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National Constitution

Revised 2003

Preamble

To the National Constitution of Kappa Kappa Psi National Honorary Band Fraternity

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

Kappa Kappa Psi National Constitution

I. Organization and Structure

1.101 The name of this organization shall be Kappa Kappa Psi, National Honorary Band Fraternity for College and University Bandmembers. Kappa Kappa Psi Fraternity was incorporated under the laws of the Sovereign State of Oklahoma as of November 27, 1919.

1.102 For the purpose of administration, the Fraternity shall be divided into the following component parts: (1) Corporation; (2) National Chapter; (3) Districts; (4) Chapters; (5) National Alumni Association of Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority.

1.103 The National Headquarters of the Fraternity shall be located in the city of the United States recommended by the National Executive Director and approved by the National Council.

1.104 Kappa Kappa Psi recognizes Tau Beta Sigma as an equal affiliated organization with a parallel purpose, function and role in the college and university band setting.

1.105 Kappa Kappa Psi recognizes that the National Alumni Association of Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority is a separate entity within the Corporation responsible for all National Alumni Association activities.

1.106 The National Shrine of the Fraternity shall be located permanently at Stillwater, Oklahoma, on the campus of Oklahoma State University. Alpha Chapter, assisted by the National Chapter when necessary, shall be responsible for the maintenance of the Shrine.

1.107 The National Executive Director shall be employed as the National Administrative Officer of the Fraternity by the National Council and shall be paid a monthly salary as recommended by the National Council and approved by the National Chapter.

1.108 The National Executive Director shall be a member ex officio of each committee without vote and shall be responsible for the production of all publications of the Fraternity. In addition to the above, the National Executive Director shall monitor the activities of all members of the Fraternity by chapter and district, and shall direct the maintenance of individual chapter and district records of monies received and disbursed. The National Executive Director shall supervise the receipt of all chapter reports and correspondence, prepare and issue all necessary forms and stationery for the transaction of all business of the Fraternity, and shall be the Fraternity's representative in all contacts with the official jeweler and, as such, shall receive and have charge of requisitions for jewelry and membership certificates received from the individual members and chapters. The National Executive Director shall authorize all checks for the disburse-

ment of money, charters, membership certificates, documents of business, and shall prepare a written report in detail of the condition of the Fraternity for presentation at each regularly called National Convention and such other reports as may be required from time to time by the National Council.

1.109 The Robert's Rules of Order, unless otherwise specifically stated in this Constitution, shall govern the deliberations of all component parts of the Fraternity assembled in meeting.

1.110 The Kappa Kappa Psi Fraternity expressly prohibits discrimination by any component part of the Fraternity or by any person acting on behalf of the Fraternity on the basis of race, national origin, gender, religion, handicap, sexual orientation or marital status. Rather, it is the policy of this Fraternity to foster a spirit of mutual understanding and respect among all people, especially those involved with college and university bands, remembering that music is the universal language.

1.111 Each member of the Board of Trustees and National Council, their heirs, executors, and administrators, may be indemnified by the Fraternity against the expenses reasonably incurred by such person in connection with any action, suit, or proceeding to which the member may be made a party by reason of serving or having served as a member of the Board or Council, so long as such person is found to have acted in good faith and within the scope of his/her office. The National Chapter assembled at a National Convention must first approve any such indemnification. Such expenses shall include the cost of reasonable settlement made with a view to curtailment of litigation, reasonable cost of employment of counsel, and the reasonable expense incurred in the preparation and trial of the litigation. The foregoing right of indemnification shall not be exclusive of other rights to which such persons may be entitled as a matter of law.

1.112 The Kappa Kappa Psi Fraternity neither approves of nor is responsible for actions of members of local chapters (commonly referred to as "hazing") which may result in injury to persons or damage to property. Hazing is defined as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions and situations include: paddling in any form, creation of excessive fatigue, physical and psychological shock, scavenger hunts after dark, one-way road trips which leave an individual to find his/her own return transportation, wearing apparel at any time or at any location which is not in good taste, required engage-

ment in public stunts or buffoonery, morally degrading games or humiliating activities, compulsory consumption of any alcoholic beverages or controlled substances, and any other activities which are not consistent with the regulations and policies of the sheltering institution.

1.113 Recognizing the dangers and problems associated with the use and abuse of alcoholic beverages and controlled substances, Kappa Kappa Psi does not condone the use of alcoholic beverages or controlled substances at any Fraternity event, function, or meeting. Each chapter is encouraged to develop an alcohol and controlled substances awareness program highlighting the responsibilities and liabilities of alcohol and controlled substances possession, consumption, and distribution. The National Council shall have the authority to take disciplinary action against any district, chapter, or member found to be in violation of this policy.

1.114 No provision of the National Constitution or National Guide to Membership Education or Program shall be interpreted as mandating any action which threatens the well-being or existence of Kappa Kappa Psi. The National Council is charged with monitoring all programs of the Fraternity and with exercising its judgment to halt any and all activities that threaten the fiscal or legal well-being of the Fraternity.

1.115 Proposed amendments to this Constitution shall be presented in writing at regularly called National Conventions of the Fraternity, and shall be referred at once to the Committee on Jurisdiction. Said committee shall report thereon at the same Convention. If three-fourths (3/4) of the votes cast by the Convention are favorable, the proposed amendment shall be declared adopted, and upon and after such adoption, it shall become operative and effective, at the conclusion of the Convention, unless otherwise noted.

1.116 If the favorable vote on a proposed amendment is less than three-fourths (3/4), yet there is a majority vote, the proposed amendment shall be tabled until the next regularly called Convention of the Fraternity. During the interim between conventions, it shall be published in the minutes of the Convention at which it was proposed under the caption: "Proposed Amendment to the Constitution."

1.117 Under extraordinary circumstances between regularly called Conventions and upon recommendation of the National President, and upon unanimous approval by the National Council, a proposed amendment to the Constitution may be submitted in writing to the chapters of the Fraternity for ratification. If a three-fourths (3/4) favorable vote of all chapters in good standing is received, the proposed amendment shall be declared adopted, and upon and after such adoption it shall become operative and effective immediately, unless otherwise stated in the amendment.

1.118 This Constitution, as revised and amended, shall be reprinted following each regularly called National Convention and shall supersede all previous Constitutions.

1.119 The effect of this National Constitution upon an individual chapter may be altered to conform to any college or university-wide regulations to which the chapter is subject. Any such alterations must be incorporated as an integral part of the chapter constitution and bylaws, which are subject to review by the National Executive Director and the National Council. The National Executive Director and the National Council shall not approve any such alteration unless they have received proof that the contested part of the National Constitution does in fact conflict with official college or university-wide regulations to which this chapter is subject.

II. Corporation

2.101 The Corporation has jurisdiction over all component parts of the Fraternity. The Corporation shall represent all component parts of the Fraternity through its Board of Trustees. The Board of Trustees shall consider all issues of national policy, alumni, public relations, legal matters, and internal problems of the Fraternity, which are referred to it by the National Council. Except in matters determined by a Court of Law, the decision of the Board of Trustees is final. In any instance in which a component fails to function at the national level, the Board of Trustees shall take steps necessary to return matters to normal.

