

**GAMMA SIGMA**

**KAPPA KAPPA PSI**

**NATIONAL HONORARY BAND FRATERNITY**



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# **Chapter Constitution**

*Revised February 17, 2014*

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Kappa Kappa Psi, Gamma Sigma Chapter  
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# **PREAMBLE**

## **TO THE NATIONAL CONSTITUTION OF KAPPA KAPPA PSI NATIONAL HONORARY BAND FRATERNITY**

**B**e it known that Kappa Kappa Psi, National Honorary Fraternity for College Bandmembers, 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 the 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 institutions at which chapters are located.

# KAPPA KAPPA PSI

## GAMMA SIGMA CHAPTER CONSTITUTION

### I. GENERAL INFORMATION

1.101 The name of this organization shall be the Gamma Sigma chapter of Kappa Kappa Psi, National Honorary Band Fraternity for College and University Band Members at Texas Christian University in Fort Worth, Texas.

1.102 Italicized text in this Constitution denotes rules and policies from higher authorities. National Fraternity policies shall be marked by a superscript "N" in the section number. University policies shall be marked by a superscript "U" in the section number. Sponsor policies shall be marked by a superscript "S" in the section number.

1.103 The Chapter shall cooperate with Texas Christian University officials to support the improvement of education in ways that do not interfere with the administration of the University.

1.104 The Chapter agrees to abide by all University policies; local, state, and federal laws; and mandates by the University sponsor and Director of Bands.

1.105<sup>N</sup> *A regularly called meeting of the chapter shall be held at least once each month during the regular academic school year of the college or university where the chapter is located. Meetings may be held more frequently when deemed advisable by the Chapter. The exact time of the meeting shall be determined by the Chapter.*

1.106 Any item that is not covered in this constitution is to be treated as stated in the appropriate sections of the National and Southwest District Constitutions.

1.107 Any item in this Constitution that is not covered or is unclear shall be left to the President to interpret, so long as his interpretation does not conflict with University policy, sponsor policies, or the National or Southwest District Constitutions.

1.108 A quorum for the Gamma Sigma Chapter is fifty (50) percent of the total number of active and associate members, with two (2) officers present, one of whom must be the President, Vice President Of Membership Education or the Vice President of Service.

1.109 In general, the order of business of all Gamma Sigma Chapter meetings shall be:

- A. Call to Order
- B. Roll Call
- C. Reading of Minutes
- D. Report of Chapter Officers and Committees
- E. Unfinished Business
- F. New Business
- G. Announcements
- H. Goods of the Order
- I. Singing of National Hymn
- J. Adjournment

When deemed advisable, the general order of business may be changed by the Chapter President.

### II. MEMBERSHIP

#### 1. CHAPTER MEMBERSHIP

2.101 Any TCU undergraduate or graduate student who subscribes to the purpose and basic policies of Kappa Kappa Psi is eligible to become a member of the Gamma Sigma Chapter, subject only to compliance with the provisions of this constitution and the approval of the current Chapter membership.

2.102<sup>U</sup> All TCU Undergraduate Students who are currently active, associate, or prospective members of the Gamma Sigma Chapter must:

- A. *Be enrolled in a minimum of six (6) credit hours per semester each semester of membership;*
- B. *Have a minimum 2.0 cumulative grade point average;*
- C. *Have and maintain a 2.0 cumulative grade point average in order to maintain active membership.*

2.103<sup>U</sup> All TCU Graduate Students who are currently active, associate, or prospective members of the Gamma Sigma Chapter must:

- A. *Be enrolled in a minimum of three (3) credit hours of graduate courses each semester of membership;*
- B. *Achieve a minimum 3.0 cumulative grade point average during all semesters of membership.*

2.104<sup>U</sup> *Under no circumstances may an outside individual be an officer, voting member, or have any other membership status within the organization.*

2.105 In accordance with the Fraternity's requirement for all active and associate members to be members of the college or university band, all active, associate, and prospective members of the Chapter must participate and officially enroll in a TCU Band director-approved ensemble each semester. Approved ensembles include:

- A. TCU Horned Frog Marching Band
- B. Wind Symphony
- C. Symphonic Band
- D. University Concert Band
- E. TCU Jazz Ensemble
- F. Any other wind/percussion ensemble as approved by the Director of Bands and the Gamma Sigma Chapter

Participation in the TCU Basketball Band does not satisfy this requirement.

2.106 Confidential information about Kappa Kappa Psi and the Gamma Sigma Chapter may only be revealed to initiated members of Kappa Kappa Psi in good standing with the Fraternity. Conditional members have privileges of confidential information. Inactive, suspended, and expelled members do not have privileges of confidential information.

## **2. TYPES OF MEMBERSHIP**

2.201<sup>N</sup> Chapter membership shall consist of seven (7) types: Active, Associate, Conditional, Inactive, Alumni, Life, and Honorary. All Active, Associate, and Conditional memberships expire September 30.

2.202<sup>N</sup> An initiated member of Tau Beta Sigma shall never be granted active status in Kappa Kappa Psi.

2.203<sup>N</sup> Active and Associate members of the Fraternity shall be registered students and members of the college or university band program who have been formally initiated after the completion of the Membership Education Program of the Fraternity. All annual dues and fees must be paid up to date to maintain Active and Associate membership in the Fraternity.

2.204<sup>N</sup> It shall be the duty of each Active and Associate member to attend all meetings of the chapter; to pay promptly all financial obligations to both the Chapter and the Fraternity; to become acquainted with the National Constitution, District Constitution, the local constitution and the history of Kappa Kappa Psi; and to support the efforts and purposes of the Chapter and Fraternity.

