

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 directors 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 band.
- 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 band members 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 operations of the chapters and takes effect with a two-thirds favorable majority vote of the combined active membership of the chapter. (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 officers: President, Vice-President, Secretary, Treasurer, and Historian. The combined chapters shall maintain the office of Sergeant-at-Arms.

- 3.02 The officers of the combined chapter and the chapter sponsor shall compose the Executive Council.
- 3.02.1 The Executive Council may submit proposals to the general active members for necessary approval and implementation by the combined chapters. A simple majority vote in favor constitutes approval.
- 3.02.2 The Executive Council shall meet at least three times per academic semester.
- 3.02.3 Nominations and the elections of officers will take place at the last two meetings of the spring academic semester.
- 3.03.1 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, an active member of the combined chapters is eligible to vote for any candidate.
- 3.03.2 A member shall have, to the satisfaction of the chapters, met the attendance, participation, and financial obligations of the chapter and be an active member for at least one semester before being elected to the office of either President or Vice-President. Each person holding the office of President or Vice-President must be enrolled in a University Band both fall and spring semesters.
- 3.03.3 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.
- 3.03.4 Installation of the new officers shall take place immediately following the last meeting of the spring academic semester. Officers elected shall serve as ex-officio members of the Executive Council until their installation.
- 3.04 Each term of office shall be one academic year.
- 3.04.1 No member of their respective fraternity or sorority shall hold the same elected office for more than two consecutive years.
- 3.05 The duties of each office are to be considered the joint responsibility of those who hold the same type of office in their respective chapters. However, the sharing of responsibility does not extend into the private matters of either the fraternity or sorority.
- 3.05.1 A President shall preside over meetings of the chapters and of the Executive Council.
- 3.05.1.1 He/she shall be an ex-officio member of all committees that he/she shall appoint.
- 3.05.1.2 He/she shall co-sign all checks, contracts and other instruments of business incurred by the chapter.
- 3.05.1.3 He/she shall be official representative of the chapters whenever such representation shall be required.
- 3.05.2 In the absence of a President, the Vice-President of the respective chapter shall preside over meetings of the chapter and the Executive Council.

- 3.05.2.1 He/she shall be responsible for the pledging education and initiation of all candidates for membership. Any addition or deletions of the pledgeship educational material shall be voted on by the combined chapters before said changes take effect.
- 3.05.2.2 He/she shall be responsible for following the pledge guidelines as adopted by the combined chapter for each academic semester.
- 3.05.2.3 He/she shall be responsible for all the regalia belonging to and used by his/her respective chapter.
- 3.05.2.4 He/she may be called upon to co-sign any contracts or instruments of business incurred by the chapters.
- 3.05.3 A secretary shall record the minutes of all meetings of the chapters and the Executive Council.
- 3.05.3.1 He/she may be called upon to co-sign any contracts or other instruments of business incurred by the chapters.
- 3.05.3.2 He/she shall be responsible for preparing a summary of meetings and activities each semester, to be kept in permanent chapter files.
- 3.05.3.3 He/she shall handle out-going chapter correspondence.
- 3.05.3.4 He/she shall maintain an ongoing record of important matters taken from the ordinary minutes of past meetings.
- 3.05.4 A treasurer shall control the receipts and disbursements of all moneys of the chapters.
- 3.05.4.1 He/she shall along with the president, sign all checks for all moneys distributed.
- 3.05.4.2 He/she shall prepare the financial report due each year to the National Office.
- 3.05.4.3 He/she shall collect dues from active members and from pledges.
- 3.05.4.4 He/she shall oversee expenditures and revenues and record the state of the chapter's finances in a ledger.
- 3.05.4.5 He/she may be called upon to co-sign any contracts or other instruments of business incurred by the chapters.
- 3.05.5.1 The Historian shall maintain a pictorial and written history of the combined chapters.
- 3.05.5.2 He/she shall maintain a permanent record of all members, active or otherwise, including names, locations, telephone number, and instrument played and is to supply this information to the National Office.
- 3.05.5.3 He/She shall maintain correspondence with honorary members and alumni members.
- 3.05.6 The Sergeant-at-Arms shall maintain order at meetings.
- 3.05.6.1 The Sergeant-at-Arms shall count all ballots as designated by the Presidents.
- 3.05.6.2 The Sergeant-at-Arms shall keep inventory of all property of the combined chapters.
- 3.06 Special committees may be adopted 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 weekly during the academic semester.