2.102 The Corporation shall be represented in all matters by a Board of Trustees comprised of six (6) voting members; five (5) members at large, and the Immediate Past National President. The current National President is an ex officio, non-voting, member of the Board of Trustees.

2.103 The Board of Trustees shall have final jurisdiction in all actions and matters of controversy affecting the Fraternity.

2.104 The National Chapter, assembled in convention, shall elect as many at large members as required to fill expiring terms or vacancies on the Board of Trustees. The Chair-

person of the Board shall be elected by the six (6) members of the Board.

2.105 Each member of the Board of Trustees shall be a member of the Fraternity in good standing and at least twenty-nine (29) years of age at the time of election. The member shall possess outstanding business or professional ability and shall be capable of representing the Corporation and Fraternity under all conditions. National Officers of the Fraternity shall not be eligible for membership on the Board of Trustees, except the National President.

2.106 The members at large of the Board of Trustees shall serve for a period of four (4) years, two (2) or three (3) members at large retiring at each regularly called convention.

2.107 Members of the Board of Trustees shall serve without compensation. Expenses of each member incurred on behalf of the Corporation or Fraternity when occurring in completion of duties or when summoned by the National Council shall be paid by the Fraternity upon presentation of a written statement approved by the Chairperson of the Board of Trustees.

2.108 Each member of the Board of Trustees shall have one (1) vote at all meetings of the Board. No member of the Board of Trustees, except the National President (ex officio, non-voting Board member) and Past National Presidents, as provided for in Section 3.505, shall have a vote at meetings of other component parts of the Fraternity.

2.109 In case of a vacancy on the Board of Trustees, the National Council shall be authorized to appoint a qualified member, meeting the requirements as stated in Section 2.105, to fill the unexpired term.

2.110 All business of the Corporation shall be transacted by correspondence, telecommunications or other means of communication. A meeting may be held, after reasonable notice, at the call of the Chairperson or at the request of the National President pursuant to a seventy-five (75) percent favorable vote of the National Council.

2.111 The presence of three (3) members of the Board of Trustees, one (1) of whom shall be the Chairperson, shall constitute a quorum at all meetings.

2.112 The Chairperson of the Board of Trustees presiding at the meeting shall appoint one (1) of the other members of the Board to act as secretary for each meeting. The secretary shall record and publish the minutes of each meeting and distribute them to each member of the Board of

Trustees, each member of the National Council, and to such other parties as may be authorized by the Board of Trustees meeting.

2.113 The order of business for each meeting of the Board of Trustees shall be determined by the Chairperson of the Board of Trustees.

2.114 A complete report of the activities of the Board of Trustees for the two-year (2) period between called Conventions shall be prepared by the Chairperson of the Board for presentation at each Convention of the National Chapter. If the Chairperson of the Board is not in attendance, the report shall be read by another member of the Board of Trustees.

2.115 In the event of dissolution of the organization and the liquidation of its physical and financial assets, the Board of Trustees shall turn over all funds remaining after the payment of legitimate bills, and all accrued legal costs and financial obligations to one (1) or more organizations qualifying under Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State, or local government for exclusive public purpose. The qualifying organization purposes shall be related to the band/music field.

III. National Chapter

1. General

3.101 The governing body of Kappa Kappa Psi Fraternity shall be the National Chapter, composed of all active chapters of the organization meeting in regularly called conventions.

3.102 The administrative body of the Fraternity between regularly called conventions shall be the National Council. The National Council consists of all National Officers, the Immediate Past National President (ex officio, non-voting), and the Chairperson, Board of Trustees (ex officio, non-voting) and shall be absolute in power between conventions except as noted in Section 3.103.

3.103 The National Chapter shall have jurisdiction over all component parts of the Fraternity except the Corporation and shall represent them and approve all decisions in ordinary matters of national policy, public relations, legal action, and controversy which have been referred to the National Council. The National Chapter is supreme in all matters pertaining to its affairs while in convention and, through the National Council, has the sole right to superintend and govern all chapters of the Fraternity except that upon a seventy-five (75) percent favorable vote of the National Council between conventions a matter may be referred to the Corporation's Board of Trustees for final decision and action.

3.104 A seventy-five (75) percent favorable vote of the National Council members present, unless specifically stated herein, with at least three (3) voting members attending, shall be necessary for disposition of matters before the National Council between conventions.

2. Officers

3.201 The National Officers of the Fraternity shall be: National President; National Vice President for Colonization and Membership; National Vice President for Programs; National Vice President for Student Affairs; and National Vice President for Professional Relations.

3.202 The National Chapter, assembled in convention, shall elect the National Officers of the Fraternity except the National Vice President for Professional Relations who shall be appointed by the National Council.

3.203 Each National Officer shall be a member of the Fraternity and, with the exception of the National Vice President for Student Affairs and the National President, be at least twenty-five (25) years of age at the time of election. The National Vice President for Student Affairs shall be at least twenty-three (23) years of age at the time of election. The National President shall be at least twenty-nine (29) years of age at the time of election. An exception to this rule may be made if the person moving to the office of President has previously served in the capacity of Vice President for Colonization and Membership. With the exception of the National Vice President for Student Affairs, who shall have completed two (2) years of college, each National Officer shall have completed at least four (4) years of college work and shall possess outstanding business or professional ability and shall be capable of representing the Fraternity under all ordinary conditions. Each National Officer shall be willing and able to devote the necessary time to the execution of the duties imposed by the office.

3.204 Each National Officer shall serve for a period of two (2) years. The National Vice President for Colonization and Membership shall be advanced to the office of National President, provided the officer receives a majority vote of the Convention.

3.205 The National President shall be designated as the Executive Officer of the Fraternity and of the National Chapter and the National Council. The National President shall be a member ex officio of all committees and shall sign all charters, shingles, contracts, and other instruments of business of the Fraternity. In addition, the National President shall appoint all committees, be an ex officio, non-voting member of the Corporation's Board of Trustees, and shall further be designated as the official representative of the National Chapter, whenever such representation shall be required.

3.206 The National Vice President for Colonization and Membership shall, in the absence of the National President, preside at meetings of the National Council and shall be sponsor of the Committee on Colonization and Membership. The National Vice President for Colonization and Membership shall advance the purpose of the Fraternity as stated in the preamble of this Constitution through colonization and membership. In addition, the National Vice President for Colonization and Membership shall work along with other National Council officers on all matters dealing with colonization and membership. The National Vice President for Colonization and Membership shall coordinate the activities of the Chapter Field Representative with the National Executive Director.

3.207 The National Vice President for Programs shall promote and publicize the national programs of the Fraternity to the membership and the outside community. The National Vice President for Programs shall be responsible for the coordination of alumni and alumni relations. The National Vice President for Programs shall take minutes at National Conventions and National Council meetings, and publish them as needed.

