

THE CONSTITUTION FOR THE LAMBDA NU CHAPTER OF KAPPA KAPPA PSI



Last Revised on April 25, 2007

Last Revised on April 24, 2008

Last Revised on April 23, 2009

Last Revised on April 22, 2010

Last Revised on April 27, 2011

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Preamble

Kappa Kappa Psi Purposes

Be it known that Kappa Kappa Psi, National Honorary 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.

Kappa Kappa Psi Creed

We, the brothers of Kappa Kappa Psi, believe that service to the college or university band program fosters responsibility, loyalty, and leadership; that a spirit of brotherhood is enhanced by the participation in a band program; that music is a universal language and truly the greatest of the arts; and that through fraternal participation, each member will strive for the highest.

VISION STATEMENT:

With a dedicated spirit of unity and cooperation, we are unequivocally committed to become a world standard of excellence for band fraternal organizations.

MISSION STATEMENT:

Kappa Kappa Psi is a fraternal organization that promotes the advancement of college and university bands through dedicated service and support to bands; comprehensive education; leadership opportunities; and recognition; for the benefit of its members and society.

Article I: Membership

1.01 Membership of the Lambda Nu Chapter of Kappa Kappa Psi at Sacred Heart University shall consist of six (6) types: Active, Associate, Conditional, Inactive, Alumni and Honorary Membership.

1.02 Active Membership:

a. An Active member shall be a registered student of Sacred Heart University who has been formally initiated upon completion of the Membership Education Program. He/she must participate as a student in two university pioneer band ensembles during the course of the academic year, one each semester.

b. Active members must pay all national and local dues regularly and on time.

c. Active members must maintain a cumulative GPA of no less than 2.25, and a semester GPA of no less than 2.00. All grades will be submitted to the Sponsor.

d. Active members must participate in all chapter rituals and regularly scheduled meetings.

e. All active members must sit on only one standing committee throughout the course of the academic school year.

i. This may be changed temporarily at the discretion of the officer board depending on the needs of the chapter.

f. Any member of another chapter of Kappa Kappa Psi who transfers to Sacred Heart University and enrolls in the university band program shall immediately be eligible for active membership in the chapter, pending payment of all member dues and Lambda Nu Chapter membership requirements.

g. Failing to meet these requirements will result in loss of Active Member status and prohibit active involvement in rituals, meetings and Chapter activities. as described in article 1.05.

h. Should an occasion arise where a Brother is accused of being in violation of the Code of Conduct, the Vice President of Membership will immediately notify that Brother that he/she is placed on probation. During this probationary period the Brother will maintain all rights as an active member. Upon a Brother being placed on probation, the Vice President of Membership will randomly select five members to investigate the accusations. Should the Vice President of Membership be placed on probation, the President will fulfill this role. This committee of six is charged with the obligation of determining whether or not the accusations are based on truth. This investigation may last no longer than ten (10) school days. If the committee finds that the Brother has in fact violated the code of conduct that Brother will then be subject to a vote of suspension. The

Brother in question may not participate in this vote. If the committee finds that the accusations are false, the Brother immediately returns to full, active standing.

i. A suspended member shall lose all voting privileges, shall not be permitted to present a motion, and shall not have an active participation in ritual. The suspended member is still responsible for upholding the purposes of the Fraternity and is still subject to the Constitution, By-Laws and Code of Conduct of Kappa Kappa Psi. Upon being placed on suspension, the member must petition for reinstatement within thirty (30) academic calendar days. The petition must be submitted to the President or Recording Secretary. Re-instatement for membership must be approved by a negative 25% vote of the Active and Associate members in attendance. Failure to petition within the 30 days or to be approved shall result in expulsion proceedings.

1.03 Associate Membership:

a. Associate Membership shall be granted to any Tau Beta Sigma member who has transferred to Sacred Heart University in accordance with the Kappa Kappa Psi Transfer Policy as stated in the national constitution. Obtaining associate status shall be determined by:

- i. The member shall be granted an orientation period not to exceed 30 days.
- ii. During the orientation period, the member shall become familiar with the principles of Kappa Kappa Psi, and the operations at SHU.
- iii. Before the end of the orientation period, the member may request Associate Status.
- iv. Associate status requires the approval of 3/4 the voting membership of the chapter.
- v. If the member is granted Associate status he/she shall go through the Ritual with the next class, unless a special session is held by the Chapter.

b. Associate Members shall have all of the rights, privileges and responsibilities associated with active membership in the Lambda Nu Chapter of Kappa Kappa Psi provided the Associate Member has paid all member dues and chapter member requirements.

