

Change #136

The Spring 1994 Jurisdiction Committee made all changes based on the Joint Chapter Constitution dated February 27, 1990. Any changes made to the Constitution between that date and the date of acceptance of these change shall be dropped from the Constitution unless they are covered in this series of proposed changes. The Constitution generated from the February 27, 1990 version with the changes from this proposal which are approved by the joint chapters shall become the new Constitution.

The reason for this is that, in the past, changes have been made but not properly filed according to the procedure for amending the Constitution. This revision will be considered a "fresh slate". We don't want to have to worry about changes that were approved but not properly recorded.

Constitution

Combined Chapters
Eta Mu Chapter/Kappa Kappa Psi and Zeta Xi Chapter/Tau Beta Sigma
San Diego State University

Revised May 15, 1994

PREAMBLE

Be it known that the Eta Mu Chapter of Kappa Kappa Psi, National Fraternity for band members, and 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 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 chapters~~ and the provisions of **this Constitution** and the National ~~Constitution Constitutions~~ 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 help build and maintain the finest band program possible, and to increase the quality of the bands in the department and the University.**
- 1.02 To develop and utilize leadership and organizational skills in our ~~members,~~ **members** by planning and executing activities to support the band.
- 1.03 To increase social interaction among band members by promoting an enthusiastic and rewarding atmosphere.
- ~~1.05~~
- 1.04 To provide a means for band members to communicate with the collegiate bands throughout the country.
- 1.04 To encourage the expansion of ~~social and fraternal~~ **brotherhood, sisterhood, and the social** interaction among members of the ~~combined chapters~~ by promoting an enthusiastic and rewarding atmosphere.

ARTICLE II

General

- 2.01 This Constitution replaces, where applicable, sections 2, 3, 5, and 6 of **Article VI** of the National ~~Constitution Constitutions~~ of ~~Kappa Kappa Psi/Tau Beta Sigma~~ **Kappa Kappa Psi and Tau Beta Sigma**. It shall not conflict with the National ~~Constitution Constitutions~~.

- 2.02 This Constitution ~~supereedes~~ **supersedes** all previous documents governing the operations of the chapters and takes effect ~~with the~~ **upon approval by a two-thirds favorable vote of the combined active chapters.** (~~Subject to the approval of the National Office of Kappa Kappa Psi/Tau Beta Sigma.~~)
- 2.03 **This Constitution is subject to the approval of the National Office of Kappa Kappa Psi/Tau Beta Sigma and the chapter sponsor.**

ARTICLE III Officers

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

The Executive Council

- 3.02 ~~The All~~ **All** 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~~ **general** active members of the ~~combined chapters~~ **combined chapters** for ~~necessary~~ **necessary** approval and implementation ~~by the combined chapters.~~ A simple majority vote in favor constitutes approval.
- 3.02.2 The Executive Council shall meet ~~separate from active meetings~~ **separate from active meetings** at least seven times per academic semester.
- ~~3.02.3~~
- 3.03 Nominations and the elections of officers will take place at the last two meetings of the spring academic semester ~~or as needed to fill a vacant office.~~

Officer Requirements/The Election Process

- 3.03.1 **Candidates for office must be an active member in good standing according to section 5.11.**
- 3.03.1 ~~Candidates for an office which is not a joint chapter office may only be nominated by an active member of their respective fraternity and or sorority, and are eligible to run for that office only within that fraternity or sorority; candidates must also be active in good standing according to article 5.11 sorority. However, an active member of the combined chapters is eligible to vote for any candidate.~~
- ~~3.03.2 A candidate must be an active member for at least one semester before being elected to the office of either President or Vice-President.~~
- 3.03.2 **A candidate for the office of either President or Vice-President must have been an active member in good standing for at least two semesters, or must be in his/her second semester of being an active member in good standing at the time of the elections. A candidate for the office of President must have served in one of the other elected chapter offices for at least one semester.**
- 3.03.2.1 Each member of the Executive Council must be enrolled in ~~or actively participating in~~ **actively participating 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.~~
- 3.03.3 **Elections for officers are to be by secret ballot. If there are more than two candidates for an office, repeated voting will be used to reduce the**

number of candidates, by eliminating the candidate who receives the smallest number of votes for that round of voting. At any time, a candidate receiving a simple majority of all votes cast shall be declared the winner. A simple majority of all votes cast is required to elect a candidate to office.

