

Phi Beta Mu International Administrative Handbook

This book is issued to provide information for each member of the Fraternity and is to be used as a guide for chapter operation. It contains pertinent information regarding constitutional interpretation and fraternal tradition.

Founder Recognition Program

The Phi Beta Mu *Founder Recognition Program* includes five distinct recognition activities and is designed for the following purposes:

- To perpetuate the memory of our founder within the Fraternity.
- To provide an additional opportunity to honor bandmasters and to make our founder known to bandmasters not in the Fraternity.
- To encourage a widespread interest in bands and Phi Beta Mu and to make our founder known to persons who are not bandmasters but who make contributions to bands.
- To make school band members aware of the existence of Phi Beta Mu and to make our founder known to them.

Founder Plaque for Chapters

The Chapter Founder plaque will be incorporated in the chapter rituals and chapter business meetings. It is to be placed in front of the lectern and remain there throughout each business meeting and new member installation. **This plaque will be in the custody of the chapter secretary, who will see that it is available and properly used.**

Founder Plaque for Outstanding Bandmaster Award

The Outstanding Bandmaster Award plaque (appropriately inscribed) and the Outstanding Bandmaster wall certificate (appropriately annotated) are to be presented to the recipient of this chapter award. This award is “an” outstanding bandmaster award, not “the” outstanding bandmaster award. The purpose of this award is to honor one individual from within the chapter-state each year for an outstanding contribution(s). The individual may be a young or mature bandmaster. The award is designed to recognize an individual with or without fraternal affiliation. The International Board of Directors may also honor one individual at large each year. (Form 1)

Outstanding Bandmaster Award Standing Committee

Personnel: There shall be a Chairperson and three additional committee members.

It shall be the duty of the Outstanding Bandmaster Committee to recommend to the Board of Directors a candidate to receive the award of *Outstanding Bandmaster* in accordance with guidelines set forth in the Phi Beta Mu Administrative Handbook.

Founder Plaque for Outstanding Contribution to Bands Award

The Outstanding Contributor Founder Award plaque is a duplicate of the Outstanding Bandmaster Award plaque with an inscription that is appropriate to the Outstanding Contribution to Bands award. There is no certificate. The purpose of this award is to honor one individual from within the chapter-state each year for an outstanding contribution(s) to the support and/or development of bands. The International Board of Directors may also honor one individual at large each year. The individual may be anyone (i.e. composer, administrator, business person, etc.) who has made a significant contribution to bands. (Form 2)

Outstanding Contribution to Bands Award Standing Committee

Personnel: There shall be a Chairperson and three additional committee members.

It shall be the duty of the Outstanding Contributor to Bands Award Committee to recommend to the Board of Directors a candidate to receive the award of *Outstanding Contributor* in accordance with the guidelines set forth in the Phi Beta Mu Administrative Handbook.

Founder Materials for Hall of Fame Awards

The Hall of Fame Award Certificate (appropriately inscribed), draped Founders medallion, and Founders lapel pin are to be presented to the recipients of this chapter award. The purpose of this award is to honor individuals from within the chapter-state each year who have made significant contributions to the band movement through their own outstanding band programs. More than one director may be recognized annually, but there may be none awarded also. The award is designed to recognize outstanding directors with or without fraternal affiliation. Through the *Phi Beta Mu International Hall of Fame*, the International Board of Directors may also honor outstanding contributions made to Phi Beta Mu on an International level.

Hall of Fame Award Standing Committee

Personnel: There shall be a Chairperson and a minimum of three additional committee members.

It shall be the duty of the Hall of Fame Award Committee to recommend to the Board of Directors candidates to receive the award of and be inducted into the State *Band Director Hall of Fame* in accordance with the guidelines set forth in the Phi Beta Mu Administrative Handbook.

Founder Pin for Outstanding Band Student Award

The Outstanding Band Student Award sterling silver pin plus the Outstanding Band Student Award Wall Certificate

are to be presented annually to one senior band student per chapter who is a member of a Phi Beta Mu member's band. The purpose of this award is to honor a senior band student. The recipient will be chosen on the basis of musicianship, leadership, and scholastic success. (Form 3)

Fiscal Year

The Phi Beta Mu International fiscal year is from July 1 to June 30.

