

# **Constitution of the Theta Xi Chapter of Tau Beta Sigma**

Iowa State University  
Last Revised Fall 2013

## **Article I: General**

1.101 The official name of this organization is Theta Xi Chapter of Tau Beta Sigma, National Honorary Band Sorority for College and University Band Members, and is referred to in this document as the Chapter.

1.102 The Chapter is established under the general jurisdiction of the Sorority and has jurisdiction over its members enrolled at Iowa State University.

1.103 This constitution is governed by the Tau Beta Sigma National Constitution.

1.104 The Chapter operates under the authority of the Director of Bands. The Director of Bands is responsible for governing and monitoring the activities and affairs of the Chapter. The Director of Bands will appoint an individual to serve in the role of Chapter Sponsor or serve in that role herself/himself. The National Council recognizes the authority of said Chapter Sponsor; however, the Director of Bands has ultimate authority in matters pertaining to the Chapter. The Director of Bands and Chapter Sponsor are members ex officio of all chapter committees.

1.105 The Chapter prohibits members from using or acting under the influence of alcohol and illegal substances at all official chapter events, meetings, or functions. The Chapter also prohibits any member from wearing or the Tau Beta Sigma letters, crest, or symbols while consuming or purchasing said substances or visiting a party or establishment where said substances are prevalent.

1.106 The Chapter prohibits hazing and discrimination as defined in §1.109 of the Tau Beta Sigma National Constitution.

1.107 All Chapter reports will be filed as per §6.801 of the Tau Beta Sigma National Constitution.

1.108 The Chapter abides by and supports established Iowa State University policy and state and federal laws and follows local ordinances and regulations.

## **Article II: Membership**

### *Section 1: Membership Guidelines*

2.101 Membership is open to all students of Iowa State University, as this organization does not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. Veteran.

2.102 Chapter membership, as defined by the Tau Beta Sigma National Constitution, consists of eight (8) types: active, conditional, inactive, associate, honorary, alumni, life, and prospective membership.

2.102.1 Associate membership will only be granted in the unlikely event that the Iota Omega Chapter of Kappa Kappa Psi becomes inactive.

2.103 Disciplinary action may be taken against any member at the discretion of the Chapter's Executive Board. Disciplinary actions may consist of probation, suspension, or expulsion as defined respectively in §6.618, §6.619, and §6.620 of the Tau Beta Sigma National Constitution.

2.103.1 Members placed on probation/suspension are considered members not in good standing and will lose their voting privileges until probation/suspension is lifted.

### *Section II: Active Members*

2.201 Active members in good standing (henceforth noted as active members) are eligible to hold office, vote, serve on committees and take part in all business and social affairs of the Chapter.

2.202 Active members must pay membership dues for the current academic year. Failure to do so will result in inactive status as per §2.401 and §7.104 of this constitution.

2.203 Active members are required to attend all meetings and to participate in all official functions required by the Chapter.

2.203.1 Attendance will be taken as defined in §2.1 of the bylaws.

2.203.2 Active members must fulfill the service requirements defined in Chapter II, Section II of the bylaws.

2.204 All active members will enroll and actively participate in at least one (1) university band sponsored by the music department each semester.

2.204.1 In the event that an Active member is unable to enroll and actively participate in a band, the member may maintain active status as per 6.602 of the National Constitution.

2.205 All active members must maintain at least a 2.0 cumulative grade point average (GPA).

2.205.1 In the event that an active member is unable to achieve the minimum 2.0 cumulative GPA, he or she must meet with the executive board to create a plan of action to resolve the academic matters.

2.206 If a member fails to meet the requirements in §2.203, §2.204 and §2.205, the member will be placed on probation as per §2.103 of this constitution.

### *Section III: Conditional Members*

2.301 An active member in good standing may request conditional status when conflicts arise because of work or class schedule that prevent her/him from fulfilling the requirements for active membership.

2.302 The Chapter Sponsor and Director of Bands will approve or deny requests for conditional status.

2.303 Conditional members are members in good standing and may attend all meetings and functions but are not allowed to hold office or vote.