- 3.03.3.1 All members of both chapters are entitled to vote on all offices of both chapters, including offices in the other chapter, provided that they have privileges to vote in the election of officers.
- 3.03.3.2 In the event that there is only one candidate for an office, a simple majority vote by the joint chapters in favor of that candidate shall constitute election of that candidate to that office.
- 3.03.4 Installation of the new officers shall take place ~~immediately following the last meeting of the spring academic semester~~ after the elections but no later than the last day of the spring academic semester. ~~Officers-elected~~ Elected officers shall serve as ~~ex-officio~~ ex officio members of the Executive Council until their installation.
- 3.03.5 The chapter sponsor shall have the authority to exempt any officer or candidate for office from a specific requirement of office or candidacy for office.

Term of Office

- 3.04 Each term of office shall ~~be one~~ terminate with the end of the academic year.
- 3.04.1 No member of his/her respective fraternity or sorority shall hold the same ~~elected or appointed~~ 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.

President

- 3.05.1 ~~A President~~ The Presidents 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~~ chapters.
- 3.05.1.2.1 Both presidents shall review and verify the accuracy of the treasury ledger and financial report that is submitted to them at the end of each academic semester by the ~~treasurers~~ Treasurers.
- 3.05.1.3 He/she shall be official representative of the chapters whenever such representation shall be required.

Vice-President

- 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~~ shall assume the responsibilities of the President(s).
- 3.05.2.1 The Vice-Presidents shall be responsible for the ~~pledging membership~~ education and initiation of all candidates for ~~membership~~ membership, as well as the continuing membership education of the active membership. Any additions 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 membership education guidelines~~ **pledge membership education guidelines**, as adopted by the combined ~~chapter~~ **chapters**, for each academic semester.
- 3.05.2.3 He/she shall be responsible for all ~~regalia, pledgeship articles,~~ **regalia and membership education materials** belonging to his/her respective chapter.
- 3.05.2.4 He/she may be called upon to co-sign any contracts or **other** instruments of business incurred by the chapters.

Secretary

- 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 ~~shall~~ **shall, along with a President**, co-sign any contracts or other instruments of business incurred by the ~~chapter~~ **when applicable 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. **He/she shall maintain a calendar for the chapters which will list all planned chapter activities.**
- 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.
- 3.05.3.6 **He/she shall maintain a permanent record of all currently active members of the joint chapters, including names, addresses (school and permanent), phone numbers (school and permanent), and instruments played. They shall produce a phone list for the chapters.**

Treasurer

- 3.05.4 A Treasurer shall control the receipts and disbursements of all monies of the chapters.
- 3.05.4.1 He/she ~~shall~~ **shall, along with the president a President**, sign co-sign all checks for all monies 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~~ **candidates for membership**.
- 3.05.4.4 He/she shall oversee all expenditures, revenues, and proceeds, and record the state of the ~~chapter's~~ **chapters'** finances in a ledger.
- 3.05.4.4.1 He/she ~~both~~ **shall both** submit the treasury ledger accompanied by the financial report to both ~~presidents~~ **Presidents** for verification at the end of each academic semester.
- 3.05.4.5 He/she may be called upon to co-sign any contracts or other instruments of business incurred by the chapters.
- ~~3.05.4.6 They shall both submit tentative budgets every academic semester.~~
- 3.05.4.6 **They will oversee the running of the officer budgets and money allocation.**

Historian

- 3.05.5 The Historian shall maintain a pictorial and written history of the combined chapters.
- 3.05.5.1 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.~~

- 3.05.5.2 He/she shall maintain ~~correspondance~~ **correspondence** with the honorary members and alumni members. (~~Chapter Alumni newsletter, minimum of four per semester.~~)
- 3.05.5.3 He/she shall be responsible for producing the Chapter Alumni newsletter a minimum of once per semester.