2.205<sup>N</sup> Associate membership is available to any active member in good standing of Tau Beta Sigma who transfers to another school with only a Kappa Kappa Psi chapter. The Student may request associate status with the Kappa Kappa Psi chapter. To be eligible to request associate status, the student shall be enrolled in the band program. Following such a request, the student shall complete an orientation program not to exceed thirty (30) days, during which time the chapter will assist the student in becoming familiar with the principles, purposes, and policies of the Kappa Kappa Psi and the operations of the local chapter. Upon the successful completion of the orientation program and approval of the chapter sponsor, the chapter shall vote on the request for associate status. The student must receive a favorable vote of seventy-five (75) percent of the eligible voting membership and pay the year's national dues as determined by the National Chapter (refundable if not initiated) to the Chapter Treasurer who shall forward it immediately to the National Headquarters.

2.206<sup>N</sup> To maintain associate status, the member shall satisfy all requirements and obligations for active status as set forth in Section 6.506 and 6.507 (National Constitution, 2011) as well as any local requirements, such as local dues, service, hours, attendance, etc. Associate members shall have all the rights, privileges, and responsibilities of active status in the chapter.

2.207<sup>N</sup> Conditional status in the Fraternity 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. 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 shall be approved by a majority vote of the chapter, with the approval of the Sponsor/Director of Bands. 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.

2.208<sup>N</sup> Conditional members may, at the discretion of the local Chapter, attend Chapter meetings, District and National Conventions and events, participate in Ritual, participate in chapter fundraisers and service projects and attend chapter social functions. Conditional members shall not hold office, propose candidates for membership, introduce business, vote on any matters, or act in the capacity of a big brother.

2.209<sup>N</sup> Former active or associate members who are enrolled in school but do not pay member dues shall be classified as inactive members. Inactive members have no privileges of Fraternity membership. Inactive members may not participate in any Fraternity business, projects, or activities. To obtain privileges of membership, said member must request, in writing, reinstatement by the chapter

from which the member became inactive. Upon review of the inactive member's written request, the inactive member must receive a favorable vote of seventy-five (75) percent of the eligible voting membership, the approval of the chapter sponsor, and pay all financial obligations to both the Chapter and the Fraternity in order to be granted privileges of membership.

2.210<sup>N</sup> 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 their college or university. In the event an alumni member wishes to reactivate with the respective chapter, said alumnus must be registered as a student, be an active member of the institution's band, and meet requirements as an active or associate member of the local chapter.

2.211<sup>N</sup> Alumni members have privileges that are at the discretion of the local Chapter. These privileges include but are not limited to: attending Chapter meetings, participating in Ritual, participating in Chapter fundraisers, and attending Chapter social functions. Alumni members shall not, at the Chapter or District level, hold office, propose candidates for membership, introduce business, vote on any matters, or act in the capacity of a big brother.

2.212<sup>N</sup> Honorary membership is the highest honor which can be conferred by a Chapter. In order to preserve the integrity of this membership, Chapters should consider other methods of recognition for those providing outstanding service and support. Honorary members of the Fraternity shall possess the same qualifications as active or associate members except that they shall not necessarily be regularly enrolled in the college or university where the chapter is located nor possess any qualifications as musicians. They shall have performed outstanding service for the college or university band or Fraternity. Undergraduates are ineligible for this recognition.

2.213 An honorary member may be nominated from the floor during any regular Chapter meeting. Voting on honorary members shall be conducted in the same manner as bid voting: a negative vote of twenty-five (25) percent or five (5) people, whichever is greater, is required to reject an honorary member.

2.214 If the Chapter chooses to extend honorary membership to an individual, the Chapter shall present the chosen individual(s) with a congratulatory letter and inform him/her of the details of the induction ceremony. The Chapter shall pay any and all fees associated with the initiation of an honorary member.

2.215 Induction of honorary members may take place at any time, but it is preferable to hold induction at a regular Chapter Ritual.

2.216 At their induction, honorary members will be presented with an official Certificate Of Membership as well as with an official Chapter Nickname.

2.217<sup>N</sup> An initiation fee as determined by the National Chapter for each honorary member initiated by a chapter shall be paid by the Chapter Treasurer to the National Headquarters prior to the initiation and shall entitle the honorary member to Life Membership privileges in the Fraternity without further obligations. The National Headquarters shall provide a special membership certificate and membership card and gold recognition button. Additional jewelry for honorary members may be purchased by the chapter if deemed advisable.

## **3. PROBATION, SUSPENSION AND EXPULSION**

2.301<sup>N</sup> Membership status in Kappa Kappa Psi may not be terminated by the member through resignation. However, a member may be suspended or expelled for due cause by the Chapter of his/her affiliation.

2.302<sup>N</sup> Upon due cause, a member of the Fraternity may be placed on probation following a favorable vote on the motion of seventy-five (75) percent of the Chapter's eligible voting membership and approval by the Chapter Sponsor.

2.303<sup>N</sup> 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. Fulfillment of all obligations 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. Failure to complete all obligations is just cause for either an extension of probationary term or for the initiation of suspension proceedings.

2.304<sup>N</sup> Upon due cause, a member of the Fraternity may be suspended following a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership and approval from the Chapter Sponsor. Suspended members may not participate in any Fraternity business, projects, or activities.

2.305<sup>N</sup> A member placed on suspension shall be informed, in writing, 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. Fulfillment of all obligations 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. Failure to complete all obligations is just cause for either an extension of suspension term or for the initiation of expulsion proceedings.