1.04 Conditional Membership:

a. Conditional membership may be requested by any active member in good standing when the member cannot, without undue hardship, meet the requirements for active membership.

b. Request for conditional status in the Fraternity must be submitted to the Vice President of Membership at least twenty four (24) hours in advance of an official meeting in

writing. Written requests shall include specific reasons for requesting Conditional Membership. Approval by a negative 25% vote of the chapter at the meeting which the letter is presented, along with the sponsor's approval is needed.

c. Active membership will be reinstated to conditional members automatically at the beginning of the following semester. The conditional status shall remain in effect for the entire current academic semester. During this time, the Brother must pay national and chapter dues.

e. Conditional status may be renewed for a second semester following another submitted request and a negative 25% vote by the active membership but may not be maintained for more than two (2) academic semesters.

f. Conditional members may attend chapter rituals, meetings, fundraisers, service projects, and social events. Conditional members may bring up business at meetings but conditional members may not hold office, vote, propose membership candidates, or take a little Brother. Conditional members may be nominated and run for office with the intent of regaining their active status the following semester and remaining active for the academic year. Conditional members may request to attend Precinct, District, and National conventions by writing a letter to the Brotherhood, which would have to be approved by a majority vote. Conditional members may not serve as delegates for the chapter.

g. Brothers cannot be requested or forced into conditional status.

h. A Conditional Member's request for reactivity is subject to a secret ballot negative 25% vote by Active Members within the semester.

1.05 Inactive Membership:

a. Formerly active members who are enrolled at Sacred Heart University, but do not pay dues on time or fail to meet the musical requirements of an Active Brother shall be classified as inactive members.

b. Inactive members have no privileges of Fraternity membership. Inactive members may not participate in any Fraternity business, projects or activities.

c. If an active member fails to meet any of the requirements to be an active member, the President and Recording Secretary shall notify the Brother that he/she is now classified as inactive and outline to the brother what he/she may or may not do as an inactive member, as stated in 1.05b, and what the brother may do to return to active status, as stated in 1.05d.

d. To return to active status, said member must request in writing of the Lambda Nu Chapter, before one year from inactivity. Upon approval by the sponsor and negative 25% vote of the local chapter, and payment of all financial obligations to the National Headquarters, and the local chapter, said member shall return to active status.

e. Brothers who fulfill all requirements of active membership cannot be requested or forced into inactive membership.

1.06 Alumni Membership:

a. Alumni members are those active, associate, or conditional members of the Chapter who have completed their undergraduate education or are no longer attending Sacred Heart University.

b. Alumni members may attend chapter and committee meetings, fundraisers, service projects, and social events. Alumni members may introduce motions and proposals. Alumni members may not hold or run for office, attend closed meetings where prospective members are discussed, vote, or propose membership candidates. Alumni members will not serve as delegates for the chapter at any time.

c. Alumni members may regain full active membership rights by registering as a student at Sacred Heart University, and fulfilling the requirements of active membership as stipulated in article 1.02.

d. Any alumni member upon payment of a Life Membership contribution, the amount to be set by the National Chapter, along with an application to the National Office, shall be entitled to Life Membership privileges and may, if desired, subscribe to the PODIUM. Life membership by a member in their last academic term does not exempt a member from paying local and active membership dues.

1.07 Honorary Membership:

a. Honorary members of the Lambda Nu Chapter of Kappa Kappa Psi shall possess the same general qualifications as active members, except that they shall not necessarily be enrolled in the University, nor shall they have to be musicians. They shall be generally recognized for their outstanding service to the music ensembles of the Sacred Heart University, or the Lambda Nu Chapter of Kappa Kappa Psi.

b. Honorary members shall be put through the final degrees of ritual to instill upon them the ideals of Kappa Kappa Psi.

1.08 The Lambda Nu Chapter of Kappa Kappa Psi prohibits discrimination or denial of membership on the basis of race, sex, age, handicap, religion, sexual orientation, national origin, marital status or political affiliation.

Article II: Officers

2.01 The executive board of the Lambda Nu Chapter of Kappa Kappa Psi shall be President, Vice President of Membership, Vice President of Service, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, Historian/Alumni Liaison, and Musicianship Officer.

