

ALUMNI INITIATION PROCESS

CHAPTERS

Alumni Chapters may initiate members into Mu Phi Epsilon who did not join during their college years and are no longer a collegiate. Each chapter may make the determination on who is qualified. Just as we trust collegiate chapters to review each candidates' qualifications and make sure they are in line with the fraternity bylaws, we trust our alumni chapters to extend the invitation of membership to only those qualified. As stated in the fraternity bylaws, a candidate for alumni membership must:

1. show evidence of musical talent and be actively engaged in some area of music;
2. not be enrolled in school as an undergraduate;
3. meet the requirements specified for collegiate eligibility or have demonstrated outstanding musical abilities in a professional capacity for two or more years;
4. be seeking active membership.

Any Chapter seeking to initiate an individual who does not meet the qualifications specified above may request an **Exception** from the International Executive Board.

No one who ever has been a member or honorary member of another professional music fraternity may be a candidate for membership in Mu Phi Epsilon.

Any person eligible for membership may be invited to membership by a two-thirds vote of members of the Alumni Chapter. Such election shall be held upon notice to all members of the Chapter; this notice shall specify the name(s) of the person(s) to be voted upon and the proposed date of election.

Candidates shall be initiated through a Collegiate Chapter, except when there is no Collegiate Chapter geographically accessible to initiate a candidate recommended for Alumni membership. Upon certification of qualification for membership, candidates in the latter case may be initiated under the name of Omega Omega Chapter.

If there is an inactive collegiate chapter geographically accessible, it is recommended to initiate the new member through that chapter, using Omega Omega as a last option.

- Contact the Eligibility Advisor for a New Alumni Member Process brochure OR download the brochure from the [Resource page for Alumni on the Website](#) of the Web Site.
- Follow the directions in the brochure for selecting and inviting your new member
- When the chapter has voted to accept the new initiate, download from the Resource page for Alumni on the website the Guide to Membership and give it to the prospective initiate to study and review.
- Download from the website the quiz for the Guide to Membership and ask the prospective initiate to complete. Correct the quiz using the answer key, also found on the website.
- Select and complete the **New Alumni Member Initiation Guide and Reporting** from the Resource page for Alumni on the website.

The new member will receive an email from IEO with instructions for logging into the database and adding more information to their profile, or the chapter designated database manager may update the record.

ORDERING THE BADGE AND PAYING THE FEE

Collect \$125.00 from each new initiate, ideally at least 2 weeks prior to planned initiation.

Log into the Mu Phi Epsilon website using your Chapter's profile. (Your chapter ID is the chapter name and the password is sterling1903, unless it has been changed by your chapter)

From the dropdown selections under **ALUMNI**, select **RESOURCES**



From the **ALUMNI RESOURCES** page, select **New Initiate Fee** under Fees.



Enter on the right side the number of new initiates you are reporting in the **Quantity** field.

Alumni Special Election Fee

ITEM OPTIONS	
Price:	\$125.00
Quantity:	<input type="text" value="1"/> *

ADD ITEM

Click on **ADD ITEM**

ADD ITEM

The next screen will show you a summary of your order. Check the quantity and names for accuracy.

Select **CHECKOUT**

CHECKOUT

Checking Out – RECIPIENT INFORMATION

Complete all the information. This address and contact information will be used to mail the badges and certificates, so make sure it is a secure address and you will be able to receive mail here.

Checking Out – PAYMENT INFORMATION

Select either **Check/Money Order** OR **Credit Card**

If...	then...
Selecting Check/Money Order	<ol style="list-style-type: none"> 1. Check the box if the billing address is the same as the Recipient Information. If the address is different, complete the required fields. 2. Enter any additional information in the dialogue box 3. Select Proceed to Confirmation
Selecting Credit Card	<ol style="list-style-type: none"> 1. Complete the next 4 fields 2. If the billing address of the credit card is the same as entered in Recipient Information, check the box and the fields below will automatically populate. You need only complete these fields if the billing address is different from Recipient Information. 3. Enter any additional information in the dialogue box 4. Select Proceed to Confirmation

You have one more chance to verify your information and make sure that everything is accurate. Review the next screen and to complete the checkout process, click the **Complete Order** button.

On the **THANK YOU** screen, you may view your Invoice/Receipt.

NOTE:

You will receive an email confirmation whether paying by credit card or check/money order. You also have the option to print the invoice from the email notification.

COMPLETE ORDER

If you are sending in payment by check/money order, select **PRINT** to print the invoice and enclose with your payment. Send the invoice and payment to IEO immediately!