2.306<sup>N</sup> Upon due cause, a member of the Fraternity may be expelled following a favorable vote of seventy-five (75) percent of the Chapter's eligible voting membership and approval of the Chapter Sponsor. Such expulsion must conform to the rules and regulations of the Gamma Sigma Chapter. The member will be given a hearing before the said motion is voted on. The vote will be by secret ballot, and the member will be informed of the vote totals. Having been 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.

2.307 Once an expulsion has been completed, the expelled member shall return to the chapter all regalia, all clothing bearing letters, and all Fraternity items in their possession. The expelled member is never allowed to attend any official Fraternity meetings, events, or rituals, and does not have privilege of confidential information. If the expelled member has a little brother who is currently an MC, the little brother shall be assigned to a different active; if the little brother is already an active member then no action shall be taken. Expulsion is permanent, and can under no circumstances be undone.

### III. CHAPTER GOVERNMENT

#### I. GENERAL OFFICER POSITIONS

3.101 Officers of the Gamma Sigma Chapter are listed here in order of rank: Sponsor (*ex officio*), President, Vice President of Membership Education, Vice President of Service, Secretary, Treasurer, Music Coordinator, Historian, Alumni Secretary, and Parliamentarian.

3.102<sup>U</sup> To be eligible to be elected to, appointed to, or hold an officer position or be a standing committee chairperson, a student:

- A. Must complete a minimum of twelve (12) credit hours prior to taking office;
- B. Must have a minimum 2.5 cumulative grade point average;
- C. Must earn a minimum 2.5 grade point average for each semester while in office;
- D. Must maintain a 2.5 cumulative grade point average during their term of office;
- E. Must maintain full-time student status of twelve (12) credit hours during all semesters in office;
- F. Cannot be an officer in more than a total of two (2) recognized student organizations without consultation and confirmation from the Office of Student Organizations.

If any Officer is found to be in violation of these Requirements he shall be immediately removed from office and a replacement shall be appointed following the procedure in Sections 3.120 and 3.121 of this constitution.

3.103 Officers and prospective officers of the Gamma Sigma Chapter must meet all the requirements for normal active and associate membership and be a member in good standing with the chapter.

3.104 Chapter members are prohibited from holding more than one Chapter officer position at a time.

3.105<sup>N</sup> The Sponsor shall operate under the authority of the Director of Bands. The Sponsor acts as a consultant to the Chapter and assists the group in its growth and development. He/She provides direction through advice, understanding, and clarification. The

Sponsor is a non-voting member (*ex officio*) of the Executive Council, and has full access to Executive Council meetings.

3.106 The Offices of President, Vice President of Membership Education, Vice President of Service, Parliamentarian, shall only be filled by active or associate members of the Gamma Sigma Chapter who have been full members of the Chapter for a minimum of twelve (12) months prior to installation. This rule is absolute.

3.107 The offices of Secretary, Treasurer, and Music Coordinator shall generally be limited to active and associate members of the Gamma Sigma chapter who have been full members of the Chapter for a minimum of twelve (12) months prior to installation. However, an exceptionally talented younger Active may be permitted to run for one of these positions upon an approving vote of seventy-five (75) percent of the Chapter.

3.108 Those who hold the offices of President, Vice President of Membership Education, and Vice President of Service must be enrolled and participating members of the TCU Horned Frog Marching Band. Because the primary area of recruitment and service for the Chapter is the Marching Band it is prudent that these officers participate in all Marching Band functions and activities.

3.109<sup>N</sup> The President shall be a member *ex officio* of all chapter committees. The President shall sign all checks for monies disbursed and shall sign all contracts and other instruments of business involving the Chapter. The President shall be designated the official representative of the chapter whenever such representation shall be required and shall prepare and send all reports to the National Headquarters of the Fraternity. The President shall appoint a Parliamentarian to keep order during chapter meetings and events. The President is the only officer with the authority to appoint and dissolve special committees and to order a meeting of the Executive Council. The President is not granted a vote in meetings of the Chapter or Executive Council.

3.110<sup>N</sup> The Vice President of Membership Education shall, in the absence of the President, preside at meetings of the Chapter and

shall advance the purposes of the Fraternity as stated in the Preamble of the National Constitution by promoting the work of the chapter as performed by its several officers and committees. The Vice President of Membership Education shall be responsible for the educating, training, and initiation of all members. The Vice President of Membership Education shall appoint and preside over a Membership Education Committee. The Vice President Of Membership Education shall be tasked with the planning and execution of all formal and informal rush events. The Vice President of Membership Education and his Membership Education Committee shall be responsible for creating and writing a Membership Education Program (MEP), as well as ensuring that this MEP is in accordance with all University and Fraternity policies, as well as local, state, and federal law. The Vice President Of Membership Education shall not be granted a vote on any issues regarding bids or Membership Candidates. Additionally, he shall not be assigned a little brother while he holds this office.

3.111<sup>N</sup> *The Vice President of Service shall, in the absence of the President and Vice President of Membership Education, preside at meetings of the Chapter and shall advance the purposes of the Fraternity as stated in the Preamble of the National Constitution by promoting the work of the chapter as performed by its several officers and committees.* The Vice President of Service shall appoint and preside over a Service Committee. The Vice President of Service and his Service Committee shall be responsible for investigating possible new service activities, preparing for chapter service projects and overseeing the execution of said service projects.

3.112<sup>N</sup> *The Secretary shall record the minutes of all meetings of the Chapter. The Secretary shall maintain a permanent record of each member of the chapter including, name, address, telephone number, email address, chapter roster number, and instrument played. In addition the Secretary shall be responsible for all Chapter correspondence.* The Secretary shall distribute physical or digital copies of each meeting's minutes to all active and associate members of the Chapter no later than the next regularly scheduled Chapter meeting. The Secretary shall maintain a permanent record of each member's attendance at all required events. Additionally, the Secretary shall maintain a calendar of all Chapter events and projects that is accessible to the entire chapter. The Secretary is also responsible for verifying that all members maintain the required GPA and applicable hour requirements. The Secretary shall assist the President in the preparation of all reports to be sent to the National Headquarters of the Fraternity. The Secretary shall be responsible for reserving meeting spaces for all Chapter meetings, events, and rituals.