2.02 Officers of the Chapter shall be a full time student at Sacred Heart University, an active member of the Lambda Nu Chapter of Kappa Kappa Psi, be in good academic and social standing by having a 2.5 cumulative grade point average and must have a semester cum G.P.A of no less than 2.25.

2.03 President

- a. President shall preside at all meetings of the chapter and be a member ex officio of all chapter committees.
- b. The President shall be designated as the official representative of the Chapter whenever such representation is required and shall be responsible for the preparation and submission of all reports to the National Headquarters of the Fraternity.
- c. The President shall be the chair of the executive board.
- d. The President shall appoint all committee chairs and ad hoc committees, unless otherwise stated in the constitution, in the week following officer elections.
- e. The President shall be responsible for counting ballots and reporting the results.
- f. The President shall not vote unless in the presence of a tie or unless the president passes power to the next appropriate officer.
- g. If an active member fails to meet any of the requirements to be an active member, the President and Recording Secretary shall notify the Brother that he/she is now classified as inactive and outline to the brother what he/she may or may not do as an inactive member, as stated in 1.05b, and what the brother may do to return to active status, as stated in 1.05d.

2.04 Vice President of Membership

- a. The Vice President of Membership 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 this Constitution by promoting the work of the Chapter as performed by its several officers and committees.
- b. The Vice President of Membership shall be the committee chair of Membership Education.
- c. The Vice President of Membership shall be responsible for educating, training, and induction of all Prospective Members.
- d. The Vice President of Membership shall be responsible for ensuring that all active members adhere to the fraternity codes of conduct set forth by the National Constitution.
- e. The Vice President of Membership shall ensure that all Brothers retain a working

knowledge of membership information post installation.

2.05 Vice President of Service

- a. The Vice President of Service shall be the chair of the Service Committee.
- b. The Vice President of Service shall be responsible for preparing and organizing, or delegating these duties to others, all university and band related service projects.
- c. The Vice President of Service shall maintain a permanent record for all chapter service projects by all Active, Associate and Conditional Members.
- d. The Vice President of Service shall act as the presiding officer in the absence of both the President and the Vice President of Membership

2.06 Recording Secretary

- a. The Recording Secretary shall record and distribute to all active Brothers and the Chapter Sponsor the minutes of all meetings of the Chapter by 24 hours before the next meeting.
- b. The Recording Secretary shall be responsible for taking attendance at all chapter events.
- c. Any Active or Associate Brother with one (1) unexcused absence shall receive written notice from the Recording Secretary, informing him/her of the meeting missed.
- d. All Absences and tardiness at meetings will be recorded by the Recording Secretary.
- e. The Recording Secretary will keep track of unexcused absences and fines and shall notify the chapter if fine has not been paid leading to suspension. Notification of the absence or late penalty must be given to the brother no less than 24 hours before the next Chapter meeting.
- f. If an active member fails to meet any of the requirements to be an active member, the President and Recording Secretary shall notify the Brother that he/she is now classified as inactive and outline to the brother what he/she may or may not do as an inactive member, as stated in 1.05b, and what the brother may do to return to active status, as stated in 1.05d.

2.07 Corresponding Secretary

- a. The Corresponding Secretary shall maintain a permanent record of each member of the Chapter including name, address, telephone number, e-mail address, Chapter roster number, and instrument(s) played.
- b. In addition, the Corresponding Secretary shall be responsible for all Chapter

correspondence.

c. The Corresponding Secretary shall be responsible for preparing and sending all submissions for the Podium and the Northeast Notes.

d. In the case of an absence of the Recording Secretary, the Corresponding Secretary shall take over all responsibilities of the Recording Secretary.

2.08 Treasurer

a. The Treasurer shall have the option of being the chair of the fundraising committee. If the officer chooses not to hold this position they must decline the position by notifying the president in writing asking for a different chair person to be appointed by the second meeting in fall or spring.

b. 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.

c. The Treasurer shall prepare and be responsible for keeping records of all Chapter finances, and reporting the status of the Chapter finances to the Chapter and the Chapter Sponsor at each Chapter meeting.

d. The Treasurer shall be responsible for proposing to the Chapter and submitting the Chapter budget at the end of every academic semester.

e. The chapter must be made aware of all spending prior to any expenditure. A call to vote can be requested if deemed necessary.

2.09 Parliamentarian

a. The Parliamentarian shall serve as Sergeant-at-Arms, guard the portal, and enforce discipline as directed by the President.

b. The Parliamentarian shall enforce the constitution in conjunction with the President and Robert's Rules of Order.

c. The Parliamentarian shall be responsible for calling a constitutional revision once per calendar year prior to elections.

