

CONSTITUTION OF KAPPA KAPPA PSI, DELTA CHAPTER

Preamble

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

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

Article I: General

- I. Foundation: The Delta Chapter of Kappa Kappa Psi Fraternity is established through the general jurisdiction of the Fraternity at the University of Oklahoma, an academically accredited university, with the permission of the university's Director of Bands. The Delta Chapter operates in a manner consistent with the National Constitution of the Fraternity, the rules and regulations of the University of Oklahoma, and all applicable local, state, and federal laws. (Nat'l 6.101)
- II. Amendment & Ratification of the Constitution: Proposed amendments to this Constitution shall be presented, in writing, before the Jurisdiction Committee. Said committee shall report thereon to the full Chapter.
 - a. If three-fourths (3/4) of the votes cast by the Chapter are favorable, the proposed amendment shall be adopted, and thereafter become operative and effective, as of the conclusion of that chapter meeting.
- III. Suspension of the Rules: Any portion of these rules may be suspended by the body at any time by a successful two-thirds (2/3) majority vote.
 - a. The only exceptions to this rule are attendance policies, rules protecting the basic rights of individual members, rules bringing the chapter into compliance with state and federal laws, and fundamental parliamentary principles.

Article II: Offices

I. Nominations

- a. Nominations shall come from the floor at the third from last meeting of the spring semester.
 - i. Members may only accept nominations for two (2) offices.
- b. Each nominee must be an active member of the fraternity in good standing at the time of nomination and be a regularly enrolled student at the University of Oklahoma during the potential term of office (Nat'l 6.203).
 - i. All nominees must have served at least one (1) previous semester on the appropriate committee pertaining to the office for which they are standing.
- c. Only active members who have been in good standing for at least one (1) year at the time they are nominated shall be eligible for the offices of President and Vice-President of Service.
 - i. Nominees for these offices must also have served at least one (1) semester prior on the Executive Committee, or else receive a two-thirds (2/3) vote of approval from the chapter at the time of nomination.
- d. Candidates for all other offices must have been active members in good standing for at least one (1) semester at the time of their nomination.
- e. Nominees for the offices of President, Vice-President of Service (VPS), and Vice-President of Membership (VPM) shall be allotted a period of five (5) minutes to present their platform, and ten (10) minutes to answer questions.
- f. Nominees for all other offices shall be allotted a period five (5) minutes to present their platform, and five (5) minutes to answer questions.
- g. Specific requirements of office may be waived either by the authority of the Chapter Sponsor (Nat'l 6.203) or by a 2/3 vote of the chapter. The only requirement which cannot be waived is regular enrollment.

II. Elections

- a. Elections shall take place at the next-to-last meeting of the spring semester, one (1) week after nominations have been heard. (Nat'l 6.202)
- b. To vote in officer elections, a member must have been in full, good standing for at least one (1) semester.
- c. Before voting takes place, a period of discussion may be opened for no more than ten minutes per office. This discussion shall follow the normal deliberative rules used by the chapter.
- d. Voting Procedure: Elections shall be conducted by secret ballot, and each member may only have one (1) vote: proxies cannot be applied during elections.
 - i. Ballots shall be collected and tallied by the Sergeant-at-Arms and the President.

- ii. If either or neither of these individuals is not present, the most senior member of the chapter who is not running for an office shall be responsible for collecting and tallying the ballots.
 - iii. No more than two members shall have this responsibility at one time.
- e. In order to be elected to an office, a candidate must receive a simple majority (50% +1 vote) of the votes cast.
- f. Vote of Confidence: A candidate who runs unopposed must submit to a vote of confidence by the chapter before he can enter office.
 - i. The form of the vote shall be at the discretion of the voting brothers, but as in elections, a simple majority (50% +1 vote) of votes cast is required for a candidate to pass.
 - ii. In the event that a vote of confidence fails, the election of that office shall be rescinded, and a new nominations process undertaken.

III. Installation

- a. Installation of the newly elected Executive Committee shall occur at the final meeting of the spring semester.
 - i. Officers shall serve for one (1) year (unless otherwise stipulated), and shall serve without compensation. (Nat'l 6.205)

IV. Removal

- a. In order to consider the removal of a chapter officer, a petition must be submitted to the Active Chapter, signed by either the remaining members of the Executive Committee, or else by two-thirds (2/3) of the Active Chapter and a chapter sponsor.
 - i. To remove the officer under consideration, a three-quarters (3/4) vote in favor of removal must be given by the Active Chapter.