2.304 Conditional members must pay membership dues for the current year. Failure to comply will result in inactive status as per §2.401 and §7.104 of this constitution.

2.305 Conditional status may be maintained for up to one (1) year.

2.306 If a member has not reclaimed active status or become an alumni or life member within one (1) year, the member will be classified as inactive with the Chapter.

2.306.1 If the member requests more than one (1) year of conditional status, a letter of recommendation will be required from the Chapter Sponsor and the Director of Bands, and must be approved by the National Council.

2.307 Conditional status may not be imposed upon active members for failure to comply with the requirements of an active member.

### *Section IV: Inactive Members*

2.401 Inactive members are former active members who are enrolled in school but do not pay membership dues.

2.402 Inactive members are not in good standing and therefore have no membership privileges.

2.403 Inactive members who do not meet the academic requirements of Iowa State University are not eligible for alumni status after leaving Iowa State University.

#### *Section V: Honorary Member*

2.501 In recognition of outstanding ability, accomplishment, and devotion to the best interest of the ISU bands, the Chapter can bestow a person with honorary membership. This will be the highest honor conferred by the Chapter. Undergraduates are ineligible for this recognition.

#### *Section VI: Prospective Members*

2.601 Prospective membership may be offered to students enrolled and actively participating in university bands. The maintenance of the fine tradition of quality membership is essential to uphold the prestige and honor of the Chapter; thus, prospective members should possess extraordinarily good character and outstanding leadership potential.

2.602 Any active member may propose the name of a candidate for prospective membership at any Chapter meeting.

2.603 A three-fourths (3/4) positive vote of the total active membership is required to grant prospective membership.

2.604 Before becoming eligible for active membership, a prospective member must complete the Chapter's membership education program.

2.604.1 If a prospective member fails to meet the requirements of the Chapter or Sorority, her/his candidacy may be terminated for the academic term by a three-fourths (3/4) vote of the Chapter's total active membership.

### **Article III: Officers**

3.101 The Chapter Executive Board will consist of the following officers: President, Vice President, Treasurer, Recording Secretary, Historian, Webmaster, Parliamentarian, Alumni Relations Coordinator, and Chapter Sponsor (ex officio).

3.102 The active members of the Chapter will elect officers annually at the second to last meeting of the spring semester as defined in §4.2 of this constitution.

3.103 All officers will serve for one (1) academic year.

3.103.1 Each officer shall submit reports of their activity in office at the request of the Chapter President.

3.103.2 Each officer must be an active member of the Sorority in good standing at the time of her/his election. Each officer should possess an extraordinary business ability and should be capable of representing the Chapter in a positive manner. Each officer must have the best interest of the Sorority at heart and be willing and able to devote the necessary time to the execution of her/his office.

3.103.3 In the semester of and prior to the actual election all officers must have maintained a cumulative GPA of at least 2.25.

3.103.4 To remain in office, officers must maintain a cumulative GPA of at least 2.25 and may only be excused from participating in a university band, as per §2.204.1 of this constitution, one of the two semesters in each academic year of service.

3.104 Officers must also be in good standing with the university and enrolled at least half-time during their term in office. Half-time enrollment is defined as six or more credit hours for an undergraduate student, unless fewer credits are required to graduate in her/his final semester, and as four or more credit hours for a graduate level student, unless fewer credits are required in the final stages of the degree as defined by the Continuous Registration Requirement.

3.105 The President will:

3.105.1 Preside at all meetings of the Chapter.

3.105.2 Serve as a member ex officio of all committees.

3.105.3 Sign all contracts and other instruments of business of the Chapter.

3.105.4 Act as the official representative of the Chapter.

3.105.5 Have been an officer or committee chair for at least two (2) semesters prior to serving as President.

3.105.6 Have been an active member for at least two (2) semesters prior to serving as President.

3.105.7 Complete the Annual President's Training

3.106 The Vice President will:

3.106.1 Preside at meetings of the Chapter in the absence of the President.

3.106.2 Be responsible for the education, training, and initiating of all prospective members.

3.106.3 Be responsible for the procurement, care, and management of the items used in the Chapter's rituals.

3.106.4 Be responsible for the education of all active and prospective members of the Chapter.

3.106.5 Serve as a member committee chair of the Membership Committee.

3.106.6 Serve as the chair of the Ritual and Regalia Committee.

3.106.7 Have been an active member for at least one (1) academic semester.

3.107 The Treasurer will:

3.107.1 Control the receipts and disbursements of all money of the Chapter and submit recommendations concerning the financial policies of the chapter as required.