3.113<sup>N</sup> *The Treasurer shall control the receipts and disbursements of all monies of the Chapter, and shall submit recommendations concerning the financial policies of the Chapter as may be required. The Treasurer shall sign all checks for monies disbursed and shall prepare and be responsible for keeping records of all Chapter finances.* The Treasurer shall appoint and preside over a Finance & Fundraising Committee. The Treasurer shall be responsible for the collection of all dues, fines, and other necessary payments from the Chapter by the designated due date. The Treasurer is responsible for all chapter assets.

3.114 The Music Coordinator is responsible for all aspects of the Chapter relating to music. The Music Coordinator shall appoint and preside over a Music Committee. The Music Coordinator position shall be filled by a music major; if there are no existing or willing music majors, then the position shall be open to the general chapter membership. The Music Coordinator shall be responsible for teaching, rehearsing, and conducting all Fraternity songs. The Music Coordinator shall be responsible for planning and organizing Chapter Recitals, as well as any musical activities involving Tau Beta Sigma or other Kappa Kappa Psi Chapters.

Additionally, the Music Coordinator shall be responsible for any and all musical works commissioned by the chapter.

3.115<sup>N</sup> *The Historian shall be responsible for maintaining a written and pictorial record of the activities of the Chapter and band.* The Historian shall create a chapter scrapbook to be displayed at all District and National Conventions attended by the Chapter. The Historian shall be responsible for maintaining the Chapter bulletin board outside of the Band Hall. The Historian shall be responsible for the safekeeping of important items including the following: the "Placebo" jersey, Trident, the written location of William Cole "Placebo" Wehunt's crash site, a copy of Curt Wilson's *Instant Replay*, James A. Jacobsen's director hat, all previous MC Class paddles, and old scrapbooks. The Historian shall have the option to appoint a Webmaster to maintain and improve the chapter website. A qualified Historian may choose not to appoint a Webmaster and operate the website himself.

3.116 The Webmaster, should the Historian choose to appoint one, shall not have a position or a vote on the Executive Council. A Chapter Officer may serve concurrently as an Officer and as the Webmaster. The Webmaster shall be responsible for keeping the chapter website current and updating and maintaining it as necessary.

3.117<sup>N</sup> *The Alumni Secretary shall collect permanent address information and dispense Life Membership applications to all brothers graduating or leaving the college or university, and supply this information to the National Headquarters. The Alumni Secretary shall work with and promote alumni activities.* The Alumni Secretary shall be responsible for order Fraternity graduation cords and/or stoles for graduating brothers. The Alumni Secretary shall be responsible for communicating and maintaining relations with Chapter Alumni, as well as notifying the Alumni of the dates and locations of Chapter Rituals.

3.118 The Parliamentarian shall be appointed by the President, and is responsible for advising the presiding officer in matters of proper parliamentary procedure, as well as ensuring that meetings are conducted in an orderly and efficient manner. He will also be responsible for the entrance and exit of members and non-members to meetings, rituals, and other official activities.

3.119 Offices not required by the National Constitution shall be created and eliminated as the Chapter sees fit.

3.120 If the Presidency becomes vacant, the Vice President of Membership Education will fill the office as an interim President. The Vice President of Membership Education, while serving as the interim President, must hold an election at the next regularly scheduled chapter meeting to elect a new President.

3.121 If there is a vacancy in any Officer position, Delegate position, or elected Committee Chair position, a replacement will be appointed by the President of the Chapter, upon approval from a simple majority vote of the chapter. If the chapter fails to approve the President's appointee, an election shall occur immediately to fill the vacant position.

3.122<sup>N</sup> *Each officer shall serve for a period of one (1) year unless otherwise stipulated by the Chapter. Chapter officers shall serve without compensation.*

3.123 The President will be limited to two (2) one-year terms in office. All other offices shall have no term limits.

3.124 A half-year term does not count as a full term in office; therefore it is possible to hold the office of President for longer than two (2) years.

3.125 All Officers must abide by, conform to, and cooperate fully with any directives from the National Office as outlined in the Chapter Operations Handbook and the National Constitution, as well as with any University policies made known through the Texas

Christian University Student Organization Handbook or other relevant University documents.

3.126 After an election outgoing Officers are responsible for familiarizing the incoming officer with the duties and responsibilities associated with that office. The outgoing Officer must relinquish all keys, passwords, special items, and other materials associated with the office to his successor.

3.127 It shall be the duty of the Chapter Officers to maintain the Chapter's files (e.g., chapter accounts, ritual materials, attendance records, etc). Any member may be granted access to said files by a simple majority vote of the Executive Council.

3.128 The minutes shall be distributed physically or digitally to all active and associate members of the Chapter prior to the following week's meeting. Unless amendments are made to the minutes, they will be accepted as read.

## 2. DELEGATES AND REPRESENTATIVES

3.201 The following positions shall be designated as either delegate or representative positions: IGC Delegate, and Convention Delegates, as well as any alternates.

3.202 Delegates and representatives must be a Chapter member in good standing and meet all officer requirements set forth in Section 3.102<sup>u</sup> as well as all other requirements for active and associate membership.