V. Officers & Responsibilities

- a. General Duties of All Officers
 - i. Keep fellow officers well-informed of current affairs
 - ii. Be familiar with and able to implement parliamentary procedure
 - iii. Uphold and enforce fraternal policies against hazing and controlled substances at all fraternal activities and functions
 - iv. Keep an accurate and detailed record for successor(s)
 - v. Pursue office goals handed down by predecessor, and transmit any remaining charges to successor, as necessary
- b. President (Nat'l 6.207)
 - i. Preside over all Chapter Business & Meetings
 - 1. Chairman of the Executive Committee

2. Develop and implement an agenda for meetings with the Executive Committee
 3. Appoint all standing and special committees
 4. Ex-officio (Advisory) member of all committees
 5. Sign all contracts and other instruments of business incurred by Chapter
- ii. Liaison with National Headquarters
 1. File Fall Activity Report with the National Office by December 1
 2. File the Chapter Summary Report with the National Office by June 1
 3. Prepare and send all other necessary reports to the National Office
- c. Vice-President of Service (VPS) (modified from Nat'l 6.208)
 - i. Chairman of the Service Committee
 1. Organize and lead, with the Service Committee, chapter service projects that benefit the University Bands, the University, and the surrounding community
 2. Meet regularly with the Director(s) of Bands to remain aware of services needing rendering for the Bands by the chapter
 - ii. Administrative Duties
 1. Assume presidential duties in the absence of the President
 2. Act as a liaison with the sisters of Tau Beta Sigma, chiefly to ensure the implementation joint service projects throughout the year
 - d. Vice-President of Membership (VPM) (modified from Nat'l 6.208)
 - i. Chairman of Membership Education Committee
 1. Recruitment
 - a. Coordinate (with TBS, as necessary) appropriate activities in anticipation of the semester's candidate class
 - b. Attend and supervise all Recruitment activities and functions
 2. Membership Education/ Re-education
 - a. Work with the Membership Education Committee to establish a semester candidacy
 - b. Coordinate candidate participation in rituals with the Historian
 - c. Regularly report on the progress of the Membership Candidates (MCs) to the chapter
 - d. Provide, via the Membership Education Committee, Membership Re-education as necessary or when requested
 - e. Secretary (Nat'l 6.209)
 - i. Recording

1. Record minutes of all meetings of the chapter and of the Executive Committee
 - a. If the Secretary is absent, the President may appoint a temporary replacement to take minutes at meetings
 2. Take attendance in the absence of the Sergeant-at-Arms
 3. Compile and distribute an annual membership roster
 4. Sign all contracts and instruments of business incurred by the chapter
 5. Keep records of all correspondence and business affairs, turning such records over to Historian at year's end to be archived
- ii. Correspondence
1. Maintain inter-chapter relations, especially with other chapters in the Southwest District
 2. Submit articles to the Podium/NewsNotes and the New Alto
 3. Prepare and submit a new officers list immediately following installation
 4. Maintain and manage the Chapter and Joint (with TBS) e-mail lists
- iii. Chairman of the Social Committee
1. Organize, with the Social Committee, activities and events for the chapter
- f. Treasurer (Nat'l 6.210)
- i. Chairman of the Ways & Means Committee (Chapter Operations)
 1. Control the receipt and disbursement of all chapter monies
 2. Submit recommendations and/or guidelines to the chapter for financial matters and deadlines, with the approval of the Executive Committee
 3. Keep records of all chapter financial matters and transactions
 4. Provide financial reports to the chapter as requested, or when necessary
 5. Sign all contracts and instruments of business incurred by the chapter
 - ii. National Operations
 1. Be responsible for the ordering of all regalia from the National Office
 2. Submit annual fees (such as membership dues) as soon as possible
 3. Complete and submit all necessary forms to the National Office, retaining a copy of each for the chapter archives
- g. Historian (Nat'l 6.211)
- i. Maintain written and pictorial archives of the Chapter and the University Bands, with the Secretary and the Traditions Committee
 1. Be responsible for maintaining and updating the Chapter Scrapbook

