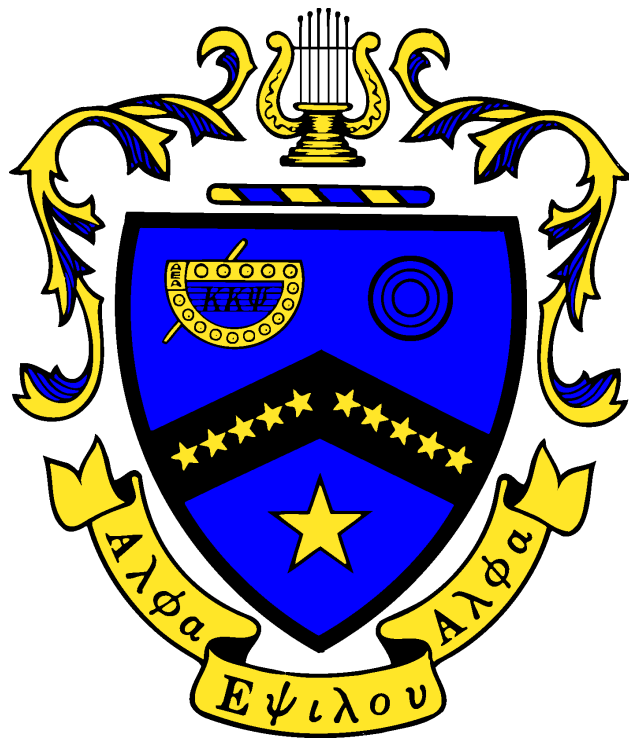


Constitution and By-Laws  
Of The  
[ ] Chapter  
Of  
Kappa Kappa Psi



University of Alabama

Adopted this 21<sup>st</sup> day of february Two Thousand fourteen  
by the members of the [ ] Chapter of Kappa Kappa Psi.

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## By-LAWS

## PREAMBLE

Be it known that Kappa Kappa Psi National Honorary Fraternity for College Band Members is an organization operating exclusively in the field of the college and university band, and for the following several purposes:

1. To promote the existence and welfare of the College and University bands and to cultivate at large a wholesome respect for their activities and achievements.
2. To honor outstanding band members through the privilege of membership extended as a reward for technical achievement and appreciation for the best in music.
3. To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band for gracious conduct, good taste, and unswerving loyalty.
4. To foster a close relationship between college bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.
5. To provide a pleasant and helpful social experience for all engaged in college band work and to cooperate with other musical organizations in any manner consistent with the purposes of the institution at which chapters are located.

## ARTICLE I – GENERAL

### **Section 1 – General**

- 1.1. The name of this organization shall be the *[Insert Chapter Designation Here]* Chapter of Kappa Kappa Psi, National Honorary Fraternity for College and University Band members.
- 1.2. This constitution shall in no way conflict with, or receive priority over, the rules and regulations of the University of Alabama, the University Bands, the Kappa Kappa Psi National Constitution, or the Constitution of the Southeast District of Kappa Kappa Psi. This constitution establishes and prescribes Chapter policies and regulations not specifically provided for by the Kappa Kappa Psi National Constitution.
- 1.3. This constitution shall have jurisdiction over all members of this Chapter.
- 1.4. This Chapter shall conform with and enforce the Hazing, Alcohol, and Tobacco Policies of the Kappa Kappa Psi National Constitution, The University of Alabama, and the State and Federal governments.

## ARTICLE II – MEMBERSHIP

### **Section 1 – General**

- 1.1. Membership in the Chapter shall not be limited to persons based on their race, color, religion, sex, national origin, age, disability or veteran status. It is the policy of the University that an individual's sexual orientation be treated in the same manner.
- 1.2. Membership shall be of seven (7) types: Active, Conditional, Inactive, Associate, Honorary, Alumni, and Life. The Chapter shall not recognize membership until all appropriate fees have been paid and the initiation, as prescribed by the ritual, has been completed.

### **Section 2 – Prospective Membership**

- 2.1. Before being eligible for Active Membership, a Prospective Member must successfully complete the Membership Education Program:
  - 2.1.1. The “[*Insert Chapter Designation Here*] Membership Education Program” shall be the official guide to the Membership Education process, and shall regulate issues including, but not limited to: recruitment, bids, Big Brothers, Prospective Member meetings, process deadlines, tests, and regulations specific to the University of Alabama not found in other Kappa Kappa Psi documents.
  - 2.1.2. Suspension of any part of the Membership Education Program shall only be made upon a favorable simple majority vote of the Chapter's present or proxy eligible voting membership.
    - 2.1.2.1. Any change or suspension of a part(s) of the Membership Education Program should be reported to Kappa Kappa Psi National Headquarters for approval before implementation.
  - 2.1.3. Changes of any part of the Membership Education Program shall only be made upon a favorable vote of seventy-five (75) percent of the Chapter's present or proxy voting membership.
- 2.2. Before being eligible for Membership Education Program, a Prospective Member must receive a favorable vote of seventy-five (75) percent of the Chapter's eligible voting membership. A negative vote of 25 percent or 5 members, whichever is greater, is required to prevent entry into the membership education process.
  - 2.2.1. A vote to dismiss a Prospective Member from the Membership Education Program may be taken at any time during the Membership Education Program at the request of an active or associate member. A favorable vote of seventy-five (75) percent of the

Chapter's eligible voting membership shall be required to dismiss a Prospective Member from the Membership Education Program.