The Chapter fiscal year may be established to meet chapter needs (usually to coincide with the annual chapter business meeting).

International Annual Financial Report

The International Office Annual Financial Report will be audited and presented for review each year to the International Board of Directors and, subsequently, to the International Assembly. The International Financial Report will be mailed to Chapter Secretaries on request.

Chapter Responsibilities to the International Office

The chapter is obligated to:

- Keep the International Office informed of all chapter activities.
- Pay its per capita fees in a timely manner. Fees are due by June 1 of each year.
- Submit all reports to the International Office in a timely manner. The following are the reports and fees due and the dates on which each is due in the International Office.
- **Submit the following to the International Executive Secretary by June 1, annually:**
 1. An up-to-date roster of Chapter Active Members including their addresses. This report is crucial to the proper administration of International elections and the distribution of the Phi Beta Mu Report. (Form 4)
 2. An up-to-date roster of Honorary Members honored by chapter action, even though there may be no changes from the last report. This report is also essential to the proper distribution of the Phi Beta Mu Report and may provide important information for publication in that journal. (Form 4)
 3. A per capita fee for each member shall be sent to the International Executive Secretary. This fee must be paid for each Retired Active member and each Active Member whether or not it has been paid to the chapter. (Form 8)
 4. The date and location of the next annual chapter business meeting. (Form 8)
- **Submit the following to the International Executive Secretary no later than 30 days following each annual business meeting:**

A report to the International Executive Secretary including minutes of the annual business meeting giving the officers elected, chapter action taken, etc. (Form 7)

The chapter may:

- **Submit the following to the International Executive Secretary by September 15 every third year (2000 - 2003 - 2006 - 2009 - 2012 - 2015 - etc.):**

One nomination for International Vice-President who shall also serve as President-elect and shall automatically and without further election succeed the International President (Form 6), and two nominations for the International Board of Directors, so long as no election could result in more than two members from a single chapter serving simultaneously.

Credentials

The Fraternity credentials and official documents include a Membership Pin, International Officer Pin, Chapter Past-President Pin, Wall Certificate, International Constitution and Bylaws, and the Administrative Handbook.

Membership Pin:

The gold membership pin represents a bass drum with a baton placed diagonally across the drum, over which the Greek letters Phi Beta Mu are superimposed. The drum and baton signify Leadership. The Greek letters Phi Beta Mu signify Life, Love, and Music.

Officer Pins:

The basic membership pin is embellished to designate the offices for which a pin is authorized. The appropriate pins and their embellishment are as follows:

International President - 10 red stones

International Vice-President - 10 blue stones

International Executive Secretary - 10 green stones

Chapter Past-President - 10 white pearls

International officers may continue to wear the pin designating the highest office held after completion of their term of office.

Ordering credentials: The Chapter Secretary should order the needed credentials from the International Office 30

days in advance of the need. Payment for the credentials ordered must be sent with each order.

Official Publication

The Fraternity may have a working relationship with a selected magazine to publish the *Phi Beta Mu Report*. However, that may not always be practical or financially feasible. It shall be the duty of the International Board of Directors to determine how the *Phi Beta Mu Report* shall be published and to authorize negotiations and contracts that shall provide for proper distribution of this important publication. When the *Phi Beta Mu Report* is part of a larger publication, each member of the Fraternity shall receive a subscription to the larger publication as one of the benefits of membership. When Phi Beta Mu members also receive subscriptions of the publication from other sources, the Fraternity shall delete those members from the Fraternity's subscription list, unless the member specifically requests that the additional copy be sent. Funds saved from deleting members from the subscription list shall be used to pay for subscription for new members, whose per capita fees are not due until their first full year of membership, and for members who are temporarily inactive. An unbroken line of communication and encouragement is critical to the success of Phi Beta Mu.

Sixty days prior to publication, each chapter is asked to submit at least one news article to be considered for publication in the *Phi Beta Mu Report*. Such articles (including pictures when possible) should be sent to the Phi Beta Mu International Editor. These submissions may include Founders Award activities, Chapter Installation of new members, Chapter Officer elections, Chapter meeting reports, outstanding accomplishment by bands directed by members, chapter projects, individual member accomplishments, etc. Each article should be typed, double spaced, and include pictures when possible.