2. Assist the Secretary in preparing articles for the Podium/NewsNotes, New Alto, &c
- ii. Chairman of the Traditions Committee
 1. Be responsible for maintenance and care of chapter ritual regalia
 2. Oversee all rituals and ritual rehearsals
- h. Sergeant-at-Arms
 - i. Keep order and enforce rules at all chapter meetings
 1. Censure, as necessary, unruly individuals in chapter meetings
 2. Take attendance at all chapter meetings and functions/events
 3. Guard the door at all chapter meetings and rituals
 4. Custodian of the ballot box
 - ii. Ex-officio member of Jurisdiction Committee
 1. Investigate suspected violations of fraternal policy and inform the Executive Committee of any actual violations
- i. Member-at-Large
 - i. Chairman of the Jurisdiction Committee
 1. Be responsible for maintaining and upholding the chapter constitution
 2. Investigate, with the Sergeant-at-Arms, possible infractions of fraternal policy
 3. Present, on behalf of the Jurisdiction Committee, proposed amendments to the chapter constitution
 4. Keep the chapter constitution consistent with the National constitution
 5. Investigate possible colonization or reactivation of local chapters
 - ii. Voice of the Chapter
 1. On behalf of the chapter, air concerns and grievances to the Executive Committee
- j. Alumni Secretary (Nat'l 6.212)
 - i. Maintain correspondence between the Active Chapter and its Alumni
 1. Collect permanent address information for the chapter's records
 2. Dispense life membership applications to members of the Chapter either leaving or graduating from school
 3. Work with the District Alumni Chair and the Southwest District Alumni Association
 4. Promote interaction between the Active Chapter and its Alumni
- k. Chapter Sponsor (Nat'l 6.206)
 - i. Operate under the authority of the Director of Bands

- ii. Dispense advice and assistance to the chapter, and encourage chapter growth and development
- iii. Attend meetings and events when available or as necessary as an ex-officio member of the Chapter
- iv. Chapter Sponsor must be a full-time member of the University faculty or staff

Article III: Committees

- I. All standing committees shall be appointed by the Chapter President, based upon recommendations by the Executive Committee and the recorded preferences of the Active Chapter. (Nat'l 6.701)
 - a. The exception to this rule is the Executive Committee itself, which shall be formed upon election of a new body of officers.
 - b. Members may serve on more than one committee, at the member's discretion.
- II. Each committee shall consist of no fewer than three (3) members, not including the chairman.
 - a. A member may be removed from a committee by a favorable vote of the Active Chapter. That member shall then be reassigned by the Executive Committee.
- III. Each committee member, including the chairman but excluding any ex-officio members, shall have one (1) vote in deliberations.
 - a. Ex-officio members shall act as advisory members, and shall only vote in the event of a tie.
 - b. A favorable vote (or vote of approval) shall be a simple majority.
- IV. The committee chairman shall preside over committee meetings.
 - a. The committee chairman shall appoint a committee member to take minutes for the committee meeting.
 - b. Each chairman shall prepare a summary report, to be presented at the next full chapter meeting.
- V. Each committee shall meet as necessary, at a minimum of once every two (2) weeks.
 - a. Committees are encouraged to establish a regular time and place for their meetings, and make this known to the chapter.
- VI. A committee shall not conduct business unless a quorum consisting of the chairman and at least two (2) members is present.
 - a. The exception to this rule is the Executive Committee, for which quorum consists of the chairman (President) and at least 3 members (officers).
- VII. All committee meetings shall be open to attendance from other members of the chapter. However, non-members of the committee may not vote and may only participate in discussion if recognized by the chairman.

