

Kappa Kappa Psi, Iota Omega Chapter
and
Tau Beta Sigma, Theta Xi Chapter

**Constitution and Bylaws of the Joint
Organization**

Last Revised Spring 2016

Preamble

Be it known that the Iowa State University Kappa Kappa Psi/Tau Beta Sigma Joint is a nationally recognized honorary service organization whose sole purpose is to serve the ISU band programs through service projects, fundraisers, social events, and other projects as needed. This organization is established at Iowa State University to promote the existence and welfare of the university bands, to develop leadership through active participation in university bands, and to provide a meaningful and worthwhile social experience for all participants in collegiate bands at Iowa State University.

Kappa Kappa Psi / Tau Beta Sigma Joint Constitution

Article I: Organization

1.101 This organization shall hereby be known as Kappa Kappa Psi / Tau Beta Sigma Joint and shall hereafter be referred to in this document as the Organization.

1.102 Iowa State University and the Organization 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 the Organization to foster a spirit of mutual understanding and respect among all people.

1.103 The Organization prohibits the use of alcoholic beverages or controlled substances at any Organization event, function, or meeting.

1.104 This document shall serve as the governing document for all Organization functions. The document shall be consistent with the national constitutions of Kappa Kappa Psi and Tau Beta Sigma and the chapter constitutions of Iota Omega and Theta Xi.

1.105 The current edition of *Robert's Rules of Order Newly Revised*, unless otherwise stated in this constitution, shall govern the deliberations of the Organization assembled in meeting.

1.106 The Organization abides by and supports established Iowa State University policies as well as State and Federal Laws and local ordinances and regulations.

Article II: Membership

2.101 The membership of the Organization shall be all members of the Iota Omega chapter of Kappa Kappa Psi and the Theta Xi chapter of Tau Beta Sigma.

2.102 Members shall retain the rights and membership classification granted to them by their respective chapter.

2.103 Prospective members (hereafter known as PMs in this document) may participate in any event of the Organization except for closed meetings and events.

2.103.1 A PM is defined as any individual who has accepted a bid of membership into either component chapter of the Organization and is currently in that chapter's membership education program.

2.104 Pre-prospective members (hereafter known as PPMs in this document) will not be permitted to participate in the following official events of the Organization: Brotherhood/Sisterhood events, fundraising, closed meetings, and closed service events.

2.104.1 A PPM is any individual who is not a PM or a member of the Organization.

2.104.2 All service events are considered open unless otherwise stated by joint decision of the Vice Presidents.

2.104.3 Committee meetings may be classified as closed or open at the discretion of the committee's chairs.

Article III: Officers

Section 1: Standing Officers

3.101 The standing officers of the Organization shall consist of the officers of the Iota Omega chapter of Kappa Kappa Psi and the Theta Xi chapter of Tau Beta Sigma. There shall be two (2) Presidents, two (2) Vice Presidents, two (2) Recording Secretaries, one (1) Treasurer, and one (1) Sponsor/Advisor (*ex officio*).

3.102 The chapters shall select their representatives based upon the rules and criteria of their respective organizations, provided that they meet the specifications outlined in Article III, section 2.

3.102.1 The chapters shall have the power to remove and replace their representatives according to the rules and criteria of their respective organizations.

3.103 Official duties shall alternate between the representatives of the Iota Omega chapter of Kappa Kappa Psi and the Theta Xi chapter of Tau Beta Sigma.

3.103.1 The duty of presiding shall alternate between the Presidents at every other meeting. In the event that the presiding president is absent, the other president shall preside. The established cycle shall resume at the next meeting.

3.103.2 The duty of recording the minutes shall alternate between the Recording Secretaries at every other meeting. In the event that the current recording secretary is absent, the other recording secretary shall record the minutes. The established cycle shall resume at the next meeting.

3.103.3 The treasurer of the Iota Omega chapter of Kappa Kappa Psi shall hold the office of Treasurer during terms beginning in an odd year. The treasurer of the Theta Xi chapter of Tau Beta Sigma shall hold the office of Treasurer during terms beginning in an even year.

3.104 The duty of the Presidents shall be to preside over meetings of the Organization, be a member *ex officio* of all committees of the Organization, produce and publish the agenda for meetings of the Organization, and be responsible for planning and organizing Joint Ceremonies. The Presidents shall complete annual president training as prescribed by Iowa State University.