- 2.2.1.1. All voting involving prospective members shall be taken by secret ballot.
- 2.2.1.2. Discussion will be held regarding each Prospective Member who is considered for dismissal. At this time, all reasons both for and against the dismissal will be presented. Reasons for dismissal will be approved by favorable seventy-five (75) percent majority vote. If these reasons are approved, they will be considered viable reasons that may be submitted as proof of dismissal.
  - 2.2.1.2.1. All votes in favor of dismissing a Prospective Member from the Membership Education Program or against allowing a Prospective Member to become an Active Member must be accompanied by an approved reason. To maintain secrecy, these reasons will be recorded separately from the minutes and kept in a closed record, to be opened only for questions regarding the legitimacy of a Prospective Member's dismissal.
  - 2.2.1.3. Any active or associate member shall have the right to see a reason and also reserves the right to move to have the Chapter vote to accept or reject said reason.
- 2.3. Prospective members must be full-time students and members of the university band program.

### **Section 3 – Active Membership**

- 3.1. Active members of the Chapter shall be registered, full-time students and members of the university band program who have been formally initiated after the completion of the Membership Education Program.
- 3.2. All dues and fees must be paid in full and up-to-date to maintain active or associate membership in the Chapter.
- 3.3. Any member of any Kappa Kappa Psi Chapter who has recently been an Active Member of that Chapter is eligible to become an Active Member of the ***[Insert Chapter Designation Here]*** Chapter upon written recommendation from the transferring member's previous Chapter.
- 3.4. All Active Members shall be required to be enrolled in a major performing ensemble for at least one (1) semester and contribute to that ensemble. Major ensembles shall consist of any ensemble listed under the University Bands program available for enrollment under the course designation Applied Music (MUA).

- 3.4.1. Athletic Pep Bands are an approved musical ensemble, but Active Members participating in these must attend all required games as set by the Director and contribute both musically and in service. Any performing ensemble not listed under the University Bands programs shall not be considered in maintaining active status, unless approved by the Chapter Sponsor or Director of Bands.
- 3.5. An initiated member of Tau Beta Sigma shall never be granted active membership in Kappa Kappa Psi.
- 3.6. All Active Members will be required to maintain a minimum cumulative GPA of 2.5. If any brother's GPA drops below a 2.5, then the brother will be placed upon probationary status. The terms of the probationary status will set upon by the Chapter at the time of the placing of probationary status.
- 3.6.1. The GPA will be checked upon request by the Chapter Sponsor, Director of Bands, or approved Faculty/Staff member. This person may only share the GPA with the Student, in accordance to University and Federal regulations.

#### **Section 4 – Conditional Membership**

- 4.1. An Active Member may request Conditional Membership when that member cannot, without undue hardship, continue to meet the requirements for active membership. To become effective, the member shall have paid national member dues for the current academic year. The request shall be approved by a simple majority vote of the Chapter's eligible voting membership, with the approval of the Sponsor and Director of Bands. Conditional Membership shall not be maintained for more than one (1) academic semester.
- 4.2. Conditional members may, at the discretion of the Chapter: attend Chapter meetings, observe ritual events, participate in Chapter fundraisers and service projects, and attend Chapter social functions. Conditional members shall not hold office, propose candidates for membership, vote on any matters, or become a Big Brother.

#### **Section 5 – Inactive Membership**

- 5.1. Formerly Active members who are enrolled at the University but do not pay member dues shall be classified as inactive members. Inactive members have no privileges of Fraternity membership. Inactive members may not participate in any Fraternity business, project, or activity.
- 5.2. An Inactive member may petition for active or alumni membership as stated in the Kappa Kappa Psi National Constitution.

#### **Section 6 – Associate Membership**

- 6.1. The status of Associate Membership shall be granted to any Active Member of Tau Beta Sigma whose local institution does not possess an active Chapter of Tau Beta Sigma and

who meets the transfer requirements as defined in the Kappa Kappa Psi Transfer Policy, including an orientation period (not to exceed 30 days) to become familiar with the principles of Kappa Kappa Psi and the operations of the Chapter. At the end of the orientation period, said Member may request Associate Membership. Associate Membership shall be granted upon said Member with the approval of the Chapter and the Sponsor.

- 6.2. Associate members shall have all the rights, privileges, and responsibilities associated with active membership.

### **Section 7 – Honorary Membership**

- 7.1. Honorary membership is the highest honor that can be conferred by a Chapter. In order to preserve the integrity of this membership, Chapters should consider other methods of recognition for those providing outstanding service and support. Honorary members of the Fraternity shall possess the same qualifications as active or associate members except that they shall not necessarily be regularly enrolled in the college or university where the Chapter is located nor possess any qualifications as musicians. They shall have performed outstanding service for the college or university band or Fraternity. Undergraduates are ineligible for this recognition.
- 7.2. If someone is deemed worth of Kappa Kappa Psi's highest honor, is believed to uphold all its values and will positively contribute to its integrity, then that person may be considered for Honorary Membership into Kappa Kappa Psi.
  - 7.2.1. The Membership Committee shall present candidates for Honorary Membership at least one (1) week before voting on said candidate. In the process of nomination, outstanding services and other qualifications shall be presented for discussion and evaluation.
  - 7.2.2. Candidates for honorary membership shall require a favorable vote of seventy-five (75) percent of the Chapter's eligible voting membership for honorary membership to be extended.
  - 7.2.3. After a favorable vote is received, Candidates for Honorary Membership shall be approached by the Membership Committee concerning their desire to be an Honorary Member of Kappa Kappa Psi. The approved Honorary Member and the Membership Committee shall set up a convenient time for both parties in order to conduct the Ritual.

