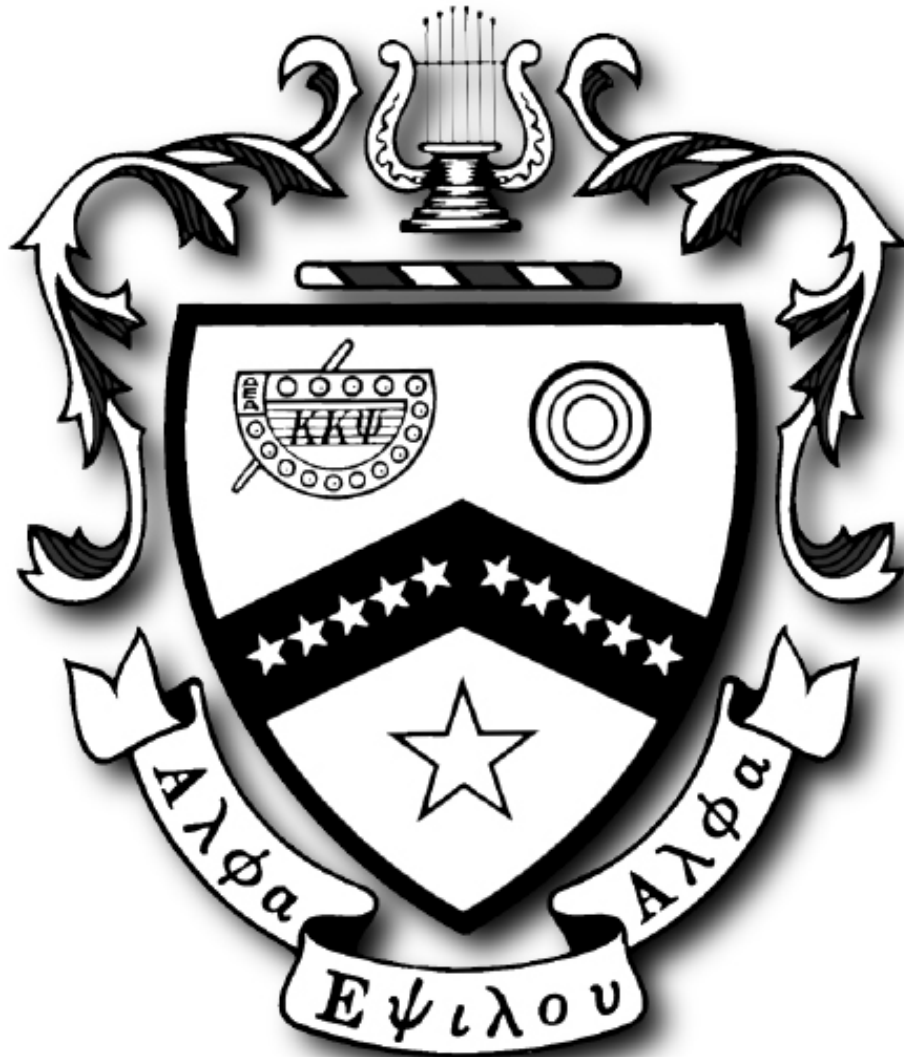


# Kappa Kappa Psi Fraternity Beta Tau Chapter



## Constitution

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**Preamble**  
To the Constitution of  
Kappa Kappa Psi Fraternity  
Beta Tau Chapter

Be it known that Kappa Kappa Psi, National Honorary Fraternity for College Bandmembers, is an organization operating exclusively in the field of 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 the privilege of membership extended as a reward for technical achievement and appreciation for the best in music.
- 3) To stimulate campus leadership and promulgate an uncompromising respect, through the medium of the college band, for gracious conduct, good taste, and unswerving loyalty.
- 4) To foster a close relationship between college bands and promote a high average of attainment by the performances 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.