2.10 Historian/Alumni Liaison

a. The Historian/Alumni Liaison shall be responsible for keeping an up to date and accurate history of the Chapter's activities, members, projects, and accomplishments.

b. The Historian/Alumni Liaison shall be responsible for keeping and maintaining records and contact information for all Chapter alumni.

- c. The Historian/Alumni Liaison shall keep the Chapter Google calendar updated.
- d. The Historian/ Alumni Liaison shall be responsible for making sure pictures are taken at each of the chapter-sponsored events.
- e. This position will be reviewed annually for possible division into two (2) separate positions.

2.11 Musicianship Officer

- a. The Musicianship Officer shall be the chair of the Musicianship Committee.
- b. The Musicianship Officer shall be responsible for organizing all music related projects.
- c. The Musicianship Officer shall be responsible of maintaining a permanent record of all Chapter music projects.
- d. The Musicianship Officer shall be responsible for maintaining all fraternity music.
- e. The Musicianship Officer shall be reviewed annually for possible revision.

Article III: Financial Procedures

3.01 The Sacred Heart University Finance Board shall sign all checks for monies disbursed.

3.02 The Sacred Heart University Associate Dean shall sign all contracts.

Article IV: Voting

4.01 All voting, except for election of officers and matters of membership, shall be by hand unless a secret ballot is requested.

4.02 A quorum is a situation in which a simple majority is present.

4.03 Official votes shall only take place when there is a quorum.

4.04 The President cannot vote unless in the situation of breaking a tie.

4.05 The breakdown of votes for all motions made shall be posted in those weeks' minutes, in matters of membership, only the outcome of the vote shall be posted.

4.06 All general voting will be passed by simple majority, unless otherwise specified by the Constitution or by the Guide to Membership Education.

4.07 All voting related to membership issues will be a negative 25% vote.

Article V: Impeachment

5.01 An officer is subject to impeachment if they have not fulfilled their designated responsibilities

5.02 All elected officers are subject to impeachment if deemed necessary by active members.

5.03 Any request for the impeachment of an officer must be submitted in writing, anonymously if so desired, by an active member to the highest ranking officer not being considered for impeachment.

5.04 Ranking of officers is ordered as they appear in Article II of this Constitution.

5.05 A special meeting will be called to form an impeachment committee to review the candidate for impeachment.

a. This committee will be chaired by the highest ranking officer not being considered for impeachment.

b. The highest ranking officer will select five (5) Active members at random. This group of six (6) Active members will be considered the impeachment committee.

c. The impeachment committee will determine if the officer in question is fulfilling their position requirements as stated in this constitution. If they are not, the impeachment committee will bring all information to the Chapter.

5.06 All active members must be present when voting on the impeachment of an officer.

5.07 3/4 of active members must vote by secret ballot in favor of impeachment for the officer to be impeached.

5.08 If an impeachment occurs, nomination for a new officer will occur at that same meeting. Elections will be the following meeting.

Article VI: Elections

6.01 Annual election of officers, except the Vice President of Membership, shall take place in December.

6.02 Any active member can be nominated for a position held for one calendar year.

6.03 The Vice President of Membership shall be elected at the end of Spring Semester and hold office for one academic year.

6.04 Fall 2011 to Fall 2012 will be a transition year. Officers elected for the 2011-2012 academic year will hold office for a third semester in Fall 2012. Any seniors graduating in Spring 2012 will have their positions elected and filled at the end of the spring semester. Officer elections, except Vice President of Membership, will next be held in

Fall 2012 in December so that the transition to Calendar Year can be completed.

6.05 Any active member can nominate another active member or themselves for a position. All nominations must be seconded to be included on the ballot. All nominees have the option to decline their nomination.

6.06 All nominees shall be given the opportunity to give a speech of up to three (3) minutes. Speeches will be given at the next meeting.

6.07 Elections will take place directly following the speeches.

6.08 Voting will be by secret ballot. The acting President and Chapter Sponsor will count the ballots. These officials are not allowed to vote. An officer is elected if they receive the majority of the votes.

6.09 No absentee ballots will be granted.

6.10 The new officers will be installed the night of voting or the next meeting if they are not able to install that night.

