

# **Constitution and Bylaws of the Iota Omega Chapter of Kappa Kappa Psi (Revised 04/19/2017)**

## **Public Purpose**

Kappa Kappa Psi, Iota Omega is the Iowa State chapter of Kappa Kappa Psi National Honorary Fraternity for College and University Bandmembers. It consists of selected members of all university band ensembles with the purpose of serving and bettering the university's bands.

## **Purposes of Kappa Kappa Psi**

Be it known that the Iota Omega Chapter of Kappa Kappa Psi, National Honorary Fraternity for College and University Bandmembers, is an organization operating exclusively in the field of the Iowa State University bands, and for the following several purposes:

- (1) To promote the existence and welfare of the Iowa State University bands and to cultivate at large a wholesome respect for their activities and achievements.
- (2) To honor outstanding Bandmembers through 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 Iowa State University.

# Iota Omega Chapter Constitution

## Spring 2017

### Article I: General

1.101 This organization shall hereby be known as the Iota Omega Chapter of Kappa Kappa Psi, National Honorary Fraternity for College and University Bandmembers, and shall be referred to in this document as the Chapter.

1.102 The Chapter shall have jurisdiction over all its members attending Iowa State University.

1.103 The Chapter shall serve the bands at Iowa State University without expectation of compensation.

1.104 The most recent edition of Robert's Rules of Order, unless otherwise specifically stated in this constitution, shall govern the deliberations of all component parts of the Chapter assembled in meeting.

1.105 Iowa State University and the Iota Omega Chapter of Kappa Kappa Psi do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran. Rather, it is the policy of this Fraternity to foster a spirit of mutual understanding and respect among all people, especially those involved with college and university bands, remembering that music is the universal language.

1.106 The Chapter prohibits the use of alcoholic beverages or controlled substances at any Fraternity event, function, meeting or chapter visit. It is the policy of the Chapter that no article of clothing or jewelry bearing the Letters, Crest, or other identifying marks of the Chapter or Fraternity shall be worn in an establishment where the consumption of alcohol is a primary activity and/or during the consumption of alcohol.

1.107 The Chapter abides by and supports established Iowa State University policies, state and federal laws, and follows local ordinances and regulations.

1.108 This Chapter Constitution shall in no way conflict or receive priority over the National Constitution of Kappa Kappa Psi.

1.109 This Chapter Constitution, as revised and amended, shall supersede all previous Chapter Constitutions.

### Article II: Officers

#### *Section 1: Officers*

2.101 The officers of the Chapter shall be: sponsor/advisor (*ex officio*), president, vice-president, treasurer, recording secretary, historian, alumni secretary, and parliamentarian.

2.102 Each officer shall serve a period of one (1) year, beginning service after elections and completing their year of service up to new elections. Officers shall serve without compensation.

2.103 The hierarchy of officers shall be: president, vice-president, treasurer, recording secretary, historian, alumni secretary, and parliamentarian. In the event of the president's absence from a meeting, the highest officer in attendance shall preside over the meeting.

2.104 In the event any office should become vacant a special election shall be held for the open office.

2.105 The Director of Bands is responsible for governing and monitoring the activities and affairs of the local chapter. The Director of Bands may serve as chapter sponsor/advisor or choose to appoint an individual to serve in the role of Chapter Sponsor/advisor. The sponsor/advisor shall operate under the authority of the director of bands. The sponsor/advisor acts as a consultant to the Chapter and assists the group in its growth and development. The sponsor/advisor provides direction through advice, understanding, and clarification. The sponsor/advisor serves at the pleasure of the Chapter with the approval of the director of bands. The sponsor/advisor shall complete annual advisor training as prescribed by Iowa State University.

2.106 The president shall preside at all the meetings of the Chapter and shall be a member *ex officio* of all Chapter committees. The president shall sign all contracts and other Instruments of business involving the Chapter. The president shall be designated as the official representative of the Chapter whenever such representation shall be required. The president shall prepare and send all reports to the National Headquarters of the Fraternity. The president shall review all incoming and outgoing Chapter correspondence. The president shall have in his/her possession copies of the Chapter, Joint, and National Constitutions during all Chapter meetings, and shall have a strong familiarity with the information and procedures contained within. The outgoing president shall be responsible for the Chapter Summary Report. The president shall complete annual president training as prescribed by Iowa State University.

2.106.1 The president shall also serve as the role of risk management officer within the Chapter. The role of risk management officer is to recommend risk management policies or procedures to Kappa Kappa Psi, Iota Omega, to submit documentation to Iowa State University's Risk Management Office and to ensure that Risk Management procedures are implemented at all organization events.

