

Constitution

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

Revised April 21, 1999

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

- 1.1 To serve the bands by providing assistance and support, setting a good example, and furnishing the directors with student leadership.
- 1.2 To help build and maintain the finest band program possible, and to increase the quality of the bands in the department and the University.
- 1.3 To develop and utilize leadership and organizational skills in our members by planning and executing activities to support the band.
- 1.4 To increase social interaction among band members by promoting an enthusiastic and rewarding atmosphere.
- 1.5 To provide a means for band members to communicate with collegiate bands throughout the country.
- 1.6 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

- 2.1 The combined chapters are governed jointly by this Constitution and the respective National Constitutions of Kappa Kappa Psi and Tau Beta Sigma.
- 2.2 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.

- 2.3 In conducting chapter affairs, 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.

Voting Privileges

- 2.4 Voting privileges shall be extended to all active members of the combined chapters.
- 2.4.1 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 Privileged Votes.
- 2.4.2 Voting privileges shall be required for voting, nominating, or introducing business.

Abstentions

- 2.5 Abstentions from votes shall be treated as uncast votes unless specifically stated to be otherwise for a particular vote by this Constitution. This means that the percentage required for a vote to pass is applied to the number of votes cast, as opposed to the number of members present or the total number of actives. The Presidents or Sergeant-at-Arms may count the number of abstentions for purposes of record keeping or to verify that there were no errors in counting votes.

Definition of Privileged Vote

- 2.6 The term Privileged Vote is defined to collectively refer to the following types of voting: chapter officer elections, removal of an officer, chapter delegate elections, acceptance of a person into candidacy for membership, acceptance of a membership candidate for active membership, selection of meeting times, amending this Constitution, and motions which spend or allocate \$200 or more.

Proxies

- 2.7 Active members who cannot be present during a vote may submit a written proxy vote.
- 2.7.1 Proxies will only be accepted for Privileged Votes.
- 2.7.2 The proxy must be in writing, and must be submitted to the Presidents prior to the vote. It must include the name of the person submitting the proxy, the office or matter being voted on, the actual vote, and the member's signature.
- 2.7.2.1 If the Sergeant-At-Arms or either President deems a written proxy to be unreadable, unclear, or not relevant to the vote, it will not be counted.
- 2.7.2.2 A member cannot assign their vote to another person, as this would allow a single person to have more than one vote. Any proxy which attempts to do this is invalid and shall be discarded.
- 2.7.3 A proxy vote is invalid if the person who submitted it is present at the time of voting.

General Election Process

- 2.8 The General Election Process is a voting procedure for selecting a candidate from a list of candidates, and is referenced by other sections of this Constitution. The term "candidate" can mean a person (such as a candidate for office) or a choice (such as a meeting time).
- 2.8.1 Prior to voting, members shall nominate candidates. Members with voting privileges shall vote for one candidate from the list.

- 2.8.2 If there are more than two candidates, repeated voting will be used to reduce the number of candidates, by eliminating the candidate receiving the smallest number of votes for that round of voting; if multiple candidates tie for the smallest number of votes, they are all eliminated. 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.
- 2.8.3 In the event that there is only one candidate, a simple majority vote in favor of that candidate shall constitute election of that candidate. If the election is being held by secret ballot, then this vote must be conducted by secret ballot, even though there is only one candidate.

Disclosure of Secret Ballot Results

- 2.9 For any vote conducted by secret ballot, the Sergeant-At-Arms and both Presidents shall maintain a written record of the ballot counts for four weeks following the vote. This information shall be made available to any active member upon request.

Chapter Delegate Elections

- 2.10 Chapter delegates for District Convention and National Convention shall be elected using the General Election Process. The first runner-up will be the alternate delegate. Voting shall be conducted by secret ballot.
- 2.10.1 Only active members are eligible to serve as delegates.
- 2.10.2 In the event that the election results in a tie, and the choices cannot be reduced any further using the General Election Process, the President of the respective chapter shall appoint a delegate from among the remaining candidates who tied.