4.01.1 Procedure for determining the regularly scheduled meeting time shall be the following:

Two meetings prior to the pre-registration deadline, schedules of day and time will be collected from each active. One meeting prior to the pre-registration deadline, the best time available will be voted on to determine the regularly scheduled meeting time.

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 including two officers shall constitute a quorum.

4.04 The Order of Business at regular meetings shall include:

- 1) Reading of Minutes
- 2) Treasurer's Report
- 3) General announcements
- 4) Committee Reports
- 5) Old Business
- 6) New Business
- 7) Adjournment

This format may be altered by the chair, when deemed advisable.

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 The chapters shall provide for at least two rushes early in each semester to facilitate interaction between members and perspective 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.

5.03 Each semester the active members of their respective fraternity or sorority will consider band members for candidacy to become a new fraternity or sorority member. A negative vote of twenty-five (25%) percent or five (5) members, whichever is greater of the eligible voting membership of the combined chapters shall be required to prevent a persons selection to pledgeship in the fraternity or sorority.

- 5.04 Invitation to candidacy for membership (pledgeship) must be in written form.
- 5.05 First semester freshmen and transfer students will be allowed to pledge with the approval of the chapter's sponsor.
- 5.06 Before being eligible for active membership, a candidate must serve a term of pledgeship as prescribed by the combined chapters, and immediately prior to initiation receive a favorable vote of seventy-five (75%) percent of the eligible voting membership of the combined chapters.
- 5.07 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.
- 5.08 The chapters may confer no more than two Honorary Memberships per semester. Honorary Memberships require a seventy-five (75) percent favorable majority vote by the combined active membership to be enacted.
- 5.09 The cost of bestowing Honorary Membership shall be borne by the chapters.
- 5.10 Excessive unexcused absences will not be tolerated by the chapters. Two unexcused meeting absences in a row, or three unexcused meeting absences throughout an academic semester will be cause for the loss of the members voting privileges, whether a paid active or not, for the rest of that academic semester. For an absence to be excused, a written note explaining the absence must be given to one of the secretaries prior to the next meeting of the combined chapters.

ARTICLE VI. Finances

- 6.01 The chapter shall hold their finances in common, in the form of a joint bank account, under the name of "Kappa Kappa Psi/Tau Beta Sigma."
- 6.02 The fiscal year of the chapter shall be from September 1st to August 31st.
- 6.03 At the beginning of each semester, the combined chapter members will select a future meeting date at which active member and/or chapter member dues are to be paid. The chapters may, at their discretion, finance the dues of any member by a simple favorable majority vote of the combined chapters.
- 6.04 Payment of dues is required for a member to officially become active.
- 6.05 Chapter financial records are to be open to all members.
- 6.06 General expenditures in behalf of the chapters by any member may be repaid from the chapter's treasury with proof of receipt and approval of the chapter.

ARTICLE VII Constitutional Amendments

- 7.01 A special revision committee shall be appointed during the spring semester of even numbered years to review this constitution.

- 7.02 Any part of this constitution may be amended by two-thirds favorable majority vote in reference to the proposed changes.
- 7.02.1 Each time the constitution is revised, a copy of the old constitution and the revised version shall be put on file in the chapter office with an explanation of each revision.
- 7.03 The combined chapter constitution and/or bylaws shall be submitted with the Chapter Summary Report to the National Office during even numbered years.

ARTICLE VIII. Accountability

- 8.01 Action to be undertaken by the chapters must be approved by the chapters. Revisions or reversals of decisions by the chapter 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 a written note to the chapters. Preferably in person.
- 9.02 A petition signed by fifty percent of the combined active membership is necessary and sufficient to require a vote by the combined chapters to possibly remove a 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 Sergeant-at-Arms (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.
- 9.03 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 seventy-five (75%) percent majority of the combined active vote to carry, thus vacating the office.