2.107 The vice-president shall be responsible for the education of all prospective members. The vice president shall update a class curriculum that will serve as an

outline for prospective member education. This document shall be made available to the chapter members on the first Monday of classes in the spring semester to allow for comments and suggestions on content presented to prospective members. The vice-president shall be a member *ex officio* of the Membership Committee.

2.108 The treasurer shall control the receipts and disbursements of all monies of the Chapter, and shall maintain the annual budget passed by the Chapter. The treasurer shall sign all checks and vouchers for monies disbursed, shall approve of all other Chapter expenditures and shall prepare and be responsible for keeping records of all chapter finances. The treasurer shall present a current balance at each meeting, and shall be prepared to present the Chapter's financial records at any time. The treasurer shall be a member *ex officio* of the Finance Committee. The treasurer shall have power of inquiry into matters concerning the finances of the Chapter. The treasurer shall submit a statement of accounts at the end of each month while the university is in session. The statement of accounts shall include a summary of transactions of committee monies and any other financial accounts of the chapter. The treasurer shall complete annual treasurer's training as prescribed by Iowa State University.

2.109 The recording secretary shall record the minutes of all Chapter meetings for entrance into the permanent record. The recording secretary shall sign all contracts and other instruments of business incurred by the Chapter. The recording secretary shall maintain a permanent record of each member of the Chapter including name, phone number, school address, home address, e-mail address, activation date, instrument played, major, projected date of graduation from Iowa State University, birthday, class, and grade at activation. The recording secretary shall keep a record of attendance at all official functions as defined in §3.201.1. The recording secretary shall keep a documented recording of all members Kappa Time, and the committees of which members are a part of. The recording secretary shall collect grade reports within the first twenty (20) days of the Fall and Spring semesters of all active and conditional members.

2.110 The historian shall be responsible for the preservation of Chapter history by maintaining a written and pictorial record of the activities of the Chapter in addition to any other methods. The historian shall be responsible for preparing a scrapbook and chapter table display to be sent with the Chapter's delegate to district and national conventions. The historian shall be responsible for researching and compiling Chapter history so that he or she may share and educate the Chapter with his or her findings. The historian shall be responsible for the updating and preservation of the Chapter family tree.

2.111 The Alumni Relations Officer shall collect permanent address information and dispense alumni and life membership applications to all brothers graduating, or leaving the college or university, and to supply this information to the National Headquarters of the Fraternity. The Alumni Relations Officer shall work with graduating seniors to update all information in the national OMRS system in addition to collecting a permanent street and email address for each senior for the chapter's records. This will be done during a

member's last semester at Iowa State, no later than 2 weeks prior to graduation. The Alumni Relations Officer shall correspond with the alumni no less than one (1) time per month, sharing information regarding the chapter and its progress. The Alumni Relations Officer shall be the chair of the Alumni Committee.

2.112 The parliamentarian shall be responsible for the interpretation of the National, District, and Chapter Constitutions as well as the Chapter Bylaws. The parliamentarian shall serve as sergeant at arms by receiving recognition codes of the Fraternity at all closed meetings, ceremonies, and events of the Chapter. The parliamentarian shall have in his/her possession a copy of the National and Chapter Constitutions and the most recent edition of Robert's Rules of Order during all chapter meetings and shall have a strong familiarity with the information and procedures contained within. The parliamentarian shall be responsible for the safekeeping of the most current edition of the Chapter Constitution. The parliamentarian shall be responsible for answering all questions concerning parliamentary procedure. The parliamentarian shall be the chair of the Constitution Committee. The parliamentarian shall monitor the Chapter's compliance with the university and Fraternity policies.

### *Section 2: Executive Board*

2.201 The Executive Board shall consist of all chapter officers as defined in §2.101.

2.202 The Executive Board shall meet as needed throughout the academic year, as defined in §2.202 of the Chapter Bylaws.

2.203 Meetings of the Executive Board are open, unless otherwise specified by the Executive Board.

2.204 The Executive Board shall not make any decisions on behalf of the Chapter as a whole.

2.205 The Executive Board shall distribute the proceedings of their meetings in the form of recorded minutes to the Chapter unless otherwise specified.

2.206 The Executive Board meeting shall be set for every week. The chapter will be notified if the executive meeting is cancelled.