# CONSTITUTION

of the  
Beta Tau Chapter of  
Kappa Kappa Psi

(Revised February 7, 2003)

## Article I (General)

- 1.01 Kappa Kappa Psi recognizes Tau Beta Sigma as an associate organization with a similar purpose, function and role in the college and university setting.
- 1.02 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 the meeting.
- 1.03 See the national policy on hazing as written in the KΚΨ Chapter Operations Handbook & National Constitution.
- 1.04 Proposed amendments or revisions to this Constitution shall be presented in writing at a regularly called meeting of the fraternity. If a super majority, seventy-five (75) percent, favorable votes are cast, the proposed amendment or revision shall be declared adopted. A majority, fifty (50) percent, favorable vote shall be required for all other matters contained within this document, unless otherwise specified.
- 1.05 A chapter visit to be official shall constitute three or more members, of the active membership. The three members can be anyone from the chapter yet should consist of a delegate and two or more active members

## Article II (Officers)

- 2.01 The officers of the chapter shall be: President, Vice-President of Membership and Brotherhood, Vice-President of Service, Secretary, Treasurer, Sergeant-at-Arms, and Historian. These officers comprise the Executive Committee.
- 2.02 The officers of the Fraternity shall be elected by the active members at a regularly called meeting during the last four weeks of the spring semester.
- 2.03 Each officer shall be an active member of the Fraternity in good standing at the time of election. Each officer shall possess more than ordinary business ability and shall be capable or representing the Chapter under all ordinary conditions. Each officer shall be willing and able to devote the necessary time to the execution of the office.
- 2.04 Nominations for each office shall be made from the floor of the meeting and a majority of all votes shall be necessary for election.
- 2.05 Each officer shall serve for a period of one (1) year and shall serve without compensation.
- 2.06 The President shall preside at all meetings of the Chapter and shall be a member ex-officio of all chapter committees. The President shall approve all checks and monies disbursed and shall approve all contracts and other instruments of business incurred by 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 Executive Director of the Fraternity. Any nominee for the office of President shall have been active for a minimum of one (1) year.

- 2.07 The Vice President of Membership and Brotherhood, in the absence of the President, shall 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 officers and committees. The Vice President of Membership and Brotherhood shall carry out the responsibilities of fraternal expansion. The Vice President of Membership and Brotherhood shall be responsible for the candidacy and training of all members of the chapter. Any nominee for the office of Vice President of Membership and Brotherhood shall have been active for a minimum of one (1) year.
- 2.08 The Vice President of Service shall be charged with the duties of the organization and the execution of service projects approved by the chapter. Any nominee for the office of Vice President of Service shall have been active for a minimum of one (1) year. Vice President of Service shall be the chair of the service committee.
- 2.09 The Secretary shall record the minutes of all meetings of the chapter. These minutes shall be typed on the required form and posted on the chapter bulletin board before 1:00 on the third day following the meeting, holidays excluded. The Secretary 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, chapter number, and instruments played. The minutes of the previous year shall be present at each chapter meeting. All records of the Secretary shall be stored in the chapter room. The Secretary shall be responsible for all chapter correspondence. The Secretary shall be the chair of their respected committee.
- 2.10 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 for all checks and monies disbursed and shall prepare and be responsible for keeping records of all chapter finances. The financial records of the previous academic year shall be present at each chapter meeting. All financial records of the chapter shall be open to inspection by the members of the chapter at any time. The treasurer will be the chair of the fundraising committee.
- 2.11 The Sergeant-at-Arms shall guard the entrance to the meeting room and prevent entry by non-members of the chapter. The Sergeant-at-Arms shall be responsible for the storage and upkeep of the ritual equipment, the preparation for Rituals, and the proper administration of the Ritual to all members of the chapter, and keeper and caretaker of the constitution. Sergeant-at-Arms shall be the chair of the ritual committee.
- 2.12 The Historian shall be responsible for maintaining a written and pictorial record of the activities of the chapter; these are to be kept in the chapter scrapbook. The Historian shall be in charge of Founder's Day Activities, to be observed at the first meeting of the spring semester.
- 2.13 The Executive Committee shall elect, with a majority of the eligible voting membership, to combine or divide the offices as needed.
- 2.14 Any Officer, if found unsatisfactory or for other reasons is unable to serve his office, may be released of his duties by a super majority vote of the eligible voting membership.
- 2.15 In the event that the President should leave office for any reason before his term is completed, The Vice President of Membership and Brotherhood shall assume the role of acting President until special election of the presidential office is held.
- 2.16 All election procedures shall be governed by Article v in the Chapter By-Laws