- a. The exception to this rule is a disciplinary hearing of the Jurisdiction Committee, for which only appropriate members of the Committee and those directly involved in matters being addressed may be present.
- VIII. The following shall be standing committees of the Active Chapter: Executive, Service, Membership Education, Social, Ways and Means, Traditions, and Jurisdiction. Their duties shall be as follows:
- a. The Executive Committee, chaired by the President, shall consist of all officers and a chapter sponsor (ex-officio). Responsibilities of the Executive Committee shall include:
 - i. It shall have the authority to recommend to the chapter disciplinary action against members, as advised by the Jurisdiction Committee.
 - ii. It shall have the authority to determine which chapter activities shall be recognized as official chapter functions.
 - iii. It shall set an agenda for each chapter meeting, which shall be filed along with the minutes of the meeting.
 - iv. It shall have the power to disburse emergency funding (via the Treasurer) by unanimous vote of those present.
 - v. It shall have final approval of the budget submitted by the Ways and Means Committee.
 - vi. It shall review any and all correspondence presented by the Secretary and/or Sergeant-at-Arms.
 - vii. It shall serve as the chapter's governing body during interim periods (i.e. during summer break) in regards to fiscal disbursement, adjudication, and representation to the District and National Chapters.
 - b. The Service Committee, chaired by the Vice-President of Service, shall be responsible for scheduling, through whatever contacts are made available, worthwhile projects to be undertaken by the fraternity. These projects shall benefit the University bands, the local musical organizations (ie, high school bands or senior citizen ensembles), and/or the community at large. The committee shall then report to the chapter as to the time and place at which the project(s) shall take place, and lead the chapter in said projects.
 - c. The Membership Education Committee, chaired by the Vice-President of Membership (VPM), shall be responsible for setting guidelines for Recruitment and for all phases of instruction and examination of prospective members. All aspects of the proposed membership education must be approved by a majority of the Membership Education Committee before they can be enacted. This includes any disciplinary actions, such as the suspension of a membership candidate. The

Membership Education Committee shall also be responsible for the continued re-education of the Active Chapter. The VPM shall delegate re-education tasks to members of the committee as requested/when necessary. Those members shall then present their instruction before the entire chapter at an appropriate time (usually, meetings).

- d. The Social Committee, chaired by the Secretary, shall be responsible for organizing and executing all chapter functions, activities, and social events. The committee, via the Secretary, shall publish and/or announce dates and times for such social events within an appropriate span of time before said events. The committee shall also be responsible for monitoring (or delegating monitoring) the entrance and exit of those in attendance, assuring that only appropriate persons are present.
- e. The Ways & Means Committee, chaired by the Treasurer, shall be responsible for recommendation of fiscal policies to the chapter and to the Executive Committee. They shall receive (and approve) all fund-raising and project proposals, and shall develop a budget proposal every fiscal year [see Article VII, Finances].
- f. The Traditions Committee, chaired by the Historian, shall be responsible for the preparation and execution of all rituals throughout the year. Each committee member participating in said rituals shall be responsible for adequately preparing for their proscribed role. In addition, committee members shall assist the Historian in maintaining a written and pictorial record of the Chapter and University Bands, as well as the Chapter Scrapbook.
- g. The Jurisdiction Committee, chaired by the Member-at-Large, shall examine, assess, and recommend all propositions, revisions, and alterations for the amending of the Chapter Constitution. This includes keeping it consistent with the National Constitution as that document is amended. With the assistance of the Sergeant-at-Arms (ex-officio), it shall investigate the status of members of the chapter regarding dues, eligibility for membership, and any major fractions of fraternal law. After such an investigation, it shall recommend a course of action to the Executive Committee, including suspension or expulsion of members.

IX. Any and all special committees shall be established, as necessary, by a favorable vote of the chapter.

- a. A special committee shall be formed for a specific purpose and shall operate under normal committee guidelines.
 - i. Special guidelines may be established by the Executive Committee or by the chapter.
- b. Members of special committees shall be appointed in the same manner as members of standing committees.

Article IV: Membership

The Delta Chapter of Kappa Kappa Psi expressly prohibits discrimination on the basis of race, color, national origin, age, gender, religion, disability, sexual orientation, veteran status, political belief, or marital status. It is the policy of the 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.

-Delta Chapter Discrimination Policy
(Adopted from National Fraternity Discrimination Policy)