3.208 The National Vice President for Student Affairs shall be a regular member of the National Council and have all the rights and privileges thereof. The National Vice President for Student Affairs shall attend all National Council meetings, be an able representative of the active and associate student members of the Fraternity at all times, and shall be an Active Member, Associate Member, or Life Member. The National Vice President for Student Affairs shall send to all of the district officers a summary of the National Council actions and meetings a minimum of two (2) times per year.

3.209 The National Vice President for Professional Relations shall serve as a liaison for Kappa Kappa Psi with the college band teaching profession. The National Vice President for Professional Relations must be chosen from the collegiate band profession. The National Vice President for Professional Relations shall be appointed by the National President with approval from the National Council and serve a term of two (2) years.

3.210 The Honorary Life National President shall be honorary in nature and shall be an ex officio, non-voting member of the National Council.

3.211 Members of the National Council shall serve without compensation. Expenses of each National Officer incurred on behalf of the Fraternity shall be paid by the Fraternity, upon presentation of a written statement approved by the National President and National Executive Director.

3.212 Each National Officer shall have one (1) vote at all meetings of the National Chapter and National Council. National Officers shall not be eligible to serve as chapter proxies at conventions.

3.213 If a vacancy occurs in the office of the National President, the National Vice President for Colonization and Membership shall become National President. In this event, the Board of Trustees may appoint a National Vice President for Colonization and Membership. If a vacancy occurs in the office of National Vice President for Colonization and Membership, the Board of Trustees shall appoint a National Vice President for Colonization and Membership. If a vacancy occurs in the office of National Vice President for Programs, the Board of Trustees shall appoint a National Vice President for Programs. If a vacancy occurs in the office of National Vice President for Student Affairs, the Board of Trustees, upon the recommendation of the National Council, shall appoint a National Vice President for Student Affairs.

3.214 For good cause, and after written notice and an opportunity to respond to the charges, a National Officer may be removed from office between National Conventions by a unanimous vote of the remaining National Officers and a two-thirds (2/3) favorable vote of the Board of Trustees.

3. Finances

3.301 All monies of the National Chapter shall be received and expended by the National Executive Director. All expenditures shall be made by check drawn on a bank selected by the National Council, signed by a person under bond designated by the National Council.

3.302 The National Executive Director and all employees of the National Headquarters shall each be covered individually and collectively by an adequate blanket bond, underwritten by a surety company selected by the National Chapter.

3.303 The fiscal year for the National Chapter shall be from June 1 to the next succeeding May 31. As of the close of business for each fiscal year, the National Executive Director shall arrange to have the financial records of the National Chapter audited by a Certified Public Accountant. Copies of the audit shall be submitted to the Chairperson of the Board of Trustees and to each member of the National Council.

3.304 The financial policies of the National Council shall be governed by a budget adopted at the beginning of each biennium.

3.305 Income of the National Chapter shall be derived from three (3) principal sources: Charter fees received from new chapters at the time of installation, annual national chapter fees, and annual national membership fees.

3.306 A portion of Life Membership fees shall be deposited into the National Chapter operating budget and a

portion shall be deposited into the Kappa Kappa Psi Trust Fund. The specific proportions shall be determined by the National Chapter.

3.307 The Kappa Kappa Psi Trust Fund is a special bank account to hold and maintain deposits from Life Membership fees and interest earned on those funds. The Board of Trustees has authority for approving non-routine items, other than those stipulated funds, from this fund. Routine expenses of the fund shall be all expenses related to the National Intercollegiate Band as approved by the National Chapter Budget. Other funds may be requested for a specific use for Fraternity Programs by the National Council. All monies of the Trust Fund shall be received and expended by the National Executive Director.

4. Meetings

3.401 A regularly called convention of the National Chapter shall be held once in every two (2) years during the odd year. Each district and/or chapter is encouraged to provide input to the National Executive Director, the National Council of Kappa Kappa Psi and the National Council of Tau Beta Sigma regarding potential host chapters and locations for the convention. All dates and contracts of the proposed convention sites shall be negotiated by the National Executive Director and approved by the National Council of Kappa Kappa Psi and the National Council of Tau Beta Sigma. National Conventions shall be held where active chapters of the Fraternity and / or Sorority are located or where host chapters will be able to adequately support the convention and National Intercollegiate Band requirements. The National Convention shall be at the same time and place as Tau Beta Sigma National Conventions.

3.402 Special conventions of the National Chapter may be called upon a favorable vote of seventy-five (75) percent of the active chapters or upon recommendation of the National President, approved by a seventy-five (75) percent vote of the National Council.

3.403 A one hundred twenty (120) day written notice prior to the dates of all regular conventions and sixty (60) days before special conventions shall be given all National Officers, District Presidents, NAA Directors, and Chapters by the National Executive Director. Written notice will include a preliminary agenda and all available and pertinent information concerning the issues to be considered at the convention of the National Chapter. Following the January meeting of the National Council, the National Vice President for Student Affairs shall prepare an article for national publication providing available and pertinent information on issues which will be presented to a regular convention and any recommendations of the National Council relating thereto. Similar information shall be included in the April issue of *NEWS NOTES*. Thirty (30) days prior to any convention the National President shall send to each known delegate a letter updating and detailing the issues which will be presented to the convention and any recommendations of the National Council pertinent thereto.

3.404 In general, the order of business for all National Conventions shall be:

- a. Seating of Delegates
- b. Appointment of Committees
- c. Unfinished Business
- d. Report of Districts
- e. Report of National Officers
- f. New Business
- g. Reports of Committees
- h. Installation of Officers
- i. Closing Ceremonies

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

3.405 Registration fees will be charged to those attending the Convention to cover reasonable service charges approved by the National Council.

3.406 Prior to the start of each National Convention each chapter shall have an official statement signed by the Chapter President and the Chapter Sponsor stating that all members attending said convention were classified as Active, Associate, or Conditional during the academic semester preceding convention. This provision shall not apply to Alumni, Life, or Honorary members, members of colonies, or individuals enrolled in the Membership Education Program.

3.407 Only Active, Associate, Conditional, Alumni, Life, and Honorary members, members of colonies, individuals enrolled in the Membership Education Program, and selected guests of the host chapter, National Council, or the National Headquarters may attend National Conventions. Active, Associate, and Conditional members must, upon registering, produce a valid National Membership Card or have their status verified through the National Headquarters. If it is determined that a chapter has Inactive members attending convention that chapter's delegate and any alternate delegates will be immediately requested to give up their seat(s) on the convention floor and shall immediately forfeit all eligibility for National awards.

5. Membership

3.501 New chapters shall be admitted to the National Chapter of the Fraternity upon submission of a petition by the petitioning group prepared in accordance with instructions and provisions furnished by the National Chapter or National Council. All charter fees and initiate fees shall be paid at the appropriate times in the colonization process.

