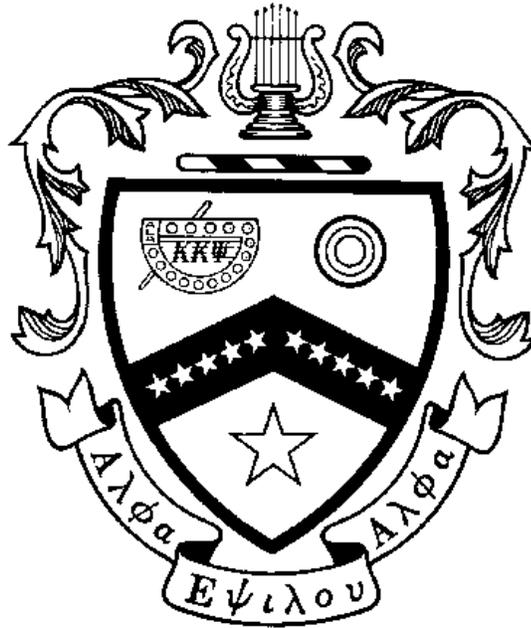


THE CONSTITUTION OF THE EPSILON PHI CHAPTER OF KAPPA KAPPA PSI

National Honorary Band Fraternity
Clarion University of Pennsylvania



This revised constitution was adopted on 4/1/2019 and shall therefore nullify any other previous versions.

President Leanne Wilson

Parliamentarian Patty Brown

Sponsor Dr. Casey C. Teske

CONSTITUTION OF THE EPSILON PHI CHAPTER OF KAPPA KAPPA PSI

Preamble to the Constitution of the Epsilon Phi Chapter of Kappa Kappa Psi

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

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

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Article I
General Information

1.1 National Information

- 1.11 The name of the honorary band fraternity shall be Kappa Kappa Psi.
- 1.12 The colors of Kappa Kappa Psi shall be Blue and White.
- 1.13 The flower of Kappa Kappa Psi shall be the Red Carnation.
- 1.14 The motto of Kappa Kappa Psi shall be "Strive for the Highest."

1.2 Local Information

- 1.21 The name of the local chapter shall be Epsilon Phi.
- 1.22 The local flower shall be the White Carnation.
- 1.23 The local colors shall be Blue and Gold.
- 1.24 The Chapter song shall be "Ever Striving".

Article II
Membership

2.1 Chapter Membership Candidacy

- 2.11 Any band member who is currently enrolled one semester per academic year in any of the university bands, is enrolled as a university student, and who has maintained a cumulative Quality Point Average of at least 2.0, shall be eligible for nomination into the Membership Candidate Program.
- 2.12 At the close of nominations for the Membership Candidate Program a discussion will be conducted on why/why not the nominee should be elected. A negative vote of twenty-five (25) percent of the assembled body of brothers, or of five (5) members, whichever is greater, shall be required to prevent the acceptance of a nominee to the Membership Candidate Program. An abstention will not count towards the total amount of votes. However, if the total amount of abstention votes is fifty (50) percent or higher, discussion will resume and a vote will be recast.

- 2.13 At the brotherhood meeting immediately prior to the second degree ceremony, the active brotherhood will conduct a vote to allow each of the membership candidates to pass through second degree and continue in the membership process. A favorable vote of seventy-five percent is required to allow the membership candidate to pass through second degree and continue in the membership process.
- 2.14 At the brotherhood meeting immediately prior to the third degree ceremony, the active brotherhood will conduct a vote to allow each of the membership candidates to pass through the third degree and become active brothers of the chapter. A favorable vote of seventy-five percent is required to accept the Membership Candidate to active membership.
- 2.15 Only one membership class will be matriculated per academic year.
- 2.16 The date that Membership Candidate Bids will be handed out shall be determined by the Executive Board of the Chapter and must be coincided with the day which the Delta Omicron chapter of Tau Beta Sigma hands out their bids.
- 2.17 The order of Big Brothers is to be determined by the details outlined as follows and in the order of importance as listed. Discretion of how big brothers are determined may ultimately be decided as seen fit by the acting Alumni Historian.
- Any brother whose family branch will cease to exist, upon their graduation within the current academic year, has priority.
 - Any brother whom has not had a little thus far as an active brother.
 - The brother whom has had the least amount of littles.
- 2.171 In any case that more than one brother fits the criteria as outlined above, priority goes to the brother with seniority as determined by brother number of the chapter.
- 2.172 In the case that an assigned little brother does not become an active brother, that little brother is not counted towards the amount of littles that an active brother has had.
- 2.173 A brother may decline from having a little if they so choose when given the opportunity.