### Article III (Finances)

- 3.01 All monies of the chapter shall be reviewed and expended by the Chapter Treasurer. The Chapter President and Treasurer shall sign all expenditures. All monies of the chapter will be kept under accounts of the controller's office at Wichita State University. The Treasurer alone shall be authorized to withdraw funds from the chapter account.
- 3.02 Income of the chapter shall be derived from annual dues assessed to each active member and by fundraising projects conducted by the chapter. A member's failure to meet financial obligations promptly shall constitute due cause for expulsion from the fraternity.
- 3.03 The chapter Treasurer shall submit financial reports to the chapter at regularly scheduled meetings.
- 3.04 Any expenditure of the chapter's monies exceeding \$5.00 must be presented to the chapter for approval before the money may be withdrawn from the chapter account.

### Article IV (Committees)

- 4.01 The President may appoint committees of the Fraternity as determined by the Fraternity.
- 4.02 The Executive Committee shall consist of the Chapter officers. Quorum of the Executive Committee shall be majority.
- 4.03 The President shall appoint the individuals that will serve on the committee. The Executive Committee shall determine the duties of each committee not specified by this Constitution.
- 4.04 Members of all standing committees shall serve during the designated semester. Member of special committees shall serve until relieved of the appointment by the President.

### Article V (Meetings)

- 5.01 A regularly called meeting of the Fraternity shall be held every week (includes joints, as well as, separates), each month during the regular academic school year of the Wichita State University, except when functions of the School of Music make such meetings inadvisable. Meetings may be held more frequently when deemed advisable by the chapter. The chapter shall determine the exact time of the meeting.
- 5.02 Special Fraternity Meetings may be called upon recommendation of the President's approval by either a majority vote of the officers or a super majority vote of the eligible voting membership of the chapter present and done so at a regularly called meeting of the chapter.
- 5.03 Fifty (50) percent of all active members of the chapter together with at least two chapter officers shall constitute a quorum at all meetings.
- 5.04 In general, the order of business at all Fraternity meetings shall be:
  - a. Opening Ceremonies
  - b. Reading of Minutes
  - c. Reports of officers
  - d. Reports of Committees
  - e. Unfinished Business
  - f. New Business
  - g. Comments and Announcements
  - h. Closing CeremoniesWhen deemed advises, the general order of business may be changed by the Chapter President.
- 5.05 Voting by proxy may be permitted by the chapter, provided the member's absent is excused and the proxy is presented in writing.

- 5.06 All motions from the floor shall be passed by a majority vote of the eligible voting members present except for those enumerated in this constitution, which require other types of majority approval for passage or enactment.
- 5.07 All absences and tardies shall be reviewed by the President as to the credibility. The President shall have the final decision on whether an excuse is valid.
- 5.07.1 Failure to attend a regularly scheduled meeting without a written excuse posted on the Kappa Kappa Psi board or handed to the Chapter President three days prior to the meeting will constitute an unexcused absence. If a member accumulates three unexcused absences in one semester, that member shall be declared inactive.
- 5.07.2 A member shall be declared tardy if arriving late or leaving early from a meeting without prior permission from the president. Any member accumulating five or more tardies, during one semester, that member shall be suspended.

