

# 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 Sorority for Band Members, is herewith re-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 Brotherhood and 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 serve the bands by providing assistance and support, setting a good example, and furnishing the director(s) 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 provide a means for band members to communicate with collegiate bands throughout the country.
- 1.5 To increase social interaction among band members by promoting an enthusiastic and rewarding atmosphere.

## **ARTICLE II – General**

- 2.1 This Constitution supersedes all previous documents governing the operations of the chapter or chapters 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 Sisterhood and Brotherhood.

## **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 entire 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 entire membership.
- 3.3 The bestowing of Honorary Membership upon a person shall require previous notice and a three-fourths favorable vote of the entire membership. The cost of Honorary Membership shall be borne by the chapter.
- 3.4 General business meetings shall be open to the public, but may be closed to all but Active members of Tau Beta Sigma ("Executive Session") by two-thirds vote.

## **ARTICLE IV – Officers**

- 4.1 The Chapter shall maintain the following elected offices: President, Vice-President, Recording Secretary, Alumni Secretary, Treasurer, Historian, and Sergeant-at-Arms; and the following additional positions: Chapter Advisor and Parliamentarian.
- 4.2 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.
- 4.3 Elections for officers shall take place at the last meeting of the Spring semester, unless another date shall be selected by the chapter. Special elections shall be held as needed to fill vacant offices. Previous notice shall be required for nominations at all elections, including special elections.
  - 4.3.1 All votes during elections shall be held by secret ballot.
  - 4.3.2 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.
  - 4.3.3 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.

- 4.3.4 A candidate for the office of President or Vice President 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 offices for at least one term. These requirements may be waived by a three-fourths favorable vote.
- 4.3.5 The term of office begins upon completion of the installation ceremony. Officers shall serve for one year or until their successors are elected.
  
- 4.4 The President shall preside over meetings of the chapter and of the Executive Council, and shall oversee all chapter operations.
  - 4.4.1 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 office of Chapter Advisor.
  - 4.4.2 He/she shall be an ex-officio member of all committees (except a Nominations committee, if it exists).
  - 4.4.3 He/she shall co-sign all contracts and other instruments of business incurred by the chapter.
  - 4.4.4 He/she shall be the official representative of the chapter whenever such representation is required.
  
- 4.5 In the absence of the President, the Vice-President shall assume the responsibilities of the President as Acting President.
  - 4.5.1 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.
  - 4.5.2 He/she shall work closely with Alumni members of Kappa Kappa Psi to coordinate all joint ceremonies, instruction, and related activities.
  - 4.5.3 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.
  - 4.5.4 He/she shall be responsible for, and shall maintain a written inventory of all regalia and membership education materials belonging to the chapter.
  
- 4.6 The Recording Secretary shall record the minutes of all meetings of the chapter and the Executive Council.
  - 4.6.1 He/she shall, along with a President, co-sign any contracts or other instruments of business incurred by the chapter.
  - 4.6.2 He/she shall maintain and publish a calendar listing local, District, and National Kappa Kappa Psi/Tau Beta Sigma activities.
  - 4.6.3 He/she shall manage all chapter correspondence not handled by the President.
  - 4.6.4 He/she shall take attendance at each meeting, ritual, rush, and any other chapter events.
  - 4.6.5 He/she shall produce a phone list and phone tree for the chapter each semester and over the winter and summer breaks.
  
- 4.7 The Alumni Secretary shall act as a liaison with local alumni members as well as any local alumni associations.
  - 4.7.1 He/she shall be responsible for informing alumni of upcoming events on the Chapter, District, and National levels.
  - 4.7.2 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.
  
- 4.8 The Treasurer shall control the receipts and disbursements of all monies of the chapter.
  - 4.8.1 He/she shall, along with a President, co-sign all checks for all monies distributed.

- 4.8.2 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.
- 4.8.3 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.
- 4.8.4 He/she shall oversee all expenditures, revenues, and proceeds, and shall record the state of the chapters' finances in a ledger.
- 4.8.5 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.
  
- 4.9 The Historian shall maintain a pictorial and written history of the previous local chapter of Kappa Kappa Psi and of the current chapter of Tau Beta Sigma going forward, and of the University Bands.
- 4.9.1 He/she shall supervise the maintenance of a permanent record of all current and former members of Kappa Kappa Psi and Tau Beta Sigma at San Diego State University, active or otherwise, including: name, maiden name (if applicable), member's and member's
- 4.9.2 parents' addresses, telephone numbers, email addresses, instruments played, and other means of identification.
- 4.9.3 He/she shall be responsible for creating a chapter display as needed for University, District and National events.
  
- 4.10 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.
- 4.10.1 He/she shall work with the Parliamentarian to maintain order at meetings and enforce the provisions of the chapters' parliamentary documents and authorities.
- 4.10.2 In the absence of the Parliamentarian he/she shall act as Parliamentarian.
- 4.10.3 He/she shall assist the Vice President in the orchestration of all rituals and ceremonies.
  
- 4.11 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.
  