3.107.2 Sign all vouchers for any money disbursed, obtain and manage a Purchasing Card (P-Card), and may appoint another active member as secondary Chapter P-Card holder.

3.107.3 Be responsible for the ordering of all regalia from the official regalia supplier of Tau Beta Sigma.

3.107.4 Serve as a member ex officio of the Ritual and Regalia and Ways and Means committees.

3.107.5 Complete the Annual Treasurer's Training

3.108 The Recording Secretary will:

3.108.1 Record and distribute the minutes of all Chapter meetings.

3.108.2 Maintain a current record of each active and conditional member of the Chapter detailing name, instrument played, and current contact information.

3.108.2.1 At the end of each semester the Recording Secretary will give a copy of said record to the Alumni Relations Coordinator for the updating of the master records.

3.108.3 Keep and maintain the master attendance records.

3.108.4 Keep a current list of all committee membership.

3.108.5 Read the old business at all business meetings of the chapter.

3.108.6 Coordinate and publish a summer address and phone listing to be distributed to all members no later than the final meeting of the academic year.

3.108.7 Validate the GPA requirements of each active member at the beginning and midterm marks of each semester, with assistance from the Chapter Sponsor when necessary.

3.109 The Historian will:

3.109.1 Be responsible for maintaining a written and pictorial record of the activities of the Chapter.

3.109.2 Update and create new material for the Chapter scrapbooks.

3.109.3 Be responsible for the Chapter display and scrapbook page for District and National Conventions.

3.110 The Webmaster will:

3.110.1 Be responsible for the maintenance and upkeep of the Chapter's Web site, listserv, and serve as coordinator for all other Chapter technology needs.

3.111 The Parliamentarian will:

3.111.1 Be appointed by the newly elected President and be approved by a majority vote of the Chapter on the first regular meeting after the other officers are elected.

3.111.2 Enforce the usage of Robert's Rules of Order as necessary.

3.111.3 Serve as Chair of the Jurisdiction Committee.

3.112 The Alumni Relations Coordinator will:

3.112.1 Maintain a permanent record of each member of the Chapter (active, conditional, inactive, associate, honorary, alumni) detailing name, class, status, instrument played, date initiated, and date made inactive or alumni.

3.112.2 Maintain communications with alumni by informing them of all current events.

3.112.3 Submit current alumni e-mail addresses to the Webmaster for maintenance of the Alumni listserv.

3.113 The Chapter Sponsor will:

3.113.1 Be defined as per §1.104 of this constitution.

3.113.2 Be appointed by the Director of Bands at Iowa State University and hold office ex officio until choosing to leave the position.

3.113.3 Approve all member exemptions from enrollment in a university band.

3.113.4 Validate all active members' enrollment in a university band if necessary.

3.114 If there exists an extreme dissatisfaction with an officer's performance, an active member of the Chapter can ask for a vote of no confidence in a separate session.

3.114.1 If a three-fourths (3/4) majority vote of all active members passes, a letter from the Chapter will be sent by the President or Vice President to the officer asking for her/his resignation.

3.114.2 If a resignation is not received by the next meeting, a motion to remove the officer must be passed in another separate session by three-fourths (3/4) majority vote of all active members.

3.115 In the event that an officer cannot complete her/his duties:

3.115.1 If said officer is the President, the Vice President will serve as interim President until a Presidential election can be held.

3.115.2 If it is any other officer the spot will remain vacant until an election can be held.

3.115.3 Members elected to fill a vacant position will serve the remainder of the term.

## **Article IV: Committees**

### ***Section I: Committee Membership***

4.101 Active members must serve on at least one (1) committee at all times.

4.102 Active members must adhere to the committee terms of membership as defined in



§4.101.1 of the bylaws.

