

## CONSTITUTION

Kappa Kappa Psi/Tau Beta Sigma Combined Chapters, San Diego State University

### PREAMBLE

Be it known that the Eta Mu Chapter of Kappa Kappa Psi, National Fraternity for band members, and the Zeta Xi Chapter of Tau Beta Sigma, National Sorority for band members, are herewith established with the intent of furthering the cause of Band Music in general and the San Diego State University Bands in particular; furthermore, that these chapters shall combine their efforts and their resources towards that end, yet remain distinct in identity and ritual; lastly, that these chapters shall be open to all San Diego State University Bands members, subject to the approval of the chapter and the provisions of the National Constitution of the respective Fraternity and Sorority.

### ARTICLE I. Purposes

- 1.01 To serve the bands by providing assistance and support, thereby setting a good example and furnishing the director(s) with student leadership.  
To help build and maintain the finest band program possible, thereby to increase the quality of the bands, the department, and the University.
- 1.02 To develop and utilize leadership and organizational skills in our members, by planning and executing activities to support the bands.
- 1.03 To increase social interaction among band members, including members of the chapters, by promoting an enthusiastic and rewarding social atmosphere.
- 1.04 To provide a means for bandmembers to communicate with collegiate bands throughout the country.

### ARTICLE II. General

- 2.01 This Constitution replaces, where applicable, sections 2,3, 5, and 6 of the National Constitution of Kappa Kappa Psi/Tau Beta Sigma. It shall not conflict with the National Constitution.
- 2.02 This Constitution supersedes all previous documents governing the

(2.02, cont.) operations of the chapters and takes effect with a two-thirds favorable majority vote from the combined active membership of the chapters. (Subject to the approval of the National Office of Kappa Kappa Psi/Tau Beta Sigma.)

### ARTICLE III. Officers

3.01 Each chapter shall maintain the following offices: President, Vice-President, Secretary, and Treasurer. The combined chapters shall maintain the offices of Parliamentarian and Historian.

3.02 The officers of the combined chapters and the chapter sponsor shall compose the Executive Council.

3.02.1 The Executive Council may submit proposals to the general active members for the necessary approval and implementation by the combined chapters. A simple majority vote in favor constitutes approval.

3.02.2 The Executive Council must meet at least once per month of the academic semester.

~~3.02.3~~ 3.02.3 The Executive Council must provide for election processes each spring semester. The Council shall therefore select dates, subject to the approval of the combined chapters, on which to hold nominations and elections. The announcement of the dates and the elections themselves must take place at meetings of the combined chapters.

3.02.4 Candidates may only be nominated by an active member of their respective fraternity or sorority, and are eligible to run for office only within that fraternity or sorority; candidates must also be active. However, any active member of the combined chapters is eligible to vote for any candidate.

3.02.5 Elections are to be by secret ballot, with repeated balloting to reduce the field of candidates to those with the largest pluralities, thence to a candidate with a simple majority, who is thereby elected.

3.02.6 Installation of new officers shall take place at least by the last meeting of the combined chapters in the spring semester. Officers-elect shall serve as ex-officio members of the Executive Council until their installation.

3.03. Each term of office shall be one academic year.

3.03.1 A special election shall be arranged at the convenience of the chapters to fill any office(s) that may become vacant before the completion of the term.

3.04 The duties of each office are to be considered the joint responsibility of those who hold the same kind of office in their respective chapters. However, the sharing of responsibility does not extend into the private matters of either the fraternity or the sorority.

3.04.1 A President shall preside over meetings of the chapters and of the Executive Council, voting on proposals only in the case of a tie.

3.04.1.1 He/She shall be an ex-officio member of all committees that he/she shall appoint.

3.04.1.2 He/She shall co-sign all checks, contracts, and other instruments of business incurred by the chapter.

3.04.1.3 He/She shall be the official representative of the chapters whenever such representation shall be required.

~~3.04.2~~ A Vice-President shall, in the absence of both Presidents, preside over meetings of the chapters and of the Executive Council.