3.203 Delegates and representatives shall be nominated and elected in the same manner as normal officer positions.

3.204 The IGC Delegate and IGC Delegate Alternate shall be elected at the end of the fall semester. The position of IGC Delegate shall only be filled by an active or associate member who has been a full member of the Chapter for a minimum of twelve (12) months prior to installation.

3.205 The IGC Delegate shall be responsible for attending every general meeting of the Independent Greek Council, as well as any other IGC event that requires his presence. He is charged with representing the interests of the Chapter and voting in a manner that furthers its purpose and ideals.

3.206 The IGC Delegate Alternate shall have all the same responsibilities as the IGC Delegate, but shall only attend meetings of the Independent Greek Council when the Delegate is unable.

3.207<sup>N</sup> *The Active and Associate members of a chapter shall elect its delegates to District and National Convention at a regularly called meeting of the Chapter. Each delegate shall be an Active, Associate, or Life Member of the Fraternity at the time of election.*

3.208<sup>N</sup> *The 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 delegates to the National Convention shall be held at least sixty (60) days prior to the opening date of the Convention.*

3.209<sup>N</sup> *Each delegate and alternate delegates of the Chapter shall have an official statement signed by the Chapter President and the Chapter Sponsor to the effect that they have been duly elected by their Chapter.*

3.210 Delegates to District and National Conventions shall be the Chapter's voice in the District and National assemblies. Delegates shall attend all meetings assigned to him by the Chapter President.

3.211 The positions of IGC Delegate and Convention Delegate, as well as their alternates, are exempt from the rule barring officeholders from holding more than one office. Any active member of the Chapter may serve concurrently as a Chapter Officer and IGC Delegate or Convention Delegate.

## 3. COMMITTEES

3.301 The Committees of the Gamma Sigma Chapter shall be divided into two categories: standing and special. Standing committees shall carry out a continuous function in Chapter business. Special committees shall be created to perform a specific duty and shall be dissolved once that duty has been completed.

3.302 The President is a voting member (*ex officio*) of all committees, but does not count against limits on committee membership.

3.303 The following committees shall be chaired by their associated officer positions: Membership Education Committee, Service Committee, Finance & Fundraising Committee, and Music Committee. Chair positions of all other standing committees are open to the general membership of the chapter and shall be nominated and elected at general chapter elections.

3.304 All committee chairs must form committees.

3.305 Chair positions of special committees will be appointed as the president sees fit.

3.306 All committee chairs are free to select for their committee whichever actives they deem most beneficial to the completion of their purpose.

3.307 Committees shall be limited to either four (4) members or fifteen (15) percent of the Chapter, whichever number is larger, in addition to the committee chair.

3.308 Committees must convene at least once per month unless an exception is made by the Chapter President.

3.309 When the Chapter dissolves a special committee, said committee must meet one last time to assemble a final report to be given to the Chapter.

3.310 If a committee chair or officer position responsible for a committee ever becomes vacant, whether by impeachment or resignation, the membership of that committee shall be unaffected and those members shall serve for the duration of their original appointed term.

3.311 The Membership Education Committee shall be a standing committee chaired by the Vice President of Membership Education. This committee shall be responsible for designing, implementing, and maintaining the Chapter's Membership Education Program (MEP). Additionally, this committee is responsible for the management, preparation, and upkeep of the Ritual as well as any associated materials and regalia.

3.312 The Service Committee shall be a standing committee chaired by the Vice President of Service. This committee shall be responsible for assisting the Vice President of Service in selecting worthwhile service projects and organizing service projects that may be performed by the Chapter and/or the Membership Candidate class.

3.313 The Finance & Fundraising Committee shall be a standing committee chaired by the Treasurer. This committee is responsible for the maintenance of all Chapter accounts and the preparation of the budget. This committee is also responsible for planning and executing all Chapter fundraisers.

3.314 The Music Committee shall be a standing committee chaired by the Music Coordinator. This committee shall be responsible for assisting the Music Coordinator in the planning and execution of all musical events of the chapter. This includes but is not limited to concerts, recitals, and the commissioning of works. The Music Committee is encouraged to work with the Service Committee to combine music and service whenever possible.

3.315 The Brotherhood Committee shall be a standing committee whose chair is elected from the general membership of the chapter during chapter elections. This committee shall be responsible for promoting brotherhood within the active membership of the chapter as well as for planning and executing social events for the Chapter. This committee shall be responsible

for welcoming visiting Chapters of Kappa Kappa Psi and promoting good relations between visiting Chapters and the Gamma Sigma Chapter.

## 4. IMPEACHMENT

3.401 An Officer, Delegate, Representative, or Committee Chair of the Gamma Sigma Chapter may be impeached if due cause is given. Impeachment should be reserved for those who have shown a gross indifference or negligence towards the duties of their office and/or a sustained contempt or lack of respect for the Gamma Sigma Chapter and its members or ideals. It is left to the Chapter to determine if a given case meets these criteria.

3.402 Initiation of impeachment proceedings requires the submission of a written petition signed by at least fifteen (15) percent of the active and associate membership of the Chapter.

3.403 After the petition has been presented, the officer in question shall be required to leave the meeting for the duration of the discussion. At the conclusion of the chapter discussion, a vote

must be held on whether to continue the impeachment proceedings or to dismiss the submitted petition.

3.404 If the Chapter passes the motion to proceed with the impeachment, the officer in question shall be temporarily removed from their position pending the final outcome of the proceedings.

3.405 At the impeachment hearing any member of the Chapter may ask questions of the officer in question. There is no limit on the number of questions or the duration of the hearing.

3.406 After a motion to close questioning is made, the Officer in question shall be excused from the meeting. At this time the Chapter will discuss the officer in question. At the conclusion of the discussion, a vote will be held.

