

Constitution

of the Zeta Xi chapter of Tau Beta Sigma
San Diego State University

PREAMBLE

Be it known that the Zeta Xi Chapter of Tau Beta Sigma, National Honorary Band Sorority, is herewith organized with the intent of furthering the cause of band music in general and the San Diego State University Bands in particular; furthermore, that this Chapter shall work to promote the virtues, principles, and ideals of the Sisterhood at San Diego State University; lastly, that this Chapter shall be open to all persons, subject to the approval of the chapter, and the provisions of this Constitution and the National Constitution of the Sorority.

ARTICLE I –Purposes

- 1.1 To promote the existence and welfare of the collegiate bands and to create a respect and appreciation for band activities and achievements among the listening public everywhere.
- 1.2 To honor outstanding members of the band through the privilege of membership, in the sisterhood, extended in recognition of musical achievement, demonstrated leadership and an enthusiastic approach to band activities.
- 1.3 To develop leadership through active participation in band, and through it, to strengthen those traits of conduct, thought, and idealism which characterize the responsible membership of the band.
- 1.4 To encourage a close relationship between collegiate bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.
- 1.5 To provide a meaningful and worthwhile social experience for all engaged in collegiate band work, and to cooperate with other musical organizations and societies in a manner consistent with our mutual purposes and those of the institution at which chapters are located.
- 1.6 To help build and maintain the finest band program possible, and to increase the quality of the bands in the department and the University.

ARTICLE II- General

- 2.1 This Constitution supersedes all previous documents governing the operation of the chapter at San Diego State University, and takes effect upon approval by a two-thirds favorable vote. It shall not conflict with the National Constitution of Tau Beta Sigma.
- 2.2 In conducting chapter affairs, members shall not discriminate based on race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, disability, 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 Sorority.

ARTICLE III – Membership

- 3.1 Membership of any type in the chapter shall be governed by the National Constitution of Tau Beta Sigma.
- 3.2 In order to be eligible for membership candidacy, a person must be enrolled in 6.1 or more units, must be currently enrolled/actively participating in a San Diego State University Band, must possess unusually good character, and must demonstrate leadership potential.
 - 3.2.1 A negative vote of twenty-five percent (25%) of the chapter's total eligible voting membership shall be required to prevent a person's selection to candidacy for membership.
 - 3.2.2 A membership candidate who, during the membership education program, fails to meet the requirements may be removed from the program by a two-thirds favorable vote of the chapter's total eligible voting membership.
- 3.3 The bestowing of Honorary Membership upon a person shall require previous notice and a three-fourths favorable vote of the chapter's total eligible voting membership. The cost of the Honorary Membership shall be borne by the chapter.

ARTICLE IV- Attendance Policy

- 4.1 All active and associate members shall be required to attend:
 1. At least seventy-five percent (75%) of all regularly scheduled meetings.
 2. Mid-Semester and all Degrees
 3. Fifty percent (50%) of all Bonding Events made required by the chapter.
 4. Fifty percent (50%) of all Service Projects made required by the chapter.
 5. Fifty percent (50%) of all Fundraising Events made required by the chapter.
- 4.2 The chapter may elect to make any Bonding Event, Fundraising Event or Service Project required by a two-thirds favorable vote at least two (2) weeks prior to the event.
- 4.3 The Recording Secretary shall take attendance at all chapter required events. If he/she is not present the highest ranking officer shall take attendance and submit it to the Recording Secretary.
- 4.4 Requests for excused absences must be submitted in writing no later than one (1) week prior to the required event. Excused absences from chapter events must be approved by at least one-third of the Executive Council.
 - 4.4.1 In the case of extenuating circumstances, emergency absences may be granted to members as needed with approval of the majority of the Executive Council.
- 4.5 Beginning the fourth meeting of each semester, any member who fails to meet these requirements shall be automatically placed on probation. Members shall be removed from

probation after minimum attendance requirements are met or after attending all required chapter events for two (2) weeks.