### *Section 3: Officer Elections*

2.301 Regular elections shall be held once yearly as set in §2.101 of the Chapter Bylaws.

2.302 In the event that a special election is required, it shall take place as set in §2.102 of the Chapter Bylaws.

### *Section 4: Requirements of Office*

2.401 Officers of the Chapter shall meet the following criteria while serving in office:

2.401.1 Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

2.401.2 Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

2.401.3 Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in the previous two statements.

2.401.4 Remain in good standing with the Chapter and Fraternity as outlined in §3.2.

2.402 Any officer who fails to maintain these criteria shall vacate their office and a special election shall be held.

#### *Section 5: Removal of Officer*

2.501 Officers may be removed from office by  $\frac{1}{2}$  vote of the other officers and  $\frac{3}{4}$  of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

### **Article III: Membership**

#### *Section 1: Types of Membership*

3.101 Chapter membership shall consist of seven (7) types: active, associate, conditional, inactive, honorary, alumni, and life membership.

3.102 Associate membership, as defined by the National Constitution, shall not be necessary so long as there is an active chapter of Tau Beta Sigma at Iowa State University.

3.103 A bandmember may be offered entry into the Membership Education Program of the Fraternity after the satisfactory completion of one (1) term as a member of the college or university band unless exception is made by the Chapter Sponsor/advisor. The prospective member shall be a band member who possesses unusually good character and demonstrates leadership potential.

### *Section 2: Duties of Active Membership*

3.201 It shall be the duty of each active member to attend all official functions as required by the Chapter.

3.201.1 Official functions shall be defined as all general meetings, all degrees, all meeting of committees of which members are a part of, and any function determined by the Executive Board

3.202 All members shall participate in a university band each semester, unless granted an exemption by the chapter sponsor/advisor.

3.203 It shall be the duty of each active member to pay promptly all financial obligations to the Chapter and the Fraternity.

3.204 It shall be the duty of each active member to be acquainted with the Chapter, District, and National Constitutions.

3.205 It shall be the duty of each active member to be acquainted with the history of Kappa Kappa Psi and the Iota Omega Chapter.

3.206 It shall be the duty of each active member to support the efforts and the purposes of the Chapter and the Fraternity.

3.207 It shall be the duty of each active member to fulfill their individual service and time requirements as defined in §3.301 of the Chapter Bylaws.

3.208 It shall be the duty of each active member to serve on at least one (1) joint and one (1) separate committee per semester.

3.208.1 Any active member serving as a committee chair fulfills that committee requirement, whether it be joint or separate.

3.209 Any active member who fails to perform these duties completely and correctly shall lose the status of active member in good standing and shall be subject to disciplinary action, as defined in §3.4 of the Chapter Constitution.

### *Section 3: Conditional Membership*

3.301 Conditional status may be requested by an active or associate member when that member cannot, without undue hardship, continue to meet the requirements for active or associate status, respectively.

3.301.1 Undue hardship is defined in §3.301 of the Chapter Bylaws.

3.302 The request shall be in writing and shall state the specific reasons for requesting conditional status. To become effective, the member shall have paid national member dues for the current academic year. The request must be approved by a majority vote of the Chapter, with approval of the sponsor/advisor. Conditional status shall not be maintained for more than one (1) year. After one (1) year, a request must be submitted to maintain Conditional status.

3.303 A conditional member may attend Chapter meetings, district and national conventions and events, participate in Chapter fundraisers and service projects, attend Chapter social functions, and attend Ritual.

3.304 A conditional member shall not hold office, propose candidates for membership, introduce business, vote on any matter, act in the capacity of a big brother, or participate in Ritual.

### *Section 4: Probation, Suspension, and Expulsion*

3.401 All suspension, expulsion, and probation procedures will follow those defined in the National Constitution.

3.402 Upon due cause, a member of the Chapter may be placed on probation following a favorable vote on the motion of seventy-five (75) percent of the Chapter's total active membership and the approval of the chapter sponsor/advisor.

3.403 A member placed on probation shall be informed, in writing, 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.

3.404 Fulfillment of all obligations needed to be fulfilled within the specified time period shall return said member to previous membership status. Fulfillment of all obligations shall be approved by the Chapter and sponsor/advisor.

3.405 Failure to complete all obligations shall be considered just cause for the extension of the probationary term and/or for the initiation of suspension proceedings.

3.406 Upon due cause, a member may be suspended indefinitely following a favorable vote on the motion to suspend of seventy-five (75) percent of the Chapter's total active



membership and the approval of the chapter sponsor/advisor. A suspended member will have no privileges of membership and may not participate in any Chapter business, projects, or activities.