### **Section 8 – Alumni Membership**

- 8.1. Alumni members of the Fraternity shall be those former active, associate, or conditional members of the Fraternity who have completed their education or who have terminated their affiliation with the University.

- 8.2. Any alumni member who wishes to reactivate with the Chapter must be registered with the University of Alabama, be active in the university band program, and meet all monetary obligations as an Active Member.
- 8.3. Alumni members shall not be assessed Chapter dues.
- 8.4. Alumni members shall not be eligible to hold office or vote.

### **Section 9 – Life Membership**

- 9.1. Any member shall be entitled to Life Membership privileges in the Fraternity after payment of the required fee and completion of the application.

## ARTICLE III – OFFICERS

### **Section 1 – Officers**

1.1. The officers of this Chapter shall be as follows: President, Vice President of Membership and Membership Education Assistant, Vice President of Service, Secretary, Treasurer, Historian, and Sergeant at Arms.

1.1.1. There shall be a Chapter President:

1.1.1.1. The President shall preside at all meetings of the Chapter.

1.1.1.2. The President shall be member *ex officio* of all Chapter committees, which he or she shall appoint.

1.1.1.3. The President shall co-sign checks along with the Treasurer for all monies dispersed and he or she shall sign contracts and any other instruments of business incurred by the Chapter.

1.1.1.4. The President shall prepare and send reports to the National Headquarters of the Fraternity.

1.1.1.5. The President shall be the official representative of the Chapter in staff meetings.

1.1.2. There shall be a Chapter Vice President of Membership:

1.1.2.1. The Vice President of Membership shall, in the absence of the President, preside at all Chapter meetings.

1.1.2.2. The Vice President of Membership shall serve as Chairperson *ex officio* of the Membership Committee.

1.1.2.3. The Vice President of Membership shall be responsible for the education, training, and initiation of all new members.

1.1.2.4. The Vice President of Membership shall prepare a calendar of events for the education, training, and initiation of new members and will present said calendar to the Chapter and Chapter Sponsor.

1.1.2.5. The Vice President of Membership will be responsible for Continuing Brother Education, and shall present presentations pertaining to this each semester.

1.1.3. There shall be a Chapter Membership Education Assistant:

1.1.3.1. The Membership Education Assistant shall serve as vice-chairperson on the Membership Education Committee.

1.1.3.2. The Membership Education Assistant shall assist the Vice President of Education in the education of all Brothers and Membership Candidates.

1.1.3.2.1. The Membership Education Assistant shall assist the Vice President of Membership with the education, training, and initiation of all new members; the preparation of a calendar of events for the education, training, and initiation of new members; and with Continuing Brother Education.

1.1.3.3. The Membership Education Assistant shall fulfill all the duties of the Vice President of Membership whenever the Vice President of Membership is indisposed.

1.1.3.3.1. The Membership Education Assistant shall not serve as a voting Member of the Executive Council unless the Vice President of Membership is indisposed and fulfills the requirement of Voting by Proxy as stated in *VII: 5.1*.

1.1.4. There shall be a Chapter Vice President of Service:

1.1.4.1. The Vice President of Service shall, in the absence of the President and the Vice President of Membership, preside at Chapter meetings.

1.1.4.2. The Vice President of Service shall serve as Chairperson ex officio of the Service Committee.

1.1.4.3. The Vice President of Service shall plan and coordinate all service projects to be performed by the Chapter.

1.1.4.4. The Vice President of Service shall report to the Chapter as to the status of any ongoing service projects.

1.1.4.5. The Vice President of Service shall work with the Historian to ensure that a record is kept of all service projects.

1.1.5. There shall be a Chapter Secretary:

1.1.5.1. The Secretary shall record the minutes of all meetings of the Chapter.

- 1.1.5.2. The Secretary shall maintain a permanent record of each Chapter member, including: name, address, phone number, instrument, major, class designation, and initiation number.
  - 1.1.5.3. The Secretary shall be responsible for all Chapter correspondence, including to Chapters in the Southeast District and nationally, on a regular basis.
  - 1.1.5.4. The Secretary shall maintain an attendance record of each member and shall notify members when they are in violation of attendance policies.
  - 1.1.5.5. The Secretary shall distribute to Active Members a newsletter during the month of July concerning Chapter activities for the upcoming semester.
  - 1.1.5.6. The Secretary shall be responsible for informing members of Chapter business.
  - 1.1.5.7. The Secretary shall assist the President in writing the Chapter reports for the National Headquarters.
  - 1.1.5.8. The Secretary shall compile the events for the following month on a “Chapter Event Calendar”, consisting of events that will have been voted upon by the Executive Council, and shall also be responsible for maintaining this calendar and notifying the Chapter of any changes. This Calendar will be presented to the Chapter no later than the third, regularly scheduled Chapter meeting.
  - 1.1.5.9. The Secretary is responsible for obtaining the required forms of Prospective Members to be sent off to National Headquarters with the National Initiation fees. These forms are to be completed by the Committee of Membership; however, it is the Prospective Members’ responsibility to ensure that all information on these forms is accurate and complete.
    - 1.1.5.9.1. Once fully completed, the Secretary shall send these documents, along with the totaled fees, to National Headquarters.
  - 1.1.5.10. The Secretary shall send attendance/tardy reports to the Treasurer and the people who were absent/tardy.
  - 1.1.5.11. The Secretary shall make the immediate determination whether to approve an excuse for tardiness, and the Executive Council shall vote to approve these excuses at the following Executive Council meeting.
- 1.1.6. There shall be a Chapter Treasurer:
- 1.1.6.1. The Treasurer shall control receipts and disbursements of all monies of the Chapter.