ARTICLE V – Officers and Appointed Positions

- 5.1 The Chapter shall maintain the following elected offices: President, Vice-President of Membership, Vice-President of Service, Recording Secretary, Treasurer, Guardian of Sisterhood, Historian, and Sergeant-at-Arms; and the following appointed positions: Chapter Advisor, Alumni Relations Representative, Financial Auditor, and Parliamentarian.
- 5.2 All chapter officers and the chapter Sponsor shall comprise the Executive Council. The Executive Council shall meet at the discretion of the President, shall serve as a core leadership group, and may make recommendations to the chapter from time to time.
- 5.3 Election for officers shall take place no sooner than the third to last meeting of the semester, unless otherwise stated. Special elections shall be held as needed to fill vacant offices. Previous notice shall be required for nominations at all elections, including special elections.
 - 5.3.1 All votes during elections shall be held by secret ballot.
 - 5.3.2 In the event of three successive ballots resulting in ties for an office, the Chapter Sponsor shall review the candidates as soon as practical and break the tie.
 - 5.3.3 If there is no tie, but no candidate for an office receives a majority after four successive ballots, or an illegal vote or vote of “NONE” receives a majority vote at any point, the office shall be declared vacant.
 - 5.3.4 A candidate for the office of President, Vice-President of Membership or Vice-President of Service must have been an active member for at least two full semesters; furthermore, a candidate for the office of President must have served in one of the other elected chapter office for at least one term. These requirements may be waived by a three-fourths favorable vote.
 - 5.3.5 The term of office begins at the end of the second to last regularly-scheduled meeting of the academic year unless otherwise stated. However, if the office was filled via special election, the term begins following the election. Officers shall serve for one year or until the next term of office begins.
 - 5.3.6 Elections for Chapter Advisor shall occur prior to the last meeting of the fall semester. The term of office for Chapter Advisor begins at the end of the last regularly scheduled meeting of the fall semester. However if the office was filled via special election, the term of office begins following the election.
 - 5.3.7 Each officer shall prepare an end of term report and transmit all materials to the next person in the same office or appointed position.
- 5.4 The President shall preside over meetings of the chapter and of the Executive Council, and shall oversee all chapter operations.
 - 5.4.1 In the event that an office is vacant, the President assumes responsibility for the duties of that office, and has the authority to delegate any or all of those responsibilities to other active members as they see fit. This shall not apply to the Chapter Advisor.
 - 5.4.2 He/she shall be an ex-officio member of all committees.
 - 5.4.3 He/she shall co-sign all contracts and other instruments of business incurred by the chapter.
 - 5.4.4 He/she shall be the official representative of the chapter whenever such representation is required and shall serve as chapter delegate unless unable.
- 5.5 In the absence of the President, the Vice-President of Membership shall assume the responsibilities of the President as Acting President.

- 5.5.1 He/she shall be responsible for all aspects of the candidate and active membership education programs, including the orchestration of all rituals, ceremonies, and classes.
- 5.5.2 He/she shall work closely with Alumni members of Kappa Kappa Psi to coordinate all joint ceremonies, and related activities.
- 5.5.3 He/she shall report to the chapter regularly as to the progress of each candidate and of the candidate class as a whole, and shall address any concerns that are had with either.
- 5.5.4 He/she shall be responsible for, and shall maintain a written inventory of all regalia and membership education materials belonging to the chapter.
- 5.5.5 He/she shall be in charge or creating/maintaining a Post Membership Education Program (PME).

- 5.6 In the absence of the President and the Vice-President of Membership, the Vice-President of Service shall assume the responsibilities of the President as Acting President.
- 5.6.1 He/she shall be in charge of all aspects of service within the chapter both at the University and in the community.
- 5.6.2 He/she shall be the chair for the Service Committee.