2.2 Active Membership

- 2.21 Active members of the Fraternity shall be registered students and members of the university band program who have been formally initiated after completion of the Membership Education Program of the Fraternity. All annual dues and fees must be paid up to date to maintain active status in the Fraternity.
- 2.22 Cumulative QPA's will be checked at the beginning of each semester by the chapter advisor. Brothers who have not maintained at least a 2.0 cumulative QPA will be asked to meet with the Executive Board to discuss their membership status.

2.23 All Active members must attend a precinct, district, or national convention at least once during their membership. Those who do not, will not participate in their alumni ceremony unless otherwise granted permission from Executive Board. (Starting with the Epsilon Phi Beta Xi class, 2011-2012)

2.3 Inactive Membership

2.31 Former Active Members who are enrolled in school but do not pay member dues shall be classified as Inactive members. This status of membership is not declared by the member and is invoked by the chapter if financial obligations are not met.

2.32 An Inactive member who wishes to be reinstated as an active member must submit the request in writing and appear before the brotherhood. The request must be approved by a two-thirds vote of the assembled active brothers and the Chapter Sponsor.

2.4 Conditional Membership

2.41 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 specific reasons for requesting conditional status. To become effective, the member shall have paid national dues for the current academic year. The request shall be approved by a majority vote of the chapter, with approval of the Sponsor. Conditional status shall not be maintained for more than one (1) year, after which the brother must then submit another letter to the brotherhood and the brotherhood must again approve the request by majority.

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

2.43 A conditional brother wishing to become active again must submit a letter to the brotherhood and dues in full (or have something arranged with the treasurer) two weeks in advance of becoming active.

2.5 Honorary Membership

2.51 Honorary members of the Fraternity shall possess the same general qualifications as active or associate members except that they shall not necessarily be enrolled in the college or university where the chapter is located nor possess any

qualifications as musicians. They shall be generally recognized as outstanding service for the college or university band or Fraternity.

2.52 Any member moving to accept a person into the brotherhood as an Honorary member must notify the President, in writing, at least one (1) week prior to the beginning of the meeting. The President shall use this time to discuss the matter with the Chapter Sponsor. Upon the approval of the Chapter Sponsor, the motion can be recognized.

2.53 After a motion to accept someone into the brotherhood as an Honorary member is seconded, a negative vote of twenty-five (25) percent of the assembled body of brothers or five (5) members, whichever is greater, shall be required to prevent the acceptance of the person into the brotherhood as an Honorary member

2.6 Life Membership

2.61 Life members are alumni members who have paid the Life Membership contribution, the amount set by National Chapter. Upon submitting an application to the National Headquarters, he/she shall be entitled to Life Membership privileges.

2.62 Life members may attend Chapter meetings, District and National Conventions and events, participate in Ritual, participate in chapter fundraisers and service projects, and attend chapter social functions. Life members may also act in the capacity of an advisor to the Chapter, when so called upon to do so. Life members shall not hold office or a chair, propose candidates for membership, introduce business, conduct business on behalf of the chapter without explicit consent of the Brotherhood, or vote on any matters.

2.63 In the event a Life member wishes to reactivate with the chapter, said Life member must be registered as a student, be or have been an active member of the local chapter, be active in a band program.

2.64 Upon reactivation of a Life member to Active status, said Life member will be required to meet and uphold all requirements of Active membership set forth in the Chapter Constitution.

2.7 Alumni Membership

2.71 Former members of the chapter who have proceeded through the Alumni Ceremony. Alumni Ceremony requirement may be waived if Executive Board sees it fit

2.72 Alumni members may, at the discretion of the local chapter, attend Chapter meetings, participate in Ritual, participate in chapter fundraisers and service projects, and attend chapter social functions. Alumni members shall not hold office, propose candidates for

membership, introduce business, vote on any matters, or act in the capacity of a big brother.

2.73 In the event an Alumni member wishes to reactivate with the chapter, said Alumni member must be registered as a student, previously have been an active member of the local chapter, and be active in a band program.

2.74 Upon reactivation of an Alumni member to Active status, said Alumni member will be required to meet and uphold all requirements set forth in the Chapter Constitution.

2.8 Associate Membership

2.81 Associate members are those members previously titled sisters of Tau Beta Sigma at an institution other than the local chapter who join our local chapter of Kappa Kappa Psi. They have all rights of active membership.