3.105 The duty of the Vice Presidents shall be to preside at meetings in the absence of both Presidents and oversee any joint recruiting efforts.

3.106 The duty of the Recording Secretaries shall be to maintain the official record of the proceedings of the Organization assembled in meeting.

3.107 The duty of the Treasurer shall be to control the receipts and disbursements of all monies of the Organization, maintain the ledger of the Organization, and submit recommendations concerning the financial policies of the Organization as necessary. The Treasurer shall complete annual treasurer training as prescribed by Iowa State University.

3.107.1 The Treasurer shall be member *ex officio* of the Committee on Ways and Means.

3.107.2 The Treasurer shall submit a current balance at each meeting and be prepared to present the financial records of the Organization at any time.

3.107.3 The Treasurer shall have the power of inquiry into matters concerning the finances of the Organization.

3.107.4 The Treasurer shall be the holder of one of the Organization's purchasing cards for the general purpose account. The other purchasing card for the general purpose account will be assigned to an Active member by favorable vote of the Organization.

3.108 The Director of Bands shall serve as or appoint the Sponsor/Advisor. The Sponsor/Advisor acts as a consultant to the Organization and assists the group in its growth and development. The Sponsor/Advisor provides guidance through advice, understanding and clarification. The Sponsor/Advisor shall complete annual advisor training as prescribed by Iowa State University.

Section 2: Requirements of Office

3.201 The officers of this organization must meet the following requirements:

3.201.1 Have a minimum cumulative grade point average (GPA) of 2.00 (out of 4.00) in the semester immediately prior to the election/appointment.

3.201.2 Be in good standing with the university and enrolled at least half time during their terms of office (six or more credit hours if undergraduate student or four or more credit hours if a graduate student) unless fewer credits are required in the final stages of their degrees.

Article IV: Committees

Section 1: Committee Membership

4.101 All members of the Organization are required to be a participating member of at

least one (1) Joint committee at all times.

4.102 All Joint committees shall have one co-chair from each chapter. Each chapter will select its representative chair.

Section 2: Standing Committees

4.201 The standing committees of the Organization shall be the Committee on Service, the Committee on Ways and Means, the Committee on Events, the Committee on Sisterhood and Brotherhood, the Committee on Publications, and the Committee on Jurisdiction.

4.202 The Committee on Service shall develop and coordinate the service projects of the Organization in conjunction with the faculty and staff of the Music Department.

4.203 The Committee on Ways and Means shall create the budget for the Organization and shall organize any fundraising required to meet the budget.

4.204 The Committee on Events shall organize and oversee events that serve the purpose of providing a worthwhile and meaningful social experience for all members of collegiate bands at ISU, including Band Banquet. Each of the two chairs of the Events Committee will hold a purchasing card to the special projects account.

4.205 The Committee on Sisterhood and Brotherhood shall organize activities for the members of the Organization to strengthen the bonds of the chapters and better the social experience for members of the Organization.

4.206 The Committee on Publications shall produce media that promotes the Organization and the university bands.

4.207 The Committee on Jurisdiction shall meet in the spring semester of even-numbered years, or as deemed necessary, to maintain the Joint constitution.

Article V: Meetings

Section 1: Quorum

5.101 Quorum at each Joint meeting must be met by each chapter individually, as defined in their separate constitutions.

Section 2: General Proceedings and Agenda

5.201 The agenda shall be ordered as defined in the Bylaws.

Section 3: Motions

5.301 A motion must be seconded by a member from the opposite chapter of the member who made the motion.

5.302 Motions must pass for both chapters, with "passing" defined per chapter in their separate constitutions.

Section 4: Meeting Frequency

5.401 The Organization must meet within the first two weeks of each semester.

5.402 The Organization shall meet at least once every two (2) weeks during the academic school year while classes are in session with the exception of the final two (2) weeks of each semester.

5.403 A meeting of the Organization shall be called by the Presidents of each respective chapter with a minimum of five (5) days' notice.

5.404 A meeting of the Organization shall be cancelled by the Presidents of each respective chapter with a minimum of twenty-four (24) hours' notice.