3.407 Upon due cause, a member of the Chapter may be expelled following a favorable vote on the motion to expel of seventy-five (75) percent of the Chapter's total active membership and the approval of the chapter sponsor/advisor. The member will be given a hearing before the said motion is voted upon. The vote will be cast by a secret ballot, and the member will be informed of the vote totals. If expelled, the member shall return to the Chapter all regalia and property of the Fraternity being held, and their name shall be stricken from the Master Chapter Roster at the National Headquarters.

#### **Article IV: Meetings**

4.101 The first Chapter meeting of each semester shall be held within the first ten (10) academic days of the semester.

4.102 Chapter meetings shall be held a minimum of once every two (2) weeks when school is in session during the Fall and Spring semesters at Iowa State University.

4.103 Chapter meetings may be canceled or rescheduled if deemed necessary by the Executive Board, provided that the minimum of one (1) Chapter meeting per every two (2) weeks is maintained and that the Chapter members are notified no less than three (3) days in advance.

4.103.1 In case of extenuating circumstances, a Chapter meeting may be cancelled at the discretion of the Chapter President and Chapter Sponsor/advisor.

4.103.1.1 Extenuating circumstances shall be defined as severe weather and/or campus emergencies.

4.104 A quorum must be present for business to be conducted.

4.104.1 Fifty (50) percent of all active and associate members in a Chapter together with at least two (2) Chapter officers shall constitute quorum at all meetings.

4.105 In the event that a special meeting of the Chapter is necessary, a notice of twenty-four (24) hours is required.

4.106 Reasonable standards for the stealing of the president's gavel.

4.106.1 The gavel is considered stolen if the president notices they do not have the gavel, and do not notice someone trying to hide the gavel. The gavel cannot

be stolen if the president is actively holding the gavel, on degree day, or from the president's room.

4.106.2 If the gavel is stolen within the criteria of 4.106.1 then the president must offer a reward to the Chapter. Once the reward is offered the culprit must come forward to negotiate the return of the gavel. When the president has determined the final reward in negotiation and set a deadline it will be approved by the parliamentarian. If the gavel is not returned by the deadline set then the steal is null and void.

## **Article V: Finances**

5.101 The fiscal year for the Chapter shall be from July 1st to the next succeeding June 30th.

5.102 All monies of the Chapter shall be received and dispersed by those delegated by the treasure, or chapter. The sponsor/advisor and the treasurer shall sign all expenditures when necessary.

5.103 The Chapter shall hold no debts to its members. Any member shall follow payment procedures in accordance with Campus Organizations Accounting. Extenuating circumstances may be resolved at the treasurers or chapters discretion

5.104 The fiscal policies of the chapter shall be governed by a budget submitted by the Finance Committee and maintained by the treasurer.

5.105 Chapter dues shall be determined at the first full meeting of the fall semester.

5.105.1 Chapter dues shall never exceed the Kappa Kappa Psi national membership fee and the chapter membership fee.

5.105.2 The Kappa Kappa Psi chapter membership fee shall be split evenly among the members.

5.106 All monies belonging to the Chapter 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 two (2) business/class days after collection. The Sponsor/advisor to this organization must approve and sign each expenditure before payment when necessary.

5.106.1 Use of a different institution or office shall require the approval of the Campus Organizations Accounting Office.

5.107 The Long Term Savings Account (LTSA) may exist to raise funds for a predetermined specific purpose or purposes that benefit the band program.

5.107.1 The account shall exist for a predetermined and specific number of years, beginning with a minimum deposit of \$1000.

5.107.2 A LTSA shall be established with a two-thirds ( $\frac{2}{3}$ ) majority vote and approval of the sponsor/advisor.

## **Article VI: Chapter Delegates and Proxies**

### *Section 1: Election of Chapter Delegates*

6.101 The Chapter shall be represented at both district and national convention by a delegate, alternate delegate or proxy. The member serving as delegate, alternate delegate or proxy must meet all requirements set forth in the National Constitution and shall at all times serve in the best interests of the Chapter.

6.102 An election of chapter delegates to the district convention shall be held at least thirty (30) days prior to the opening date of the convention. The election of chapter delegates to national chapter convention shall be held at least sixty (60) days prior to the opening date of the convention.

6.102.1 The election held for chapter delegates will be conducted as set in §2.101.1-2.101.4 of the Chapter Bylaws.

6.102.2 The delegate seat is granted to the member receiving the highest number of votes in the election, with any alternates to be assigned according to the highest number of remaining votes.