3.407 A vote of seventy-five (75) percent of the Active and Associate members of the Chapter is required to remove the officer in question from office. This vote must be conducted by secret ballot.

# IV. EXECUTIVE COUNCIL

## 1. ORGANIZATION

4.101 The membership of the Executive Council shall consist of the following Executive Offices: Sponsor (*ex officio*), President, Vice President of Membership Education, Vice President of Service, Secretary, Treasurer, Music Coordinator, Historian, Alumni Secretary, and Parliamentarian.

4.102 The Executive Council's chief goal shall be the welfare and preservation of the Chapter.

4.103 The Executive Council shall meet at least once per month during each semester.

4.104 Only the President may order an Executive Council meeting.

4.105 This Council shall convene for any reason deemed necessary by the President.

4.106 Quorum for the Executive Council is five (5) members, one of whom must be either the President, Vice President of Membership Education, or Vice President of Service.

4.107 Votes of the Executive Council shall be decided by a simple majority. The President shall not be granted a vote. If a vote ties twice, the President shall act as tiebreaker.

4.108 The Executive Council shall inform the Chapter of all decisions it makes, with the exception of decisions pertaining to ongoing investigations.

4.109 The Executive Council shall be responsible for determining the attendance policy for each semester, along with any policies concerning amounts of fines and punishment for members who miss events.

## 2. CHAPTER INVESTIGATIONS

4.201 The Executive Council has the power to act as an ad hoc judicial council if an active or associate member is suspected or accused of violating Fraternity or University policies concerning hazing or any other crime or act that could endanger the existence of the Chapter.

4.202 The Executive Council is granted wide latitude in the investigation of incidents of hazing and other matters that could endanger the existence of this chapter.

4.203 The Executive Council may open an investigation on an active or associate member with a simple majority vote.

4.204 When a motion to investigate a member passes in the Executive Council, that member will be immediately suspended from the Chapter with all privileges of membership rescinded. If the member being investigated is an officer, delegate, representative, or committee chair, he shall be temporarily removed from his position and the President will appoint a replacement until the matter is resolved. The Executive Council shall promptly inform the Office of Fraternity and Sorority Life of the investigation, as well as the nature and severity of the charges, and cooperate fully with any and all directives of that office and any other office that may become involved.

4.205 The Executive Council shall conduct the investigation impartially and swiftly, keeping detailed records of all facets of the investigation.

4.206 After the completion of the investigation the Executive Council shall decide whether the charges against the accused member shall be brought before the chapter. If the motion to bring the charges to the Chapter passes, then the Executive Council shall make a recommendation to the Chapter regarding probation, suspension, expulsion, and any other appropriate measures. This recommendation shall then be voted on by the Chapter. If the motion to present the charges to the Chapter fails, then the investigation shall be considered closed and, pending the approval of the Office of Fraternity and Sorority Life, the accused member shall be reinstated.

4.207 Voting on probation, suspension, and expulsion shall be conducted according to the procedures set forth in Sections 2.301-2.308 of this Constitution.

# V. MEMBERSHIP EDUCATION PROGRAM

## 1. ORGANIZATION

5.101 The purpose of the Membership Education Program (MEP) is to acquaint the Membership Candidates (MCs) with the members of the Fraternity in good standing; to introduce the qualities of leadership, respect, and brotherhood within the

Chapter and the Band; and to familiarize the MCs with the history, goals, and purposes of Kappa Kappa Psi and the Gamma Sigma Chapter.

5.102 The Vice President of Membership Education shall be ultimately responsible for the content and quality of the MEP.

5.103 The Vice President of Membership Education shall not be granted a vote during Chapter votes on bids or Membership Candidates. Additionally, he shall not take a little brother while he holds this office.

5.104 The Vice President of Membership Education shall be responsible for assigning big brothers to the Membership Candidates.

5.105 All active and associate members are responsible for the success of the MEP. Sole responsibility shall not rest on the Vice President of Membership Education, MEP Committee, Big Brothers, or MCs.

5.106 The Membership Education Committee has authority over active and conditional members' participation in the MEP. The committee can exclude any active member from participation in the MEP after receiving approval from the Executive Council.

5.107 All MC dues must be paid by the deadline set by the Vice President of Membership Education.

## 2. QUALIFICATIONS FOR MEMBERSHIP

5.201 The prospective member shall be a qualified musician and/or demonstrate leadership potential.

5.202 Prospective members shall hold a cumulative Texas Christian University grade point average of 2.0 or better.

5.203<sup>N</sup> *Eligible individuals shall be permitted entry into the Membership Education Program at the request of an Active or Associate member of the Fraternity. A negative vote of twenty-five (25) percent of the chapter or five (5) members, whichever is greater, of the eligible Active and Associate membership shall be required to prevent a person from entering the MEP of the Fraternity. If a person is rejected on a second ballot in the same meeting, the name shall not be proposed again during the current academic year.*

## VI. DUES

6.101 Chapter dues shall be determined at the beginning of each semester by the Treasurer, and approved by the Executive Council.

6.102 Dues shall be firmly set and announced to the Chapter no later than the second regularly scheduled meeting of each semester.

6.103 Fall Semester dues are payable no later than one (1) week prior to the specified date that Chapter Personnel Reports and National dues must be postmarked by, as designated by the National Chapter.

6.104 Spring semester dues are payable by the due date determined by the Executive Council.

6.105 Submission dates for dues are firm, however, upon receipt of a written request and majority approval of the Executive

Council an active or associate member may be granted an extension to submit dues past the designated submission date.