3.04.2.1 He/She shall be responsible for the pledging, education, and initiation of all candidates for membership.

3.04.2.2 He/She shall be responsible for all the regalia belonging to and used by his/her respective chapter.

3.04.2.3 He/She may be called upon to co-sign any ~~contracts~~ instruments of business incurred by the chapters.

3.04.3 A Secretary shall record the minutes of all meetings of the chapters and of the Executive Council.

- 3.04.3.1 He/She may be called upon to co-sign any contracts or other instruments of business incurred by the chapters.
- 3.04.3.2 He/She shall maintain a permanent record of all members, active or otherwise, including names, locations, telephone numbers, and instrument played.
- 3.04.3.3 He/She shall be responsible for preparing a summary of meetings and activities each semester, to be sent to the National Office.
- 3.04.3.4 He/She shall handle out-going chapter correspondence.
- 3.04.3.5 He/She shall maintain an ongoing record of important matters, taken from the ordinary minutes of past meetings.
- 3.04.4 A Treasurer shall control the receipts and disbursements of all monies of the chapters.
  - 3.04.4.1 He/She shall, along with a President, sign all checks for monies disbursed.
  - 3.04.4.2 He/She shall prepare the financial report due each semester to the National Office.
  - 3.04.4.3 He/She shall collect dues from active members and from pledges.
  - 3.04.4.4 He/She shall oversee expenditures and revenue and record the state of the chapter's finances in a ledger.
  - 3.04.4.5 He/She may be called upon to co-sign any contracts or other instruments of business incurred by the chapters.
- 3.04.5 The Parliamentarian shall maintain order and shall advise on procedural matters, using Robert's Rules of Order as a standard reference (should the chapters decide to follow the formal meeting format it describes).
  - 3.04.5.1 He/She shall act as Sergeant-at-Arms and also as official elector.
- 3.04.6 The Historian shall maintain a pictorial and written history of the combined chapters.

3.05 Special Committees may be appointed at any time, as deemed necessary by the chapters or by a chapter president.

ARTICLE IV. Meetings

4.01 A regularly scheduled meeting of the combined chapters shall be held at least three times during each academic semester.

4.02 Special meetings may be called upon a two-thirds favorable vote by the active members of the combined chapters, or by a simple majority of the Executive Council, including at least one president.

4.03 A simple majority of the combined active membership plus two officers shall constitute a quorum.

4.04 The Order of Business at regular meetings shall include:

- 1) Opening Ceremonies
- 2) Roll Call (quorum verification)
- 3) Approval of Minutes
- 4) Treasurer's Report
- 5) General Announcements
- 6) Committee Reports
- 7) Old Business
- 8) New Business
- 9) Adjournment.

This format may be altered by the chair, subject to approval by the chapters.

4.05 Meetings shall be conducted according to Robert's Rules of Order with possible modifications permitted by consensus of the chapters.

ARTICLE V. Membership

5.01 Membership of any type in the chapters shall be governed by the National Constitution of Kappa Kappa Psi/Tau Beta Sigma.

5.02 Each semester the combined active chapters will consider band members for candidacy to become new fraternity or sorority members. Approval for candidacy is obtained by a favorable ~~two-thirds majority vote of the combined~~

active membership.

5.03 The chapters shall provide for at least two rushes early in each semester to facilitate interaction between members and prospective candidates for membership. These events shall also make available to band members information concerning the purposes, achievements, and goals of the chapters. Pledgeship information shall also be available.

5.04 Invitation to candidacy for membership (pledgeship) must be in written form.

5.04 The chapters may confer no more than two Honorary Memberships per semester. Honorary Memberships require a 75% favorable majority vote by the combined active membership to be enacted.

5.05 All successful candidates to become new members of Kappa Kappa Psi or Tau Beta Sigma must undergo initiation rites deemed suitable by their respective fraternity or sorority, with all conditions and privileges appertaining thereto.

5.06 The cost of bestowing Honorary Memberships shall be borne by the chapters.

#### ARTICLE VI. Finances

6.01 The chapters shall hold their finances in common, in the form of a joint bank account, under the name of "Kappa Kappa Psi/Tau Beta Sigma" or "KKY/TBΣ."

6.02 The fiscal year of the chapters shall be from September 1st to August 31st.

6.03 Chapter dues are to be paid by the third week of the current semester.

The chapters may, at their discretion, finance the dues of any member.

6.04 Payment of dues is required for a member to officially become active.

6.05 Candidates for membership may be required to pay chapter dues and membership fees to become members of Kappa Kappa Psi or Tau Beta Sigma.

6.06 Chapter financial records are to be open to all members.

6.07 General expenditures in behalf of the chapters by any member may be repaid from the chapters' treasury.

#### ARTICLE VII. Amendments

7.01 Any part of this constitution may be amended by a two-thirds favorable

majority vote in reference to proposed changes.

ARTICLE VIII. Accountability

8.01 Actions to be undertaken by the chapters must be approved by the chapters. Revisions or reversals of decisions by the chapters are permissible only through approval by the chapters.

ARTICLE IX. Procedures for Removal from Office

9.01 Officers may resign from office but must submit written notice to the chapters, preferably in person.

9.02 A petition signed by 50% of the combined active membership is necessary and sufficient to require a vote by the combined chapters to possibly remove an member from office.

9.02.1 The petition must have the name or names of those to be considered for removal from office, together with any grievances or charges against them. Only officially active members of the combined chapters are eligible to sign such a petition, which must be made known to the combined chapters (i.e., read or circulated) at any meeting at which action is sought by the signatories. The Parliamentarian (or another officer) must approve it.

9.02.2 The petition must be presented for consideration at a meeting of the combined chapters by a member(s) of the fraternity or sorority of the officer in question.

9.02.3 The chair must respond to the call for the question, if in order.

9.03 Any of the following may be considered cause for removal from office:

- 1) Continual or excessive absence from general meetings and/or official functions.
- 2) Abuse of official powers.
- 3) Failure to discharge the duties of office.
- 4) Repeated behavior detrimental to the well-being of the chapter.

9.04 Motions to remove an officer require a 75% majority of the combined active vote to carry, thus vacating the office.