## **Article VII: Ratification of the Constitution**

7.101 A two-thirds ( $\frac{2}{3}$ ) majority vote of all active members will be required to ratify this constitution of Kappa Kappa Psi.

7.102 Upon ratification this constitution shall be submitted to the Student Activities Center within ten (10) days for final approval.

7.103 A two-thirds ( $\frac{2}{3}$ ) majority vote of all active members is required to adopt the bylaws of this constitution.

7.104 Upon ratification the bylaws shall be submitted to the Student Activities Center within ten (10) days for final approval.

## **Article VIII: Amendments**

### *Section 1: Amending the Constitution*

8.101 Amendments to this constitution shall be presented in writing at a meeting no less than two (2) weeks prior to the vote on the amendment.

8.102 Amendments to this constitution shall require a favorable three-fourths (3/4) majority vote of all active members to pass.

8.103 In the event of an amendment to the Chapter Constitution, the section numbers shall be updated automatically by the Parliamentarian within seven (7) days of the amendment's passage and returned to the Chapter for review.

8.104 The amended constitution shall be submitted within ten (10) days to the Student Activities Center for approval.

### *Section 2: Amending the Bylaws*

8.201 Amendments to the bylaws of this Chapter shall be presented in writing at a meeting no less than one (1) week prior to the vote on the amendment.

8.202 Amendments to the bylaws shall require a favorable two-thirds (2/3) majority vote of all active members to pass.

8.203 In the event of an amendment to the Chapter Bylaws, the section numbers shall be updated automatically by the parliamentarian within seven (7) days of the amendment's passage and returned to the Chapter for review.

8.204 The amended bylaws shall be submitted within ten (10) days to the Student Activities Center for approval.

## **Article IX: Chapter Committees**

### *Section 1: Standing Committees*

9.101 The standing committees of this Chapter shall be the Service Committee, the Finance Committee, the Brotherhood Committee, the Membership Committee, the Publications Committee, the Alumni Committee, and the Musicianship Committee.

9.102 The chair of a standing committee shall be appointed by the Executive Board.

9.102.1 The chair shall not simultaneously hold any other Chapter office. In the event the chair accepts another office, the chair shall vacate the position and a new chair shall be appointed.

9.102.2 The position of committee chair shall not be allowed to remain vacant for more than fourteen (14) calendar days.

9.103 Committee chairs shall submit a written report at the final Chapter meeting of each academic year.

9.104 Committee chairs must submit a record of attendance to the recording secretary for their committee.

9.104.1 Attendance of committee meetings is at the discretion of the committee chair.

9.105 Standing committees shall have, at minimum, one (1) meeting per month.

#### *Section 2: Constitution Committee*

9.201 The Constitution Committee shall meet biannually in the spring of odd-numbered years, or as deemed necessary by the chapter.

9.202 The chair of the Constitution Committee shall be the parliamentarian.

9.203 The constitution committee chair shall submit a written report about changes and amendments to the Chapter constitution and bylaws.

#### *Section 3: Duties of the Standing Committees*

9.301 Standing committees shall carry out the duties described in §9.1 of the Chapter Bylaws.

#### *Section 4: Temporary and Special Committees*

9.401 Temporary and special committees may be formed as needed at the discretion of the Chapter.

9.401.1 A temporary committee may be formed at any time by a majority vote of the Chapter.

9.401.2 A temporary committee may be charged with whatever duties the Chapter sees fit.

9.401.3 A temporary committee may be chartered for any length of time, but must be rechartered after a regular election.

9.401.4 Any active member may chair a temporary committee.

9.402 A special committee shall be formed for one of the following purposes:

9.402.1 Investigation of charges of misconduct or abuse of office that are brought

against an officer of the Chapter.

9.402.2 Investigation of charges of misuse of Chapter monies by the treasurer or the Finance Committee.

9.402.3 Investigation of charges of misconduct or abuse of office that are brought against the chair of a standing committee.

9.403 A chair of a special committee shall meet the following criteria:

9.403.1 The chair shall be an active member in good standing.

9.403.2 If the committee is charged with investigation of a chapter officer, then the committee chair must not be a chapter officer.

9.403.3 If the committee is charged with investigation of a standing committee chair, then the special committee chair may not be a standing committee chair.

9.404 A special committee may have no more than seven (7) members, excluding the chair.

9.404.1 All members of a special committee must be active members of the Chapter with no interest in the outcome of the matter being investigated.