- 5.7 The Recording Secretary shall record the minutes of all meeting of the chapter and the Executive Council.
- 5.7.1 He/she shall, along with the President, co-sign any contracts or other instruments of business incurred by the chapter.
- 5.7.2 He/she shall maintain and publish a calendar listing local, District, and National Kappa Kappa Psi/Tau Beta Sigma activities.
- 5.7.3 He/she shall manage all chapter correspondence not handled by the President.
- 5.7.4 He/she shall take attendance at each meeting, ritual, rush and any other chapter events.
- 5.7.5 He/she shall produce a phone list and phone tree for the chapter each semester and over the winter and summer breaks.

- 5.8 The Treasurer shall control the receipts and disbursements of all monies of the chapter.
- 5.8.1 He/she shall, along with the President, co-sign all checks for all monies distributed.
- 5.8.2 He/she shall report on the chapter's financial situation at each regular meeting, including account balances, outgoing and incoming funds, and status of debts owed to the chapter.
- 5.8.3 He/she shall collect dues from active members and from candidates for membership, and shall oversee the collection of money from those owing debts to the chapter.
- 5.8.4 He/she shall oversee all expenditures, revenues, and proceeds, and shall record the state of the chapter's finances in a ledger.
- 5.8.5 He/she shall prepare the financial report due each year to the National Headquarters for verification by the President and Chapter Sponsor, accompanied by the ledger.
- 5.8.6 He/she shall prepare a budget for each semester.

- 5.9 The Guardian of Sisterhood (GOS) shall encourage sisterhood within the chapter.
- 5.9.1 He/she shall be in charge of organizing chapter bonding activities.
- 5.9.2 He/she shall be responsible for the rehearsal and orchestration of ritual music.

- 5.10 The Historian shall maintain a pictorial and written history of the chapter, and of the University Bands.
- 5.10.1 He/she shall supervise the maintenance of a permanent record of all current and former members of Tau Beta Sigma as well as all former members of Kappa Kappa Psi at San Diego State University, including: name, maiden name (if applicable) membership status, member's and

- member's parents addresses, telephone numbers, email addresses, instruments played, and other means of identification.
- 5.10.2 He/she shall be responsible for creating a chapter display as needed for University, District and National events.
- 5.11 The Sergeant-at-Arms shall maintain order at meetings, count all ballots as necessary during all meetings, except for matters involving him/herself, and keep inventory of all property of the chapter.
- 5.11.1 He/she shall work with the Parliamentarian, if appointed, to maintain order at meetings and enforce the provisions of the chapter's parliamentary documents and authorities.
- 5.11.2 In the absence of the Parliamentarian, he/she shall act as Parliamentarian.
- 5.11.3 He/she shall assist the Vice-President of Membership in the orchestration of all rituals and ceremonies.
- 5.12 The Chapter Sponsor shall be considered the "Faculty Advisor" for purposes of campus regulations. He/she shall be appointed by the Director of Bands, shall be the ultimate source of authority within the chapter, and shall be an ex-officio member of all committees.
- 5.13 The Chapter Advisor shall be an Alumni, Life, or Honorary member of Kappa Kappa Psi or Tau Beta Sigma, selected by the chapter to provide general operational advisement and suggestions as needed.
- 5.13.1 He/she shall serve for a period of two years, or until their successor is elected. Previous notice and a two-thirds favorable vote of the chapter's total eligible voting membership shall be required for their election.
- 5.14 The Alumni Relations Representative shall be an active, associate, alumni, honorary, or life member of Kappa Kappa Psi or Tau Beta Sigma and shall act as a liaison with local alumni members as well as any local alumni associations.
- 5.14.1 He/she shall serve for a one year term. Previous notice and majority vote shall be required for their appointment.
- 5.14.2 He/she shall be responsible for informing alumni of upcoming events on the Chapter, District, and National levels.
- 5.14.3 He/she shall be responsible for attending any scheduled business meetings held by any local alumni associations in order to bring reports back to the chapter.
- 5.14.4 He/she shall be responsible for attending at least one chapter meeting per month to submit an alumni report.
- 5.15 The Financial Auditor shall be an active or associate member of Tau Beta Sigma, who does not hold the office of Treasurer or President, to ensure the accuracy of chapter monies.
- 5.15.1 He/she shall serve for a term of one year and shall be appointed by a majority vote of the Executive Council.
- 5.15.2 With the assistance of the President, he/she shall be responsible for ensuring the accuracy of the ledger, reconciling all bank statements with the ledger, accounting for all checks disbursed as well as ensuring that monies from fundraisers has been properly distributed between accounts and counting any petty cash on hand.
- 5.15.3 He/she shall be responsible for submitting an Audit Report to the chapter each Spring Semester unless additional audits are requested by the Executive Council.