3.502 Before a charter is issued to a petitioning group and a chapter designated and installed, its petition shall have been approved by a seventy-five (75) percent vote of the National Chapter or a seventy-five (75) percent favorable vote of the National Council.

3.503 New chapters shall be installed by a National Officer, a past National Officer, a District Governor, or a member appointed by the National Executive Director in consultation with the National Vice President for Colonization and Membership as soon as possible following the approval of the petitioning document and the completion of a pre-installation visit.

3.504 In recognition of outstanding ability, accom-

plishment, or devotion to the best interests of the Fraternity, any member of the Fraternity may be voted a National Life Membership by a seventy-five (75) percent favorable vote of the National Chapter.

3.505 The retiring National President of the Fraternity shall be awarded a National Honorary Life Membership in recognition of the past service to the Fraternity and shall have a voice and vote when in attendance at National Chapter meetings.

6. Delegates and Proxies

3.601 Each Chapter of the Fraternity shall be represented at each National Chapter Convention by a delegate, alternate delegate, or proxy.

3.602 The active and associate members of a chapter shall elect its delegates at a regularly called meeting of the chapter. Each chapter shall file the official delegate form with the National Headquarters.

3.603 Each delegate or alternate delegate for an active chapter shall have a current Active or Associate membership card, a Life Membership card, or be vouched for properly as an Active, Associate, or Life Member of the Fraternity. In the absence of an official delegate, the chapter shall be represented by proxy. Each member acting as a proxy for an active chapter shall have a current Active or Associate membership card or be vouched for properly as an Active or Associate member of the Fraternity. Each delegate or proxy will be officially seated when all National Convention registration procedures have been completed.

3.604 Each official delegate or proxy shall have one (1) vote at regularly called conventions. Each official delegate or proxy shall serve for the duration of the convention to which appointed.

3.605 An active chapter may submit a written proxy, designating any other chapter to represent it to the National Convention. The written proxy may be submitted at any time prior to the opening session of the Convention. The chapter issuing the proxy and the chapter designated as the proxy holder must be active with the National Headquarters. Written confirmation of the acceptance of a proxy must be made prior to the opening session of the Convention. All proxies not meeting the above requirements are void. The National Headquarters shall notify the proxy-issuing chapter as soon as possible. All seats of active chapters with the National Headquarters that are vacant, after seating of delegates and written proxies, shall be filled alphabetically with proxies from the chapters present and voting. No chapter shall hold more than two (2) proxies (i.e., shall hold more than three [3] voting seats). Should official chapter delegates appear following the seating of the proxies, the chapter's proxy shall cede the seat to the official chapter delegate.

3.606 Each District President in attendance shall be seated as a voting delegate to the Convention and shall not be considered a representative of the local chapter, unless no other member of that chapter is in attendance, in which case the District President may be seated as the chapter delegate. If the District President is not seated for the District, then the District Vice President shall act as delegate. If

neither is seated for the district, a representative will be selected at a district caucus and appointed by the National President.

7. Committees

3.701 The Standing Committees of the National Chapter shall be: Committee on Jurisdiction; Committee on Ways and Means; Committee on Colonization and Membership; Committee on Programs; Committee on Credentials and Resolutions; Committee on History and Traditions; Committee on Nominations; Committee on Ritual and Regalia; Committee on Publications; and National Student Advisory Committee. Such other committees, as may be considered necessary, may be appointed by the National Council, or National President.

3.702 All committees shall be appointed by the National President, except as otherwise stated in this Constitution, and shall consist of a minimum of three (3) members. No chapter shall have more than one (1) vote, including proxies, on the same committee. Members of all committees shall serve until relieved of their appointments by the National President.

3.703 The Committee on Jurisdiction shall examine, recommend, and submit to the National Chapter or National Council all propositions, revisions, and alterations for the amending of the Constitution. The committee will also meet jointly with the Tau Beta Sigma Committee on Jurisdiction in joint matters in order to promote uniform changes in joint policies. These uniform changes will be voted upon by the joint delegation.

3.704 The Committee on Ways and Means shall examine the biennial budget proposed and drawn up through the efforts of the National Executive Director, and the National Headquarters auditor/accountant. It will be the responsibility of the Committee to review the budget proposals and to submit their recommendations to the National Chapter for approval.

3.705 The Committee on Colonization and Membership shall examine, recommend, and submit to the National Chapter and National Council all propositions related to the colonization and the membership of the Fraternity.

3.706 The Committee on Programs shall examine, recommend, and submit to the National Chapter and National Council all propositions related to the programs of the Fraternity.

3.707 The Committee on Credentials and Resolutions shall consist of only one (1) representative from each district and shall examine, recommend, and submit to the National Chapter and National Council all propositions related to resolutions for the consideration of the Fraternity that have been submitted to the committee by the membership.

3.708 The Committee on History and Traditions shall examine, recommend, and submit to the National Chapter or National Council all propositions related to the history and traditions of the Fraternity.

3.709 The National Advisory Committee on Nominations shall meet prior to each National Convention. It will consist of the Chairperson of the Board of Trustees or his/her

designee, who shall serve as the chair of the Committee. The other members will be the National President, the Vice President for Colonization and Membership, three (3) district governors, and the six (6) district presidents. The district governors for the National Advisory Committee on Nominations will be appointed by the National Council. The National Advisory Committee on Nominations will be charged with evaluating potential candidates for the offices of National Vice President for Colonization and Membership; National Vice President for Programs; and Board of Trustees. This Committee will review all potential candidates who have submitted applications by January 15 of the convention year. They will assess the eligibility of all potential candidates consistent with section 3.203 and additional basic criteria determined by the Committee. They will submit a confidential report of all potential candidates to the Committee on Nominations at the National Convention. This report shall detail aspects of the candidates' eligibility or lack thereof. The Committee shall prepare an election newsletter to be distributed at district conventions and mailed to all chapters by April 15. The newsletter shall provide a general introduction of all eligible potential candidates. Candidates failing to meet the constitutional qualifications or the basic requirements of the Committee shall be notified in a timely manner by the Committee of the Committee's decision.

3.710 The Committee on Nominations appointed at the National Convention shall be charged with investigating the eligibility of candidates, through interview of candidates and consideration of the report issued by the National Advisory Committee on Nominations, and recommending one (1) candidate to the National Chapter for each office of the National Council and Board of Trustees except for the National President, which will be filled by succession by the Vice President for Colonization and Membership with a simple majority vote. The Vice President for Professional Relations is appointed by the National Council. All candidates considered by the National Advisory Committee on Nominations are eligible to pursue their candidacy at the National Convention through the Committee on Nominations process. The candidate recommended by the Committee on Nominations shall automatically be placed in nomination. Additional nominations of those eligible candidates may be made from the floor. Nominations may be made at the convention for the office of Vice President for Student Affairs.

3.711 The Committee on Ritual and Regalia shall examine, recommend, and submit to the National Chapter and National Council all propositions relating to the ritual and regalia of the Fraternity.

