

Constitution of the Theta Xi Chapter of Tau Beta Sigma

Iowa State University

Revised 12/7/2022

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 Tau Beta Sigma, National Honorary Band Sorority for College and University Band Members, referred to henceforth in this document as 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 themselves. 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.

1.104.1 The Chapter Sponsor will act as the student organization's advisor and will fulfill Iowa State University's requirements to do so.

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 Tau Beta Sigma letters, crest, or symbols while consuming or purchasing said substances. Visiting a party or establishment where said substances are prevalent also prohibit the wearing of Tau Beta Sigma associations.

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 policies, State and Federal Laws and follows local ordinances and regulations. The Chapter agrees to annually complete President's and Treasurer's Training in compliance with Iowa State University policy.

Article II: Membership

Section 1: Membership Guidelines

2.101 Membership is open to all students of an Iowa State University band, furthermore Iowa State University and The Chapter do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, 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.

2.103.2 Members placed on probation shall lose their right to vote, and to act as mentor for potential members (henceforth noted as having a little). No other restrictions will be placed on their membership unless voted on by the Chapter.

2.103.3 Members placed on suspension shall have none of the rights or privileges of active members in good standing as listed in §2.201.

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, including having a little.

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.

2.202.1 Amount of dues for all members shall be determined yearly on a national level by Tau Beta Sigma, National Honorary Band Sorority for College and University Band Members

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

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

2.206.1 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. This plan of action may result in revoking their active membership or by what other matters necessary to keep the Chapter in good standings.

2.207 If a member fails to meet the requirements in §2.203, §2.204, §2.205, and §2.206, the member will be placed on probation by a vote of the exec board 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 schedules that prevent them 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 as listed in §2.201.

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, their 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 Officers of the Chapter will consist of: President, Vice President, Treasurer, Recording Secretary, Historian, Webmaster, Parliamentarian, Alumni Relations Coordinator, Midwest District Advisory Council Representative (MWDAC), and Chapter Sponsor (ex officio).

3.102 The Chapter Executive Board will consist of the following officers: President, Vice President, Treasurer, Recording Secretary, Parliamentarian, and Chapter Sponsor (ex officio).

3.103 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.

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

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

3.104.2 Each officer must be an active member of the Sorority in good standing at the time of their 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 their office.

3.104.3 In the semester of and prior to the actual election all officers must have maintained a cumulative GPA of at least 2.25. Failure to meet academic requirements will result in The President calling an Executive Board meeting to

discuss course of action before a meeting with non compliant individual

3.104.4 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. Failure to meet academic requirements will result in The President calling an Executive Board meeting to discuss course of action before a meeting with non compliant individual

3.104.4.1 Should the officer in academic question be the President, the Vice President shall call an Executive Board meeting and follow the same procedure as 3.104.4

3.105 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 their 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.

3.106 The President will:

3.106.1 Preside at all meetings of the Chapter.

3.106.2 Serve as a member ex officio of all committees.

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

3.106.4 Act as the official representative of the Chapter.

3.106.5 Complete annual president training as prescribed by Iowa State University.

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

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

3.106.8 Serve as the Risk Management Officer of the Chapter and perform the following duties in compliance with Iowa State University policy:

3.106.8.1 Help minimize potential risks for club activities,

3.106.8.2 Recommend the appropriate risk management policies and procedures,

3.106.8.3 Submit documentation to Iowa State University's Risk Management Office,

3.106.8.4 Ensure that proper waivers and background checks are completed and on file with Risk Management for events, when and if applicable

3.107 The Vice President will:

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

3.107.2 Be responsible for the education, training, and initiation of all prospective members.

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

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

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

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

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

3.107.8 Be responsible for Chapter recruitment activities in order to increase interest for prospective members of the Chapter. This includes enlisting the help of other active members for the recruitment of potential members.

3.108 The Treasurer will:

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

3.108.2 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.

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

3.108.4 Complete annual treasurer training as prescribed by Iowa State University.

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

3.109 The Recording Secretary will:

3.109.1 Record and distribute the minutes of all Chapter meetings.

3.109.2 Maintain a current record of each active and conditional member of the Chapter detailing name, position in band, and current contact information.

3.109.2.1 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.

3.109.3 Keep and maintain the master attendance records.

3.109.4 Keep a current list of all committee membership.

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

3.109.6 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.

3.109.7 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.

3.110 The Historian will:

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

3.110.2 Update and create new material for the Chapter scrapbooks.

3.110.3 Be responsible for the Chapter display and scrapbook page for District and

National Conventions.

3.111 The Webmaster will:

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

3.112 The Parliamentarian will:

3.112.1 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.