- 1.1.6.1.1. Members have four (4) weeks after a purchase to turn in a receipt to the Treasurer for reimbursement. After four (4) weeks, the Chapter is not responsible for money spent by members, unless prior arrangements were made.
- 1.1.6.2. The Treasurer shall co-sign checks along with the President.
- 1.1.6.3. The Treasurer shall submit a Semester Budget for Chapter approval no later than the third meeting of the semester.
- 1.1.6.4. The Treasurer shall collect the National Initiation fee for each Prospective Member to be sent off to the National Headquarters before initiation.
- 1.1.6.5. The Treasurer shall collect the National Member fee for each Active Member to be sent off to the National Headquarters. All fees must be submitted to the Treasurer no later than the Thursday two (2) weeks prior to September 30th.
- 1.1.6.6. The Treasurer shall be responsible for the ordering of all regalia from the list of approved vendors available on the National Headquarters website.
- 1.1.6.7. The Treasurer shall maintain an accurate record of all finances of the Chapter, including fines and their collection. Executive Council of the Chapter shall look over these records on a bimonthly basis and the Chapter's Sponsor on a monthly basis.
- 1.1.6.8. The Treasurer shall make financial decisions and submit recommendations concerning the financial policies of the Chapter as may be required.
- 1.1.6.9. The Treasurer shall collect Life Membership fees and applications to the National Headquarters, only if the Brother is not submitting their own Life Membership application, and shall inform the Secretary of those names submitted for Life Membership.
- 1.1.6.10. The Treasurer shall be responsible for issuing, preserving, and enforcing the dues and fees contract.
  - 1.1.6.10.1. The Payment Contract is a written contract conveying each Active Member's full comprehension of the financial obligation as an Active Member of Kappa Kappa Psi and the Chapter. This contract must be typed and then signed by the Active Member, the Chapter Treasurer, and the Chapter President. All Active Members must have a signed Payment Contract, which the Treasurer shall possess.

1.1.6.11. The Treasurer shall produce a Bimonthly Chapter Financial Status Report to distribute to the Chapter and Sponsor. These reports shall accurately detail Chapter finances.

1.1.6.12. The Treasurer shall act as Chairperson ex officio of the Finance committee.

1.1.7. There shall be a Chapter Historian:

1.1.7.1. The Historian shall be responsible for keeping an up-to-date scrapbook.

1.1.7.2. The Historian shall keep an accurate history of the Chapter and detail the Fraternity's role in all band functions.

1.1.7.3. The Historian shall be responsible for maintaining and depositing a copy of all Chapter documents, records, etc. with the University Archives on a yearly basis to preserve the history of the Chapter. A copy of these records shall also be maintained on file in the Chapter records as working documents.

1.1.7.4. The Historian shall act as Chairperson ex officio of the Social Affairs and Public Relations Committee.

1.1.8. There shall be a Chapter Sergeant at Arms:

1.1.8.1. The Sergeant at Arms shall be responsible for the revision and maintenance of the Chapter Constitution.

1.1.8.2. The Sergeant at Arms shall interpret the Constitution when conflicts arise.

1.1.8.3. The Sergeant at Arms shall be present at all meetings with a copy of the Chapter constitution and a copy of the current Parliamentary Procedure adopted by the Chapter and Kappa Kappa Psi National Constitution.

1.1.8.4. The Sergeant at Arms shall present the members of the Executive Council of the Chapter with revised copies of the Chapter constitution.

1.1.8.5. The Sergeant at Arms shall be responsible for maintaining a copy of the current Chapter constitution for access by all Active Members on the Chapter web site.

1.1.8.6. The Sergeant at Arms shall serve as Sentinel for all rituals and ceremonies.

1.1.8.7. The Sergeant at Arms shall act as Chairperson ex officio of the Jurisdiction Committee.

1.1.8.8. The Sergeant at Arms will have on hand a late sheet for all who are late to sign as they arrive at the meeting or event.

## **Section 2 – Executive Council**

- 2.1. The Executive Council of the Chapter shall consist of the President, Vice President of Membership, Membership Education Officer, Vice President of Service, Secretary, Treasurer, Historian, and Sergeant at Arms.
- 2.2. The Executive Council of the Chapter shall meet once per week. Date, time, and location to be determined at the first meeting of each semester by the Executive Council of the Chapter.
- 2.3. The Executive Council of the Chapter shall operate within the boundaries of this Constitution.
- 2.4. The Executive Council of the Chapter shall interpret the Chapter Constitution, consider excuses for absences, and form an agenda before each Chapter meeting to be given to all members.
- 2.5. The Executive Council of the Chapter shall act as the administrative body of the Chapter between regular Chapter meetings.
  - 2.5.1. Actions taken by the Executive Council shall be considered provisional until ratified by the chapter.