6.106 Any additional fee assessment requires the approval of seventy-five (75) percent of the Chapter.

6.107 If an active or associate member has not made total payment or set up a payment plan for dues by the designated submission date then that member is subject to immediate automatic suspension from the Chapter with all rights of membership rescinded, as well as any other sanctions deemed necessary by the Executive Council.

6.108 An active or associate member who has been suspended for failure to meet a financial obligation may be reinstated immediately by submitting a written request to the Executive Council, accompanied by a check to the Chapter for any outstanding balance in their account.

## VII. VOTING

### 1. OFFICER ELECTIONS

7.101<sup>N</sup> *The election of Chapter officers shall be held at least once per academic year. Nominations for each office shall be made from the floor of the meeting and a majority of all votes cast shall be necessary for election.*

7.102 Election dates shall be set by the President at least two (2) weeks in advance at a Chapter meeting.

7.103 Nominations shall take place at a regularly scheduled chapter meeting at least one (1) week prior to elections.

7.104 All elections shall be held by secret ballot.

7.105 Votes by secret ballot shall be tabulated by the President, and confirmed by the Parliamentarian.

7.106 At the meeting on Election Day, each office will be voted on separately in order of President, Vice President of Membership Education, Vice President of Service, Secretary, Treasurer, Music Coordinator, Historian, and Brotherhood Committee Chair. Nominees for an office may run for that office, as well as any office below the one they were initially nominated for.

7.107 When it is time to elect any given office, the nominees for that office shall be excused from meeting and be called back in one at a time to speak and take questions from the chapter. All nominees for an office must be absent from the meeting if it is not their turn to speak and answer questions. When all nominees have had their turn, they will all wait outside while the

chapter discusses and votes. Once the Chapter has finished voting (as well as any run-off) the nominees will be called back inside and the winner of that office shall be announced.

7.108 In the case of a tie in Officer elections, there will be a discussion period, followed by a second casting of votes. In the case of a second tie, the President has the power to break the tie. When there is a double tie for the Presidency, the highest-ranking non-nominated officer shall break the tie.

### 2. GENERAL VOTING

7.201 Where a motion or issue requires a favorable or negative vote of the Chapter or the Executive Council, absences, excused and unexcused, shall count against the number of eligible votes cast in a body. Any percentages calculated for the purposes of that vote shall be calculated from the number of total active and associate members minus the number of absences and ineligible voting members.

7.202 Where a motion, vote, or issue concerns particular member(s), votes must be cast by secret ballot. All other votes may be cast by secret ballot upon the making of a motion and approval of twenty-five (25) percent of the chapter.

7.203 When the purpose of a vote is to choose between three (3) or more options, and no option receives a majority of the votes, a run-off shall be held between the two options receiving the highest number of votes.

7.204 During discussion of particular member(s), said member(s) shall be temporarily excused from the room for the duration of the discussion.

7.205 If an eligible member anticipates an absence from a meeting, he or she can delegate a proxy by submitting the name of his proxy to the Secretary prior to the start of the meeting. If a member must leave a meeting early, said member may designate his proxy at that time.

7.206 If a Chapter vote ties, then discussion shall continue. If the second vote ties then the presiding officer shall act as tiebreaker.

7.207 The President shall remain impartial and never be granted a vote. If the presiding officer in a Chapter meeting is someone other than the President, then he also must remain impartial and shall not be granted a vote for the duration of time that he is the presiding officer.

7.208 If the presiding officer feels that he cannot remain impartial on an issue, then he may appoint a designee to preside over the discussion in his place, provided his designee has not

expressed an opinion on the issue at hand. This designee may not vote and shall act as tiebreaker if the vote ties twice.

7.209 In matters of prospective membership, the Vice President of Membership Education shall remain impartial and not be granted a vote.

7.210 All votes, unless otherwise specified in this Chapter Constitution or the National Constitution shall be decided by a simple majority of at least fifty (50) percent plus one.

7.211 For any vote, the percentage required for passage may be changed to seventy-five (75) percent, with the approval of twenty-five (25) percent of the chapter.

7.212 When calculating the percentage of votes needed for a vote to pass, decimal points shall always be rounded up.

### 3. CONSTITUTION

7.301 This constitution may be amended at any regular meeting of the Chapter by a seventy-five (75) percent vote of the Chapter.

7.302 The Executive Council shall have the authority to correct any inconsistencies, clarify Chapter policies, or add any new Fraternity, University, or Sponsor policies to an appropriate section in this Constitution without Chapter approval. Such additions shall be denoted by italicized lettering.

## VIII. ATTENDANCE

8.101 At the beginning of each semester, and before the second chapter meeting, the Executive Council will set an attendance policy based on the number of events and activities that are anticipated for the given semester. The policy set by the Executive Council must be in writing and approved by a majority vote of the Chapter. Once the policy is approved, the policy cannot be changed for the remainder of the semester.

8.102 If a member is going to miss service obligations, activities, and/or meetings for a reason he sees as suitable, he must submit a written excuse to the Secretary. The excuse must be submitted no later than one (1) week after the absence. Failure to submit an excuse within one week shall result in an automatic unexcused absence.

8.103 If a member is going to be tardy for service obligations, activities, and/or meetings for a reason he sees as suitable, he must submit a written excuse to the Secretary. The excuse must be submitted no later than one (1) week after the tardiness. Failure to submit an excuse within one week will result in an automatic unexcused absence.

8.104 All excuses shall be voted on by the Executive Council by majority vote.

8.105 When a member is in danger of violating the attendance policy, the Secretary must notify said member in writing. If the member continues to violate the attendance policy, he shall be called to appear before the Executive Council. After meeting with the Executive Council, the member in question shall state his or her case to the Chapter. The Chapter must approve a

specified time period in which to make restitution and determine the obligations to be fulfilled within that time period. If the member in question refuses to appear before the Executive Council or Chapter, the Executive Council may place that member on automatic suspension with simple majority vote of the members of the Executive Council.