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

3.112.3 Serve as Chair of the Jurisdiction Committee.

3.113 The Alumni Relations Coordinator will:

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

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

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

3.113.4 Serve as Chair of the Alumni Relations Committee.

3.114 The Chapter Sponsor will:

3.114.1 Be defined as per §1.104 of this constitution.

3.114.2 Be appointed by the Director of Bands at Iowa State University and hold office ex officio until choosing to leave the position or being removed by The Chapter from this position.

3.114.2.1 Examples of offenses that warrant removal from office include misusing a position of power to push a personal agenda, misusing Chapter Funds, harming the good name of the organization or other reasons as detailed in §6.106 of the Bylaws

3.114.3 Complete annual advisor training as prescribed by Iowa State University.

3.114.4 Assist Chapter President in approval of all member exemptions from enrollment in a university band.

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

3.115 The Midwest District Advisory Council (MWDAC) Representative will:

3.115.1 Be appointed by the newly elected President.

3.115.2 Meet via video conference with the Midwest District Advisory Council each month.

3.115.3 If unable to attend a meeting, appoint another active member of the chapter to substitute in for that meeting.

3.115.4 Prepare and give a report on the chapter during each MWDAC meeting.

3.115.5 Participate in the monthly discussion topics during each MWDAC meeting.

3.115.6 Serve as the Focus on Five Liaison of the Chapter

3.115.6.1 The Focus on Five Liaison will:

3.115.6.1.1 Be appointed by the newly elected President as the Midwest District Advisory Council Representative, henceforth referred to in this document as MWDAC.

3.115.6.1.2 Be responsible for select aspects of chapter involvement in national and district programs as part of Focus on Five in order to complete the Tau Beta Sigma flag. Full details to complete the flag are outlined on the National Tau Beta Sigma Website (<https://www.tbsigma.org/focuson5/>).

3.115.6.1.3 Communicate the completion of Focus on Five activities by making a social media post in the Focus on Five Facebook Group.

3.115.7 Serve as Chair of the Midwest District Advising Council Committee.

Article IV: Committees

Section I: Committee Membership

4.101 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. Seasonal committees will not follow exact protocols of standing committees in relation to required roster, attendance, or scheduled meetings. Participation in said committee is at the discretion of the chair.

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, Public Relations Committee, Alumni Relations Committee, the Musicianship Committee, and the MWDAC 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 (digital copy) 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 Musicianship Committee will:

4.208.1 Arrange Tau Beta Singers performances.

4.208.2 Co-arrange Reading Bands with Kappa Kappa Psi Iota Omega Chapter and work closely with the Kappa Kappa Psi Iota Omega Chapter counterpart Musicianship Committee.

4.208.3 Organize presentations on different band instruments and Color Guard history, and establish ensemble or solo performances throughout the year in order to enhance musical education for the Chapter.

4.208.4 Arrange music for various fraternities and sororities, affiliated with music or band, to present to the Chapter about their organizations in order to strengthen relations.

4.209 The MWDAC Committee will:

4.209.1 Conduct Focus on Five Events as described by The National and District Councils

4.209.1.2 Such events include planning and executing The Coda Project, The Crescendo Project, and The Women in Music Speaker.

4.210 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.

4.210.1 The Committee on Membership will:

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

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

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

4.210.2 The Committee on Ritual and Regalia will:

4.210.2.1 Be organized throughout the initiation and officer installation processes.

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

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

4.210.3.1 The Recognition Chair will:

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

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

4.210.3.1.3 Mobilize and chair the Committee on Recognition when necessary to fully carry out their responsibilities.

4.211 The Alumni Relations Committee will:

4.211.1 Plan and execute Alumni Weekend events and operations

4.211.2 Advertise events to Tau Beta Sigma alumni members and Chapter members

4.211.3 Create monthly communication in the form of newsletters, social media outreach, and email correspondence

4.212 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 All committee chairpersons will be listed in the respective officer duties.

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 After committee membership sign-ups, the Recording Secretary must obtain a committee membership roster for each committee created.

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 their duties, the same procedures

as for officers should be followed, as defined in §6.303

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 required meetings: called Chapter business meetings, Chapter committee meetings, and Chapter rituals and ceremonies. Along with meetings hosted with Kappa Kappa Psi called KKΨ/TBΣ Joint business meetings, Joint committee meetings, and 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 a quorum.

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

5.106 The Chapter will host regular business meetings open to prospective members, called Open Meetings, or business meetings restricted to only active members called Closed Meetings.

5.107 In accordance with Tau Beta Sigma National Constitution, rituals and ceremonies will be specialized meetings restricted to active members, life members, associates, alumni, and potential or prospective members going through the initiation process.

Article VI: Voting, Elections, and Removal from Office

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 they are unable to attend a regularly called meeting, they may designate another active member of the Chapter to serve as their official proxy, thus voting on their 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.