- 5.16 A Parliamentarian may be appointed at the discretion of the President. Any active or associate member of Tau Beta Sigma shall be eligible to serve in the position.
- 5.16.1 The Parliamentarian shall advise the presiding officer, and other members as requested, regarding parliamentary procedure and rules of order during meetings, and regarding this and the National Constitutions.
- 5.16.2 The Parliamentarian shall have all rights in regards to voting that would otherwise be afforded to him or her, but must discharge the duties of the office with fairness and impartiality to the matter at hand. Failure to do so shall be grounds for removal.

ARTICLE VI – Meetings

- 6.1 The chapter shall meet weekly during each academic semester.
- 6.1.1 Previously scheduled regular meetings may be skipped or cancelled by a two-thirds vote or by a majority vote of the chapter's total eligible voting membership.
- 6.1.2 Meetings shall not be regularly scheduled on official school holidays or at times when two or more SDSU dormitories are closed to residents.
- 6.2 Special meetings may be called with a two-thirds vote during the academic semester and by a majority vote of the Executive Council during the Summer and Winter breaks. At least five days notice shall be given to all active and associate members prior to a Special meeting.
- 6.3 In exigent circumstances, an emergency meeting may be held without further notice given, if the following conditions are met:
 - 1. A majority of the Executive Council, not including the Chapter Sponsor, is present
 - 2. The unanimous approval of the Executive Council members present is obtained
 - 3. The Chapter Sponsor or Chapter Advisor assents.
- 6.4 A majority of all active or associate members in good standing, along with at least two chapter officers, one of whom must be President or a Vice President, shall constitute quorum at all meetings.
- 6.5 Voting privileges shall be extended to all active members in good standing.
- 6.5.1 Other than during ballot votes, the Presiding officer shall not have a vote unless his/her vote would affect the results.
- 6.5.2 Absentee ballots shall be accepted on votes taken by ballot, subject to rules the chapter may adopt.
- 6.6 General business meetings shall be open to the public, but may be closed by two-thirds vote.
- 6.7 Actions to be undertaken by the chapter must be approved by the chapter. Revisions or reversals of decisions by the chapter are permissible only through approval by the chapter.
- 6.8 Meetings shall be conducted according to *Robert's Rules of Order Newly Revised*.

ARTICLE VII – Committees

- 7.1 The Chapter shall maintain the following standing committees: Service, Fundraising and Recruitment.
- 7.1.1 Chairs for standing committees unless already defined in this constitution shall be appointed by the executive council.
- 7.1.2 Committee membership shall be determined each semester at the first meeting of each committee. Additional members may request addition to or removal from the committee with the approval of the committee chair.

- 7.1.3 Committees may continue their work over Winter and Summer breaks if necessary and with the approval of the Executive Council or Chapter.
- 7.1.4 Two members plus the committee chair shall constitute quorum unless the committee is less than 3 members, in which case all members of the committee shall be required for quorum.
- 7.2 The charging of a class of business to a standing committee shall not empower it to take action on behalf of the chapter in violation of 5.6; nor shall it prevent any member from bringing a motion relating to that class of business directly to the chapter.
- 7.3 The Service Committee shall be charged with organizing activities that primarily provide a service to the University, University Bands, or the community.
- 7.4 The Fundraising Committee shall be charged with organizing activities whose primary objective is the raising of money for the chapter.
- 7.5 The Recruitment Committee shall be charged with organizing rush events, and other recruitment activities of the chapter.
- 7.6 Special committees may be adopted at any time by decision of the President or a simple majority of the chapter.