9.405 Chairs and members of the committee shall be appointed by the President or highest ranking officer with no interest in the outcome of the matter being investigated

9.406 A special committee shall be dissolved once it has made a final report to the Chapter.

9.407 The final report of a special committee shall contain the committee's findings on the matter and a recommended course of action for the Chapter.

9.407.1 This recommendation may not contradict the Chapter Constitution or Chapter Bylaws.

# Iota Omega Chapter Bylaws

## Spring 2017

### **Chapter I: General Bylaws**

#### *Section 1: Definitions of Terms Used By the Chapter*

1.101 The regular academic year shall be defined as the period during which Iowa State University is in session, during the fall and spring semesters.

1.102 A chapter visit shall be defined as any trip made by a chapter officer and at least three other members to participate in an activity with another chapter of Kappa Kappa Psi at the visited chapter's college or university.

1.102.1 Chapter visits shall be considered to be the entire duration of time from departure from Iowa State University until the group returns.

1.102.2 The visited chapter shall be represented by at least one officer and three other members.

#### *Section 2: Temporary Suspension of the Rules*

1.201 These bylaws shall be open to temporary suspension upon a two-thirds (2/3) favorable vote from the chapter.

### **Chapter II: Elections, Officers, Executive Board**

#### *Section 1: Officer Elections*

2.101 Regular elections shall be held at the last meeting of the spring semester.

2.101.1 Nominations shall open two (2) weeks prior to the elections.

2.101.2 Nominations for each office shall remain open until the election for that office is held.

2.101.3 Candidates for a chapter office shall meet the following criteria:

2.101.3.1 Be an active member in good standing with the Chapter.

2.101.3.1.1 Exceptions shall be made for Conditional members at the discretion of the Chapter Sponsor/advisor.

2.101.3.2 Have a 2.00 or higher grade point average the semester immediately preceding nomination.

2.101.3.3 Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

2.101.4 A candidate may be nominated for any number of offices.

2.101.5 The winning candidate shall be the candidate who receives the majority vote.

2.102 Special elections shall be held whenever an office becomes vacant inside of the term.

2.102.1 The special election may be held at the same meeting as the opening of nominations.

2.102.2 Requirements for eligibility shall be the same as those set out in § 2.101.3.

2.102.3 No office shall remain vacant for more than seven (7) days.

2.102.4 In the event that a meeting cannot be held within seven (7) days of the office becoming vacant, the chapter president shall appoint an officer on an interim basis.

2.102.5 No office shall be held by an interim officer for more than seven (7) days during the regular academic year.

2.102.5.1 In the event a special election cannot be held within the seven (7) days period following the appointment, the interim officer shall serve until a meeting can be held and the special election takes place.

2.102.6 The winning candidate shall be the candidate who receives the greatest number of votes.

2.103 In the event of a tie during an election, the procedures shall be as follows:

2.103.1 All candidates not involved in the tie shall be stricken from the ballot.

2.103.2 The new ballot shall then be run.



2.103.3 If there is a second tie, the procedure shall start over with §2.103.1.

### *Section 2: Executive Board*

2.201 The president shall hold the position of executive board chair.

2.202 The Executive Board shall convene whenever any of the following conditions are met:

2.202.1 The president may call a meeting at his/her discretion, and shall set the agenda for the meeting.

2.202.2 Whenever a matter involving a member requires the consideration of disciplinary action by the Executive Board, as set in § 3.210 of the Chapter Constitution.

2.202.3 Any two (2) members of the Executive Board may request that the president schedule a meeting of the Executive Board, at which time the president must call a meeting within two (2) weeks.

2.202.3.1 This request shall be provided in writing to all members of the Executive Board at the time the request is made.

2.203 Meetings of the Executive Board shall be mandatory for all chapter officers.

2.204 The Executive Board may only conduct business with the presence of a quorum.

2.204.1 Quorum of the Executive Board shall be defined as a minimum of four (4) chapter officers present, excluding the president.

2.205 The Executive Board shall determine if a temporary committee has properly met that committee's charge.

2.206 The Executive Board, as defined in §2.101 of this constitution, shall appoint the holders of purchasing cards.

2.206.1 The holders of purchasing cards shall be members of the executive board as defined by Student Organizations.

## **Chapter III: Membership**

### *Section 1: Types of Membership*

3.101 A Prospective member shall be any person who has been accepted into the membership education program of the Fraternity as according to §6.503 of the National Constitution.