Sergeant-at-Arms

- 3.05.6 The Sergeant-at-Arms shall maintain order at ~~meetings~~ **meetings**, count all ballots as designated by the Presidents, and keep inventory of all property of the combined chapters.
- ~~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.~~

Parliamentarian

- 3.06
- 3.05.7 The Parliamentarian shall be appointed by the Presidents of the joint chapters to **advise the Presidents and the joint chapter members regarding points of parliamentary** ~~maintain~~ procedures for meetings as defined by ~~Robert's Rules of Order~~ in Article IV of this Constitution.
- 3.07 Each officer, other than Parliamentarian and Sergeant-At-Arms, shall, in conjunction with the corresponding officer of the other chapter, submit a combined officer budget for each academic semester no later than the third meeting of that academic semester.
- 3.07.1 Officer budgets require a simple majority vote by the combined chapters for approval.
- 3.07 Special committees may be adopted at any time. (As deemed necessary by the chapters, or by chapter president.)
- 3.08 Each office of the ~~executive council~~ **Executive Council** shall submit a written ~~weekly report to~~ **at each joint chapter meeting to the secretaries** Secretaries.

ARTICLE IV
Meetings

- 4.01 A regularly scheduled meeting of the combined chapters shall be held weekly during ~~the each~~ academic semester.
- 4.01.1 Meetings shall not be held on days which are official school holidays without the prior approval of the combined chapters by a two-thirds favorable vote.
- 4.01.1 Meetings can be skipped or re-scheduled with the prior approval of the combined chapters by a two-thirds favorable vote.
- 4.01.1 A simple majority of the combined ~~active~~ membership with voting privileges, including no less than two ~~offieers~~ officers, shall constitute a quorum.
- 4.02 Special meetings may be called ~~upon for with~~ 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.
- 4.02.1 An emergency meeting may be called for by a simple majority vote of the Executive Council.

~~4.03~~ Procedure for determining the regularly scheduled meeting time shall be the following: Two meetings prior to the final semester meeting, schedules of day and time will be collected from each active. One meeting prior to the final semester meeting, the best time available will be voted on to determine the regularly scheduled meeting time.

4.03 The meeting time shall be voted on by the combined chapters. Members will suggest meeting times for consideration. If there are more than two meeting times to choose from, repeated voting will be used to reduce the number of meeting times, by eliminating the meeting time which receives the smallest number of votes for that round of voting. At any time, a meeting time which receives a simple majority of all votes cast shall be declared the new meeting time. A simple majority of all votes cast is required to select a proposed time as the new meeting time.

4.03.1 The meeting time shall be reconsidered at either the last or the second-to-last meeting of each academic semester. The meeting time may be reconsidered at any other time during the academic semester if a motion to reconsider is approved by a simple majority vote of the combined chapters.

4.04 The Order of Business at regular meetings shall include:

- 1) Reading of Minutes
- 2) Officer Reports
- ~~3) General Announcements~~
- ~~4) Committee Reports~~
- 3) Committee Reports
- 4) General Announcements
- 5) Old Business
- 6) New Business
- ~~7) Adjournment~~
- 7) Personal Notes
- 8) Adjournment

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

4.04.1 Personal Notes will not be included in the minutes.

4.05 Meetings shall be conducted according to *Robert's Rules of Order Revised* with possible modifications permitted by consensus of the chapters modifications permitted by the consent of those members present.

ARTICLE V Membership

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

New Members

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

information concerning the purposes of the fraternity and sorority and the process for becoming a member.