Article VII: Meetings

7.01 Meetings will take place at least biweekly (every other week) when classes are in session.

7.02 All meetings will take place during the academic year at SHU, unless otherwise deemed necessary by the executive board or sponsor. One week's notice will be given for any meeting that is not at the regularly scheduled time and date.

7.03 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Chapter may adopt.

Article VIII: Attendance and Absences

8.01 Attendance at all meetings, events, and functions is mandatory for all active members unless he/she is excused by the President. The President may only excuse a member from a meeting if the excuse is valid and falls under the criteria of Article VIII, Section 8.05. The Brother must also show that there is no way to avoid this conflict and has put forth his or her best effort to do so.

8.02 If the Brother receives permission for an excused absence from the president, they must also notify the recording secretary in writing before the start of the meeting or event. If the Brother fails to do so, it will result in an unexcused absence.

8.03 A general Active or Associate Brother may have no more than one (1) unexcused

absence for all mandatory meetings in one semester. Officers may have no (0) unexcused absences for all mandatory meetings in one semester. Mandatory meetings include all chapter meetings, service projects, committee meetings for members of each committee, and all rituals, unless otherwise specified.

- 8.04 Should any Active or Associate Brother not be present for any ritualistic degree, this absence shall constitute two (2) mandatory meeting absences.
- 8.05 Excuses for any missed mandatory event by any Active or Associate Brother should follow one of the listed criteria to be deemed valid:
- a. Death of relation(s) or friend(s).
 - b. Mandatory academic conflict.
 - c. Participation in a scholastic athletic conflict.
 - d. Kappa Kappa Psi Fraternity conflict.
 - e. Religious conflicts.
- 8.06 Any Active or Associate Brother with one (1) unexcused absence shall receive written notice from the Recording Secretary, informing him/her of the meeting missed. Any Active or Associate Brother with two (2) unexcused absences shall be subject to a vote of suspension.
- 8.07 Any Active or Associate Brother may petition the Chapter to receive an excuse of any unexcused absence if the request is made during the next official chapter meeting and gives valid reason. The petition should have a simple majority vote to be granted. A granted petition does not waive the fine.
- 8.08 For each unexcused absence, an Active or Associate Brother is fined \$5, which will be put into the Lambda Nu general fund . This fine is to be paid to the Treasurer by the next official chapter meeting. If it is not paid, penalty fees will apply at the discretion of the chapter. The Treasurer will notify the chapter of overdue fines each week until the fine has been paid.
- a. For each unexcused absence a member will be charged \$5. They must pay this fine by the following meeting of the unexcused absence. If they do not pay the fine by this time another \$5 will be added. They will be given a reminder of the fine at each meeting. If by the end of the year the member has not paid the fine they will be suspended and not allowed back as an active member until they go through the process of all suspended members and pay the accrued fine in full.
 - b. The Recording Secretary will keep track of unexcused absences and fines and shall notify the chapter if fine has not been paid leading to suspension. Notification of the absence or late penalty must be given to the brother no less than 24 hours before the next Chapter meeting.

8.10 All Absences and tardiness at meetings will be recorded by the Recording Secretary. If a member is tardy for three (3) meetings, without a valid excuse, it will count as one unexcused absence. A person will be considered tardy if they enter the meeting after it has been called to order.

Article IX: Committees

9.01 Permanent Committees of the Chapter are as follow:

a. Fundraising

i- Shall be responsible for assisting the treasurer in planning and executing all fundraising activities and assist in planning the chapter budget.

b. Membership Education

i- Shall be responsible for assisting in the continuing membership education plan as well as assisting with the initiate process.

c. Service

i- Shall be responsible for assisting in planning and executing all service events which the chapter hosts.

d. Social

i- Shall be responsible for planning at least one social activity for both the chapter as well as the pioneer band program each semester.

e. Musicianship

i- Shall be responsible for providing music based opportunities to enhance the musical performance within the pioneer band program.

9.03 All committees are formed after election results are announced.

9.04 Additional committees are ad hoc or formed if deemed necessary by the Officer Board.

9.05 All committee meetings must have minutes taken and then be reported back to the chapter.

9.06 Standing committees must meet at least once a month.

9.07 No Brother shall chair more than one committee.

Article X: Membership Education

10.01 The Membership Education process will follow the Guide to Membership Education for this Chapter.

Article XI: Amendments

11.01 Any member of the Kappa Kappa Psi can propose an amendment in writing to the President. Amendments will be discussed, debated upon, and voted on at the next scheduled meeting. An amendment is passed if it receives $2/3$ of the vote.