2.82 To become an associate member the local Tau Beta Sigma chapter must be inactive.

2.83 The member must submit a written request for membership and appear before the brotherhood. At which time a vote will be taken by the active brotherhood, of which a seventy-five percent favorable vote is required to achieve associate status.

2.84 Associate members of the Fraternity shall be registered students and members of the university band program who have been formally initiated after completion of the Membership Education Program of the Fraternity. All annual dues and fees must be paid up to date to maintain associate status in the Fraternity.

2.85 Cumulative QPA's will be checked at the beginning of each semester by the chapter advisor. Brothers who have not maintained at least a 2.0 cumulative QPA will be asked to meet with the Executive Board to discuss their membership status.

2.9 Modified Membership Status

2.91 Members on Probation shall attend all events associated with the brotherhood. In the instance where a member cannot attend an event during their probationary period they must meet with the Executive Board to discuss the reason for the absence and their membership status. At this point the Executive Board shall vote as to whether the individual will be placed on suspension. A simple majority is required to place the member on suspension for their absence.

2.92 Members on Suspension are not allowed to attend any events associated with the brotherhood, nor shall they wear symbols associated with the brotherhood. During suspension, the individual is required to meet with the Executive Board and the sponsor to discuss future membership status.

Article III
Officers and Their Duties

3.1 Officers

3.11 The officers of this organization shall be President, Vice-President of Service, Vice-President of Membership, Treasurer, Recording/Correspondence Secretary, Alumni Secretary/Historian, and Parliamentarian.

3.12 President

3.121 The President shall:

1. Preside over all meetings of the chapter,
2. Be a member ex-officio of all chapter committees,
3. Maintain an impartial attitude at all times, thus allowing all sides of an issue to be presented fairly,
4. Co-sign all checks for monies disbursed,
5. Sign all contracts and other instruments of business involving the chapter,
6. Only vote in case of a tie,
7. Represent the chapter whenever such representation shall be required,
8. Prepare and send all reports to the National Headquarters of the Fraternity,
9. Have the power to appoint a co-chair to a committee,
10. Be a member of the Northeast District Listserv,
11. Be responsible for giving a copy of all documents that concern membership education to the Chapter Sponsor and Director of Bands. This includes, but is not limited to, list of individuals receiving bids, Membership Education manual, Membership Education schedule, etc.

3.13 Vice-President of Service

3.131 The Vice-President of Service shall:

1. Preside at chapter meetings in the absence of the President,
2. Outline and oversee the completion of the goals for service to the university band program, and the local community,
3. Serve as chairperson of the Service Committee,
4. Be a member of the Northeast District listserv.

3.14 Vice-President of Membership

3.141 The Vice President of Membership shall:

1. Outline goals of the Membership Candidate Education Program clearly,
2. Be responsible for the education, training, and initiation of all members,
3. Be chairperson of the Membership Committee,
4. Be responsible for monitoring the Quality Point Average of Candidates
5. Be a member of the Northeast District listserv.

3.15 Treasurer

3.151 The Treasurer shall:

1. Control the receipts and disbursements of all monies of the chapter,
2. Submit recommendations concerning the financial policies of the chapter,
3. Co-chair the Fundraising committee,
4. Co-sign all checks for monies disbursed,
5. Prepare and be responsible for keeping records of all chapter finances,
6. Serve as chairperson of the Fundraising Committee,
7. Be a member of the Northeast District listserv.

3.16 Secretary

3.161 The Secretary shall:

1. Record the minutes of all chapter meetings and distribute them to the chapter by whatever media desired,
2. Maintain a permanent record of each member of the chapter, including name, school and home addresses, chapter number, and instruments played,
3. Take attendance at all activities and functions,
4. Maintain open communication with other Kappa Kappa Psi chapters and friends of the Fraternity,
5. Send a minimum of one (1) letter per semester to all chapters of Kappa Kappa Psi, within our district,
6. Compile and distribute a roster or membership directory,
7. Be responsible for the maintenance of the chapter library,
8. Keep a current record of each brother's membership in any University Band programs,
9. Be a member of the National unmoderated Listserv and the Northeast District Listserv,
10. Co-chair the Communications Committee.