5.03 ~~Each semester the active members of their respective fraternity or sorority the combined chapters will consider band members for candidacy to become a new fraternity or sorority member membership candidacy. 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 person's selection to pledgeship in the fraternity or sorority.~~

5.03.1 **In order to be eligible for membership candidacy, a person must currently be enrolled in a San Diego State University band, must possess unusually good character, and must demonstrate leadership potential.**

5.03.2 **A negative vote of twenty-five percent (25%) or five (5) members, whichever is greater of the eligible voting membership of the combined chapters, shall be required to prevent a person's selection to candidacy for membership in the fraternity or sorority.**

5.03.3 **In considering band members for membership candidacy, members of the joint chapters shall not discriminate based on skin color, national or ethnic origin, gender, sexual orientation, age, religion, handicap, marital status, musical instrument, level of musical ability, or any aspect of a person which would not limit their ability to serve the university bands and to carry out any other responsibilities they would have as a member of 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 only will be allowed to pledge with the approval of the chapter's sponsor.~~

5.06 ~~Before being eligible for active membership, a candidate prospective member must serve a term of pledgeship complete the membership education program 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.~~

5.06.1 **Any additions or deletions to the membership education materials cannot take effect without a simple majority vote by the combined chapters in favor of the changes.**

5.06.4 **A membership candidate who, during the membership education program, fails to meet the requirements of the combined chapters, may be suspended indefinitely by a three-fourths favorable vote of the combined chapters.**

5.07 **In order to be eligible for active membership, a prospective member must receive a three-fourths vote by the combined chapters in favor of accepting that candidate for active membership into the fraternity or sorority prior to Initiation.**

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

Honorary Members

5.08 ~~The chapters~~ **Each chapter may confer initiate no more than two Honorary Memberships members per academic semester. Honorary Memberships require a**

~~seventy-five (75%) percent favorable majority vote by the combined active membership to be enacted.~~

- 5.08.1 Undergraduate students are not eligible for Honorary membership.
- 5.08.2 A three-fourths favorable vote of the initiating chapter is required to approve the initiation of an Honorary member.
- 5.09
- 5.08.3 The cost of bestowing Honorary membership shall be borne by the chapters initiating chapter.

Attendance Requirements

- 5.10 Excessive absences will not be tolerated by the chapters. More than three meeting absences throughout an academic semester will be cause for the automatic loss of voting privileges for the rest of that academic semester and removal from the pledge that semester's membership candidates' ~~unterview/signature~~ interview and signature requirements for the rest of the academic semester.
- 5.10.1 ~~Immediately following the~~ After a member's second absence, the secretary a Secretary will notify the absent that member that his/her voting privileges are in jeopardy.
- 5.10.2 Induction, ~~mid-semester~~ mid-semester, Second Degree, and Initiation are considered regular meetings and attendance will be taken.
- 5.10.3 Regular meeting attendance shall be taken ~~15 minutes following the call to order at~~ each meeting.
- 5.10.4 Religious Observing religious holidays and official Music Department attending required school functions are not to be considered ~~and absence, and/or absences with prior approval by the chapters an~~ absence.
- 5.10.5 An absence may be excused in advance by a simple majority vote of the combined chapters.
- 5.10.5 The attendance policy must be evaluated by the Executive Council at the end of each academic semester and suggestions be made for its change if necessary.
- 5.10.6 The voting privileges of an active member may be restored by a two-thirds favorable vote of the combined chapters.
- ~~5.11~~ An active member in good standing shall be defined as having met to attendance and financial obligations of the joint chapters.
- 5.11 In order to be considered an active member, a person must currently be enrolled in a San Diego State University band, must have been formally initiated into the fraternity or sorority after having completed that chapter's membership education program, must have paid all national membership dues and fees for that academic year, and must have paid all chapter membership dues and fees for that academic semester. In order to be considered an active member in good standing, a person must also meet the attendance requirements of this Constitution.
- 5.11.1 The requirement for enrollment in a San Diego State University band may be waived for a particular member for a particular academic semester with a two-thirds favorable vote by the combined chapters, provided that in the prior academic semester that member was both a member in good standing and was enrolled in a San Diego State University band.

