring semester elections may be opened again for nominations at the elections meeting or at the meeting immediately following. If a member still cannot be found to fill the position, then the duties must be divided and assumed by the other officers.
- B. An office that becomes vacant due to other circumstances shall be filled in one of two ways depending upon the time of the vacancy.
 1. If the position becomes vacant during the spring semester with the majority of the semester remaining then the election procedure must follow a shortened version of the process described in Section IV of this Article to elect an interim officer. The interim officer shall hold the position until official elections in the spring semester take place. At that time, she may run for the same office again, or a different office if she chooses.
 2. If the position becomes vacant at the end of the spring semester or at any other time during the fall then it may be filled according to the procedures stated in Section IV of this Article.

Article V - Executive Board

- I. The Executive Board shall be comprised of:
 - A. The elected officers of the Beta Delta Chapter.
 - B. The chairmen of standing committees.
 - C. The chairmen of special committees when necessary.
- II. The Board's function is to discuss chapter business, organize schedules and meeting events and plan activities prior to the actual implementation of said events with the entire chapter.
- III. Meetings
 - A. The officers must arrange a schedule each semester, meeting at the minimum, once a month before formal meetings. It is recommended to meet prior to each meeting.

- B. The President may call a special meeting if necessary. Also, if three or more board members request a special meeting, one may be held.
- IV. A quorum at Executive Board meetings is a simple majority.

Article VI – Committees

- I. Standing Committees of the Chapter.
 - A. Ritual
 - 1. The Vice President of Ritual shall chair this committee. The Sergeant at Arms shall always be a member and the Vice President of Ritual may appoint other members.
 - 2. Duties of this committee are to care for Ritual equipment and prepare for Ritual Ceremonies.
 - B. Membership
 - 1. The Vice President of Membership shall chair this committee and may appoint other members.
 - 2. The Membership Committee is responsible for the Members-in-Training process.
 - C. Fraternity Education
 - 1. The Sergeant at Arms shall chair this committee and may appoint members.
 - 2. Duties include:
 - a. Presenting four fraternity education programs each year.
 - b. Reading required documents to the chapter as stated in the Chapter Procedures Manual.
 - c. The Chairman shall write a report to the Province Officer in December and May.
 - D. Program/Music
 - 1. The President shall appoint the chairmen of this committee.
 - 2. Duties include:
 - a. Organizing musicales, preferably once a month, but at least one formal musicale each semester.
 - b. Organizing Jacobsen Recital Series Receptions.
 - E. Social/Sunshine
 - 1. The President shall appoint the chairman of this committee.
 - 2. Duties:
 - a. Planning social events for the chapter including some coordination with the Alumnae in joint events.
 - b. Coordinating secret sister
 - c. Coordinating member recognition as specified in Article X, Section I.
 - F. Fundraising
 - 1. The President shall appoint the chairman of this committee.
 - 2. This committee shall be responsible for coordinating fundraising events and reporting on options of use for the funds raised.
 - G. Community Outreach
 - 1. The President shall appoint the chairman of this committee.
 - 2. This committee shall be responsible for coordinating outreach activities for the campus and community.
 - H. Alumnae and Patroness
 - 1. The Corresponding Secretary and one other member appointed by the President shall serve as Alumnae and Patroness contacts to coordinate events with them.
- II. Special Committees
 - A. Honors Committee as described in Article IX, Section II.
 - B. Nominating Committee as described in Article IV, Section IV.
 - C. Other special committees may be formed if needed. Membership on special committees is on a voluntary basis.
- III. The President shall have ex officio membership on all committees except the Nominating Committee and the Honors Committee.

Article VII – Meetings

- I. All business matter must be introduced and discussed during business meetings.