ARTICLE III

Officers

- 3.1 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

- 3.2 All officers of the combined chapters and the chapter sponsor shall compose the Executive Council.
- 3.2.1 The Executive Council shall serve as a core leadership group within the two chapters. The Executive Council may make recommendations to the combined chapters, but does not have the authority to act on behalf of the chapters, except for specific exceptions explicitly listed in this Constitution.
- 3.2.2 The Executive Council shall meet separate from active meetings at a time and frequency agreed upon by all the members of the Executive Council.

Officer Requirements/The Election Process

- 3.3 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.
- 3.3.1 Candidates for office must be an active member as defined in Article V of this Constitution.

- 3.3.2 A candidate for the office of either President or Vice-President must have been an active member for at least two semesters, or must be in his/her second semester of being an active member at the time of the elections.
- 3.3.3 Elections for all officers except Parliamentarian shall be conducted using the General Election Process. Voting shall be conducted by secret ballot.
 - 3.3.3.1 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 their fraternity or sorority.
 - 3.3.3.2 All active members of both chapters are entitled to vote on all offices of both chapters, including offices in the other chapter.

Tie-Breaking Procedure

- 3.3.4 In the event of a tie, a series of steps shall be taken to break the tie.
 - 3.3.4.1 The vote shall be repeated to reduce the number of candidates. If two votes in a row do not reduce the number of candidates, then there shall be no further voting. Prior to each vote, the chapters should discuss the candidates to identify one who is better qualified. The Presidents may postpone the vote if they believe waiting until the next meeting will change the number of votes cast. If there are no more meetings in the semester, the Presidents may call for a vote to hold a special meeting as provided in Article IV.
 - 3.3.4.2 If a tie still exists, and the number of candidates is not reduced after repeating the vote twice, then the winner shall be determined based on a point system. Those candidates who tied with the highest number of votes shall be assigned one point for each semester they have held active status, and one point for each semester they have held a chapter office. The candidate with the most points shall be declared the winner.
 - 3.3.4.3 If a tie still exists after using the point system, then those candidates who tied with the most points shall jointly hold the office. A candidate who does not wish to share the office may withdraw.
 - 3.3.4.4 At any point in the tie-breaking process, any candidate may withdraw to help break the tie. The Presidents may encourage a candidate to withdraw, but they cannot force a withdrawal.
- 3.3.5 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.
- 3.3.6 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 the beginning of their term of office.
- 3.3.7 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

- 3.4 The term of office begins at the end of the academic year, and terminates at the end of the following academic year. If the office was filled via a special election, the term begins following the election.
 - 3.4.1 No member of his/her respective fraternity or sorority shall hold the same office for more than two consecutive years.

- 3.5 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

- 3.5.1 The Presidents shall preside over meetings of the chapters and of the Executive Council, and shall oversee all chapter operations.
- 3.5.1.1 In the event that an officer is not fulfilling his/her responsibilities, the Presidents shall work with that officer and see to it that the responsibilities are fulfilled.
- 3.5.1.2 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.
- 3.5.1.3 He/she shall be an ex-officio member of all committees.
- 3.5.1.4 He/she shall co-sign all checks, contracts, and other instruments of business incurred by the chapters.
- 3.5.1.4.1 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.
- 3.5.1.5 He/she shall be the official representative of the chapters whenever such representation is required.

Vice-President

- 3.5.2 In the absence of a President, the Vice-President shall assume the responsibilities of the President(s).
- 3.5.2.1 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.
- 3.5.2.2 He/she shall be responsible for overseeing and orchestrating all rituals, as well as Mid-Semester.
- 3.5.2.3 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.
- 3.5.2.4 He/she shall be responsible for all regalia and membership education materials belonging to his/her respective chapter.
- 3.5.2.4.1 He/she shall maintain a permanent written record of all ritual materials belonging to his/her respective chapter.
- 3.5.2.5 He/she may be called upon to co-sign any contracts or other instruments of business incurred by the chapters.