- I. Chapter membership shall consist of seven (7) types: Active, Associate, Conditional, Inactive, Alumni, Life, and Honorary Memberships. All Active, Associate, and Conditional memberships expire September 30. (Nat'1 6.501)
- II. Membership in Kappa Kappa Psi may not be terminated by a member through resignation. However, a member may, for due cause, be suspended or expelled from the chapter [see Title XI, Suspensions & Expulsions]. (Nat'1 6.523)
- III. Prospective (Nat'1 6.503-6.505)
 - a. A band member may be offered entry into the Membership Education Program (MEP) of the Fraternity after satisfactory completion of one (1) term as a member of a University of Oklahoma band or instrumental ensemble.
 - i. Exception to this rule may be made by the chapter sponsor.
 - ii. The individual must also possess unusually good character and demonstrate strong leadership potential.
 - b. Eligible individuals shall be permitted entry into the MEP at the request of an active member of the Fraternity.
 - i. A dissenting vote of twenty-five (25) percent of the chapter or five (5) members (whichever is greater) shall be required to prevent entry into the program.
 - ii. If an individual is rejected on a second ballot in the same meeting, that individual shall not be considered for membership again during that academic year.
 - c. To become qualified for Active Membership, an individual must serve a term in a class of membership candidacy, to commence immediately following the First Degree. That term shall last no less than five (5) weeks but no more than twelve (12), and shall be completed in the semester in which it begins.

- i. Each member of the candidate class shall learn the history and organization of the Fraternity and the Chapter as taught to them by the Vice-President of Membership, in conjunction with the Membership Education Committee.
 - ii. Each class of candidates must also undertake a worthwhile project of service to the University Bands or to the Chapter. This project must be approved by the Chapter and completed prior to the end of the MEP.
 - d. In order to ensure the satisfactory progression of the candidate class, the Vice-President of Membership and the Membership Education Committee shall schedule retention votes to occur at chapter meetings during the course of the MEP.
 - i. The chapter shall vote upon the retention of each member of the class individually.
 - ii. A two-thirds ($2/3$) majority is required for the candidate to continue in his instruction. A candidate failing a retention vote is automatically placed on probation.
 - iii. Candidates placed on probation shall be notified of the following: reason(s) for probation, a specified time period in which to make restitution(s), and the obligations to be fulfilled within that time period.
 - iv. Upon fulfillment of the requirements of the chapter or at the end of the specified time period, the Membership Education Committee shall prepare a recommendation on the status of the candidate.
 - v. A simple majority of the chapter is required to reinstate the candidate.
 - vi. A third vote by the chapter in favor of probation shall result in immediate expulsion, and the return to the Chapter of all property and regalia of the Fraternity being held by the individual.
 - e. Prior to initiation, each member of the candidate class must receive a favorable vote of three-quarters ($3/4$) of the chapter.
 - i. If it is decided, after retention but before initiation, that a candidate has displayed conduct unbecoming of a member of the Fraternity, that individual shall be examined in a joint meeting of the Executive and Membership Education Committees.
 - ii. A three-quarters ($3/4$) vote of the joint committee shall result in immediate expulsion from the candidate class and revoke initiation into the Fraternity.
 - f. Prior to initiation, candidates must pay an initiation fee and annual dues (as determined by the National and Delta Chapters) to the Chapter Treasurer, who shall forward the money immediately to the National Headquarters.
 - i. A candidate shall not be considered initiated until his name has been recorded in the Master Chapter Roster at Headquarters.

IV. Active (Nat'1 6.506-6.507)

- a. Active members of the Fraternity shall be registered students and members of a University of Oklahoma band program who have been formally initiated after completion of the Membership Education Program of the Fraternity.
- b. It shall be the duty of each active member to:
 - i. attend all meetings of the chapter
 - ii. to pay promptly all financial obligations to the chapter and to the Fraternity
 - iii. to become and remain acquainted with the history and organization of the Fraternity (at a national, district, and local level), and
 - iv. to support the efforts and ideals of the Brotherhood.
- c. To remain active, a member must participate in a University ensemble for at least one semester out of the academic year.
 - i. Exceptions to this rule may be made by either the Chapter Sponsor, or a two-thirds (2/3) vote of approval by the chapter.
- d. An initiated member of Tau Beta Sigma can never be granted active status in Kappa Kappa Psi. (Nat'1 6.502)

V. Associate (Nat'1 6.508, 6.510)

- a. Any member of any Kappa Kappa Psi chapter who has recently been an active or associate member of that chapter is, upon transferring to the University of Oklahoma, eligible to become an active or associate member, respectively, of the Delta Chapter.
 - i. Active or associate membership will be granted to the member upon enrollment in the band program at the new school and fulfillment of all financial obligations.
- b. Associate members shall have all the rights, privileges, and responsibilities associated with active membership.
 - i. Associate membership shall be granted to any member who has previously transferred to the Delta chapter under the Kappa Kappa Psi Transfer Policy, or who has been granted honorary membership in lieu of the Transfer Policy

VI. Conditional (Nat'1 6.511)

- a. Conditional status in the Fraternity may be requested by an active member when that member cannot, without undue hardship, continue to meet the requirements for Active status.
 - i. The request shall be in writing and shall state the specific reason(s) for requesting conditional status.