3.712 The Committee on Publications shall examine, recommend, and submit to the National Chapter and National Council all propositions relating to the publications of the Fraternity.

3.713 The National Student Advisory Committee and its Chairperson, the National Vice President for Student Affairs, shall meet prior to and during the National Convention at times prescribed by the chairperson, to discuss the affairs and issues of the National Convention and the National Chapter. In addition, the committee will review any issues of the convention and the National Chapter that are

not being discussed in any other standing or special committees and submit its recommendations to the National Chapter. Furthermore, the Committee shall serve as an open forum for all District Officers to interact directly with the National level of the Fraternity and discuss any topics, issues, and ideas that are conceived from the district leadership, and the active and associate student membership. The committee's membership shall consist of all current District Officers in attendance at the National Convention.

3.714 All minutes of the National Council meetings held during the interim as well as proposals to be presented by the National Council and National Headquarters at the National Convention concerning change in the Constitution or Fraternity policy shall be mailed to the Committee Chairpersons for study and consideration before the Convention is held.

3.715 All remaining committees shall examine, recommend, and submit to the National Chapter or National Council all propositions related to the work assigned to them respectively by the National President.

3.716 Expenses of each committee incurred on behalf of the Fraternity shall be paid by the Fraternity upon presentation of a written statement by the Committee Chairperson, approved by the National President and National Executive Director.

3.717 All Committees shall submit, as required, complete, typewritten reports in triplicate of their activities to the National Chapter, the National Council and the National Executive Director.

3.718 In addition to charges set forth by the National Convention Chair, committees shall consider all business forwarded to them by committees of previous National and District Conventions, as well as business brought to them at the current convention by seated voting delegates.

8. Reports

3.801 A report of the activities conducted during the term of office shall be submitted by each National Officer and District President at each regularly called Convention of the National Chapter. Each Chairperson of a Standing or Special Committee shall submit a report of the activities of the Committee, together with the Committee's recommendations, at each Convention of the National Chapter. All reports shall be typewritten and submitted in triplicate. One (1) copy of all reports shall be filed at the National Headquarters by the National Executive Director.

3.802 Written or mimeographed copies of all National Council reports and all committee reports shall be available to the National Officers and all official delegates, alternate delegates, and proxies seated in the National Convention.

9. Publications

3.901 The name of the National Chapter publication shall be *The PODIUM*.

3.902 All publications of the National Chapter shall be edited, published, and distributed by the National Executive Director and the National Headquarters staff.

3.903 *The PODIUM* shall be published at the discre-

tion of the National Council at least twice per academic year.

3.904 *The PODIUM* shall be restricted to articles, editorials, and news items of general interest to the Fraternity. Advertisements may be sold at rates determined by the National Council.

3.905 *NEWS NOTES* shall be used as a supplemental publication to *The PODIUM*.

3.906 *NEWS NOTES* shall be published at the discretion of the National Executive Director and the National Council.

3.907 Distribution of publications shall be limited to all dues-paying members and subscribers in the Fraternity and to such other parties as may be determined by the National Executive Director and the National Council.

3.908 The official printers shall be selected by the National Executive Director and approved by the National Council.

10. Ritual and Regalia

3.1001 A secret ritual shall be prescribed for the membership education of all candidates and their subsequent initiation into chapters of the Fraternity. A special ceremony shall also be prescribed for the installation of National Officers, District Officers, and Chapter Officers into their respective offices. The safekeeping of these rituals shall be the responsibility of the highest ranking officer in each of the component parts of the Fraternity.

3.1002 The various rituals of the Fraternity may be re-

vised only by a favorable seventy-five (75) percent vote of the delegates and proxies present at a regularly called convention of the National Chapter.

3.1003 All regalia of the Fraternity, including ritual equipment, jewelry, charters, and membership shingles, shall be prescribed by the National Chapter. All jewelry may be copyrighted under the laws of the United States.

3.1004 Official jewelry of the Fraternity shall be manufactured and sold under the terms of a contract negotiated by the National Executive Director and approved by the National Council made with a reputable manufacturer and signed by the National President and National Vice President for Programs exclusively. The various items of jewelry shall include a National President's ring and other items approved by the National Council.

3.1005 Official jewelry of the Fraternity may be purchased through the National Headquarters by using the appropriate form supplied by the National Headquarters. Special-item orders will be forwarded to the official jeweler by the National Headquarters.

3.1006 At the completion of the term of office, the National President shall be presented with a National President's ring by the National Chapter of the Fraternity in recognition of the service and work for the Fraternity.

3.1007 No official jewelry of the Fraternity may be given or sold to a non-member by an initiated member.

3.1008 The use of the term "Ritual" shall be reserved for the three (3) degrees of the initiation process.

IV. National Intercollegiate Band

4.101 The Kappa Kappa Psi and Tau Beta Sigma National Intercollegiate Band is accepted as a functional part of the Kappa Kappa Psi and Tau Beta Sigma National Conventions with funding provided by the Kappa Kappa Psi Trust Fund, Tau Beta Sigma Trust Fund, and any other available funding.

4.102 The Organizational Director of the National Intercollegiate Band shall be appointed by the National Presidents with the approval of the joint National Council.

4.103 The Organizational Director shall have the responsibility for the administration of the National Intercollegiate Band.

4.104 The Associate Organizational Director of the National Intercollegiate Band, appointed by the National Presidents for the biennium and approved by the joint National Council, shall be immediately responsible for all facets of work contributing to the concert.

4.105 The National Intercollegiate Band shall be open to all college band members, college band directors, and members of the Fraternity.

4.106 The expenses for the sponsorship will be made part of the Biennial Convention Budget.

4.107 The National Intercollegiate Band shall play one (1) concert for the convention and be the official convention band and play such other concerts as convenience and good business shall dictate.

4.108 No activity of the National Intercollegiate Band shall be scheduled so as to conflict with the regular business meetings of the Fraternity.

V. Districts

1. Organization and Membership

5.101 The Fraternity shall be divided into seven (7) geographical areas to be known as "Districts." The Districts shall be labeled according to their geographical region and shall comprise the following states or areas:

Midwest District

Colorado	Montana
Iowa	Nebraska
Kansas	North Dakota
Minnesota	South Dakota
Missouri	Wyoming

North Central District

Illinois	Michigan
Indiana	Ohio
Kentucky	Wisconsin

Northeast District

Connecticut	New Jersey
Delaware	New York
D.C.	Pennsylvania
Maine	Rhode Island
Maryland	Vermont
Massachusetts	Virginia
New Hampshire	West Virginia

Southeast District

Alabama	North Carolina
Florida	South Carolina
Georgia	Tennessee
Mississippi	

Southwest District

Arkansas	Oklahoma
Louisiana	Texas
New Mexico	

Western District

Alaska	Nevada
Arizona	Oregon
California	Utah
Hawaii	Washington
Idaho	

International

All chapters outside the United States.

5.102 Each District shall comprise all the chapters located within its states or areas and such other chapters assigned pursuant to 5.103.