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

Section II: Elections

6.201 Elections will be used to determine and select each office, officer position, or standing committee chair position. Nominations for an individual for any office, officer position, 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 simple 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 to accept the sole nominee through an acclamation of Unanimous Consent, that must be so moved and seconded. Otherwise, voting will proceed by secret ballot.

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

Section III - Removal from Office

6.301 If there exists an extreme dissatisfaction with an officer's performance then during new business, a motion to remove an officer or standing committee chair from their position may be made by any member, and must receive a second. Motion will then be up for debate before moving to vote as established in §6.105 of the Bylaws.

6.301.1 Subsidiary motions can be applied to said main motion.

6.301.2 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 or standing committee chair asking for their resignation.

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

6.301.3 Examples of offenses that qualify for removal include misuse of Chapter funds, failure to attend meetings or complete designated work, or harming the good name of the organization as listed in §6.106 of the Bylaws.

6.302 The officer or standing committee chair that is the object of the motion to remove from office, has the right to debate the motion and the right to vote.

6.302.1 If the president is the subject of the motion to rescind, they must step down from the chair and let the Vice President preside over the debate and vote.

6.303 In the event that an officer cannot complete their duties and resign:

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

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

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

6.304 If there exists an extreme dissatisfaction with the Chapter Sponsor's performance, a motion to remove the Chapter Sponsor from their position may be made by any member during new business, and must receive a second. Motion will then be up for debate before moving to vote as established in §6.105 of the Bylaws.

6.304.1 The Chapter Sponsor cannot debate the motion and cannot participate in the vote.

6.304.2 Upon removal, the Chapter must report a reason for removal to The Director of Bands and will request The Director of Bands appoint a new individual to serve in the role of Chapter Sponsor or serve in that role themselves.

6.304.2.1 Should The Director of Bands be the individual removed from Chapter Sponsor, The Department of Music and Theater Chair would appoint a new Chapter Sponsor or serve in that role themselves.

6.304.2.2 Should The Director of Bands be The Department of Music and Theater Chair as well as the individual removed from Chapter Sponsor, a Dean or Associate Dean of the College of Liberal Arts and Sciences would appoint a new Chapter Sponsor from within the Department of Music and Theater

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 Adviser 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 they are 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 2022

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 and rituals.

2.102 Active members are required to attend two (2) Sisterhood events per semester.

2.103 Active members must attend one Membership Education class for each class of incoming members.

2.104 In the case of multiple iterations of one ritual, attendance will only be required at one of these iterations.

2.105 Active members must attend two (2) MWDAC/Focus on Five Events per school year.

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

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

2.106.1.1 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.

2.106.1.2 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.

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

2.106.1.3.1 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.

2.106.1.4 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.

2.106.2 After the second (2nd) unexcused absence, the Recording Secretary and President will provide the member with a hard or electronic notification of their attendance status along with a reminder of the attendance policy as stated in §2.105.3 of the Bylaws.

2.106.3 After the third (3rd) unexcused absence, the member will be put on probation as per §2.103 and §2.207 of the Chapter constitution.

2.106.4 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.

2.106.5 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 §2.207 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 submit documentation to ISU's Risk Management Office as necessary.

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 §2.205.

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.

4.104 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 social event at least once (1) a month.

4.205 The Sisterhood Committee will plan and coordinate Sisterhood Week once (1) each semester.

4.206 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 their committee members of their 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, Elections, and Removal from Office

6.101 Members who are related to, or are in relationships with candidates for election to office, cannot be present for discussion on the ground of bias.

6.102 Protocol for election processes will be decided annually by the chapter. This includes candidate speaking time, time allotted for questions, and time spent on discussion.

6.103 Nominations for a particular office cannot be given to a prospective candidate by said office previously held.

6.104 Protocol for big/little pairing shall be decided annually by the chapter.

6.105 Officers, committee chairs, and the Chapter Sponsor can be

removed from office, with or without official cause, by rescinding the election. A motion must be made during new business, seconded, debated, and passed by three-fourths vote

6.105.1 An officer or standing committee chair can be removed from said position without an official cause if the Chapter believes that the individual is not fit for the role

6.105.1.1 In such case the removal shall be listed and reported, if and only if requested by Chapter Sponsor, The Director of Bands, or The Sorority, as *Unfit for Role*

6.106 There shall be five official causes for removal of office should a reason be requested by Chapter Sponsor, The Director of Bands, or The Sorority

6.106.1 Failure to attend meetings and complete designated work

6.106.2 Embezzlement of Chapter funds or other criminal activities pertaining to but not limited to Chapter resources

6.106.3 Harming the good name of the organization

6.106.4 Abusing the privilege of the office such as not allowing members to make motions, to debate, pushing through a personal agenda, ignoring the bylaws

6.106.5 Failure to meet the academic requirements or other requirements set forth by the Sorority including Sisterhood Events, Service, etc

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.