3.17 Alumni Secretary/Historian

3.171 The Alumni Secretary shall:

1. Maintain a permanent record of all chapter alumni, including name, address, initiation date, membership number, and instrument played,
2. Maintain contact with all chapter alumni through informational letters and a biannual newsletter,
3. Dispense Life Membership applications to all Brothers graduating or leaving the university,
4. Complete the Graduating Senior Report in the Online Membership and Reporting System (OMRS)
5. Keep a written and pictorial history and a record of the chapter's activities and functions including, but not limited to, the chapter scrapbook, family trees, and Alumni webpage,
6. Co-chair the Communications Committee,

7. Be a member of the Northeast District listserv.
8. Have discretion over how big brothers are determined.

3.18 Parliamentarian

3.181 The Parliamentarian shall:

1. Know the Chapter constitution,
2. Revise the Chapter constitution,
3. Be the sole interpreter of the Chapter constitution,
4. Keep discussion in the meeting productive,
5. Maintain order at all Fraternity functions,
6. Know the basics of Robert's Rules,
7. Know the National and District Constitutions,
8. Submit applications for any awards deemed appropriate,
9. Serve as chairperson of the Jurisdiction Committee,
10. Be subscribed to the Northeast District listserv.

3.2 Executive Board

3.21 Membership includes the President, Vice-President of Service, Vice-President of Membership, Treasurer, Secretary, Alumni Secretary/Historian, and Parliamentarian.

3.22 The executive board must approve any award applications prior to their submission.

3.23 The executive board has the power to approve fundraisers during the time between the end of the spring semester and the beginning of the fall semester. This approval requires a two-thirds (2/3) majority vote of the executive board with vote totals being recorded in the minutes. -This power should only be exercised once an attempt to call a quorum has failed. Fundraisers approved in this way must be completed before the beginning of the fall semester and cannot be mandatory in any way. Such fundraisers will not be permitted to use funds from the brotherhood bank accounts to cover any costs.

3.24 All executive board meetings are open to the general brotherhood, except when excuses are being considered. The members of the executive board may, at any time, decide to close the meeting to the general brotherhood when the majority of the executive board deems necessary.

Article IV
Elections of Officers

4.1 Procedure for elections

- 4.11 In order to be nominated for any office, an individual must possess a cumulative QPA of at least 2.5 as of the end of the most recent fall semester. The chapter president will be responsible for obtaining a list of individuals, compiled by the faculty advisor, that meet this qualification by the closing of nominations. This article may be suspended by a vote of 2/3 of the brotherhood.
- 4.12 In order to be nominated for the offices of President, Vice-President of Service, Vice-President of Membership, or Treasurer the Brother must be active for two (2) full semesters. The semester a Brother enrolls as a membership candidate does not count as an active semester. The semester of elections shall count as an active semester. Brothers who do not meet these requirements can run for the offices of Secretary, Alumni Secretary/Historian, and Parliamentarian. This article may be suspended by a vote of 2/3 of the brotherhood.
- 4.13 In the event that the previous section (4.12) should not be possible, a brother who has served one (1) full semester, inclusive of the semester in which nominations are being held, may be nominated for Vice-President of Service, Vice-President of Membership, and Treasurer.
- 4.14 In the event that the previous sections (4.12 and 4.13) do not match set criteria, seek council from the chapter advisor.
- 4.15 Nominations for all officers will be held at least one week prior to the election of officers.
- 4.16 Brothers cannot nominate themselves unless there are no other nominations.
- 4.17 On the given day of elections the candidates must present to the brotherhood a statement of qualifications as to why they believe they should be elected to the positions that they are running for. This is to be done by each candidate of each position.
- 4.18 Elections are to follow the guidelines listed below:
1. The order of speeches for each position will go in alphabetical order of the candidates' last name.
 2. Candidates will give their speech to the brotherhood without any other candidates for that same position present. For example, if there are three (3) candidates running for the position of Parliamentarian, only the one (1) candidate giving their speech at that time should be in the room.

3. Directly following each candidate's speech, the brotherhood may ask the candidate any pertinent questions.
4. When every candidate for the position in question has given their speech and has been subjected to all pertinent questions from the brotherhood, discussion by the brotherhood will commence. All candidates for the position in question will remain outside of the room for the duration of discussion.
5. These guidelines are to be followed for the elections of all Executive Board positions listed in Section 4.21.

4.19 After discussion, the vote will be by secret ballot, yes or no, no abstentions, with all Brothers voting including President. The candidate with the majority of the vote is elected to the said office.

4.2 Order of Elections

4.21 Order of elections shall be as follows: President, Vice-President of Service, Vice-President of Membership, Treasurer, Secretary, Alumni Secretary/Historian, and Parliamentarian.