5.103 Any chapter can petition the National Council and be assigned to the neighboring District on a majority

vote of the National Council.

5.104 Each District having four (4) or more chapters shall have its own constitution, which must be reviewed and approved by the National Executive Director and the National Council prior to its taking effect. The district constitution shall in no way conflict with or receive priority over this constitution except as provided in Section 1.117.

2. District Governors

5.201 Each District shall be under the jurisdiction of at least one (1) District Governor. The District Governor(s) shall be selected by the National Council, with the advice of the respective district convention when offered. The District Governor(s) shall be at least twenty-five (25) years of age and serve for a period of two (2) years or from National Chapter Convention to National Chapter Convention.

5.202 The District Governor(s) shall be the administrative Officer(s) of the District and shall be a member ex officio of all district committees which the District President shall appoint. The District Governor(s) shall act in an advisory capacity to the National Council, the District, and the individual chapters and shall communicate the advice of the National Council to the District and the Chapters in the District. The District Governor(s) shall be designated as the official representative(s) of the District whenever such representation shall be required and shall, when requested by the National Council, act as the official inspecting officer(s) of the Fraternity at all Chapters within the District.

5.203 The District Governor(s) shall serve without compensation; however, all travels specifically requested by the National President may be reimbursed according to the schedule of reimbursement set up by the National Council.

3. Officers

5.301 Each District shall have a District President, Vice President, Secretary-Treasurer, and Member-at-Large. At the discretion of the District, other officers may be elected or appointed. The chapters assembled in District Convention shall elect the District President, Vice President, Secretary-Treasurer, and Member-at-Large.

5.302 Each District Officer shall be an Active or Associate member in the Fraternity at the time of election and for their entire term of office. The District President, Vice President, Secretary-Treasurer, and Member-at-Large shall be enrolled in a declared or undeclared full-time degree program at a college or university for the entire academic year following election to district office.

5.303 If after election, a District officer is unable to maintain full-time status, the District Officer may remain in office upon approval of both the District Governor(s) and a majority of the remaining District Council.

5.304 Each District Officer shall have more than ordinary business and professional ability and shall be capable of representing the Fraternity and District when called upon

to do so. The officer shall have the best interests of the Fraternity at heart and be willing and able to devote the necessary time to the duties of office. The District President, Vice President, Secretary-Treasurer, and Member-at-Large shall serve from District Convention to District Convention.

5.305 The District President shall preside at all meetings of the District and shall be seated and have a vote in the National Chapter at the National Convention. The President shall be a member ex officio of all District Committees which shall be appointed and shall render all possible assistance to the District Governor(s). In the absence of the District Governor(s), the District President may be designated as the official representative of the District whenever such representation shall be required.

5.306 The District Vice President shall, in the absence of the District President, preside at the meetings of the District. The District Vice President shall have such other duties as prescribed by the district constitution. Should the office of District President be vacated for any reason, the District Vice President shall automatically succeed to the District Presidency, until the next District Convention.

5.307 The District Secretary-Treasurer shall record, publish and distribute to all chapters in the District, the District Governor(s), all members of the National Council, and the NAA Directors representing the District the minutes of all meetings of the District and shall, as necessary, control the receipt and disbursement of all monies of the District.

5.308 The District Member-at-Large shall be an able representative of the active and associate student members at all times.

5.309 All District Officers shall serve without compensation. Expenses of the District Officers, when authorized by the District Governor(s), shall be paid by the District upon presentation of a valid receipt for money disbursed in the name of the District.

5.310 District Officers shall not have a vote at regularly called Conventions of the Fraternity unless they have been appointed official delegate or proxies by chapters, except as provided in Section 3.606. The District President, during a District Convention, may vote only when his/her vote will affect the result of a tie.

4. Finances

5.401 Money designated for District Accounts shall remain in the National Account until requested by the District Governor(s) or his/her appointee and the District Secretary-Treasurer. The request shall be in writing, signed by both aforementioned representatives of that District. The amount allocated to each District shall be determined by the sum of active and associate dues collected by January 1 and spring initiate dues collected by June 30. These monies shall be used as the District sees fit. Any active or associate dues received after January 1 shall be deposited directly into the general fund.

5.402 All District monies shall be deposited and expended through the District account maintained by the National Headquarters. No other District accounts or bank accounts shall be maintained by the District.

5. Meetings

5.501 A regularly called meeting of the District may be held on a yearly basis or during the even numbered year of the biennium; the location to be determined by the preceding convention or, in the absence of a decision by the Convention, by the District Governor(s). The date is to be determined by the host chapter, subject to approval of a majority of the District chapters.

5.502 Special conventions of the District may be called upon a favorable vote of seventy-five (75) percent of the active chapters of the District or upon recommendation of all the District Officers.

5.503 A sixty (60) day written notice prior to the date of all regular District Conventions and thirty (30) days for all special District Conventions shall be given to all National Officers, District Officers, the NAA Directors representing the District, and chapters in the District by the District Secretary-Treasurer or, in his/her absence, a person appointed by the District President.

5.504 Official delegates from a majority of the active chapters of the District together with at least fifty (50) percent of the District Officers shall constitute a quorum at all District Conventions.

5.505 In general, the order of business of all District Conventions shall be:

- a Seating of Delegates
- b Appointment of Committees
- c Unfinished Business
- d Report of Chapters in District
- e Report of District Officers
- f New Business
- g Committee Reports
- h Officer Installation
- i Closing Ceremonies

The general order of business may be changed by the District President.

5.506 No fees will be charged to those attending the Convention except as provided in 5.605 unless approved by the National Council.

5.507 Prior to the start of each District Convention each chapter shall have an official statement signed by the Chapter President and the Chapter Sponsor stating that all members attending said Convention are classified as Active, Associate, or Conditional. This provision shall not apply to Alumni, Life, or Honorary members, members of a colony, or individuals enrolled in the Membership Education Program.

5.508 A chapter hosting District Convention shall provide for a registration of all members attending said convention. At minimum, this registration process shall determine the status of all attendees as Active, Associate, Conditional, Alumni, Life, or Honorary members, members of colonies, or individuals enrolled in the Membership Education Program.

5.509 Only Active, Associate, Conditional, Alumni, Life, and Honorary members, members of colonies, individuals enrolled in the Membership Education Program, and selected guests of the host chapter, District or National Councils, or

the National Headquarters may attend District Conventions. Active, Associate, and Conditional members must, upon registering, produce a valid National Membership Card or have their status vouched for by the highest ranking officer of their delegation. If it is determined that a chapter has Inactive members attending Convention that chapter's delegate and any alternate delegates will be immediately requested to give up their seat(s) on the convention floor and shall immediately forfeit all eligibility for any District awards.

