

Constitution

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

Revised May 11, 1996

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 chapters and the provisions of this Constitution and the National Constitutions of the Fraternity and Sorority.

ARTICLE I

Purposes

- 1.01 To serve the bands by providing assistance and support, setting a good example and furnishing the directors with student leadership.
- 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.
- 1.03 To develop and utilize leadership and organizational skills in our members by planning and executing activities to support the band.
- 1.04 To increase social interaction among band members by promoting an enthusiastic and rewarding atmosphere.
- 1.05 To provide a means for band members to communicate with collegiate bands throughout the country.
- 1.06 To encourage the expansion of 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 Constitutions of Kappa Kappa Psi and Tau Beta Sigma. It shall not conflict with the National Constitutions.
- 2.02 This Constitution supersedes all previous documents governing the operations of the chapters and takes effect upon approval by a two-thirds favorable vote of the combined chapters.
- 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.

The Executive Council

- 3.02 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 active members of the combined chapters for approval and implementation. A simple majority vote in favor constitutes approval.
- 3.02.2 The Executive Council shall meet separate from active meetings at least seven times per academic semester.
- 3.03 Elections for President and Vice-President shall take place at the second-to-last meeting of the spring academic semester. Elections for all other officers shall take place at the last meeting of the spring semester. A special election may be held as needed to fill a vacant office. Nominations for an office shall take place at the meeting when elections are held for that office, as well as at the meeting one week prior to elections.

Officer Requirements/The Election Process

- 3.03.1 Candidates for office must be an active member in good standing according to section 5.10.
- 3.03.2 Candidates for an office which is not a joint chapter office may only be nominated by an active member of their respective fraternity or sorority, and are eligible to run for that office only within that fraternity or sorority.
- 3.03.3 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 two semesters.
- 3.03.3.1 Each member of the Executive Council must be enrolled in or actively participating in a University Band both fall and spring semesters.
- 3.03.4 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.
- 3.03.4.1 All active members of both chapters are entitled to vote on all offices of both chapters, including offices in the other chapter.
- 3.03.4.2 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.
- 3.03.5 The Parliamentarian shall be appointed by the Presidents of the joint chapters. The Presidents may elect not to appoint anyone to this position, in which case, the Presidents shall jointly assume all responsibilities of this position.

- 3.03.6 Installation of the new officers shall take place after the last day of elections but no later than the last day of the spring academic semester. Elected officers shall serve as ex officio members of the Executive Council until their installation.
- 3.03.7 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 terminate with the end of the academic year.
- 3.04.1 No member of his/her respective fraternity or sorority shall hold the same 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 The Presidents shall preside over meetings of the chapters and of the Executive Council, and shall oversee all chapter operations.
- 3.05.1.1 In the event that an officer is not fulfilling his/her responsibilities, the Presidents shall work with that officer see to it that the responsibilities are fulfilled.
- 3.05.1.2 In the event that an office is vacant and cannot be filled via the election process, the Presidents assume responsibility for the duties of that office, and have the authority to delegate any or all of those responsibilities to other active members as they see fit.
- 3.05.1.3 He/she shall be an ex-officio member of all committees that he/she shall appoint.
- 3.05.1.4 He/she shall co-sign all checks, contracts, and other instruments of business incurred by the chapters.
- 3.05.1.4.1 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.
- 3.05.1.5 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 shall assume the responsibilities of the President(s).
- 3.05.2.1 The Vice-Presidents shall be responsible for the membership education and initiation of all candidates for membership, as well as the continuing membership education of the active membership.
- 3.05.2.2 He/she shall be responsible for overseeing and orchestrating all rituals, as well as Mid-Semester.
- 3.05.2.3 He/she shall be responsible for the membership education program, including a schedule for the program and all related events, the content for the candidate book, the tests, the final exam, outlines defining what will be covered at the candidate class meetings, and a well-defined list of what candidates will be required to accomplish during their candidacy period. This membership education program must be made available for review by the joint chapters prior to starting the program.
- 3.05.2.4 He/she shall be responsible for all regalia and membership education materials belonging to his/her respective chapter.

- 3.05.2.5 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, along with a President, 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. 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.
- 3.05.3.5 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, along with a President, 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 candidates for membership.
- 3.05.4.4 He/she shall oversee all expenditures, revenues, and proceeds, and record the state of the chapters' finances in a ledger.
- 3.05.4.4.1 He/she shall both submit the treasury ledger accompanied by the financial report to both 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 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 and the university bands, and shall act as a liaison with the alumni members of the joint chapters.
- 3.05.5.1 He/she shall maintain a permanent record of all members, active or otherwise, including name, maiden name (if applicable), address, telephone number, and instrument played. He/she is responsible for keeping this information as up-to-date as possible, and for collecting and recording new information as it becomes available.
- 3.05.5.2 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, count all ballots as designated by the Presidents, and keep inventory of all property of the combined chapters.

Parliamentarian

- 3.05.7 The Parliamentarian shall advise the Presidents and the joint chapter members regarding points of parliamentary procedures for meetings as defined in Article IV of this Constitution, and regarding this Constitution and the National Constitutions.
- 3.05.7.1 The Parliamentarian shall be responsible for recording all changes to the Constitution approved by the joint chapters. He/she shall see to it that the revised Constitution is placed on file in the chapter office, and that copies of the revised Constitution are made available to the chapter sponsor and to the National Office; this must be done within two weeks of approval of the changes.
- 3.06 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.
- 3.06.1 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 shall submit a written report at each joint chapter meeting to the Secretaries.