## *Section II: Committee Types and Descriptions*

4.201 The Chapter will have three types of committees: standing, seasonal, and special committees.

4.201.1 Standing committees will be organized in the fall and spring semesters of each academic year.

4.201.2 Seasonal committees will be organized each academic year, but only when their duties are warranted.

4.201.3 Special committees will be organized at the discretion of the President when needed to meet the strategic needs of the Chapter.

4.202 Committee chairs will submit reports of their activity in office at the request of the President

4.202.1 The fall report will state goals of the previous semester, whether or not they were reached with descriptions of how or why, and the goals for the immediate future semester.

4.202.2 The final report will include the goals of the entire academic year, whether or not they were reached with descriptions of how or why, and any additional items the Committee deems necessary.

4.203 The Chapter's standing committees will be: the Service Committee, the Ways and Means Committee, the Jurisdiction Committee, the Sisterhood Committee, Events Committee, and Public Relations Committee.

4.203.1 The Committee on Service will be responsible for collaborating with the Music Department staff, the Chapter Sponsor, and the Director of Bands to coordinate service projects that advance the well being of the Iowa State University Bands.

4.203.1.1 The Service Chair will:

4.203.1.1.1 Maintain a record of member participation in all service projects.

4.203.1.1.2 Prepare a report on the members who have yet to fulfill their service requirements. The report will be presented to the Chapter at midterm and with one month remaining before the end of the semester.

4.203.1.1.3 Prepare a final report on the members who have yet to fulfill their service requirements and present it in writing to the President and Recording Secretary at the final meeting of each semester.

4.203.2 The Committee on Ways and Means will:

4.203.2.1 Collaborate with the Treasurer to develop and maintain a working budget.

4.203.2.1.1 The Chapter working budget is to be presented to the chapter by the last meeting of the academic year, to be passed by a two-thirds (2/3) majority vote of the Chapter's Active members in the second meeting of the following academic year.

4.203.2.2 Organize any fundraising required to meet said budget.

4.204 The Jurisdiction Committee will:

4.204.1 Maintain the constitution of the Chapter yearly.

4.204.2 Educate the members on parliamentary procedure and create a yearly presentation to that end.

4.205 The Sisterhood Committee will:

4.205.1 Organize activities for the members of the Chapter that strengthen the bonds of friendship and enhance members' social experience.

4.206 The Events Committee will, in collaboration with the Kappa Kappa Psi Events Committee:

4.206.1 Be charged with organizing and overseeing all projects and social activities open to ISU Band Members including the ISUCF"V"MB Band Banquet and the Spring Event.

4.206.2 Update the Band Banquet Bible annually with specific details concerning each event.

4.206.3 Meet with the Chapter Sponsors and the Director of Bands and keep them updated on Events Committee decisions.

4.207 The chair of the Public Relations Committee will serve as a member ex officio of the Recognition and Membership committees.

4.207.1 The Public Relations Committee, in collaboration with Kappa Kappa Psi

Publications Committee will:

4.207.1.1 Be charged with communicating and building positive relations with the public.

4.207.1.2 Produce all promotional and informational materials of the Chapter.

4.207.1.3 Be responsible for writing, creating, and submitting articles to all District and National publications including the Midwest Notes and The Podium.

4.207.1.4 Maintain and update the Chapter's bulletin board in Music Hall.

4.207.1.5 Coordinate and review all of the Chapter's written and visual communications.

4.208 The Chapter seasonal committees will be the Committee on Membership, the Committee on Ritual and Regalia, and the Committee on Recognition. Committee Chairs shall assume the responsibilities of their respective committee when the committee is not established.

4.208.1 The Committee on Membership will:

4.208.1.1 Be organized throughout the recruitment, education and initiation process.

4.208.1.2 Assist the Vice President in ensuring the recruitment of only the most outstanding prospective members.

4.208.1.3 Assist the Vice President in ensuring that each prospective member receives the richest social and educational experience possible.