Change of Address

Each member should notify the International Office as well as the Chapter Secretary of an address change.

Publicity

The Chapter Secretary may purchase an International News Release letterhead from the International Office. The letterhead may be duplicated for multiple use.

Two examples of potential press releases:

ARLINGTON John Doe, Band Director at Arlington High School has been elected to membership in Phi Beta Mu, International Bandmasters Fraternity. He was installed during the annual state meeting of the Music Educators National Conference, which was held on January 12-15, 2000 in Arlington. Phi Beta Mu is an honorary, non-political nonprofit fraternity established in 1938. The membership includes band directors from throughout the United States, Canada and many foreign countries.

SPRINGFIELD Jane Doe, Band Director at Springfield High School, recently attended Phi Beta Mu meetings in connection with the state meeting of the Music Educators National Conference, which was held on January 12-15 in Capitol City. Phi Beta Mu is an honorary, non-political nonprofit fraternity established in 1938. The membership includes band directors from throughout the United States, Canada and many foreign countries.

Other press releases may include officer elections, awards made to individuals in the chapter, awards made by the chapter to other individuals, honorary members elected to membership, chapter projects of interest to the public, etc.

Order Forms

Additional report and order forms may be ordered from the International Office by the Chapter Secretary at no cost to the chapter.

Chapter Constitution

Each chapter may write a Chapter Constitution and Bylaws to facilitate chapter governance with the understanding that chapter documents must not conflict with the International Constitution and Bylaws.

Meetings

The following will open all International and Chapter meetings:

1. Placing the Phi Beta Mu Chapter Founders Plaque in front of the lectern.
2. The reaffirmation of the Fraternity's purposes by all in attendance participating in the official oath.

Chapter Meetings

Regular meetings shall be held only at the same time and in the same city as the regular meeting of the State Bandmasters Association or the State Music Educators Association as determined by the membership. In the event of the dissolution of the association at which chapter meetings are held, a special meeting may be called (announced by mail to each member's address of record) for the purpose of determining the time and place for regular meetings. The vote to determine such a place shall be decided by majority vote of the members present.

At no time shall there be a called meeting of a chapter of the Fraternity to transact business other than herein specified.

The business meeting of each chapter shall be held each year as specified. This meeting may be several days in length by use of the recess and reconvene procedures but may not exceed a four-day sequence. No other business meetings may be called.

Attendance and Dues Record

A Chapter Attendance and Dues Record Roster should be provided by the chapter secretary and manned at the door of the annual business-installation meeting. The attendant should be someone other than the Secretary so that other business may be transacted prior to the meeting's being called to order.

Fellowship meetings may be held for the purpose of general fellowship, clinic sessions, music reading, music advocacy, etc. There is no limit to the number or duration of such meetings.

New Chapter Installation Meeting

First year of operation: The period of time from the initial installation date of a chapter to the end of the first International Fiscal Year (June 30) may be designated as a perpetual meeting by use of the recess and reconvening procedure. This period is to provide sufficient business sessions to properly establish chapter administration and to install charter members who may not be able to attend the initial installation date.

Each new chapter's first full year shall begin on July 1 following the chapter installation. All regulations concerning meeting times and frequency shall apply beginning with the first full year of a chapter's existence.

Membership

Change in professional status: A change in professional status does not alter membership. Membership may be continued by paying dues and by attending the official annual meetings as prescribed. Members whose dues are not paid at two consecutive annual business meetings shall be suspended from active membership. Members who are absent from two consecutive official chapter meetings without Chapter Board approval shall be suspended from active membership. Each suspension of active status shall be reviewed by the Chapter Board, which may elect to send notices of suspension to delinquent or absent members prior to official action. Chapter Board action is required to suspend, expel, or act on the resignation of any member.

Honorary Memberships and Honors: Any chapter may bestow Honorary Membership upon an individual outside of the Fraternity by a unanimous vote of the members present at a regular chapter meeting. This membership shall be considered International in scope and shall be listed on the International Honorary Membership Roster.