4.3 Vacancies of Office

4.31 In regard to vacancies arising in any position other than President, elections shall be held to fill the vacancy. If the vacancy occurs during the time between the end of the Spring semester and the beginning of the Fall semester, the Executive Board shall appoint a brother to act as officer temporarily until nominations and elections can be held.

4.32 In the event of a vacancy of the Presidency, the Vice-President of Service shall have the option of assuming the position of President or of retaining the position of Vice-President of Service. An election will be held to fill the position not selected by the originally elected Vice-President of Service.

4.4 The Presidency

4.41 To be elected to the office of President, each nominee must have served at least one full year on the Executive Board prior to nominations.

4.42 In the event that the previous section (4.41) should not be possible, a member having served three consecutive semesters without a period of inactivity, inclusive of the semester the nominations are being held, may be nominated for the Presidency.

4.43 In the event that previous sections (4.41 and 4.42) do not match set criteria then seek counsel from the chapter advisor.

Article V **Chapter Meetings**

5.1 Chapter Meetings

5.11 Time and frequency of meetings shall be determined by the Executive Board. There shall be a minimum of one meeting per month.

5.12 Brothers shall be notified at least one (1) week in advance of any meeting.

5.13 Fifty (50) percent of the Active Brothers of which two (2) must be officers are required for a quorum.

5.14 A simple majority vote, when not noted otherwise, is used at all times (i.e. if a vote is sixteen (16) to fifteen (15), the vote of sixteen (16) wins).

5.15 The President of the Fraternity has the discretion of stating that brothers vote yes/no, no abstentions, or a vote by secret ballot in any vote unless otherwise noted.

5.16 The President has the right to call proxy voting for the active brothers of the Fraternity who could not be in attendance at a scheduled meeting with a valid excuse.

5.17 The chapter disciplinary system will be implemented for all absences.

5.18 All meetings shall follow the most recent version of Robert's Rules.

5.2 Emergency Meetings

5.21 If it is determined by the President that a meeting is necessary, and it is not possible to give a one (1) week notice, The President has the power to call an emergency meeting.

5.22 Absences from an emergency meeting will not count against a brother, and an excuse shall not be necessary.

5.23 Quorum is needed at all emergency meetings. (As stated in section 5.13)

Article VI Committees

6.1 Committees

6.11 The President shall appoint all committees to actively maintain the functions of the Brotherhood.

6.12 Minutes shall be taken at every committee meeting. The President shall determine the means by which these minutes shall be submitted to the brotherhood.

6.13 Membership of all committees shall be determined by the President annually.

6.2 Recommended Committees

6.210 The recommended committees of this organization shall be the Communications Committee, Fundraising Committee, Jurisdiction Committee, Music Committee, Membership Committee, Brotherhood Committee, and Service Committee.

6.211 Communications Committee shall be responsible for assisting the Secretary and the Alumni Secretary/Historian in their duties. This includes keeping up with the chapter's written and pictorial history and with the record of all chapter alumni. The Committee shall also assist the two officers with the writing of a newsletter to be sent to all chapters of Kappa Kappa Psi within our district and to all chapter alumni. They shall aid in the planning of any social events involving the chapter's alumni. The committee must also ensue any other charges brought to them by the co-chairs of the committee.

6.212 Fundraising Committee shall be responsible for setting, planning, and the overall organization of all fundraising activities, as well as any other charges brought to them by the Treasurer and Fundraising Chair. Final decision for fundraising activities must be voted and approved by the Brotherhood.

6.213 Membership Committee shall be responsible for the education of the Membership Candidates, the planning of Ritual, and any other charges brought to them by the Vice President of Membership. The Ritual Chair shall co-chair the membership committee.

6.214 Music Committee shall be responsible for Brotherhood-wide music awareness and education. A Music Chair shall be appointed by the executive board.

6.215 Service Committee shall be responsible for setting, planning, and organizing of all service activities. They shall outline and oversee the completion of the goals of both community and band service. They shall also be responsible for any other

charges brought to them by the Vice President of Service. A co-chair shall be assigned to the service committee by the Executive board.