4.208.2 The Committee on Ritual and Regalia will:

4.208.2.1 Be organized throughout the initiation and officer installation processes.

4.208.2.1 Coordinate, plan, and execute all rituals and ceremonies of the Chapter.

4.208.3 The Committee on Recognition will assist the Recognition Chair in implementing the Chapter recognition programs.

4.208.3.1 The Recognition Chair will:

4.208.3.1.1 Develop, organize, and implement all recognition programs that bestow honors upon individuals or groups on behalf of the Chapter.

4.208.3.1.2 Ensure that the Chapter applies for all university, District, and National awards and honors for which it is eligible.

4.208.3.1.3 Mobilize and chair the Committee on Recognition when necessary to fully carry out her/his responsibilities.

4.209 Special Committees will be established as per §4.201.3 of this constitution.

### *Section III: Committee Chairs and Terms of Office*

4.301 Each committee will be run by either an elected or appointed committee chair.

4.301.1 Standing and seasonal committee chairpersons will be elected as per §6.2 of this constitution.

4.301.2 The Membership Committee chairperson will be, or will be appointed by, the Vice President.

4.301.3 The Ritual and Regalia Committee chairperson will be the Vice President.

4.301.4 The Recognition Committee chairperson will be the Recognition Chair.

4.301.5 The President will appoint all special committee chairpersons.

4.302 Committee chairpersons will serve the following terms of office:

4.302.1 Standing and seasonal committee chairpersons will serve for one (1) calendar year, beginning after the last meeting of the spring semester.

4.302.2 Special committee chairpersons will serve for the time period needed to complete the assigned tasks or purposes of the committee.

4.303 The committee chairpersons must present the Recording Secretary with a committee membership roster.

4.303.1 Committee chairpersons must inform the Recording Secretary of any changes in the committee's membership.

4.304 Each committee chair will be the co-chair representative for the respective Kappa Kappa Psi/Tau Beta Sigma Joint committee.

4.305 In the event that a Committee Chair cannot complete her/his duties, the same procedures

as for officers should be followed, as defined in §3.118.

## **Article V: Meetings**

5.101 The current version of Robert's Rules of Order, unless otherwise stated in this constitution, will govern the deliberations of the Chapter and all its components when assembled in meeting.

5.102 The Chapter has three types of meetings: regularly called Chapter and KKΨ/TBΣ Joint business meetings, all Chapter and KKΨ/TBΣ Joint committee meetings, and all Chapter and KKΨ/TBΣ Joint rituals and ceremonies.

5.102.1 Additional meetings may be designated as required upon a three-fourths (3/4) majority vote of all active members.

5.103 Regular business meetings of the Chapter will be called/canceled by the Executive Board.

5.104 Fifty percent (50%) of all active members, together with at least two (2) chapter executive officers must be in attendance to constitute quorum.

5.105 Motions regarding the allocation of Chapter financial funds will not be acknowledged unless the Treasurer is present.

## **Article VI: Voting and Elections**

### *Section I: Voting Rights*

6.101 Each active member in good standing, except the President, has one (1) vote in each voting call at all meetings of the Chapter. The President will vote only in the case of a tie.

6.102 If an active member knows she/he is unable to attend a regularly called meeting, she/he may designate another active member of the Chapter to serve as her/his official proxy, thus voting on her/his behalf.

6.102.1 Proxy votes will only be recognized if:

6.102.1.1 The absent member signs and submits a request in writing to the President and Recording Secretary prior to the vote.

6.102.1.2 The statement names two (2) active members: One (1) to serve as the proxy and one (1) to serve as alternate proxy if the first member is unable to fulfill the duty.

6.102.1.3 The statement indicates the reason for the member's absence.

6.102.1.4 The absence is excused as per §2.103.1.2.

6.102.2 An active member may serve as proxy for one (1) and only one (1) active member.

## *Section II: Elections*

6.201 Nominations for each office or standing committee chair position will be made from the floor of a regularly called meeting.

6.201.1 Elections will take place two (2) meetings after the floor is opened for nominations.

6.202 A candidate must receive a majority of all votes cast by the Chapter to be elected to an office or standing committee chair position.

6.202.1 In the event that none of the candidates receives a majority of the votes, a runoff vote will be taken between the two candidates who received the most votes. All other candidates will be dropped from consideration.