- 4.12 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.
- 4.12.1 He/she shall serve a period of two years, or until their successor is elected. Previous notice and a two-thirds favorable vote of the entire membership shall be required for their election.
- 4.12.2 Non-binding recommendations may be solicited from Local Alumni Associations prior to the filling of this position.
  
- 4.13 A Parliamentarian may be appointed at the discretion of the President. Any current member of Tau Beta Sigma shall eligible to serve in this position.
- 4.13.1 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.
- 4.13.2 If an Active member, the Parliamentarian shall have all rights in regards to voting that would be otherwise 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 V - Meetings**

- 5.1 The chapter shall meet weekly during each academic semester.
- 5.1.1 Previously-scheduled regular meetings may be skipped or cancelled by a two-thirds vote, or by a majority vote of the entire membership.
- 5.1.2 Meetings shall not be regularly scheduled on official school holidays or at times when two or more SDSU dormitories are closed to residents.
- 5.2 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 members prior to a Special meeting.
- 5.3 In exigent circumstances, an emergency meeting may be held without further notice given, if the following conditions are met:
  - 5.3.1 A majority of the executive council, not including the sponsor, is present,
  - 5.3.2 The unanimous approval of the executive council members present is obtained, and
  - 5.3.3 The chapter sponsor or chapter advisor assents.
- 5.4 A majority of all active members in good standing, along with at least two chapter officers, shall constitute a quorum at all meetings.
- 5.5 Voting privileges shall be extended to all active members in good standing.
- 5.5.1 Other than during ballot votes, the Presiding officer shall not have a vote unless his/her vote would affect the results.
- 5.5.2 Absentee ballots shall be accepted on votes taken by ballot, subject to rules the chapter may adopt.
- 5.6 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.
- 5.7 Meetings shall be conducted according to *Robert's Rules of Order Newly Revised*.

## **ARTICLE VI – Committees**

- 6.1 The Chapter shall maintain the following standing committees: Committee of Service and Committee of Fundraising.
  - 6.1.1 Committee chairs for standing committees shall be appointed by the executive council.
  - 6.1.2 The chairs shall propose a list of committee members to be approved by the executive council.
  - 6.1.3 Committee members shall serve for a term of one academic semester unless otherwise specified. Standing committees may continue their work over Winter and Summer breaks if necessary and with the approval of the Executive Council.
  - 6.1.4 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.
- 6.2 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.
- 6.3 The Service Committee shall be charged with organizing activities that primarily provide a service to the University, University Bands, or the community.
- 6.4 The Fundraising Committee shall be charged with organizing activities whose primary objective is the raising of money for the chapter.
- 6.5 Special committees may be adopted at any time by decision of the President or a simple majority of the chapter.

## **ARTICLE VII – Membership Education**

- 7.1 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.
- 7.2 Candidates will be responsible for a candidate book, attendance at candidate meetings, tests, a class project, and a final exam.
- 7.3 Determination of a candidate's having completed the MEP shall require a three-fourths favorable vote for approval.
- 7.4 A copy of the MEP must be presented to the chapter for adoption by two-thirds vote each semester, before the program begins.
- 7.5 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 shall be solicited prior to adoption.

## **ARTICLE VIII - Finances**

- 8.1 There shall be two bank accounts: a checking account and a savings account.
- 8.2 The savings account is to be the combined balances of the Scholarship and Emergency funds, with all interest credited to the Scholarship fund.
- 8.3 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.
- 8.3.1 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.
- 8.4 Unless otherwise specified, profits from fundraisers will be deposited to the chapter bank accounts in the following proportions:
  - 10% to Scholarship fund
  - 15% to Emergency fund
  - 75% to Checking account
- 8.5 The fiscal year of the chapters shall be from June 1st to May 31st.
- 8.6 Chapter membership dues for each semester shall be decided at the first meeting of that semester.
  - 8.6.1 The membership fees paid to the National Headquarters shall be borne by the chapter.
  - 8.6.2 The chapter may, at its discretion, extend the deadline for the dues of any member or any prospective member by a simple majority vote.
    - 8.6.2.1 Extensions shall not exceed 75 days.
    - 8.6.2.2 Failure to pay dues by the deadline will result in automatic probationary status being placed on the member. If the situation is not rectified within two weeks of this occurrence, further disciplinary action may be taken pursuant to the National Constitution.
    - 8.6.2.3 Extensions shall not be approved to members with outstanding debts.
    - 8.6.2.4 Payment extensions must be signed by the member, Treasurer, Secretary, and President.

- 8.7 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.
- 8.8 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 IX – Amendment**

- 9.1 With previous notice, 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 X – Procedures for Removal from Office**

- 10.1 Officers may resign from office by submitting a written note to the chapter.
- 10.2 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.
- 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 chapter
- 10.4 Motions to remove an officer require a three-fourths favorable vote of the entire membership to carry, thus vacating the office.
- 10.5 If a vote to remove an officer is to take place, the President shall give at least one week advance notice. The requirement for advance notice may be waived by the Sponsor.