Secretary

- 3.5.3 A secretary shall record the minutes of all meetings of the chapters and the Executive Council.
- 3.5.3.1 He/she shall, along with a President, co-sign any contracts or other instruments of business incurred by the chapters.

- 3.5.3.2 He/she shall be responsible for preparing a summary of meetings and activities each semester, to be kept in permanent chapter files.
- 3.5.3.3 He/she shall maintain a calendar for the chapters which will list all planned chapter activities.
- 3.5.3.4 He/she shall handle out-going chapter correspondence.
- 3.5.3.5 He/she shall maintain an ongoing record of important matters taken from the ordinary minutes of past meetings.
- 3.5.3.6 He/she shall maintain the Quorum Member List, as defined in Article IV.
- 3.5.3.7 He/she shall take attendance at each meeting, as well as at Induction, Second Degree, Initiation, and Mid-Semester.
- 3.5.3.8 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

- 3.5.4 A Treasurer shall control the receipts and disbursements of all monies of the chapters.
- 3.5.4.1 He/she shall, along with a President, co-sign all checks for all monies distributed.
- 3.5.4.2 He/she shall prepare the financial report due each year to the National Office.
- 3.5.4.3 He/she shall collect dues from active members and from candidates for membership.
- 3.5.4.4 He/she shall oversee all expenditures, revenues, and proceeds, and record the state of the chapters' finances in a ledger.
- 3.5.4.4.1 He/she shall submit the treasury ledger accompanied by the financial report to both Presidents for verification at the end of each academic semester.
- 3.5.4.5 He/she may be called upon to co-sign any contracts or other instruments of business incurred by the chapters.
- 3.5.4.6 He/she will oversee the running of the officer budgets and money allocation.
- 3.5.4.7 He/she shall oversee the collection of money from those who owe money either to the joint chapters or to a specific chapter, and shall act as a collection agent as needed.
- 3.5.4.8 He/she shall be responsible for obtaining and depositing all money earned at fundraisers, and for maintaining a permanent written record of how much money was earned at each fundraising event.
- 3.5.4.9 He/she shall report on the chapters' financial situation at each combined chapters meeting, including account balances, outgoing and incoming funds, and status of debts owed to the chapters.

Historian

- 3.5.5 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.
- 3.5.5.1 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.
- 3.5.5.2 He/she shall be responsible for producing the Chapter Alumni Newsletter a minimum of once per semester.

Sergeant-at-Arms

- 3.5.6 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

- 3.5.7 The Parliamentarian shall advise the Presidents and the joint chapter members regarding points of parliamentary procedure for meetings as defined in Article IV of this Constitution, and regarding this Constitution and the National Constitutions.
- 3.5.7.1 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 as directed by the Presidents; this must be done within two weeks of approval of the changes.

Officer Budgets

- 3.6 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.
- 3.6.1 Officer budgets require a simple majority vote by the combined chapters for approval.

ARTICLE IV

Meetings

- 4.1 The combined chapters shall meet regularly during each academic semester.

Special Meetings & Rescheduling of Meetings

- 4.1.1 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.
- 4.1.2 Meetings can be skipped or re-scheduled with the prior approval of the combined chapters by a two-thirds favorable vote.
- 4.2 Special meetings may be called for with a two-thirds favorable vote by the members of the combined chapters, including at least one President.
- 4.2.1 An emergency meeting may be called for by a simple majority vote of the Executive Council.

Quorum Requirements

- 4.3 In order to conduct any official business or make any official decisions, a quorum of the combined membership must be present.
- 4.3.1 In order to achieve quorum, the following must be present at the meeting:
1. A simple majority of those active members on the Quorum Member List.
 2. At least two officers from each chapter, one of which must be a President or Vice-President.
 3. In addition to the two officers, no less than three active members from each chapter. This requirement shall not apply if the number of active members in that chapter is 9 or less.

If members leave during the course of a meeting, and these requirements are no longer met, then quorum has been lost.

- 4.3.1.1 At an emergency joint chapter meeting called for by the Executive Council, the Presidents may declare a quorum with the approval of a simple majority of the Executive Council.