- ii. To become effective, the member shall have paid member dues for the current academic year.
 - iii. The request shall be approved by a majority vote of the active chapter.
- b. Conditional status shall not be maintained for more than one (1) year, or two (2) consecutive semesters.
- c. Conditional members may, at the discretion of the chapter, attend meetings, social functions, District and National Conventions and events, participate in Rituals, fundraisers and service projects.
- d. Conditional members may not hold office, propose candidates for membership, introduce or motion on business, vote on any matters, or act in the capacity of a big brother.

VII. Inactive (Nat'l 6.513)

- a. Former Active members who are enrolled in school but do not pay member dues shall be classified as inactive members. Members who leave the university in anything other than good standing shall also be classified as inactive members.
- b. Inactive members have no privileges of Fraternity membership and may not participate in any Fraternity business, projects, or activities.
- c. To return to Active status, an inactive member must submit a request, in writing, for reinstatement to the chapter.
 - i. Upon a three-quarters (3/4) vote of approval by the chapter and the payment of all financial obligations to National Headquarters and to the chapter, the petitioning inactive member shall be returned to Active status.

VIII. Alumni (Nat'l 6.514)

- a. Alumni members of the Fraternity shall be those Active, Associate, or Conditional members of the Fraternity who have completed their education or who have terminated their affiliation with the University of Oklahoma in good standing.
- b. Alumni shall have all privileges of an Active member, with the following exceptions: they may not hold office, propose candidates for membership, introduce or motion on business, vote on any matters, or act in the capacity of a big brother.
- c. In the event an alumnus wishes to reactive with the chapter, said alumnus must meet all requirements and obligations of an Active member in the Delta Chapter.
 - i. Upon fulfillment of above conditions, an alumnus may be reinstated by a majority vote of the chapter.

IX. Life Membership (Nat'l 6.515)

- a. Any alumnus, upon payment of a Life Membership contribution and submission of an application to the National Headquarters, shall be entitled to Life Member

privileges and may, if desired, subscribe to the PODIUM, the Fraternity's national publication.

X. Honorary (Nat'l 6.516-6.517)

- a. Honorary membership of the Fraternity shall possess the same general qualifications as Active members, except that they shall not necessarily be regularly enrolled at the University of Oklahoma, participate in any University Bands, nor even possess any qualifications as a musician. They shall be generally recognized as outstanding in their field of endeavor or shall have performed outstanding service for the University Bands or the Fraternity.
- b. An initiation fee determined by the National Chapter for each honorary member initiated by the chapter shall be paid by the Treasurer to the National Executive Director prior to the initiation and shall entitle the honorary member to Life Membership privileges in the Fraternity without further obligations.

XI. Suspension & Expulsion (Nat'l 6.520-6.522)

- a. Upon due cause, including but not limited to conduct unbecoming a member, outstanding financial obligation to the chapter, excessive absences, or otherwise failing to fulfill the duties of an Active member, a member of the Fraternity may be placed on suspension by a three-quarters (3/4) vote of the chapter.
 - i. A member placed on suspension shall be notified immediately by the Sergeant-at-Arms and in writing, and shall be notified of the following: the reasons for suspension, a specified time period in which to make restitution, and the obligations needed to be fulfilled within that time period.
 1. Fulfillment of all obligations within the specified time period shall return said member to previous membership status, subject to approval by the chapter and its sponsor.
 2. Failure to complete all obligations is just cause for either an extension of the suspension term or for the initiation of expulsion proceedings.
 - ii. Unless otherwise specified by the chapter, a member placed on suspension shall have two (2) weeks from the date of notification in which to submit a written explanation of his actions and/or a request for reinstatement. The Jurisdiction Committee shall examine the request and prepare a recommendation for the Active chapter.
 - iii. A member on suspension shall be considered as an inactive member until such time as he is reinstated: he may not participate in any fraternity business, meetings, projects, or activities.