ARTICLE VIII – Membership Education

- 8.1 The membership education program (MEP) shall be no longer than ten weeks, nor shorter than seven weeks, and shall meet the combined National requirements of both Kappa Kappa Psi and Tau Beta Sigma, a superset thereof, to the fullest extent possible.
- 8.2 Candidates will be responsible for a candidate book, attendance at candidate meetings, tests, a class project, and a final exam.
- 8.3 Determination of a candidate's having completed the MEP shall require a three-fourths favorable vote for approval.
- 8.4 A copy of the MEP must be presented to the chapter for adoption by two-thirds vote each semester, before the program begins.
- 8.5 Modifications to local ceremonies shall require previous notice and a two-thirds vote for adoption. Non-binding comments on modifications from local alumni of Kappa Kappa Psi and Tau Beta Sigma may be solicited prior to adoption.

ARTICLE IX - Finances

- 9.1 There shall be two bank accounts: a checking account and a savings account.
- 9.2 The savings account is to be the combined balances of the Scholarship and Emergency funds, with all interest credited to the Scholarship fund.
- 9.3 The Treasurer must qualify to be placed on the account at the chapter's financial institution. In the event he/she is unable to meet this requirement, a new election to fill the office shall be held within three weeks; however, the existing Treasurer shall serve until their successor is elected.
- 9.3.1 The President shall (along with the Treasurer) co-sign all checks issued by the chapter. In the event the President is unable to be placed on the account, the senior ranking officer who qualifies to be placed on the account shall be required to co-sign the checks.
- 9.4 Unless otherwise specified, profits from fundraisers will be deposited to the chapter bank accounts in the following proportions:
 - 1. 10% to Scholarship fund
 - 2. 15% to Emergency fund
 - 3. 75% to Checking account

- 9.5 The fiscal year of the chapter shall be from June 1st to May 31st.
- 9.6 Each member shall be responsible to pay National Dues. In addition, the chapter may elect to add chapter dues at the first meeting of each semester.
- 9.6.1 The chapter may, at its discretion, extend the deadline for chapter dues of any member or any prospective member by a simple majority vote.
- 9.6.1.1 Extensions shall not exceed 75 days.
- 9.6.1.2 Failure to pay dues by the deadline will result in automatic probationary status being placed on the member. Probationary status shall be removed upon full payment of dues.
- 9.6.1.3 Extensions shall not be approved to members with outstanding debts.
- 9.6.1.4 Payment extensions must be signed by the member, Treasurer, Recording Secretary, and President.
- 9.7 Upon approval by a simple majority vote, funds may be allocated for expenditures prior to purchasing. Either receipts and excess money or receipts and requests for reimbursement shall be presented to and kept on file by the Treasurer.
- 9.8 With proof of receipt, general expenditures on behalf of the chapter may be reimbursed by a simple majority vote; however such reimbursements shall be applied to any debts owed to the chapter before they are distributed.

ARTICLE X – Amendment

- 10.1 A Jurisdiction Committee shall be created during the Spring Semester to review this constitution.
- 10.2 With previous notice, provided in writing, this Constitution may be amended at any meeting by a two-thirds favorable vote. Copies of the amending motions and the revised documents are to be placed on file in the chapter office.

ARTICLE XI – Procedures for Removal from Office

- 11.1 Officers may resign from office by submitting a written note to the chapter.
- 11.2 A petition signed by fifty percent (50%) of the chapter and approved by at least one member of the Executive Council is necessary and sufficient to require a vote by the chapter to remove a member from office.
- 11.3 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 his/her office
 - 5. Repeated behavior which is considered to be detrimental to the well-being of the chapter
- 11.4 Motions to remove an officer require a three-fourths favorable vote of the chapter's total eligible voting membership to carry, thus vacating the office.
- 11.5 If a vote to remove an officer is to take place, the President shall give at least one week advance notice; however, the requirement for advance notice may be waived by the Chapter Sponsor.