### **Section 3 – Chapter Sponsor**

The Director of Bands shall serve as Chapter Sponsor, unless another full-time faculty or administrative staff member at the University is otherwise designated by the Director of Bands.

## ARTICLE IV – ELECTIONS

### **Section 1 – General**

- 1.1. The Active Members of the Chapter shall elect officers during the month of April.
- 1.2. The newly elected officers shall be installed before the end of the academic year and run the final meeting.
- 1.3. Nominations for office in the Chapter shall be made from the floor one (1) week before elections or on the night before elections.
- 1.4. Any student seeking to hold or holding office must maintain the aforementioned cumulative GPA requirement (*II: 3-6*) for graduation and remain in good standing in their respective college.
- 1.5. Any member wishing to be nominated for the offices of Secretary, Treasurer, Alumni Relations Officer, and/or Historian must have been an Active Member for at least one (1) semester. Those members wishing to be nominated for the offices of President, Vice President of Membership, Membership Education Assistant, Vice President of Service, and/or Sergeant at Arms must have been an Active Member for at least two (2) semesters.
- 1.6. Officers shall serve for a period of one (1) year after their election.
- 1.7. The order of election shall be President, Vice President of Membership, Membership Education Assistant, Vice President of Service, Secretary, Treasurer, Historian, and Sergeant at Arms.
- 1.8. Each officer shall be elected by simple majority vote of the Chapter's eligible voting membership. The elections shall be held by secret ballot.
- 1.9. If an office is vacated, an election will be held at the next regularly scheduled meeting. The new officer will then finish the remaining term of the vacated office.
- 1.10. All persons interested in running for the position of Sergeant at Arms must take and sufficiently pass a legislative procedure efficiency test, to be given and graded by the Executive Council of the Chapter, with a grade of eighty (80) percent or better. All members scoring at least eighty (80) percent shall be considered for election.
  - 1.10.1. The materials for this test will be given out no less than two (2) weeks in advance before the testing date.

Newly elected officers will be installed after the election. This installation will take place during the last regularly scheduled meeting in the semester. It is highly encouraged that each new officer meets and discusses at length with their currently elected counterparts to ensure smooth transitions and the passing down of worthwhile knowledge.

## ARTICLE V – REMOVAL FROM OFFICE

### **Section 1 – General**

1.1. Upon due cause, an officer of the Chapter may be removed in the following manner:

1.1.1. A motion to remove the officer will be submitted, and then the motion will be tabled.

1.1.2. At the next regularly scheduled meeting, not before one (1) week has elapsed after the initial motion was made, discussion will be held and then a vote will be taken.

1.1.3. The officer may be removed by a favorable vote (on the motion to remove from office) of two-thirds ( $\frac{2}{3}$ ) of the Chapter's eligible voting membership.

1.2. The Chapter Sponsor or Director of Bands may also remove an officer.

## 2.

**ARTICLE VI – COMMITTEES****Section 1 – General**

- 1.1. The President shall appoint standing committee members and each committee shall consist of at least three (3) members.
- 1.2. Members of all standing committees shall serve for a period of one (1) year unless relieved by the President first.
- 1.3. Each committee is strongly encouraged to meet on a monthly or a bi-monthly basis.
- 1.4. The elected Chairperson, unless otherwise designated or temporarily replaced by the Chairperson ex officio of said committee, shall be the representative of the committee.
  - 1.4.1. Each committee will vote on a Chairperson each semester. This will be the first order of business during their first meeting each semester.
  - 1.4.2. Elections will be conducted in similar fashion as specified under Article IV.
  - 1.4.3. Removal of a Chairperson shall proceed in a similar fashion as stated under Article V.
- 1.5. All Active Members must be involved in at least one (1) standing committee to maintain active membership status.
- 1.6. The Committee and elected Chairpersons shall report directly to their Executive Officer counterparts who will function as “Chairperson ex officio” of each Committee.
- 1.7. The Chairperson shall only vote in the case of a tie within their designated Committee.

**Section 2 – Standing Committees and Duties**

- 1.1. There shall be a Committee on Membership.
  - 1.1.1. This committee shall be responsible for the recommendation of membership into the Fraternity, and shall assist the Vice President of Education with the education, training, and initiation of new members, as well as Continuing Brother Education.
  - 1.1.2. The Vice President of Membership shall act as Chairperson ex officio of this committee.
  - 1.1.3. Under the guidance of the Membership Education Assistant, This committee shall be responsible for the execution of rituals and ceremonies, including but not limited to obtaining supplies, selecting actors, and organizing rehearsals.
- 1.2. There shall be a Committee on Jurisdiction.