6.202.2 In the event of a tie, the President will cast the deciding vote.

6.202.3 In the event that a single nomination exists for any office, the chapter may vote by acclamation to accept the sole nominee. Otherwise, voting will proceed by secret ballot.

6.203 Installation of the newly elected officers will take place immediately following elections.

## **Article VII: Finances**

7.101 All money of the Chapter will be received and expended by the Treasurer. Every effort should be made to pay expenditures by university voucher or Purchasing Card (P-Card).

7.102 All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

7.103 The fiscal year of the Theta Xi chapter will start on July 1st of the present year and run through June 30th of the following year.

7.104 Active dues must be paid to the Treasurer a minimum of twenty (20) days before the National deadline. New initiate dues are due by 2 weeks after the date of initiation.

7.105 Any chapter member with outstanding financial obligations exceeding thirty (30) days without prior arrangements under the approval of the President and Treasurer will be declared inactive.

7.106 Annual chapter dues shall not exceed 75% of National annual member dues, unless pre-approved by the National Council. Dues will be paid directly to the national chapter of Tau Beta Sigma. The amount will be determined at the first full meeting of the Fall Semester. The Treasurer will present a recommendation to the Chapter proposing the amount of membership dues.

7.106.1 New initiates will not begin paying chapter dues until the academic year following initiation.

### **Article VIII: Delegates and Proxies**

8.101 A delegate and an alternate delegate or proxy will represent the Chapter at each District and National Convention. In the absence of a delegate and an alternate delegate to a District or National Convention, the Chapter will designate the alternate delegate of another chapter in attendance at the Convention to serve as its proxy.

8.101.1 The chapter receiving the most votes will serve as the Chapter's proxy.

8.101.2 The chapter receiving the second-most votes will serve as the Chapter's alternate proxy.

8.102 The Chapter will nominate and select by majority vote a delegate and alternate delegate from the members attending District or National Convention.

8.103 The chapter delegate and alternate delegate will make the necessary arrangements to be in attendance at each session of the Convention that they are assigned and will be prepared to take an active part in the business of the Convention and to execute such duties as may be imposed by the Convention.

8.104 Each delegate will be capable of representing the chapter under all circumstances at the Convention to which she/he is delegated. Each delegate will have the best interests of the Chapter at heart and will be willing and able to devote the necessary time to the execution of the duties imposed.

8.105 Chapter delegates will serve without compensation. Expenses of chapter delegates may be paid when authorized by the Chapter.

## **Article IX: Amendments and Revisions to this Constitution**

9.101 Amendments and revisions to the Chapter's constitution require a hard or electronic copy to be presented to the Recording Secretary prior to the first meeting at which the amendment or revision is read.

9.102 Voting on the amendment or revision will take place two (2) meetings after the first reading.

9.103 Passage of the amendment or revision requires a three-fourths (3/4) favorable vote from all Chapter active members.

9.104 Amendments or revisions will take immediate effect after approval unless otherwise stated within said amendment or revision.

9.105 The revised constitution will be submitted within ten (10) days to the Student Activities Center.

# **Bylaws of the Theta Xi Chapter of Tau Beta Sigma**

Iowa State University  
Fall 2011

## **Chapter I: Organization**

1.101 Any member in violation of §1.105 or §1.106 will be subject to suspension as per §2.103 of the Chapter constitution and §6.617 and §6.619 of the Tau Beta Sigma National Constitution.

## **Chapter II: Membership**

### *Section I: Attendance Requirements for Active Members*

2.101 Attendance will be taken at all required meetings, as defined in §5.102 of the Chapter constitution.

2.101.1 The Recording Secretary will take attendance at all business meetings and rituals.

2.101.2 Committee chairpersons and KKΨ/TBΣ Joint committee co-chair representatives will take attendance at their respective committee meetings.



2.101.3 The Recording Secretary will keep a master record compiling all attendance records from general meetings, committee meetings, and rituals.

2.101.3.1 Committee chairpersons will promptly report any unexcused absences from their respective committee meetings to the Recording Secretary.