- 5.12 **Voting privileges shall be extended to those members in good standing of the combined chapters who have meet the attendance and participation requirements specified in section 5.10.**
- 5.12.1 **Voting privileges shall not be extended to honorary, alumni, or inactive members, or to any member not in good standing.**
- 5.12.2 **Voting privileges shall not be extended to the Presidents of either chapter or to any officer acting as the President of a chapter, except for voting for chapter officers, voting on the removal of an officer, voting on the acceptance of a person into candidacy for membership, voting on the acceptance of a candidate for membership for active membership, or voting to select meeting times. In the event that there is a tie, the Tau Beta Sigma President votes to break the tie.**
- 5.12.3 **Voting privileges shall be required for voting, introducing business, nominations for officers, or nominations for potential candidates for membership.**

ARTICLE VI

Finances

- 6.01 **The ~~chapter~~ chapters shall hold their finances in common, in the form of a joint bank account, under the name in of "Kappa Kappa Psi/Tau Beta Sigma- Sigma".**
- 6.02 **The fiscal year of the ~~chapter~~ chapters shall be from July 1st to June 30th.**
- ~~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.~~**
- 6.03 **Payment of dues is required for a member to ~~become~~ be active.**
- 6.03.1 **Member dues for the fall academic semester are due no later than October 15, and member dues for the spring academic semester are due no later than March 1.**
- 6.03.2 **The chapters may, at their discretion, finance the dues of any member by a simple favorable majority vote of the combined chapters.**
- 6.03.2.1 **A payment schedule shall be drawn up and presented before the chapter for approval.**
- 6.03.2.2 **Upon default of payment schedule, active membership status will be revoked.**
- 6.06 **Chapter financial records are to be open to all members.**
- 6.08 **Upon approval of the combined chapters by a simple majority vote, monies-~~can~~ funds will be allocated for expenditures prior to purchasing.**
- 6.08.1 **Either receipts and excess money or receipts and requests for reimbursements shall be presented to the treasurer.**
- 6.07 **General expenditures in behalf of the chapters by any member may be repaid from the ~~chapter's~~ chapters' treasury with proof of receipt and the approval of the ~~chapter~~ combined chapters by a simple majority vote.**
- 6.07.1 **The receipts will be kept by the Treasurers.**
- 6.07.2 **A vote by the combined chapters is not required if the expenditure was made by an officer and was included in that officer's budget for that academic semester.**

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~~ **Constitution** may be amended by a two-thirds ~~favorable majority vote in reference to~~ **by the combined chapters in favor of** the proposed changes. These changes can be made at any meeting of **the combined chapters.**
- 7.02.1 **The Constitution shall contain at least one occurrence of the date on which the most recent amendment contained within was approved by the combined chapters.**
- 7.02.1 Each time ~~the~~ **this** Constitution is revised, a copy of the old Constitution and the revised version shall be put on file in the chapter office.
- ~~7.03 The combined chapter constitution shall be submitted with the Chapter Summary Report to the National Office during even numbered years.~~
- 7.02.2 Each time **this Constitution is revised, copies shall be submitted to both the National Office and the chapter sponsor.**

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~~ **chapters** are ~~permissable~~ **permissible** only through approval by the chapters.

ARTICLE IX Procedures for Removal from Office

- 9.01 Officers may resign from ~~office, but must submit office~~ **by submitting** a written note to the ~~chapters. Preferably chapters, preferably submitted~~ in person.
- 9.02 A petition signed by fifty ~~(50%)~~ percent **(50%)** of the combined active membership **and approved by at least one member of the Executive Council, preferably the Sergeant-At-Arms,** 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 against them. Only active members ~~with voting privileges~~ of the combined chapters **who have voting privileges** are eligible to sign such a ~~petition, which petition.~~ **The petition** 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 any other 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~~ **chapter** of the officer in question.

9.03

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

- 1) **Failure to maintain status as an active member in good standing for the full term of the office.**
- 1) 2) **Continual or excessive absence from ~~general meetings and/or official functions~~ chapter meetings, Executive Council meetings, or rituals.**
- 2) 3) **Abuse of official powers.**
- 3) 4) **Failure to discharge the duties of office.**
- 4) 5) **Repeated behavior, behavior which is considered to be detrimental to the well-being of the chapters.**

9.04

Motions to remove an officer require a ~~seventy-five (75%) percent~~ **three-fourths** favorable majority of the ~~combined active~~ vote by the active members of the combined chapters to carry, thus vacating the office.