- II. Schedule of Meetings.
 - A. The Beta Delta Chapter shall set a meeting time and date at the beginning of each academic year. Meetings shall take place every week, unless otherwise stated, and all members shall be expected to attend those meetings as stated in Article III, Section II, Division B.
 - B. The second meeting in every month shall be a formal meeting. All other formal meetings for official ceremonies shall be marked on the calendar or announced at the meeting prior to the event.
 - C. This schedule may be changed by the Executive Board as necessary to accommodate holidays, school vacation days, and other circumstances.
- III. Circumstances for Calling Special Meetings.
 - A. Members of the Executive Board may confer and call special meetings of the chapter as stated in Article V, Section IIIB.
 - B. Members who are not on the Executive Board but wish to organize a special meeting must first obtain the approval of the Executive Board.
- III. Parliamentary Authority
 - A. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws.
- IV. Voting in the Chapter
 - A. Only members in good standing are privileged to vote on chapter business.
 - B. A quorum is designated as two-thirds the active membership.

Article VIII – Bylaws

- I. Amendments and Revision of the Bylaws
 - A. The Executive Board members shall review the bylaws in September, discuss possible amendments to the Beta Delta Chapter Bylaws, and present their findings to the chapter.
 - B. Any proposed amendments to the Bylaws should be presented in writing to the chapter members. Chapter members shall have the opportunity to discuss the proposed changes and proposed amendments shall be voted upon at the next Formal Chapter meeting.
- II. Knowledge of the Bylaws
 - A. Beta Delta Bylaws shall be read at the first chapter meeting of the fall semester. They shall also be read to the Members-in-Training during their training. It shall be the responsibility of the Sergeant at Arms to ensure that each member has an understanding of these Bylaws.
 - B. Each member must have a copy of the Beta Delta Bylaws. They shall be made available to chapter members and Members-in-Training at all time.

Article IX– Finances

- I. The treasurer must present the budget to the chapter for approval before the end of September.
- II. The treasurer must present all expenditures at chapter meetings for a vote of approval.
- II. The Official Chapter Delegate to the National Convention shall receive \$25.00 from the chapter to cover incidental expenses at Convention.

Article X – Honors

- I. Local Honors
 - A. Beta Delta shall honor underclasswomen and Junior SAIs who are performing in formal recitals with one red rose.
 - B. Beta Delta shall honor SAI Seniors who are performing their formal recitals with one red rose and a special gift.
 - C. Beta Delta shall honor SAIs who marry while active in the College Chapter with an appropriate gift.
- II. Granting the Sword of Honor and College Leadership Award

- A. An Honors Committee shall be elected by the chapter in January. These members shall be responsible for recommending nominees to the chapter and they shall follow the guidelines set in the Chapter Procedures Manual.
 - B. The Committee shall present completed applications for each nominee determined to be in good standing to the chapter in the middle of February.
 - C. The chapter shall then vote on the nominees by written ballot and the committee will tally the results. If a nominee is on the committee, they shall not be involved in the counting. The Secretary shall submit applications to the Province Officer for approval.
 - D. The Sword of Honor and/or College Leadership Award Service shall be held directly before the Senior Farewell Service at the end of the year.
- III. Awarding the Beta Delta Scholarship
- A. Funds for the Beta Delta Scholarship shall be provided through money earned by hosting the receptions for the Jacobsen Recital Series.
 - B. Stipulations of the Beta Delta Scholarship are as follows:
 1. The recipient must be an active member in good standing.
 2. She must uphold the aims and ideals of SAI.
 3. She must assist in at least one Jacobsen's Recital.
 4. She must be in charge of, or co-sponsor, at least one Beta Delta event
 5. She must participate in at least one scheduled musical event sponsored by Beta Delta.
 6. She must participate in scheduled Alumnae events.
 - C. Selection of the Beta Delta Scholarship Recipient.
 1. The senior class members of Beta Delta shall decide who is eligible for the scholarship after reviewing the status of each member and the chapter shall hold an election by secret ballot to decide the recipient.
 2. The Chapter Advisor must approve the recipient.