3.101.1 Prospective members shall be expected to follow all rules of conduct followed by active members.

3.101.2 Prospective members shall be strongly encouraged to attend all Chapter meetings and events that are open to prospective members.

3.101.3 All prospective members shall attain a score of at least eighty-percent (80%) correct on all membership education tests to complete the membership education program.

3.101.4 All prospective members shall complete a class service project as part of the membership education program. This project is outside of any service projects undertaken by the Chapter.

3.101.5 Prospective members may not wear Letters or other Fraternity Regalia, excepting the prospective member pin.

3.101.6 Prospective members shall pay National dues as specified by Nationals, and Chapter dues of \$15.00 up to two (2) days before third degree. Chapter dues shall be used for the PM service project and a reception for the incoming class.

## *Section 2: Duties of Active Membership and Continuing Member Education*

3.201 It shall be the duty of each active member to participate in at least two (2) service projects per semester.

3.201.1 A service project shall be defined as anything done for the benefit of the university band program and shall last a minimum of thirty (30) minutes.

3.201.2 If money is given to the Chapter to complete a project, for any reason other than covering the cost of materials, it will not be considered a service project and will instead be considered a fundraiser for the Chapter.

3.201.3 Service events that occur after the end of the spring semester and before the beginning of marching band camp will not be counted towards fall service requirements unless approval is given by Chapter Sponsor/advisor.

3.201.4 All other potential service project issues will be dealt with at the service committee chair's discretion.

3.201.5 It shall be the duty of each active member to participate in an additional four (4) hours of Kappa Time per year, with a suggested two (2) events per semester.

3.201.5.1 Kappa Time shall include any additional service, fundraising, membership, brotherhood, or musicianship events

3.201.5.2 Kappa Time shall include any micro-events for brotherhood and musicianship activities that have been deemed as a micro-event by the chairs of the Brotherhood and Musicianship committees

3.201.5.2.1 For an activity to be considered a Micro-event, the chairs of the Brotherhood and Musicianship committees must deem the event as a micro-event where there are at least four (4) brothers present and the chapter is invited.

3.202 Participation in continuing member education is encouraged of all members.

3.202.1 All members shall attain a score of at least eighty-percent (80%) correct on a prospective member test. All members are required to attend at least one (1) prospective member education meeting. Active members are encouraged to attend as many as possible. Failure to attend a prospective member education meeting will result in a disciplinary action to be determined by the Vice President.

3.202.2 Further participation in the prospective member education process is at the discretion of the Vice President.

3.203 It shall be the duty of each active member to maintain at least a 2.00 cumulative grade point average.

### *Section 3: Conditional Membership*

3.301 Undue hardship shall be defined as reasons of personal health, participation in a study program, internship, or student teaching.

3.301.1 Other circumstances may be approved by the chapter Sponsor/advisor and a majority vote of the Chapter.

3.301.2 The inability to meet the cumulative GPA requirements is not classified as undue hardship.

### *Section 4: Attendance Policy and Disciplinary Action*

3.401 An excused absence is any absence that is due to participation in a university sponsored music event, a scheduled academic class, personal illness, death in the member's family, or religious event.

3.401.1 Additional absences may be accepted as excused by the Executive Board.

3.401.2 Decisions of the Executive Board may be appealed to the Chapter.

3.401.2.1 Any member who feels their excuse should be accepted may appeal the decision to the Chapter.

3.401.2.2 Any member who feels that an excuse should not have been accepted may appeal the decision to the Chapter.

3.401.3 The appeal may be approved or disapproved by a majority vote of the Chapter.

3.401.4 An excuse may be appealed only once.

3.401.5 Notification of an excused absence shall be provided by the member in advance of the absence whenever possible.

3.402 All absences from official functions require an excuse form to be completed and provided to the Executive Board within two (2) weeks of the missed function.

3.402.1 Absences will be determined based on the Chapter Constitution and Bylaws and voted on by the Executive Board, with their determination given within two (2) weeks.

3.402.2 If an excuse form is not completed within the designated two (2) weeks, the absence will automatically be declared unexcused.

3.403 Unexcused absences may be made up by the completion of Kappa Time events.

3.404 An unexcused absence shall have the following weight:

3.404.1 Regular Chapter meeting: 2 events.

3.404.2 Committee meeting: 1 event.

3.404.3 Service project: 2 events.

3.404.3.1 If one cannot make a service project that one signed up for, one must find a replacement. If one cannot be found, that person will have to complete required service and one additional Kappa Time event.