- iv. A member on suspension may be reinstated by a three-quarters (3/4) vote of approval by the chapter.
 - b. If a request for reinstatement is denied, or if no request is submitted within the proscribed time, a member on suspension shall become eligible for expulsion.
 - i. A member eligible for expulsion shall be notified immediately by the Sergeant-at-Arms.
 - ii. A member of the Fraternity may be expelled on a three-quarters (3/4) vote of the chapter.
 - iii. In the event of an expulsion, a hearing before the full chapter shall be convened at the next chapter meeting, at which time the member shall have an opportunity to plead his case.
 - iv. A vote for expulsion shall be conducted by secret ballot and the totals shall be announced in the presence of the member in question.
 - v. Having been expelled, a member shall return all regalia and property of the Fraternity, and his name shall be stricken from the Master Chapter Roster at the National Headquarters.

Article V: Meetings & Attendance

- I. Calendar: A semester calendar that must receive a vote of approval from the active chapter shall be presented by the Executive Committee no later than the second meeting of the semester. The calendar, albeit tentative, must specify the schedule for regular meetings as well as all Membership Education programs and rituals.
- II. Meetings (Nat'l 6.401): Regular [weekly] meetings shall be held on a day of the week determined by the chapter, and shall remain consistent for the school year.
 - a. A new date for the subsequent school year may be selected by the chapter. That date must be approved no later than the last regular meeting before elections of the spring semester.
- III. Quorum (Nat'l 6.403): To conduct business at regular meetings, a quorum of at least fifty (50) percent of all active members in the chapter must be present, as well as at least two (2) chapter officers.
- IV. General Order of Procedure for Regular Meetings (Nat'l 6.404):
 - a. Opening Ceremony (Recitation)
 - b. Reading & Approval of Minutes
 - c. Liaison Reports
 - d. Committee/Officer Reports
 - e. President's Report
 - f. Old Business
 - g. New Business

- h. Announcements/Comments/Meeting Adjourned
- V. Formal meetings shall occur on the first and last chapter meetings of the semester, and shall generally proceed as follows:
 - a. Setup (by Traditions Committee)
 - b. Procession (by order of membership class)
 - c. Opening Ceremony (Long)
 - d. Reading & Approval of Minutes
 - e. Liaison Reports
 - f. Committee/Officer Reports
 - g. President's Report
 - h. Old Business
 - i. New Business
 - j. Announcements/Comments
 - k. Formal Adjournment
- VI. Rituals shall occur on dates established by the Historian and Vice-President of Membership, and shall supersede regular chapter meetings and business.
- VII. Joint Meetings shall occur on dates scheduled either by the joint Delta chapters of Kappa Kappa Psi and Tau Beta Sigma, or by the joint Executive Committees of those chapters. Joint Meetings follow their own rules of procedure, as follows:
 - a. In order to conduct business, a quorum of 50% + 1 person of *each* chapter must be present, in addition to at least 3 officers from each chapter.
 - b. Meetings shall occur at intervals set by the Joint Executive Committees and subject to approval by both chapters.
 - c. Members of both organizations are expected to behave appropriately and with proper decorum at any and all joint meetings. Any member not in compliance may be ejected from the meeting hall by the Sergeant-at-Arms of his/her chapter.
 - d. Special or emergency meetings of the joint chapters may be called upon a favorable vote of three-quarters (3/4) of the combined chapters, or upon the majority vote of the Joint Executive Committees.
 - e. Attendance at special or emergency joint meetings shall only be required if given notification is given to the membership three (3) days prior to the proposed meeting date.
 - f. Motions in joint meetings made by one chapter must be seconded by the other chapter.
 - g. Standard rules of discussion apply to joint meetings; presiding officers shall recognize speakers from their respective chapters.
 - h. Proxies function normally, but a member of one chapter *may not* proxy his/her vote to a member of the other chapter.