ARTICLE IV

Meetings

- 4.01 A regularly scheduled meeting of the combined chapters shall be held weekly during 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.
- 4.01.2 Meetings can be skipped or re-scheduled with the prior approval of the combined chapters by a two-thirds favorable vote.
- 4.01.3 A simple majority of the combined active membership, including no less than two officers and no less than three active members from each chapter, shall constitute a quorum.
- 4.02 Special meetings may be called for with a two-thirds favorable vote by the members of the combined chapters, 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 The meeting time shall be chosen by the combined chapters. Both active members and inactive members may vote on the meeting time.
- 4.03.1 Members will suggest meeting times for consideration. Of the meeting times suggested, members will vote for all meeting times which they can attend. The meeting time at which the most members can attend shall be the new meeting time.
- 4.03.1.1 In the event that there is a tie, members will vote for their preferred meeting time from among the ties, casting one vote only. 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. During this process, 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.

4.03.2 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 it is so desired by the combined chapters or if it is deemed appropriate by the Presidents.

4.04 The Order of Business at regular meetings shall include:

1. Reading of Minutes
2. Officer Reports
3. Committee Reports
4. General Announcements
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 Revised* with 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 Constitutions of Kappa Kappa Psi and Tau Beta Sigma.

New Members

5.02 The chapters shall provide at least two rushes early in each semester to facilitate interaction between members and prospective candidates for 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 the combined chapters will consider band members for membership candidacy.

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 active 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 must be in written form.

5.05 Before being eligible for active membership, a prospective member must complete the membership education program as prescribed by the combined chapters.

5.05.1 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.

- 5.05.2 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.
- 5.06 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 In order to become new members of Kappa Kappa Psi or Tau Beta Sigma, all successful candidates must undergo initiation rites deemed suitable by their respective fraternity or sorority.

Honorary Members

- 5.08 Each chapter may initiate no more than two Honorary members per academic semester.
- 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.
- 5.08.3 The cost of bestowing Honorary membership shall be borne by the initiating chapter.

Meeting Attendance

- 5.9 Attendance shall be taken at each meeting, as well as at Induction, Second Degree, Initiation, and Mid-Semester.
- 5.10 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.
- 5.10.1 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.
- 5.11 Voting privileges shall be extended to all active members of the combined chapters.
- 5.11.1 Voting privileges shall not be extended to honorary, alumni, or inactive members, or to any member not in good standing.
- 5.11.2 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.
- 5.11.3 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 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".
- 6.02 The fiscal year of the chapters shall be from July 1st to June 30th.
- 6.03 Payment of dues is required for a member to 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, choose to finance a loan for the dues of any member by a simple majority vote of the combined chapters.
 - 6.03.2.1 The Treasurers shall draw up and present a payment schedule before the joint chapters for approval. Payment schedules shall not exceed 90 days.
 - 6.03.2.2 Upon default of payment schedule, active membership status will be revoked.
 - 6.03.3 The chapters may, at their discretion, choose to pay the dues of any member by a two-thirds favorable vote of the combined chapters.
 - 6.03.3.1 In this case, the member for whom the dues are paid shall not be obligated to repay the chapters.
 - 6.03.3.2 Funding of a member's dues should only be provided for those members who are clearly in a condition of financial hardship.
 - 6.03.4 A member wishing to have their dues paid by the chapter must submit a written request to the joint chapters, preferably in person, which explains his/her financial situation, as well as any other special reasons why he/she wishes to have the chapters pay his/her dues.
- 6.04 Chapter financial records are to be open to all members.
- 6.05 Upon approval of the combined chapters by a simple majority vote, funds will be allocated for expenditures prior to purchasing.
 - 6.05.1 Either receipts and excess money or receipts and requests for reimbursements shall be presented to the treasurer.
- 6.06 General expenditures in behalf of the chapters by any member may be repaid from the chapters' treasury with proof of receipt and the approval of the combined chapters by a simple majority vote.
 - 6.06.1 The receipts will be kept by the Treasurers.
 - 6.06.2 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 may be amended by a two-thirds vote 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.
- 7.02.2 Each time this Constitution is revised, a copy of the old Constitution and the revised version shall be put on file in the chapter office.
- 7.02.3 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 chapters are permissible only through approval by the chapters.

ARTICLE IX

Procedures for Removal from Office

- 9.01 Officers may resign from office by submitting a written note to the chapters, preferably submitted in person.
- 9.02 A petition signed by fifty 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 remove a member from office.
- 9.02.1 If the reason for removal from office is that the officer in question is not maintaining active membership status, the petition need only be signed by the Sponsor, President, and Treasurer of the chapter of the officer to be removed.
- 9.02.2 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 of the combined chapters are eligible to sign such a 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.
- 9.02.3 The petition must be presented for consideration at a meeting of the combined chapters by a member(s) of the 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.
 2. Continual or excessive absence from chapter meetings, Executive Council meetings, or rituals.
 3. Abuse of official powers.
 4. Failure to discharge the duties of office.
 5. Repeated behavior which is considered to be detrimental to the well-being of the chapters.
- 9.04 Motions to remove an officer require a three-fourths favorable vote by the active members of the combined chapters to carry, thus vacating the office.
- 9.05 The Presidents shall have the authority to remove any appointed officer at any time, and to replace them as they see fit.

ARTICLE X
Membership Education Program

- 10.01 The membership education program should consist of a program no longer than ten weeks.
- 10.02 Candidates will be responsible for the a candidate book, candidate meetings, tests and a final exam. They will also be required to participate in the rituals and ceremonies as defined by the joint chapters.
- 10.03 The following rituals recognized by the joint chapters are: Induction, Second Degree, and Third Degree.
- 10.04 The following ceremonies recognized by the joint chapters are: Joint Induction, Mid-Semester, Joint Second Degree, and Joint Third Degree.
- 10.05 The membership education program outline will be presented to the joint chapters for approval before the program begins. Approval will be determined by a simple majority vote.