- 1.2.1. This committee shall also be responsible for regularly reviewing and submitting revisions of the Constitution.
- 1.2.2. The Sergeant at Arms shall act as Chairperson ex officio of this committee.
- 1.2.3. This committee shall review the Chapter Constitution once per semester, or as needed, and present any necessary changes during Chapter Meetings.
- 1.3. There shall be a Committee on Social Affairs and Public Relations.
  - 1.3.1. This committee shall be responsible for all social activities that involve the Chapter.
  - 1.3.2. This committee shall be responsible for the writing of all news and/or information designated to inform the public as to the benefits of the Chapter, Fraternity, or band programs.
  - 1.3.3. The Historian shall function as Chairperson ex officio of this Committee.
- 1.4. There shall be a Committee on Service.
  - 1.4.1. This committee shall be responsible for all service related activities that involve the Chapter. This committee will work to promote and gauge service of the Fraternity, as well as creating ideas for new service.
  - 1.4.2. The Vice President of Service shall act as Chairperson ex officio of this Committee.
- 1.5. There shall be a Committee on Finance and Fundraising.
  - 1.5.1. This committee shall be responsible for discussing, organizing, and creating ideas for raising funds for use of the Fraternity through various events and projects. This committee shall also submit an annual budget to the Chapter at the first meeting in April, as well as the financial records throughout the year.
  - 1.5.2. The Treasurer shall act as Chairperson ex officio of this Committee.

### **Section 3 – Special Committees**

- 3.1. Special committees of the Chapter shall be determined as required by the Chapter.
- 3.2. All special committees shall be appointed by the President and shall consist of at least three (3) Active Members.
- 3.3. Members of special committees shall serve until relieved of their appointment by the President, or until their respective Committee has been deemed no longer needed by the Chapter.

## ARTICLE VII – MEETINGS

### **Section 1 – Regular Meetings**

- 1.1. ~~Regularly scheduled meetings will be held on Thursdays at 7:30 PM when classes are in session. Changes in the regular meeting schedule shall be decided upon before the close of new business in the preceding meeting.~~ (09/04/2014) The first meeting shall be held on the Sunday afternoon following the beginning of classes at two o'clock (2:00) PM. The primary goal of this meeting is to establish the official meeting time and frequency for the remaining of the semester. This priority is above all else, cannot be tabled, and must be decided upon before the closing of the meeting.
- 1.2. Chapter meetings shall be conducted according to the principles of Robert's Rules of Order.
- 1.3. Copies of the Robert's Rules of Order, Kappa Kappa Psi National Constitution, National Bylaws, Southeast District Constitution, and Chapter Constitution shall be present at each Chapter meeting.
- 1.4. Attendance is required of every Active Member at all Chapter meetings, except as excused under *VII: 4*.

### **Section 2 – Special Meetings**

- 2.1. Special meetings may be called upon a favorable vote of seventy-five (75) percent of the eligible voting membership or upon recommendation of the President if approved by a simple majority vote of the Executive Council of the Chapter.

### **Section 3 – Quorums**

- 3.1. Fifty (50) percent of all Active Members [including three (3) officers] plus one (1) more Active Member shall constitute a Quorum at all regular and special meetings.
- 3.2. Voting shall not be conducted and actions not officially ratified unless a Quorum is present.

### **Section 4 – Attendance**

- 4.1. The following terms are defined as follows:
  - 4.1.1. On time– arriving before the Meeting has been called to order, or before the Ritual or Event has commenced.
  - 4.1.2. Tardy– Arriving after the Meeting or Event has been called to order or Event has commenced.
  - 4.1.3. Absent– failure to show up to the Meeting, Ritual, or Event.

- 4.1.4. Unexcused– the tardy or absence given by the Member for the Meeting, Ritual, or Event is deemed invalid by the Secretary and confirmed by the Executive Council, resulting in Fines and/or subsequently appropriate actions to be taken by the Executive Council and/or Chapter.
- 4.1.5. Excused– the tardy or absence excuse given by the Member is deemed valid by the Secretary and confirmed by the Executive Council, resulting in no Fines being issued and no subsequently appropriate actions needs to be taken by the Executive Council and/or Chapter.
- 4.2. All Chapter meetings, rituals, and other functions passed upon by the Chapter are to be attended by all Active Members. In functions where formal dress is required, improper attire will result in an unexcused absence.
  - 4.2.1. Improper formal attire includes, but is not limited to: jeans, t-shirts, athletic shoes, etc.
- 4.3. Three (3) unexcused tardies within a given semester will be equivalent to one (1) unexcused absence.
- 4.4. Three (3) unexcused absences within a given semester will be grounds for an Active Member to be placed on Probation upon approval of the Chapter and Chapter Sponsor.
- 4.5. Absence due to hospitalization shall automatically be excused.
- 4.6. For other absences, excuses are to be submitted by an effective means of communication to the Executive Council no later than forty-eight (48) hours before the date of the absence.
  - 4.6.1. The Secretary shall first determine an excuse’s validity.
  - 4.6.2. The Executive Council shall confirm or overturn the Secretary’s decision at the following Executive Council meeting, and announce this to the Chapter at the following Chapter meeting.
  - 4.6.3. The Executive Council’s ruling on an absence may be overturned by a seventy-five (75) percent of the Chapter’s eligible voting membership. Only another Active Member, other than Member whose excuse is in question, may make this motion.
- 4.7. If the Executive Council and/or Chapter finds an absence from a regularly scheduled meeting unexcused, appropriate and subsequent actions shall take place, as deemed by this Chapter’s Constitution and By-Laws.
- 4.8. Each Active Member shall be allowed one (1) unexcused absence per month and cannot exceed more than three (3) per semester.