Quorum Member List

- 4.3.2 The Secretaries shall maintain a Quorum Member List. This is a list of active members who are counted towards quorum. Only active members are allowed on this list.
 - 4.3.2.1 A new Quorum Member List shall be drawn up at the beginning of each academic semester. All members who have active status at that time are placed on this list.
 - 4.3.2.2 The Secretaries shall bring the current Quorum Member List to all meetings.
 - 4.3.2.3 Any time the Quorum Member List is changed, the Secretaries shall provide an updated list to the Presidents, Parliamentarian, and any actives who request a copy. The Secretaries must also announce these changes at the next joint chapters meeting.
- 4.3.3 If at any time during the semester a member fails to maintain active status, they shall be removed from the Quorum Member List.
- 4.3.4 At any time during the semester, an active member who is on the Quorum Member List may request that they be removed from the list. The purpose of doing this would be if that member does not expect to attend meetings regularly, and he/she wishes to make it easier for quorum to be achieved. A member may be encouraged to do this, but he/she cannot be required to do this. This request shall only be in effect for the academic semester in which it is submitted. This shall not in any way affect any of the rights or privileges of active membership, including the right to vote at any meeting which that member attends.
 - 4.3.4.1 A member who has been removed from the Quorum Member List may request that they be placed back on the list. The member must meet all the requirements of active membership at the time of the request.
 - 4.3.4.2 To request removal from or addition to the list, the member must submit a written request to one of the Secretaries, which states that they wish to be removed from or added to the Quorum Member List. This letter must be made available for inspection at a joint chapter meeting, and must be kept on file in the fraternity/sorority office for the remainder of the semester.
- 4.3.5 The joint chapters may elect to have a Quorum Member List during summer or winter break by a two-thirds favorable vote. If this is done, the chapters may hold meetings and conduct business as usual during the break, provided that all the requirements of quorum have been met.

Selection of Meeting Time

- 4.4 The meeting time shall be chosen by the combined chapters. Both active members and inactive members may vote on the meeting time; only active members may vote by proxy.
 - 4.4.1 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.
 - 4.4.1.1 In the event that there is a tie, members will vote for their preferred meeting time from among the ties using the General Election Process, casting one vote only. If the General Election Process results in a tie, the Presidents shall choose a meeting time from among the remaining choices which tied.
 - 4.4.2 By default, meetings shall be held weekly. A motion to meet at a different interval may be made by any active; a simple majority vote is required to select the new meeting interval.

- 4.4.2.1 Meetings must be held at least once each month during the regular academic school year.
- 4.4.3 The meeting time shall be reconsidered at one of the last three meetings 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.
- 4.4.3.1 In the spring academic semester, it is recommended that the meeting time be selected prior to any officer elections.
- 4.5 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 chairs, when deemed advisable.
- 4.6 Meetings shall be conducted according to *Robert's Rules of Order Revised* with modifications permitted by the consent of those members present.
- 4.7 Special committees may be adopted at any time by a decision of the Presidents or a simple majority vote of the joint chapters.

ARTICLE V

Membership

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

New Members

- 5.2 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.
- 5.3 Each semester the active members of the combined chapters will consider band members for membership candidacy.
- 5.3.1 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.
- 5.3.2 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.
- 5.3.3 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.

- 5.4 Before being eligible for active membership, a prospective member must complete the membership education program as prescribed by the combined chapters.
- 5.4.1 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.
- 5.4.2 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.
- 5.5 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.
- 5.6 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

- 5.7 Each chapter may initiate no more than two Honorary members per academic semester.
- 5.7.1 Undergraduate students are not eligible for Honorary membership.
- 5.7.2 A three-fourths favorable vote of the initiating chapter is required to approve the initiation of an Honorary member.
- 5.7.3 The cost of bestowing Honorary membership shall be borne by the initiating chapter.

Meeting Attendance

- 5.8 Attendance shall be taken at each meeting, as well as at Induction, Second Degree, Initiation, and Mid-Semester.