- 6.216 The Jurisdiction Committee shall be responsible for the review and revision of the chapter constitution. The committee shall be chaired by the chapter Parliamentarian. The committee shall also be responsible for all charges assigned to them by the chapter Parliamentarian, and President.
- 6.217 The Executive Board shall appoint a Fundraising Chairperson. The Fundraising Chairperson will co-chair the Fundraising committee with the Treasurer. The Fundraising Chairpersons duties will be at the discretion of the Treasurer and in which case the executive board deems fit, the Treasurer will assume all duties of the Fundraising Chairperson.
- 6.218 The Executive Board shall appoint a Webmaster. The duties of the Webmaster shall be to update the chapter webpage at regular intervals with regard to Current, Active, and Conditional Brothers, Membership Candidates, Upcoming Events, Recent Events, Alumni, Constitution, and Pictures. The Webmaster shall make other changes and improvements to the chapter webpage at his or her discretion.
- 6.219 The Executive Board shall appoint a Joint Relations Chairperson. The duties of the Joint Relations Chair shall be to maintain an open line of communication with other music organizations recognized by the university. Including but not limited to Tau Beta Sigma, Sigma Alpha Iota, and Phi Mu Alpha Sinfonia.
- 6.220 The Executive Board shall appoint a Brotherhood Chairperson. The duties of the Brotherhood Chair shall be to plan all chapter social events including, but not limited to, chapter retreats, and a chapter formal.
- 6.221 The Executive Board shall appoint a Ritual Chair. The duties of the ritual chair shall be to oversee the initial set up of ritual.
- 6.222 The Executive Board shall appoint a Travel Chair. The duties of the Travel Chair are as follows:
- Oversee and run the planning of all Travel Events, including lodging.
 - Have final say on travel-related decisions made during or leading up to said Travel Event. This includes, but is not limited to, where cars should park and who is in each vehicle.
 - In the case that the safety of any member of our group comes into question during travel, the Travel Chair, along with any Executive Board members present during, are charged with resolving, to the best of their ability, the situation and ensuring the safety of the group. This includes, but is not limited to, switching passengers between cars, appointing a new driver, and keeping everyone safe and calm in the event of vehicle trouble.

Further stipulations involving travel chair include:

- Drivers will take a head count to make sure all their car's passengers are accounted for when leaving anywhere. Each person should have a travel buddy as a second check to make sure everyone is accounted for.
- If the Travel Chair is not going to be present during the trip, someone will be appointed to act in the capacity of Travel Chair at the meeting before the trip.
- It is recommended that the Travel Chair has been a brother for at least one (1) full semester and has attended at least one (1) Precinct Meeting or District Convention before being appointed.
- When drivers are being chosen for Travel Events, all who have volunteered to drive must disclose the following with the travel chair:
 - Your driving record.
 - How long you have had your driver's license.
 - How long you have had/driven the vehicle you will be driving during the Travel Event, and the condition of said vehicle.
 - Any other information that speaks to, or takes away from, your ability as a safe and experienced driver.
- The Travel Chair will use this information provided to choose the safest and most experienced drivers for the Event, further ensuring safety.
- More information regarding the calculations and planning involved with Travel Chair are enclosed in the Travel Chair Guidebook Excel sheet, which is kept by the Travel Chair and stored in the chapter Google Drive.

6.223 Any of the committees may be consolidated, disbanded, or created if deemed necessary by the executive board.

Article VII **Finances**

7.1 Finances

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

7.12 All funds of the chapter shall be received and expended by the chapter Treasurer.

7.13 The Financial policies of the chapter shall be governed by a budget adopted at the beginning of each semester.

7.14 Income of the chapter shall be derived from annual dues assessed to each active 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 Executive Director on or before January 1 of each year.

7.15 The local dues of the Epsilon Phi chapter will be \$10 at the beginning of the spring semester.

7.16 Failure to meet the financial obligations shall result in the immediate implementation of the chapter disciplinary system.

7.17 All Checks must be co-signed by the President and Treasurer.

Article VIII **Delegates and Proxies**

8.1 Delegates and Proxies

8.11 The active and associate brothers shall elect their delegates for District and National Convention at a regularly scheduled meeting.

8.12 The active and associate brothers shall elect its proxy chapter for District and National Convention at a regularly scheduled meeting.

Article IX **Functions and Activities**

9.1 Functions and Activities

9.11 Functions of Kappa Kappa Psi are any events inclusive to Active Brothers, Honorary Members, Advisors, Associate Members, Membership Candidates, Conditional Members, Alumni, Life, and Honorary Inductees.

9.12 Activities of Kappa Kappa Psi are any events that are sponsored by the Fraternity and request the presence of non-Fraternity members.