- 4.9. In order for events to be deemed required, they must be on the approved monthly Calendar or have been approved at least two (2) weeks prior to said event, in which case every attempt should be made to redistribute amended Calendars.

### **Section 5 – Voting in Meetings**

- 5.1. The Chapter's eligible voting membership shall be those Active and Associate Members in attendance or represented by proxy. There shall be only one proxy per Active or Associate Member present.
  - 5.1.1. If a Proxy is representing an Active or Associate Member, then said Proxy vote must be handwritten, signed by the voter and given to the President before the meeting of the said Proxy.
- 5.2. Any measures requiring a favorable vote of seventy-five (75) percent of the Chapter's eligible voting membership cannot be voted on unless seventy-five (75) percent of the Chapter's eligible voting membership is present.
- 5.3. The President shall vote only in the case of a tie and in membership voting.

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## ARTICLE VIII – DELEGATES

### **Section 1 – General**

- 1.1. One (1) delegate and two (2) alternate delegates shall be elected by a simple majority vote conducted by secret ballot at least two (2) months prior to the National Convention.
- 1.2. One (1) delegate and two (2) alternate delegates shall be elected by a simple majority vote conducted by secret ballot at least one (1) month prior to the District Convention.
- 1.3. Delegates shall be an Active or Associate Member of the Fraternity at the time of their election.
- 1.4. The Chapter may pay the delegate fee for its representative at the National and District Convention, provided the voting requirements of *VIII: 3* are met.

## ARTICLE IX – FINANCES

### **Section 1 – Dues**

- 1.1. All annual dues and fees must be paid up-to-date to maintain active membership in the Fraternity. These dues are to be paid within three (3) weeks of the first regularly scheduled meeting. If members have not paid or entered into a payment plan by the time the chapter submits the Chapter Personnel Report, they shall be reported as Inactive.
- 1.2. Annual dues shall be as the following: Fall semester– Current National Headquarters’ dues plus Chapter dues of twenty dollars (\$20); Spring semester– Chapter dues of twenty dollars (\$20).
- 1.3. All new members, upon initiation into the Chapter, must read and sign the Payment Contract, unless all dues and fees are paid upfront and in full.

### **Section 2 – Fines**

- 2.1. Absent, tardy, excused, and unexcused are as defined under Article VII: 4.
- 2.2. Any Member absent from a Meeting, Ritual or Event without prior notification and/or just cause shall be assessed a fine of five dollars (\$5).
- 2.3. Any Member tardy to a Meeting, Ritual or Event without prior notification and/or just cause shall be issued a fine of two dollars (\$2) and must sign the Late Sheet, which the Sergeant at Arms will have on hand.
- 2.4. Any Member with fine/s shall be made immediately aware of this at the time when the fine/s is/are immediately incurred. This will also be followed up by an email from the Treasurer and Secretary alerting said Member as to the situation of their attendance and fine/s incurred.
- 2.5. Any delinquent fines of more than one (1) month old shall be cause for the Member to be placed on Probationary Status, as stated in the Chapter Constitution, until the payment is fulfilled.
- 2.6. A Payment Plan is sufficient to reconcile Fines and Dues before and during Probation. If the member is placed on Probationary Status, the debt to the Chapter must be paid in full before return to Active Membership is possible. All Payment Plans must be approved by the Executive Council; signed by the President, Treasurer, and Member; and witnessed by the Secretary.
- 2.7. A review of this Section (IX: 2) shall be done on a yearly basis by the Executive Council to determine the effectiveness, usefulness and overall need for this system of Fines. This

review can only be done once per year. The consensus of the Executive Council regarding this matter shall stand for one (1) year, until the issue is reviewed again the following calendar year.

### **Section 3 – Chapter Spending**

- 3.1. Spending of Chapter moneys of twenty-five dollars (\$25) or more shall require a favorable vote of seventy-five (75) percent of the Chapter's eligible voting membership, in addition to a favorable simple majority vote of the Executive Council of the Chapter.
- 3.2. Spending of Chapter moneys less than twenty-five dollars (\$25) shall require a favorable simple majority vote of the Chapter's eligible voting membership.
- 3.3. The Chapter's fiscal year will begin on July 1<sup>st</sup> during the Summer immediately following April elections.

## ARTICLE X – DISCIPLINARY ACTIONS

### **Section 1 – General**

- 1.1. Upon due cause, a member of the Fraternity may be put on Probation, Suspended, or expelled according to the provisions of the Chapter constitution and the Kappa Kappa Psi National Constitution.
- 1.2. If a Member disputes their Disciplinary Action, then they may appeal the decision. The issue will be brought before the Chapter for discussion and voting. A favorable vote of seventy-five (75%) percent is required to overturn the decision.
- 1.3. If another member believes the Disciplinary Action to be insufficient, he/she may bring their dispute before the Chapter for discussion and voting. A favorable vote of seventy-five (75%) percent is required to approve the new course of action.
- 1.4. For all chapter discipline changes to take effect, the Chapter Sponsor or Director of Bands must notify National Headquarters in writing of the reason for the status, the procedure followed by the chapter, and any terms or obligations of the imposed status.
- 1.5. Members may not terminate their Membership status in Kappa Kappa Psi through resignation.