3.404.4 KKY/TBS-joint meeting: 1 event.

3.404.5 Ritual: 3 events.

3.404.5.1 Active members that are absent from a Ritual will have to meet with the Executive Board for approval of absence.

3.404.6 Other official activities: determined by Executive Board.

3.405 The recording secretary shall keep track of all absences and the service committee chair shall keep track of makeup service hours.

3.405.1 A member wishing to make up an unexcused absence must obtain a worksheet from the recording secretary and then turn it in completed.

3.405.2 A completed worksheet will include verifiable information concerning the Service performed.

3.405.2.1 The make-up hours must be part of a separate project than the two done for the required service hours.

3.405.3 A member wishing to make up an unexcused absence shall have until the end of the semester in which the unexcused absence occurred

## **Chapter IV: Meetings**

4.101 Active members absent from a Chapter meeting may empower an active member to cast their vote by proxy. This person will have ultimate authority over how the vote is cast.

4.101.1 The presiding officer shall be informed in writing from the absent member of any proxy voters before the beginning of the meeting.

4.101.2 An active member may only act as a proxy voter for one additional active member per meeting.

## **Chapter V: Finances**

### *Section 1: General Finances*

5.101 A motion to allocate any amount shall require a two-thirds (2/3) majority to pass.

5.102 The chapter budget must include the following sections:

5.102.1 Standing committees

5.102.2 Officers

### 5.102.3 Dues

5.103 Payments into the LTSA shall be annual and take precedent over any non-emergency budgetary needs if a LTSA is in place.

5.103.1 Amount paid per month shall be determined by the Finance Committee at the beginning of the year.

5.103.2 Input from the Music Department is required before any expenditure is made.

5.103.3 At the conclusion of the period, the funds shall be spent for that determined expenditure.

5.104 The Treasurer shall maintain an internal control policy, which is approved by the chapter.

### *Section 2: Officer and Committee Finances*

5.201 Officers and Committees shall be allotted funds to be used at the discretion of the officers and committee.

5.201.1 This allotment shall be set by the Chapter budget.

5.202 If an officer or committee exceeds its allotted funds, it may be granted further funding by the Chapter.

5.202.1 An officer or committee may be granted funding by the Chapter for a specific project that will not count towards the officer or committee's budget.

5.202.2 Officers and Committees may not make up a funding shortfall by borrowing money from a different officers or committee.

5.203 Explanation of the spending of officer and committee funds shall be provided to the chapter finance spreadsheet within two (2) business days.

### **Chapter VI: Chapter Delegates and Proxies**

*This blank article inserted to preserve number correlation.*

### **Chapter VII: Ratification of the Constitution**

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### **Chapter VIII: Amendments**

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## **Chapter IX: Committees**

### *Section 1: Duties of Standing Committees*

9.101 The Service Committee shall be responsible for the planning and organization of all Chapter service projects.

9.101.1 The Service Committee chair shall keep a record of all service projects completed by active members.

9.102 The Finance Committee shall be responsible for submitting a Chapter budget and organizing Chapter fundraisers.

9.103 The Brotherhood Committee shall be responsible for organizing Chapter social activities and for planning events with other chapters of Kappa Kappa Psi.

9.104 The Membership Committee shall be responsible for prospective member recruitment and the organization and planning of Ritual. The Membership Committee shall also be responsible for assisting the vice-president with the membership education of prospective members and continuing membership education.

9.104.1 If a membership class exceeds twenty (20) prospective members, it is the decision of the Membership Committee Chair to hold multiple ritual ceremonies for second (2<sup>nd</sup>) and third (3<sup>rd</sup>) degrees. If multiple ceremonies do not occur, proper adjustments must be made to allow for unimpeded ceremonies.

9.105 The Publications Committee shall be responsible for all Chapter correspondence and publications. This includes, but is not limited to the Chapter website, the Chapter electronic mail lists ([kkpsi@iastate.edu](mailto:kkpsi@iastate.edu), [kkytbs@iastate.edu](mailto:kkytbs@iastate.edu)), the bulletin board, and submitting articles to district and national publications.

9.106 The Alumni Committee shall be responsible for organizing one (1) Alumni event per semester.

9.107 The Musicianship Committee shall be responsible for fostering musicianship throughout the Chapter as well as the University's bands, using mediums such as presentations, performances, and clinics.

### *Section 2: Duties of the Constitution Committee*

9.201 The Constitution Committee shall be responsible for the review and revision of the Chapter Constitution and Chapter Bylaws.