## Article VI (Membership)

- 6.01 The Fraternity membership shall be of seven (7) types: Active, Conditional, Inactive, Suspended, Honorary, Alumni, and Life Membership. The Fraternity shall not recognize membership until all initiation fees have been paid and the initiation, as prescribed by the Ritual, is completed.
- 6.02 All members shall be interested in the promotion of the Wichita State University Bands.
- 6.03 Active members of the Fraternity shall be members of the Wichita State Bands who have been formally initiated after the completion of their Candidacy. All annual dues and fees must be paid up to date to maintain active membership in the Fraternity
- 6.04 An Active member of the Fraternity must have an overall grade point average (GPA) of 2.25 or higher.
- 6.05 In a chapter meeting, any active member of the Fraternity shall be permitted to propose the name of an eligible person to become a candidate. A negative super majority of the eligible voting membership present shall be required to prevent a person's selection to Candidacy in 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 semester.
- 6.06 Before being eligible for active membership, a candidate must serve a term of Candidacy as prescribed by the chapter and immediately prior to initiation receive a super majority vote of the eligible voting membership.
- 6.07 Candidacy in the Fraternity may be offered after:
- 1) Enrollment in the Wichita State University Band Program
  - 2) Chapter approval of the eligible voting membership.
- 6.08 It shall be the purpose of candidacy:
- 1) To acquaint the candidate with the traditions and responsibilities of the Fraternity and the Beta Tau Chapter through such methods as the Fraternity may see fit.
  - 2) To provide a period during which the candidate shall demonstrate his willingness and enthusiasm towards the aims of the Fraternity by complying with those duties as set forth in the Candidate Manual.
- 6.09 A candidate shall in no way be required to perform any act which might endanger his personal well-being or health, and shall be under the jurisdiction of the active chapter at any function of the band or anywhere in Duerksen Fine Arts Center.
- 6.10 A candidate who, prior to his initiation, fails to meet the requirements imposed upon him by the Fraternity may be suspended by the voted approval of seventy-five (75) percent of the chapter's total active membership present. He may be reconsidered for Candidacy the following semester.

- 6.11 Two weeks following initiations, the candidate shall pay an initiation fee and the year's national dues as determined by the National Chapter, to the Chapter Treasurer who shall forward it to the National Executive Director. The candidate shall not be considered initiated until said name has been recorded in the Master Chapter Roster at the National Headquarters
- 6.12 A Conditional member status may be maintained by a formerly Active member. An active member may petition the chapter for Conditional membership status. All annual dues and fees must be paid on time. A Conditional Member may introduce business to the chapter, and attend all social functions of the Fraternity. A Conditional Member may not hold office or vote. Conditional status shall last no longer than one (1) year.
- 6.13 Upon failure to comply with sections 6.03 or 6.04, of this Constitution, An active member may be declared Inactive. This action takes a super majority vote on the motion to inactivate. An inactive member may not participate in any fraternal activities. After compliance with sections 6.03 and 6.04 of this Constitution, an Inactive member may petition for Active membership. This action takes a super majority vote on the motion to Re-Activate.
- 6.14 An inactive member may petition for reinstatement of active members the following semester, A member shall be reinstated upon a super majority vote of the eligible voting membership.
- 6.15 Honorary members of the Fraternity shall possess the same general qualifications as active members except that they need not be enrolled in Wichita State University or possess any qualifications as a musician. They shall have performed outstanding service for the Wichita State Band Program or the Fraternity. They shall pay no dues except the initiation fee, which shall be paid by the chapter treasurer to the National Executive Director prior to the initiation.
- 6.16 Alumni members of the Fraternity shall be members in good standing with the Fraternity who have completed their education or who have terminated their affiliation with Wichita State University. Any Alumni member shall have all the privileges of an active member except those of voting and introducing business.
- 6.17 Any active member in good standing, upon payment to the National Head Quarters, of a Life Membership fee, shall be entitled to Life Membership privileges in the Fraternity without further monetary obligations. Life Membership by a member in their last academic term does not exempt a member from payment of local and active member dues.
- 6.18 A suspended member shall follow the guidelines set by the National Constitution of Kappa Kappa Psi in articles 6.518 through 6.522.
- 6.19 Upon due cause, a member of the Fraternity may be expelled with a super majority vote, of the eligible voting membership. The member will be granted a hearing before the chapter before said motion is voted on. The vote will be a secret ballot, and the member will be immediately 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 record of the Beta Tau Chapter and from the Master Chapter Roster at the National Headquarters.
- 6.20 Any member of any Kappa Kappa Psi chapter, who has recently been an Active member of that chapter, is eligible to become an active member at Wichita State University. Active Membership will be granted to the candidate upon enrollment in the band program at the Wichita State University, with written recommendation(s) from the candidate's previous chapter and/or sponsor and payment of chapter dues.