- i. All joint meetings are to be secret. No recording device may be used at the meeting without the full and unequivocal consent of those present.
- VIII. Members of the Fraternity are expected to behave appropriately and with proper decorum at any and all chapter meetings.
 - a. A member who acts in an inappropriate manner or displays conduct unbecoming a member shall be ejected from the meeting hall by the Sergeant-at-Arms.
- IX. Special/emergency chapter meetings (Nat'l 6.402) may be called upon a favorable vote of three-quarters (3/4) of the chapter or upon the recommendation and majority vote of the Executive Committee.
 - a. Attendance shall be required only if notification is given to the membership at least three (3) days in advance of the proposed meeting.
 - b. If proper notice is not given, attendance of the meeting cannot be required.
- X. All meetings are to be confidential. No recording devices of any kind shall be used during a meeting without the full and absolute consent of the members present.
- XI. Proxies:
 - a. An active member who knows in advance that he will not be in attendance shall proxy his vote to any other member except the President or Sergeant-at-Arms.
 - b. No single member may possess more than two (2) proxies; he may transfer any excess proxies he incurs to another member of his choice.
 - c. Proxies shall be included in the calculation of a two-thirds (2/3) or three-quarters (3/4) vote, but shall not figure into calculation of quorum. To be valid, all proxies must be recorded with the Sergeant-at-Arms before approval of the minutes from the previous meeting.
 - d. Any member who fails to proxy his vote may be fined an amount predetermined by the chapter.
- XII. Attendance:
 - a. The Sergeant-at-Arms shall be responsible for maintaining an accurate and current record of attendance of the members of the chapter.
 - i. Any member who requests information concerning his accumulated absences shall be given that information as soon as possible.
 - b. A member who is going to miss or has missed a chapter meeting or otherwise required function must submit, in writing, an excuse to the Sergeant-at-Arms within a week of the absence, either before or after.
 - i. The Sergeant-at-Arms will then present the excuse at the next meeting of the Executive Committee.
 - ii. If the Executive Committee approves (by majority vote) the absence, it shall be recorded as excused.

- iii. If the excuse is not approved or no letter is submitted within the time allotted, the absence shall be recorded as unexcused.
 - iv. The member shall be immediately notified of the status of his absence.
 - c. A member is allowed four (4) unexcused absences per semester.
 - i. Regular chapter meetings shall count as a single (1) absence.
 - ii. Committee meetings shall count as half (1/2) an absence.
 - iii. Special meetings or functions (rituals, workshops, &c.) shall count as two (2) absences.
 - iv. If a member exceeds the proscribed amount, he may be subject to disciplinary action as set forth in Article IV, Section IX, and any outrageous or excessive absences may be deemed finable offenses by majority approval of the chapter.
 - d. Attendance at special functions, events, and the like may only be required when approved by the majority of the active chapter and adopted under the provisions for special meetings found in Article V, Title IX
 - e. Any member who misses an assigned event (ushering, service function, etc.) shall be fined an amount predetermined by the chapter.
 - i. If that amount has not been paid within two weeks, the member in question shall be subject to disciplinary actions [see Article IV, Title XI: Suspensions].
 - f. In the event of a scheduling conflict with an assigned event, members must notify the Vice-President of Service (or his designated agent) within forty-eight (48) hours prior to the event in order to facilitate a replacement.
 - i. If the member fails to make contact, he shall be considered to have missed the assigned event and disciplinary actions will be taken [See Article V.XII.e].

Article VI: Finances

- I. All chapter monies shall be received and expended by the Chapter Treasurer. (Nat'l 6.301)
 - a. All expenditures shall be made by check drawn on a bank selected by the chapter and signed by the President and the Treasurer.
 - b. Expenditures for other than routine business shall be specifically authorized by the active chapter prior to payment by the Treasurer
 - i. During interim periods, the Executive Committee shall be exempted from this rule.
- II. Before the end of the spring semester each year, the Executive Committee shall meet with the Ways & Means Committee to adopt a budget for the next fiscal year.
 - a. The budget shall guide the financial policy of the fraternity for the next year. (Nat'l 6.303)
 - b. The fiscal year is from June 1 of that year to May 31 of the following year. (Nat'l 6.302)

- c. The budget must be accepted by a three-quarters (3/4) vote of the active chapter.
- III. The income of the chapter shall be derived from initiation fees, fundraising projects (as approved by the active chapter or Executive Committee), and dues assessed from each active member that are approved by the chapter. (Nat'l 6.304)
- IV. Each member must pay his yearly dues no later than the date specified by the current Treasurer, unless some special arrangement or payment plan is made with the Treasurer.
 - a. If a member fails to pay by a specified date, he will immediately be placed under suspension [see Article IV, Title XII].

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