### **Section 2 – Probation**

- 2.1. Upon due cause, a member of the Fraternity may be placed on probation following a favorable vote on motion of seventy-five (75) percent of the Chapter's eligible voting membership and approval of the Chapter's Sponsor.
  - 2.1.1. The Chapter Sponsor should also notify National Headquarters of the Probation, its reason, the process followed, and the terms of the probation. This shall also apply for other discipline statuses.
- 2.2. A member placed on probation shall be informed, by an effective means of communication, of the following: the reasons for probation; a specified time period in which to make restitution; and the obligations needed to be fulfilled within that time period. Fulfillment of all obligations within the specified time period shall return said member to previous membership status. The Chapter and Sponsor shall approve fulfillment of all obligations. Failure to complete all obligations is just cause for either an extension of the probationary term or for the initiation of suspension proceedings.

### **Section 3 – Suspension**

- 3.1. Upon due cause, a member of the Fraternity may be suspended following a favorable vote of seventy-five (75) percent of the Chapter's eligible voting membership and approval from the Chapter's Sponsor. Suspended members may not participate in any Fraternity business, Meetings, Rituals, or Events.
- 3.2. A member placed on suspension shall be informed, by an effective means of communication, of the following: the reasons for suspension; a specified time period in which to make restitution; and the obligations needed to be fulfilled within that time period. Fulfillment of all obligations within that specified time period shall return said member to previous membership status. The Chapter and Chapter Sponsor shall approve fulfillment of all obligations. Failure to complete all obligations is just cause for either an extension of the suspension term or for the initiation of expulsion proceedings.

#### **Section 4 – Expulsion**

- 4.1. Failure to abide by the limitations and obligations of a suspended Member and/or failure to be removed from suspended status within the allotted time shall constitute due cause for expulsion.
- 4.2. The Expulsion Process is as follows:
  - 4.2.1. When the motion to expel is made, it is immediately tabled for one (1) week.
  - 4.2.2. The Chapter will notify the Member up for expulsion, in writing, of the Motion to Expel and the date of their hearing to allow said Member to defend themselves against expulsion.
  - 4.2.3. Upon the motion to expel, a favorable vote of seventy-five (75) percent of the Chapter's eligible voting membership shall be required to expel, taken by secret ballot and informing the Member of the vote totals.
    - 4.2.3.1. If the member is not expelled by this vote, they will be returned to suspended status for two (2) weeks.
    - 4.2.3.2. If the member does not make restitution for the original cause of being placed on suspension and petition the Chapter for reinstatement within two (2) weeks, an immediate vote will be taken for expulsion, bypassing the previously stated one (1) week mandatory tabling of the Motion to Expel.
  - 4.2.4. If the Member is expelled, the Member shall return to the Chapter all regalia and property of the Fraternity in their possession, and their name shall be stricken from the master Chapter roster at the National Headquarters.

## ARTICLE XI – AMENDING THE CONSTITUTION

### **Section 1 – The Amending Process**

- 1.1. Amendments to this constitution should be submitted to the Chapter by written petition one (1) week before voting on said petition.
  - 1.1.1. During this week between petition and the next regularly scheduled meeting the Committee on Jurisdiction shall meet to review the proposed amendment.
  - 1.1.2. The committee shall vote on a non-binding recommendation to the Chapter.
- 1.2. During discussion of the purposed amendment, the Sergeant at Arms shall present the committee’s recommendation to the Chapter.
- 1.3. A favorable vote of seventy-five (75) percent of the Chapter’s eligible voting membership shall be required to amend this Constitution.
  - 1.3.1. If a proposed amendment should receive the required vote, it shall be declared adopted, and upon such adoption, it shall become operative and effective immediately, unless stated otherwise in the Amendment.
  - 1.3.2. If a favorable vote is *not* obtained on the purposed amendment, the petition shall be declared defeated and shall not be proposed again for consideration until one (1) month has elapsed.

### **Section 2 – How to Write the Amendment into the Constitution**

- 2.1. If the Chapter approves said Amendment, the original section of the Constitution shall be stricken through, the Amendment written in, and the date the Amendment was approved.
  - 2.1.1. This is an example of the previously stated process:
 

~~“Past version of the Constitution. Amended version of the Constitution (MM/DD/YYYY).”~~
- 2.2. If said Amendment is to change a previous Amendment, the previously amended portion will be stricken through twice and the date of when the new Amendment was passed.
  - 2.2.1. This is an example of the previously stated process:
 

~~“Past version of the Constitution. Amended version of the Constitution (MM/DD/YYYY).”~~ Newly amended version of the Constitution (MM/DD/YYYY).”
- 2.3. In the event of adding an entirely new Article to the Constitution, a new section shall be created for these additional Articles, and ordered chronologically by order of passage.

**Section 3 – Maintaining and Preserving the Constitution**

- 3.1. In order to keep a complete record of the Constitution and all its amendments while still maintaining its readability, two official copies will be kept. One will consist of all of the changes ever made to the Constitution as stated in the above section (XI: 2) and will be kept on file with the Secretary and Sergeant at Arms. The second copy will consist of all changes written into the Constitution, without strikeouts and amending dates. This copy will be on file with every Brother.