9.13 The Executive Board can make all or any portion of any event mandatory.

9.2 Ritual

9.21 All rituals are mandatory events.

9.22 Absence from a ritual will result in a meeting with the executive board to discuss reason for absence. Executive board may excuse an absence from a ritual if they deem the excuse acceptable.

9.23 Male Brothers are required to wear a dress shirt, necktie, and dress slacks to all Rituals. Female Brothers are required to wear a dress or dress slacks and a dress blouse to all Rituals. All attire for rituals is to be professional in style.

9.24 All attire for rituals, excluding alumni ritual, crossover ceremonies, and memorial ceremonies is to be black in color.

Article X **Impeachment**

10.1 Impeachment of Officers

10.11 Upon due cause, any member may move to impeach any officer. That member must inform the President (or Vice President of Service, if the President is to be impeached) at least twenty-four (24) hours prior to the beginning of the meeting, and the President (or VPS) must inform said officer of the upcoming motion at least twelve (12) hours prior to the beginning of the meeting. The member moving for impeachment must also get the approval of the Chapter Sponsor prior to the beginning of the next meeting.

10.12 Once the motion is seconded, it will be automatically tabled until the next regularly scheduled meeting, and a motion shall be entertained to have the officer in question temporarily removed from office, and a motion shall be entertained to have them placed on probationary status until the next regularly scheduled meeting.

10.13 If the office left vacant is essential for the continuing existence of the organization, the Executive Board shall appoint a brother to act in the capacity of the officer for the probationary period. If the President is to be impeached the Vice President of Service shall serve as President for the probationary period and the Executive Board shall appoint someone to serve as Vice President of Service. The appointed officer must be approved by the Brotherhood and the sponsor, except in the case of the Presidency. This shall also apply if an officer is placed on probation or suspension.

10.14 There shall be a hearing in which an equal amount of time will be allotted for discussion of reasons for impeachment, reasons against impeachment, and defense of the accused by the accused.

10.15 A two-thirds (2/3) vote of the Active Brothers is required to pass the impeachment.

10.16 The process for impeachment shall adhere to "Robert's Rules."

Article XI
Hazing

11.1 Hazing

- 11.11 Hazing is defined as any action taken or situation created, intentionally or unintentionally, to produce mental or physical discomfort on or off campus involving members and/or prospective members, which may cause embarrassment, harassment, or ridicule.
- 11.12 If an act of hazing is suspected, it must be taken to the President of the Fraternity. The President shall then take it to the Executive Board. The Executive Board shall then conduct an investigation of the matter. An investigation shall consist of them obtaining both sides of the situation taking the credibility of the sources into consideration.
- 11.13 If the Executive Board feels an act of hazing has occurred, they must notify the accused, in writing, of their intent to bring it before the Brotherhood at least twelve (12) hours prior to the start of the next regularly scheduled meeting. The accused shall be allowed to present their side of the situation at that time. If the Brotherhood feels the suspected act is in fact hazing, then the procedures for expelling a member shall be initiated.

Article XII
Amendments

12.1 Amendments

- 12.11 Articles of this constitution may be amended, revised, or altered, in whole or in part, at any regular meeting by a two-thirds (2/3) vote of the assembled Active Brothers of the Fraternity, provided such amendment and the notice of vote was presented to each member in writing at least one week prior to such a vote. This article may be suspended as needed at the discretion of a two-thirds (2/3) vote by the brotherhood.
- 12.12 This constitution shall be reviewed and revised at least every year or when deemed necessary by the Brotherhood. Any revisions to this constitution supersede any revisions made in previous years.
- 12.13 A copy of this constitution shall be submitted to the Student Senate Office, the chapter advisor and the Director of Bands at the beginning of the fall semester of each academic year.

Article XIII
Chapter Policy on Behavior and Controlled Substances

13.1 Chapter Policy on Behavior and Controlled Substances

- 13.11 The chapter defines controlled substances as: any alcoholic or illicit substances, which include but are not limited to: beer, liquor, and marijuana.
- 13.12 The chapter will not tolerate any possession, consumption, and/or distribution of controlled substances at functions given in the name of Kappa Kappa Psi, which include but not limited to: chapter meetings, service projects, fundraisers, and membership education events.
- 13.13 This chapter will not tolerate brothers attending any function given in the name of Kappa Kappa Psi, intoxicated or inhibited in any manner not associated with a medical prescription.
- 13.14 While this chapter does not condone underage drinking or substance abuse, we will not tolerate any drinking or substance abuse in fraternity letters or any other fraternal emblems.
- 13.15 Brothers found in violation should be immediately reported to the chapter President or chapter Parliamentarian. Said brother will be issued a suspension letter by the chapter Parliamentarian and shall remain on suspension for a period of one (1) meeting. At the second meeting following the date of suspension, said brother will be returned to active status to explain their actions to the brotherhood. After the explanation, said brother will be asked to leave the meeting and the brothers will discuss the future status and/or punishment for the brother in question. Said brother will be notified by either the chapter President or Parliamentarian of the brotherhoods decision.