2.102 Active members must also attend two (2) events during Sisterhood Week and at least one monthly sisterhood event per month unless a reasonable excuse, as defined by §2.103.1.2 and §2.103.1.3 of the Bylaws, is submitted and approved no less than twenty-four (24) hours before the event.

2.103 Active members will be allowed two (2) unexcused absences per semester.

2.103.1 An unexcused absence is recorded when an active member misses any required event without an approved excuse.

2.103.1.1 All excuses must be submitted in writing to the Recording Secretary or appropriate committee chairperson before or at the next regularly scheduled meeting or the absence will automatically be considered unexcused.

2.103.1.2 Absences due to the death of a loved one, participation in an ISU sponsored music event, or a scheduled academic test will be considered excused.

2.103.1.3 The procedures for excusing all other absences will be as follows:

2.103.1.3.1 Absences from all regular business meetings and rituals are first considered by the executive board. If a decision cannot be made by the executive board to approve the absence, it will then be brought to the chapter to be approved by a two-thirds (2/3) majority vote.

2.103.1.3.2 Absences from committee meetings are approved by a two-thirds (2/3) majority of the Chapter's respective committee members.

2.103.1.4 On meeting nights in which there are two (2) meetings including a KKΨ/TBΣ Joint meeting and Theta Xi Chapter meeting, both meetings will equal one (1) absence.

2.103.1.4.1 Any absence from committee meetings will count as one absence regardless of the length of the meeting.

2.103.2 After the second (2nd) unexcused absence, the Recording Secretary and President will provide the member with a hard or electronic notification of her/his

attendance status along with a reminder of the attendance policy as stated in §2.103.3.

2.103.3 After the third (3rd) unexcused absence, the member will be put on probation as per §2.103 and §2.206 of the Chapter constitution.

2.103.4 After the fourth (4th) unexcused absence, the member will be suspended. The length of the suspension will be at the discretion of the executive board and Chapter Sponsor.

2.103.5 Excessive tardiness of any member will be determined by the recording secretary, and appropriate disciplinary action will be decided on and approved by the executive committee.

### *Section II: Active Member Service Requirements*

2.201 All active members are required to actively take part in three (3) service projects each fall semester and two (2) service projects each spring semester.

2.201.1 A service project will be defined as anything done for the benefit of the Iowa State University Band programs. Any project or fundraiser intended to assist in the operations of the Chapter alone will not be considered a service project.

2.201.2 Attendance and active participation at any service event for fewer than four (4) hours will count as one (1) service project.

2.201.3 If a member actively participates in a service project for four (4) or more consecutive hours, it will count as completing two (2) service projects.

2.201.4 If a member actively participates in a service project for six (6) or more consecutive hours, it will count as completing three (3) service projects.

2.201.5 Active members must report service projects by the end of the semester of completion for the event to be counted.

2.201.5.1 The member must indicate the following: the name of the service project, the approximate time served, and the name of the participating member.

2.202 If, at the conclusion of the semester, a member has not completed the required number of service activities, the member will be placed on probation, as per §2.103 and §2.206 of the Chapter constitution, until the outstanding service has been completed.

### *Section III: Prospective Members*

2.301 Prospective members must receive an eighty percent (80%) average on all formal assessments that occur in the membership education program. Formal assessments shall be given on a weekly basis. A formal assessment will be defined as either a quiz that covers the information presented in the class or a rubric-based project (e.g. diorama, poster, etc.) that is graded based on a publicly available rubric that has been approved by the Chapter President.

2.302 Prospective members are prohibited from wearing Sorority/Chapter letters or other regalia, with the exception of the Prospective Member pin.