An Honorary Member may participate in all activities except to vote or hold office. An Honorary Member may petition any chapter for active membership status, at which time he/she will be inducted, acquiring voting and office-holding status, and paying annual dues.

Honorary Membership may be bestowed upon an active member as a special recognition by a unanimous vote of the members present at a regular chapter meeting. Upon receiving this honor, the member will retain all active membership privileges but will no longer be required to pay annual dues.

A member may be further honored with a Lifetime Chapter Presidency by unanimous vote of the chapter. Upon receiving this honor, the member will retain all active membership privileges but will no longer be required to pay annual dues.

Retired Active Membership: An Active Member in good standing may be designated a Retired Member and shall carry all of the privileges of an Active Member. The chapter will assume the responsibility of payment of the International Per Capita Fee for the Retired member and not require payment of chapter dues. Each case of retirement shall be handled individually to best suit the needs of the retiring member and the financial abilities of the chapter.

An Active Member in good standing may be designated a Retired Active/Chapter Member with payment of local dues only, with local privileges only, and with no publication subscription included in the benefits of membership.

Retired Inactive Membership: An Active Member in good standing may be designated a Retired Inactive member with no dues required. He/she may have full fraternal affiliation but will have no voting privileges in chapter or International meetings.

Honorary Active Membership: An Honorary Member who elects to petition a chapter for active membership and whose petition the Chapter Board approves must pay active dues. The individual's name will appear on both the Honorary and Active Rosters.

Transfer of Membership: An Active Member may remain associated with the chapter in which he/she holds membership regardless of the location of residence, assuming he/she continues to comply with the active membership requirements. It is recommended that an active member who has moved, transfer membership to the chapter near which he/she lives, presumably in the state or country of residence. This transfer can be affected by writing his/her original Chapter Secretary, who will notify the International Office to verify his/her good standing. The International Office will request the new chapter to invite the transferee to membership, verifying that the individual is in good standing at the time of relocation.

The individual may continue membership in the original chapter by regularly paying dues if there is no chapter in the state/country of residence. Attendance requirements may be modified in such cases at the request of the active member and by majority vote of the Chapter Board of the Active Member's original chapter.

Active Membership Requirements

Active members who are to remain members of the Fraternity must attend at least every other annual business meeting or present a written statement through the Chapter Secretary to the Chapter Board to justify the absence prior to the meeting to be missed.

Active members who are to remain members of the Fraternity may not be more than one year delinquent in payment

of dues. Members who do not pay their dues in full by the second business meeting from the date of the previous payment will be removed from the chapter roster.

Active members who do not remain members of the Fraternity will be requested not to wear the Fraternity pin until their membership is reinstated and they are in good standing on all counts.

Advice to Active Members

Stop at the admissions desk when entering a meeting. Check name, address, phone number, and e-mail address for accuracy. Pay dues and see that attendance is recorded accurately. In case of a change in address, notify the Chapter Secretary immediately.

Reinstatement of membership: A member who has relinquished membership for any reason may petition to be reinstated. The individual must write a letter to the Chapter Board in care of the Chapter Secretary requesting reinstatement. The letter must give the date and reason of separation and the reason for requesting reinstatement. The Board retains sole responsibility for considering such requests and shall act in one of the following ways:

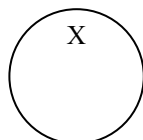
- Approve reinstatement without conditions
- Approve reinstatement with conditions
- Partial payment of back dues
- Payment of all back dues
- Disapprove reinstatement

It shall be the Chapter Secretary's responsibility to inform the reinstatement applicant of the decision and to arrange for the conditions, if any, to be met.

New Member Installation

Initiation procedure: Upon completion of the Membership Selection requirements, the candidate should be notified, his acceptance confirmed, and installation planned. The installation ceremony must be a continuing portion or a reconvened portion of a recessed official annual business meeting, and it may or may not be in conjunction with a breakfast, lunch, or dinner meeting. The following procedure shall be followed:

1. The room must be secured from non-members.
2. The Founders Plaque must be placed in front of the lectern.
3. The sponsors will secure the installation materials from the Secretary.
4. The sponsoring member will introduce the candidate to the membership.
5. The membership and candidates will form the installation circle, which will enclose the installing officer, who will be located at the inner edge of the circle.