6. Delegates and Proxies

5.601 Each active chapter of the Fraternity with its District shall be represented at each District Convention by a delegate, alternate delegate, or a proxy. Each delegate, alternate delegate, or proxy shall have either a current Active Membership card, a current Associate Membership card, a Life Membership card, or be properly vouched for by a District or National Officer. Each delegate, alternate delegate, or proxy will be officially seated when all District Convention registration procedures have been completed. Conditional members may not act as delegates.

5.602 The active and associate members of a chapter shall elect its delegates at a regularly called meeting of the chapter. Each delegate and alternate delegates of a chapter shall have an official statement signed by the local president and sponsor to the effect that they have been duly elected by their chapter.

5.603 Each official delegate or proxy shall have one (1) vote at each District Convention. Each official delegate or proxy shall serve for the duration of the Convention to which appointed.

5.604 Proxies shall be distributed as directed by the Convention.

5.605 A delegate fee may be assessed against each chapter in attendance at the District Convention. This fee is assessed at the discretion of the District Council with the

approval of the National President in consultation with the National Executive Director. Such delegate fees shall be paid to the District Secretary-Treasurer and shall be deposited in the District account at the National Headquarters.

7. Committees

5.701 The Committees of the District shall be such as are deemed necessary by the District President. All Committees shall be appointed by the District President. Members of committees shall serve until relieved of their appointments by the District President.

5.702 A Committee on Nominations at each District Convention shall carefully investigate the eligibility of members for election to the offices of District President, Vice President, Secretary-Treasurer, and Member-at-Large. This committee shall review all candidates seeking office and shall nominate all constitutionally qualified candidates to the Convention. Additional nominations may be made from the floor of the Convention by an official delegate. A majority of all votes cast shall be necessary for election.

8. Reports

5.801 Each District Officer shall submit reports to his/her District Convention. These reports shall be submitted typewritten and in triplicate to the District Secretary-Treasurer who will forward a copy to the District Governor(s) and a copy to the National Executive Director. The District Secretary-Treasurer will keep one (1) copy for the minutes of the Convention.

5.802 A report along with any recommendations shall be submitted in triplicate by the Chairperson of all committees at each District Convention.

5.803 A report, in triplicate, shall be submitted by the District President on behalf of all the District Officers at each meeting of the National Chapter.

VI. Chapters

1. General

6.101 Chapters of Kappa Kappa Psi Fraternity shall be established throughout the general jurisdiction of the Fraternity at academically accredited colleges and universities with the permission of the Director of Bands, and then operate in a manner consistent with this document, the rules and regulations of the college or university, local ordinances, and state and federal laws. The Director of Bands is responsible for governing and monitoring the activities and affairs of the local chapter. The Director of Bands may choose to appoint an individual to serve in the role of Chapter Sponsor. The National Council shall recognize the authority of the Chapter Sponsor appointed by the Director of Bands; however, the Director of Bands has ultimate authority in matters pertaining to the chapter. The Chapter Sponsor and Director of Bands are members ex officio of all chapter committees.

6.102 Chapters shall be named after letters in the Greek alphabet. After the alphabet has been exhausted, the chapters shall be named by prefixing each letter with the first letter of the alphabet and again reusing the alphabet. After again exhausting the alphabet, the chapters shall be named by prefixing each letter with second letter of the alphabet, and so on as chapter names are needed. Alphabet letters shall be assigned consecutively as chapters are named.

6.103 The chapter shall have jurisdiction over all its members at the college or university where the chapter is located.

6.104 Each chapter shall have its own constitution which shall be approved by the Chapter Sponsor. The chapter constitution shall in no way conflict or receive priority over this Constitution.

6.105 Probation. Any chapter which becomes delinquent in any obligation(s) to the National Fraternity shall be contacted to encourage prompt fulfillment of its

obligations(s). The National President, in consultation with the National Council and National Executive Director, shall place a delinquent chapter on probation. Probation shall be accompanied by such terms and conditions as necessary and appropriate to correct the deficiency and/or failures of the chapter and ensure observance of fraternity obligations. Chapters will automatically be placed on probation for failure to pay chapter fee and member dues by the deadline. Said chapter's Chapter Sponsor, Chapter President, District Governor(s), District President and the appropriate college or university officials shall be notified within ten (10) days of disciplinary action. Probation shall not extend beyond the end of the fiscal year or at the discretion of the National Council. Any chapter having not corrected their delinquent obligations or having not adjusted its program to support the policies of the Fraternity shall be considered suspended.

6.106 Suspension. Upon receiving information that a chapter is not following the policies and procedures of the Fraternity, the National Council shall discipline said chapter by placing it on immediate suspension. All chapter functions and activities shall be suspended pending an investigation by a representative of the National Organization who shall make a written report to the National Council within ten (10) days following the conclusion of the investigation. The National Council, after reviewing the report and the chapters response and any other information provided to them, may take appropriate action to discipline the chapter. The chapter may appeal the disciplinary action imposed in accordance with a procedure established by the National Council to ensure due process to the chapter. Said chapter's Chapter Sponsor, Chapter President, District Governor(s), District President and the appropriate college or university officials shall be notified within ten (10) days of disciplinary action. Suspension shall not extend beyond the end of the fiscal year or at the discretion of the National Council. Any chapter having not corrected their situation shall have their chapter charter revoked.

6.107 Charter Revocation. Upon due cause, including the continued failure of a chapter to follow the policies and procedures of the Fraternity, the National Council shall revoke the charter of the chapter. The National Headquarters shall take appropriate measures to effect surrender of the chapter's charter and other items of identification with the Fraternity. Where appropriate, remaining collegiate members of the chapter shall also be expelled. The chapter may appeal the disciplinary action imposed in accordance with a procedure established by the National Council to ensure due process to the chapter. Said chapter's Chapter Sponsor, Chapter President, District Governor(s), District President and the appropriate college or university officials shall be notified within ten (10) days of disciplinary action.

6.108 Reinstatement. A chapter charter which has been revoked may be reinstated after inspection by a representative of the National Organization, provided that the petitioning group meets the standards required for a new chapter and that all financial obligations accrued prior to revocation of the chapter charter shall have been settled. A chapter so reinstated shall be granted its previous chapter name after completing a recolonization program.

2. Officers

6.201 The officers of a chapter shall be: Sponsor/Advisor (ex officio), President, Vice President, Secretary, Treasurer, Historian, Alumni Secretary and other officers as needed.

6.202 The active and associate members of a chapter shall elect its officers at a regularly called meeting of the chapter.

6.203 Each chapter officer shall be an active or associatemember of the Fraternity at the time of election and a regularly enrolled student at the college or university during the term of office. Each officer shall possess more than ordinary business ability and shall be capable of representing the chapter under all ordinary conditions. Each officer shall have the best interests of the Fraternity at heart and shall be willing and able to devote the necessary time to the execution of the office. The Chapter Sponsor shall have the authority to exempt any officer from a specific requirement of office.

6.204 The election of chapter officers shall be held at least once during the 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.

6.205 Each officer shall serve for a period of one (1) year unless otherwise stipulated by the chapter. Chapter officers shall serve without compensation.

6.206 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.