8.106 Excused absences may not exceed half of the meetings in the semester unless the member has submitted a permanent excuse at the beginning of the semester, accompanied by documentation, which has been approved by the Chapter. Documentation may include a written note from an employer or a professor, a copy of a class or work schedule, or a time sheet. Absences from other service obligations, activities, and/or other meetings require a separate excuse.

8.107 Two (2) unexcused tardies shall count as one (1) unexcused absence. Early departures shall be recorded as tardies.

8.108 Fines will be levied upon active and associate members who miss Chapter meetings, rituals, service obligations, or fundraisers without an excuse approved by the Executive Council. These fines may be paid or worked off through Chapter approved service.

8.109 For any Chapter event to be considered mandatory and finable, it must be announced as such at least seven (7) days in advance.

8.110 The amounts of all fines shall be determined by the Executive Council at the beginning of each semester.

## IX. FINANCES

9.101 The Gamma Sigma Chapter's fiscal year shall correspond to that of Texas Christian University, beginning June 1 of each year and concluding the next succeeding May 31.

9.102<sup>N</sup> *Income of the Chapter shall be derived from annual dues assessed each Active and Associate member and fundraising*

*projects conducted by the Chapter. These dues shall be determined by the Chapter and shall include an annual national membership fee as determined by the National Chapter and payable to the National Executive Director on or before September 30 of each year along with the submission of all appropriate forms.*

9.103 Conditional members shall be required to pay annual dues equal to those paid by active and associate members.

9.104<sup>N</sup> All monies of the Chapter shall be received by the Treasurer. All expenditures shall be signed by the Treasurer and the President.

9.105 Non-budgeted purchases must be approved by a majority vote of the Chapter.

9.106 A rainy day account containing at least one thousand (1,000) dollars shall be maintained except in case of emergency. Accessing the rainy day account requires the approval of seventy-five (75) percent of the Chapter, and majority approval by the members of the Executive Council, in writing. If the Chapter uses money from this account, it must be replenished within two (2) semesters.

## **X. AWARDS, HONORS, REMEMBRANCES, AND SPECIAL ITEMS**

10.101 The following awards shall be presented at the annual Band Formal: the "Dr. James A. Jacobsen Outstanding Kappa Kappa Psi Active Award", "Kappa Kappa Psi Sweetheart", "The Cole 'Placebo' Wehunt Memorial Award for Service and Leadership", and the "Garth Ramsey/Chris Baker Memorial Award for Musical Excellence and Achievement." Voting for all of these awards must be done by secret ballot. Ballots for all these awards shall be tabulated by the President and the results kept secret until they are presented.

10.102 The "Dr. James A. Jacobsen Outstanding Kappa Kappa Psi Active Award" shall be presented at the annual Band Formal to an active or associate member of the Chapter who has provided the Chapter with the most consistent and outstanding service, dedication, and leadership during the year that the award is being given. All those nominated for this award must leave the meeting for the duration of the discussion of this award. After receiving this award once, an individual is ineligible to receive it again. This award shall be presented by the Chapter Sponsor, if possible.

10.103 The title of "Kappa Kappa Psi Sweetheart" shall be bestowed at the annual Band Formal upon a female student of at least sophomore standing. Traditionally, the recipient of this award has been selected from the membership of the Beta Delta chapter of Tau Beta Sigma. After having been chosen once, this individual is ineligible to receive this honor again.

10.104 The "Cole 'Placebo' Wehunt Memorial Award for Service and Leadership" shall be presented at the annual Band Formal. The recipient of this award shall not be, or have ever been, a member of Kappa Kappa Psi or Tau Beta Sigma, and should be awarded to a student who has provided outstanding leadership and service for the TCU Band Program. This award can be given to any outstanding band member, male or female, but once selected for this award the recipient is ineligible to receive it again.

10.105 The "Garth Ramsey/Chris Baker Memorial Award for Musical Excellence and Achievement" shall be presented at the annual Band Formal to any male or female student who has been a member of at least two large ensembles per semester and the Horned Frog Marching Band. A music major is preferable, but is not necessary. After receiving the award once, the recipient is ineligible to receive it again.

10.106 The "Dennis 'Kwoda' Siaw-Latney Playa of the Week" award shall be presented at the end of each week of marching band rehearsals in the fall to any male member of the Horned Frog Marching Band who has in some way impressed the Chapter. The winner of this award shall be presented with the pimp hat and pimp cane. The pimp hat and pimp cane must be returned before the next time the award is presented. Nominations will be taken from the floor during the Chapter meeting prior to the presentation of that week's award. This award does not need to be voted on by secret ballot. An individual may not receive this award more than once per Marching Band season.

10.107 Once per year, typically during the Membership Education Program, the entire chapter as well as all Membership Candidates shall make a visit to the Crash Site of William Cole "Placebo" Wehunt. The Chapter shall drive to the Crash Site in a convoy, following the President. The drive to and from the Site shall be conducted in complete silence. Once at the site, the Chapter shall engage in a time of reflection during the playing of Curt Wilson's *Instant Replay*. The Chapter shall then sing the Fraternity Hymn and depart from the Site.

10.108 Though the items themselves are entrusted to the Historian, the entire Chapter shall be responsible for keeping track of important items including the following: the "Placebo" jersey, Trident, the written location of William Cole "Placebo" Wehunt's crash site, a copy of Curt Wilson's *Instant Replay*, James A. Jacobsen's director hat, all previous MC Class paddles, and old scrapbooks.