## Article VII (By-Laws)

- 7.01 By-Laws of the Fraternity shall exist to clarify and establish specific points and rules of the Constitution.
- 7.02 These By-Laws may be amended or revised by a super majority vote of the eligible voting membership present and voting at a regularly scheduled meeting, provided that the proposed change or changes have been presented at a previous meeting.

# **By-Laws of Kappa Kappa Psi Fraternity Beta Tau Chapter**

## **I. Fees and Dues**

- 1.01 Chapter dues (which shall include local, district, and National dues) shall be on the amount established by the chapter, in accordance with the National Office, with the approval of a super majority vote of the eligible voting membership.
- 1.02 Dues shall be paid by each active member for the fall and spring semesters. Yearly active dues shall be determined by the National Office and paid to the National Office, through the Chapter Treasurer.
- 1.03 If, after the first four weeks of each semester, a member has not paid his dues, or not discussed the matter with the Chapter Treasurer, the member shall be declared inactive.

## **II. Candidacy review**

- 2.01 After completion of the prescribed candidate period, a Candidacy Review session shall be held for the purpose of voting on each candidate's membership. Approval of each candidate requires seventy-five (75) percent favorable majority of the eligible voting membership.

## **III. Membership in Band**

- 3.01 Each active member shall be enrolled in a band ensemble each Fall and Spring semester unless that member petitions before the active chapter showing reasonable cause for not enrolling. The chapter shall then vote on the matter of exception. A vote of seventy-five (75) percent of the eligible voting membership shall be required to grant that exception. If that vote is not received, the member petitioning shall be declared inactive.
- 3.02 The chapter recognizes that the following performance organizations are band ensembles fulfilling a member's obligation to paragraph 3.01 of the By-Laws: Wind Ensemble, Concert Band, Basketball Pep Band, and Jazz Arts.

## **IV. Notification of Inactive status, Suspension, or expulsion**

- 4.01 If a member is declared inactive, suspended, or expelled due to a Paragraphs 2.15, 3.03, 5.07, 6.13 6.19, or 6.21 of the Chapter Constitution, or Paragraphs 1.03 or 3.01 of the Chapter By-Laws, the member shall be notified of said action, in writing, by the Chapter Secretary as soon as possible.

## V. Election Procedures

- 5.01 Election shall be held annually on a date selected by the chapter, except in cases of special elections, which shall be held as this constitution directs.
- 5.02 One week prior to the election, all candidates wishing to run for office shall turn in platforms to the President, if they desire them to be distributed to the chapter.
  - 5.02.1 Monies shall be allocated as necessary to reproduce and distribute candidate platforms
- 5.03 Candidates may run for up to three (3) offices
  - 5.03.1 Any eligible member may be nominated by another member for an office other than the aforementioned three
- 5.04 Elections will proceed in the following order:
  - President
  - Vice President of Membership and Brotherhood
  - Vice President of Service
  - Treasurer
  - Secretary
  - Sergeant-at-Arms
  - Historian
  - 5.04.1 If any office is vacant of candidates, nominations from the floor will be taken after the remaining offices have been elected.
  - 5.04.2 Prior to presentation of platforms for each office, the floor will be opened for nominations of candidates other than those already on the ballot.
  - 5.04.3 All candidates will be allotted three (3) minutes to present their platforms to the chapter. Following platform presentations, the chapter may ask questions of each candidate. Each answer to a question will be allowed two (2) minutes.
  - 5.04.4 Each Candidate will present their platform and answer questions without the other candidates being present.
  - 5.04.5 After all candidates, for that office, have spoken and left the room, the chapter will discuss the candidates for up to ten (10) minutes, followed by a vote.
  - 5.04.6 All votes will be held by secret ballot
  - 5.04.7 If a candidate wins an office, his name shall be removed from candidacy for any other office.
  - 5.04.8 If a candidate runs for one or more offices, and wins none, he/she may be nominated from the floor for any vacant office.