6.207 The President shall preside at all meetings of the chapter and 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 as 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.

6.208 The Vice President 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. The Vice President shall be responsible for the educating, training, and initiation of all members, unless another officer has been elected to that duty.

6.209 The Secretary shall record the minutes of all meetings of the chapter and shall sign all contracts and other instruments of business incurred by the chapter. The Secretary shall maintain a permanent record of each member of the chapter including name, address, telephone number, chapter roster number, and instrument played. In addition, the Secretary shall be responsible for all chapter correspondence.

6.210 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.

6.211 The Historian shall be responsible for maintaining a written and pictorial record of the activities of the chapter and band.

6.212 The Alumni Secretary shall collect permanent address information and dispense Life Membership applications to all brothers graduating or leaving the college or university, and to supply this information to the National Headquarters. The Alumni Secretary shall work with and promote alumni activities.

3. Finances

6.301 All monies of the chapter shall be received and expended by the Chapter Treasurer. All expenditures shall be signed by the Chapter President and Treasurer.

6.302 The fiscal year for the chapter shall be from June 1 to the next succeeding May 31.

6.303 The financial policies of the chapter shall be governed by a budget adopted at the beginning of each fiscal year.

6.304 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. Chapters at schools with starting dates after September 15 will not be required to pay fees until October 15. If the fees are not paid and all forms are not submitted complete with required signatures, the chapter will go on immediate probation. Probation will include the immediate suspension of all fraternal activities. Any chapter not in full standing in thirty (30) days from the due date will be assessed a surcharge of twenty-five percent (25%) of the total member dues and chapter fee. Chapters that have not paid by January 1 will be officially suspended and may have the chapter charter revoked.

4. Meetings

6.401 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.

6.402 Special chapter meetings shall be called as provided by local bylaws.

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

6.404 In general, the order of business of all chapter meetings shall be:

- a. Opening Ceremonies
- b. Reading of Minutes
- c. Report of Chapter Officers

- d. Unfinished Business
- e. New Business
- f. Report of Committees
- g. Closing Ceremonies

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

5. Membership

6.501 Chapter membership shall consist of seven (7) types: Active, Associate, Conditional, Inactive, Alumni, Life, and Honorary Membership. All Active, Associate, and Conditional memberships expire September 30.

6.502 An initiated member of Tau Beta Sigma shall never be granted active status in Kappa Kappa Psi.

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

6.504 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 or five (5) members, which ever is greater, of the eligible active and associate membership shall be required to prevent a person from entering the Membership Education Program 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.

6.505 Prior to initiation, the membership candidate must receive a favorable vote of seventy-five (75) percent of the eligible voting membership and pay an initiation fee and 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. The candidate shall not be considered initiated until said name has been recorded in the Master Chapter Roster at the National Headquarters. Any chapter that submits information for initiates later than thirty (30) days after the initiated date will be assessed a late reporting fee of an additional twenty-five (25) percent of the total number of initiates submitted.

6.506 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.

6.507 It shall be the duty of each active and associate member to attend all meetings of the chapter; to pay promptly all financial obligation 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.

6.508 Any member of any Kappa Kappa Psi chapter who has recently been an active or associate member of that chapter is, upon transferring to another school, eligible to become an active or associate member, respectively, at the chapter of that school. 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.

6.509 Membership under conditional status shall be granted to any previously active member of Tau Beta Sigma whose local institution does not possess an active Tau Beta Sigma chapter and who meets the transfer requirements as defined in the Kappa Kappa Psi Transfer Policy. The conditional membership shall not exceed thirty (30) days during which time such member shall enter an orientation period to become familiar with the principles of Kappa Kappa Psi and the operations of the local chapter. At the end of the orientation period, such member may request associate status. Associate member status shall be conferred upon such member with the approval of the local chapter and sponsor.

6.510 Associate members shall have all the rights, privileges, and responsibilities associated with active membership. Associate membership shall be granted to any member who has previously transferred to a Kappa Kappa Psi chapter under the Kappa Kappa Psi Transfer Policy or who has been granted honorary membership in lieu of the Transfer Policy.

6.511 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 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.

6.512 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.

6.513 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 return to previous status, said member must request in writing of the local chapter. Upon approval by the local chapter and sponsor, and payment of all financial obligations to the National Headquarters and the local chapter, said member shall be returned to previous status.

6.514 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. Any alumni member shall have all privileges of an active or associate member, except those of voting and introducing business. 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.

6.515 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 Headquarters, shall be entitled to Life Membership privileges and may, if desired, subscribe to The PODIUM.

6.516 Honorary members of the Fraternity shall possess the same general 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 be generally recognized as outstanding in their field of endeavor or shall have performed outstanding service for the college or university band or Fraternity.

6.517 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.

6.518 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.

6.519 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 the probationary term or for the initiation of suspension proceedings.

6.520 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.

6.521 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 the suspension term or for the initiation of expulsion proceedings.

6.522 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 local institution involved. The member will be given a hearing before the said motion is voted on. The vote will be a 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 the name shall be stricken from the Master Chapter Roster at the National Headquarters.

6.523 Membership status in Kappa Kappa Psi may not be terminated by the member through resignation. However, as stated in 6.520, 6.521, and 6.522, a member may be suspended or expelled for due cause by the chapter of his/her affiliation.

6. Delegates and Proxies

6.601 Each active chapter of the Fraternity shall be represented at each District and National Chapter Convention by a delegate, alternate delegate, or proxy. Each delegate, alternate delegate or member acting as a proxy for an absent chapter shall have a current Active or Associate membership card, a Life Membership card, or be vouched for properly. Each delegate or proxy will be officially seated when all National or District registration procedures have been completed.

6.602 The active and associate members of a chapter shall elect its delegates at a regularly called meeting of the chapter. Each chapter delegate shall be an Active, Associate or Life Member of the Fraternity at the time of election.

6.603 Each delegate and the alternate delegates of a chapter shall have an official statement signed by the local president and sponsor to the effect that they have been duly elected by their chapter.

6.604 Each official delegate, alternate delegate, or proxy (when officially seated at a District or National Convention) shall have one (1) vote at the Convention. Each official delegate or proxy shall serve for the duration of the Convention to which appointed.

6.605 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 chapter delegates to the National Chapter Convention shall be held at least sixty (60) days prior to the opening date of the Convention.

6.606 Chapter delegates shall serve without compensation. Expenses of chapter delegates, when authorized by the chapter, shall be paid by the chapter upon presentation of a written statement approved by the Chapter President and Treasurer.

7. Committees

6.701 Committees of the chapter shall be determined as required by the chapter and all committees shall be appointed by the Chapter President.

8. Reports

6.801 All reports of the chapter shall be submitted to the National Headquarters in writing by December 1 and June 1 to the National Headquarters on forms prescribed by the National Headquarters.

9. Colonization

6.901 Procedures and guidelines for colonization as approved by the National Chapter and/or National Council will be adhered to by the advising chapter, advisor, and colony.