### **Chapter III: Officers**

3.101 The Alumni Relations Coordinator will compose and distribute an annual TBΣ Alumni Newsletter each Spring semester.

3.102 The President shall review risk management policies as presented in the annual president's training and be responsible for the following duties:

- a) help minimize potential risks for club activities
- b) recommend risk management policies or procedures to Tau Beta Sigma
- c) to submit documentation to ISU's Risk Management Office
- d) to ensure the Iowa State University's policies are followed at all of the organizations events
- e) to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

3.103 The Advisor will undergo the Annual Advisor's Training (if required)

### **Chapter IV: Committees**

#### *Section I: Terms of Committee Membership*

4.101 Membership on any Chapter or KKΨ/TBΣ Joint committee will fulfill the requirement of §4.401.

4.101.1 The Chapter committee may be standing, seasonal, or special.

4.101.2 The KKΨ/TBΣ Joint committee may be either standing or temporary.

4.102 Members of the Chapter standing committees must also serve as a member of the respective KKΨ/TBΣ Joint Committee.

4.103 Members may participate in as many committees as they choose.

4.103.1 Members should use their own discretion when joining multiple committees, keeping in mind that attendance at all committee meetings is mandatory.

4.104 Committee chairperson must approve a member's addition to the committee.

4.105 When switching between committees, the chairperson of the member's current committee must approve the member's transfer to the desired committee.

## *Section II: Additional Committee Responsibilities*

4.201 Chapter recognition programs, which are to be implemented by the Recognition Committee, include but are not limited to:

4.201.1 Honorary Membership.

4.201.2 The Outstanding Leadership in Band Scholarship.

4.201.2.1 Presented to an outstanding leader, male or female, in the ISU bands

4.201.3 The Outstanding Male and Female Marchers of the Year Awards.

4.201.3.1 Presented to two outstanding new marching band members, one male and one female, who exhibit excellent marching technique, as well as outstanding attitude and spirit

4.202 The Recognition committee will accept nominations for the Chapter's honors from any active member at any regularly called Chapter business meeting, as well as seek out well-qualified recognition candidates.

4.203 The Recognition committee, after thoroughly reviewing each candidate, will recommend the award and honorary recipients, which must be approved by a majority vote of the Chapter.

4.204 The Sisterhood committee will plan a Chapter visit once (1) a year.

4.205 The Sisterhood committee will plan a Chapter social event at least once (1) a month.

4.206 The Sisterhood committee will plan and coordinate Sisterhood Week once (1) each semester.

4.207 The Public Relations Coordinator will send an email on the weeks of performances entitled "Are You Being Served?" to the marching band listserv listing announcements on behalf of the Chapter and the marching band director.

## **Chapter V: Meetings**

5.101 The Chapter's business meetings will be held on Wednesday nights.

5.102 The Chapter must meet at least one (1) time each month during the academic year.

5.103 The President will notify the Chapter of the Executive Board's decision to call/cancel a meeting at least two (2) days in advance.

5.103.1 If notice of a called meeting is not given in the appropriate time period, attendance will not be required.

5.104 Committee chairs will notify her/his committee members of her/his decision to call/cancel a committee meeting at least two (2) days in advance.

5.104.1 If notice of a called meeting is not given in the appropriate time period, attendance will not be required.

5.105 The general order of business for all Chapter meetings should be:

5.105.1 Call to order and Opening Ceremonies

5.105.2 Officer Reports

5.105.3 Committee Reports

5.105.4 Old Business

5.105.5 New Business

5.105.6 Announcements

5.105.7 Adjournment

5.105.8 Modifications to this order will be made at the discretion of the President.

5.106 Straw polls may be held at the discretion of the chair.

## **Chapter VI: Voting and Elections**

None applicable at this time.

## **Chapter VII: Finances**

7.101 A motion to allocate an amount equal to or greater than fifty (50) dollars shall require a two-thirds (2/3) majority to pass.

7.102 The Chapter's Working Budget must include the following sections:

7.102.1 Standing Committees

7.102.2 Recognition

7.102.3 Recruitment and Education

7.102.4 Dues

7.102.5 General Operating Fund.

## **Chapter VIII: Delegates and Proxies**

Not applicable at this time.

## **Chapter IX: Amendments and Revisions of these Bylaws**

9.101 Amendments and revisions to the Chapter's bylaws require a copy to be presented to the Recording Secretary prior to the first meeting at which the amendment or revision is read.

9.102 Voting on the amendments or revisions will take place two (2) meetings after the first reading.

9.103 Passage of the amendments or revisions requires a two-thirds (2/3) favorable vote from all of the Chapter's active members.

9.104 Once approved, the amendments or revisions will take immediate effect unless otherwise stated.