Requirements for Active Membership

- 5.9 In order to be considered an active member, a person must be enrolled in a San Diego State University band at least one semester during the academic year, 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.
- 5.9.1 Enrollment in a San Diego State University band through Open University fulfills the band enrollment requirement of active membership. Members who are enrolled in a band through Open University and choose not to be active shall be considered alumni members, provided that they are not enrolled in the University as regular students.

ARTICLE VI

Membership Education Program

- 6.1 The membership education program should consist of a program no longer than ten weeks.
- 6.2 Candidates will be responsible for the 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.
- 6.3 The following rituals recognized by the joint chapters are: First Degree, Second Degree, and Third Degree.

- 6.4 The following ceremonies recognized by the joint chapters are: Joint First Degree, Mid-Semester, Joint Second Degree, and Joint Third Degree.
- 6.5 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.

ARTICLE VII

Finances

- 7.1 The chapters shall hold their finances in common, in the form of joint bank accounts, under the name of "Kappa Kappa Psi/Tau Beta Sigma".
- 7.1.1 There shall be two accounts: a checking account and a savings account.
- 7.1.2 The savings account is to be the combined balances of the Travel and Scholarship funds.

Distribution of Profits from Fundraisers

- 7.1.3 Unless otherwise specified, profits from fundraisers will be deposited to the chapter bank accounts as specified:
- 10% to Scholarship fund
 - 10% to Travel fund
 - 80% to Checking account
- Additionally, all interest earned in the savings account shall be credited to the Scholarship fund.
- 7.2 The fiscal year of the chapters shall be from July 1st to June 30th.

Membership Dues

- 7.3 Payment of dues is required for a member to be active.
- 7.3.1 Member dues for the fall academic semester are due no later than September 15, and member dues for the spring academic semester are due no later than March 1.

Loans for Membership Dues

- 7.3.2 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.
- 7.3.2.1 The Treasurers shall draw up and present a payment schedule before the joint chapters for approval. Payment schedules shall not exceed 90 days.
- 7.3.2.2 Upon default of payment schedule, active membership status will be revoked.

Scholarships for Membership Dues

- 7.3.3 The chapters may, at their discretion, choose to pay the dues of any member by a two-thirds favorable vote of the combined chapters.
- 7.3.3.1 In this case, the member for whom the dues are paid shall not be obligated to repay the chapters.
- 7.3.3.2 Funding of a member's dues should only be provided for those members who are clearly in a condition of financial hardship.

- 7.3.3.3 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.

Disclosure of Financial Records

- 7.4 Chapter financial records are to be open to all members.

Allocation of Money and Reimbursements

- 7.5 Upon approval of the combined chapters by a simple majority vote, funds will be allocated for expenditures prior to purchasing.
- 7.5.1 Either receipts and excess money or receipts and requests for reimbursements shall be presented to the treasurer.
- 7.6 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.
- 7.6.1 The receipts will be kept by the Treasurers.
- 7.6.2 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 VIII

Constitutional Amendments

Jurisdiction Committee

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

Amendments

- 8.2 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.
- 8.2.1 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.
- 8.2.2 Each time this Constitution is revised, a copy of the revised Constitution shall be put on file in the joint chapters' office. Prior revisions of the Constitution shall be kept on file for archival purposes.
- 8.2.3 The chapter sponsor is responsible for reviewing all changes to this Constitution, and to inform the chapters of issues or potential conflicts with the National Constitutions or San Diego State University policies and regulations.

ARTICLE IX

Accountability

- 9.1 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 X

Procedures for Removal from Office

- 10.1 Officers may resign from office by submitting a written note to the chapters, preferably submitted in person.
- 10.2 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.
- 10.2.1 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.
- 10.2.2 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.
- 10.2.3 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.
- 10.3 Any of the following may be considered cause for removal from office:
1. Failure to maintain status as an active member 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.
- 10.4 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.
- 10.5 The Presidents shall have the authority to remove any appointed officer at any time, and to replace them as they see fit.