6. The oath will be administered.
7. The charge to new members will be made.
8. Each sponsor will place the membership pin on the new member.
9. The newly installed members will step back one step and the circle of membership will revolve counter-clockwise with each member stopping to shake hands with the new member. This procedure will continue until the circle has rotated to its original position.
10. The members will return to their seats, where the sponsors will present the new members with the membership materials to include a Certificate of Membership, International Constitution and Bylaws and Administrative Handbook, Chapter Constitution (if appropriate), and International Roster.
11. The chapter will conclude the necessary business and adjourn.

Chapter Projects

The following is a partial list of projects which chapters have initiated successfully:

- Honoring outstanding band directors with membership in Phi Beta Mu.
- Honoring outstanding retired band directors.
- Honoring the Outstanding Bandmaster of the Year in the Chapter's area. (The recipient of this award may or may not be a Fraternity member.)
- Honoring the Outstanding Band Student of the Year. This award is given to an outstanding student

musician who is part of a member's band.

- Promoting good fellowship among chapter members.
- Promoting interest in All-State Band, marching band, summer clinics, and workshops.
- Encouraging the building of better bands and the development of better musicians in bands throughout the world.
- Encouraging active participation in regional, national, or international bandmaster and other music associations.
- Encouraging (commissioning) original compositions for band to improve the quality of band music.
- Encouraging the proper dress in uniform and playing of the national Anthem at all performances.
- Holding area manuscript/new music reading sessions.
- Fostering a deeper appreciation of quality music and more widespread interest in it by the lay public.
- Holding formal dinners and informal luncheons for fellowship and socializing among Phi Beta Mu members and their families.
- Holding summer cookouts and other recreational gatherings for Phi Beta Mu members and their families.
- Holding fellowship meetings at clinics and conventions.
- Holding/sponsoring band adjudication clinics, materials and methods clinics, and mentoring programs for young band directors.
- Sponsoring reception areas or meals at which members may gather to visit or rest at state, national, or international meetings.
- Sponsoring golf tournaments.
- Sponsoring large ensemble composition contests (new works for percussion ensemble, woodwind choir, brass choir, etc.).
- Assisting in the promotion of state, regional, and international band clinics.
- Exchanging concert programs, program tapes, films and videos, marching shows, and other materials.
- Exchanging guest conducting with other Fraternity members.
- Presenting certificates to outstanding senior band members.
- Leading in music education research for the purpose of improving the administration and education of bands.
- Providing a collective voice in defense of bands.
- Publishing a newsletter from within the chapter membership.
- Providing a booth, wall plaque, or public display at Music Educator conventions to publicize Fraternity objectives, activities, accomplishments, and pictures of members and/or officers.
- Extending the Fraternity by establishing chapters in states/countries where one does not currently exist.
- Submitting recommendations to Band Director Organizations for improved methods in classifying and judging new music.
- Organizing a chapter membership band to read new music.
- Donating to the John Philip Sousa memorial.

Extension

There can be only one chapter of Phi Beta Mu in each state or province. Extension work must be continued until there is a chapter in every state, province, or country in which quality bands exist. The International Office will coordinate all extension activities.

Extension Procedure:

1. Select a state/province or country in which there is no chapter.
2. Choose the outstanding active bandmaster from the state/province or country.
3. Honor him/her with Honorary Membership.
4. Have him/her provide the International office with a list of 20 or more bandmasters who are eligible (according to the prescribed new member standards) and a suitable meeting site and date. This

information should be conveyed to the International Office at least two months in advance of the proposed meeting.

5. The International Office will mail invitations to the meeting with reply requested to those bandmasters chosen as prospective charter members.
6. The International Office will provide credentials for those responding to the invitation.
7. The Installation team will meet with those invited, explain Phi Beta Mu, install those who accept membership, and hold an election of officers.
8. Refer to **New Chapter Installation Meeting** section of this document.