Article VI: Finance

6.101 All monies belonging to the Organization shall be deposited and disbursed through a bank account established for the 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 twenty-four (24) hours after collection. The Sponsor/Advisor to the Organization must approve and sign each expenditure before payment.

6.102 The Organization shall maintain two (2) accounts.

6.102.1 The Organization shall maintain a general purpose account.

6.102.2 The Organization shall maintain a special projects account.

6.103 The Organization shall maintain an annual budget for the general purpose account.

6.103.1 The budget must be approved by a two-thirds (2/3) passing vote of all members of the Organization no later than the fourth week of the fall semester.

6.103.2 Any motion which requires alterations to the adopted budget shall require a two-thirds (2/3) passing vote from each chapter's members present at the time of voting.

6.104 Any motion requiring the disbursement of funds from the special projects account shall require a two-thirds (2/3) passing vote from each chapter's members present at the

time of voting.

6.105 The annual budget and other financial allocations shall meet the requirements outlined below:

6.105.1 The opening balance in the general purpose account at the beginning of the fall semester shall be \$800.

6.105.2 At the beginning of each academic year the remaining balance in the general purpose account will be divided as follows:

6.105.2.1 \$800 will be left in the general purpose account. If less than this total remains, each chapter shall contribute half of the difference to the general purpose account.

6.105.2.2 Twenty (20) percent of any remaining balance exceeding \$800 shall be given to each individual chapter. The remaining 60% shall be put in the special projects account.

6.106 All expenditures and revenues of the Events Committee, including Band Banquet, shall be handled through the special projects account.

6.107 The Organization shall not collect dues.

Article VII: Amendments

7.101 A printed or digital copy of any proposed amendment(s) to the Constitution shall be presented to both secretaries prior to the first meeting at which the amendment(s) are to be presented to the Organization.

7.102 Voting shall take place no less than two (2) weeks after the first presentation.

7.103 The vote must take place with three-fourths (3/4) of each respective chapter's Active members present.

7.104 Passage of the amendment shall require a three-fourths (3/4) favorable vote from all present Active members of the Organization.

7.105 After approval, the amendment shall take immediate effect unless otherwise stated in the amendment.

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

Article VIII: Ratification

8.101 If a three-fourths (3/4) favorable vote of each respective chapter is received, the proposed constitution shall be declared adopted and effective immediately.

8.102 Voting shall take place one (1) meeting after the first presentation.

8.103 Ratified constitutions must be submitted to Student Activities Center within ten (10) days of voting for final approval.

Kappa Kappa Psi / Tau Beta Sigma Joint Bylaws

Spring 2016

Chapter 1: Organization

This blank article inserted to preserve number correlation.

Chapter 2: Membership

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Chapter 3: Officers

3.101 The Presidents shall review risk management policies as presented in the annual presidents' training and submit documentation to ISU's Risk Management Office as necessary.

Chapter 4: Committees

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Chapter 5: Meetings

5.101 The President shall publish the agenda at least twenty-four (24) hours prior to the beginning of the meeting.

5.102 Order of the Agenda shall be:

5.102.1 Call to Order and opening ceremonies

5.102.2 Officer reports

5.102.3 Committee reports

5.102.4 Unfinished business

5.102.5 New business

5.102.6 Announcements

5.102.7 Adjournment

5.103 Items may be added or removed from the agenda at the Presidents' discretion.

5.104 Committees shall be allowed time to speak and field questions during the meetings at the appropriate point in the agenda.

5.105 Straw polls shall be allowed at the discretion of the chair.

Chapter 6: Finances

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Chapter 7: Amending the Bylaws

7.101 A printed or digital copy of any amendment(s) to the Bylaws shall be presented to both secretaries prior to the first meeting at which the amendment(s) are to be read.

7.102 Voting shall take place no less than two (2) weeks after the first reading.

7.103 The vote must take place with two-thirds (2/3) of each respective organization's members present.

7.104 Passage of the amendment shall require a two-thirds (2/3) passing vote from all present voting members of each chapter.

7.105 After approval of the amendment, it shall be adopted and will take effect immediately unless otherwise stated.

Chapter 8: Ratification

8.101 If a two-thirds (2/3) passing vote of each respective chapter is received, the proposed bylaws shall be declared adopted and effective immediately.

8.102 Voting shall take place one (1) meeting after the first presentation.