Article XIV **Service**

14.1 General

- 14.11 All brothers in active standing are required to participate in at least two (2) service projects, as defined in Section 14.2, per semester.
- 14.12 All brothers in active standing are required to complete four (4) hours of Kappa Time, as defined in Section 14.3, per semester.
- 14.13 The Vice President is required to create at minimum six (6) service projects per semester.
- 14.14 The Vice President of Service is required to create at minimum sixteen (16) cumulative hours of Kappa Time.
- 14.15 The Vice President of Service, under the suggestions and supervision of the executive board shall deem which service requirements shall be decided acceptable.

14.2 Service Projects

- 14.21 A service project is an event planned by the Vice President of Service and the service committee that benefits the community or is band service related and must last a minimum of at least thirty (30) minutes.
- 14.22 All service projects, questions, concerns or problems thereof will be dealt with at the discretion of the service committee.

14.3 Kappa Time

- 14.31 Kappa Time is any additional service, fundraising activity, membership, brotherhood event, etc, approved by the Vice President of Service to be counted toward Kappa Time.
- 14.32 An event may be counted toward Kappa time if said event is discussed properly with a member of the service committee and approved by the Vice President of Service with at minimum seventy-two (72) hours remaining before the start of the event.
- 14.33 An event may be counted toward Kappa time if said event is discussed properly with the brotherhood at the scheduled brotherhood meeting with at minimum forty-eight (48) hours remaining before the start of the event.
- 14.34 The Vice President of Service is required to inform the active members of the brotherhood of an event to be counted for Kappa Time at minimum thirty-six (36) hours before its start if it was not discussed at the meeting immediately prior to the event.

14.4 Service Exemptions

- 14.41 A failure of the Vice President of Service to create the minimum number of required service projects will result in active brothers no longer having to meet the required number of service projects.
- 14.42 A failure of the Vice President of Service to create the minimum number of required hours of Kappa Time will result in active brothers no longer having to meet the number of required hours of Kappa Time.
- 14.43 If a member is unable to fulfill the service requirements without undue hardship, said member shall meet with the executive board to decide if revocation of the service requirements is deemed necessary to allow the member to retain their current status in the brotherhood. If the requirements are not met and the revocation of service requirements is not approved, then the executive board will begin to consider suspension proceedings for the member in question.

Article XV **Absences**

15.1 General

- 15.11 The statements of the articles of disciplinary system (Articles 16, 17, 18) are not to be suspended for any reason. In the event that the brotherhood does not provide the necessary items listed in the statements of this system, it is their right to proceed with actions according to the individual's total absences or actions.
- 15.12 This system will apply to all chapter meetings, rituals, and other events deemed mandatory by the Executive Board (section 8.13).
- 15.13 Any absence from a meeting or a mandatory event must be excused to maintain active status in the Brotherhood. Written and signed excuses must be turned in to the Executive Board by the next regularly scheduled business meeting after the absence. The Executive Board will then vote on each excuse to either excuse it, or not.
- 15.14 Anyone not turning in an excuse within the next meeting after being absent will be considered unexcused and will be subject to the repercussions as outlined in this disciplinary system.
- 15.15 Acceptable excuses are as follows:
- Schoolwork
 - Illness or death in the family
 - Work
 - Family functions (with a limit of two per semester)
 - Religious activity (with a limit of one per semester)
 - Military duties (with no limits per semester)
- 15.16 There may also be extenuating circumstances that merit excuse, or extension of the allotted time period. If this is the case, it shall be brought to the attention of the Executive Board at the earliest possible convenience of the member.
- 15.17 Class or direct involvement in a musical recital/rehearsal or a mandatory event for any other fraternity or sorority does not apply to the chapter disciplinary system but does require a written excuse to be considered excused.
- 15.18 Military excuses will not accumulate or count towards the allotted five (5) excused absences. Proof of military duties and events will be provided and presented to the Executive Board by the member(s). The Executive Board will monitor the amount of militaristic absences held by the member(s) each semester.
- 15.19 Two mandatory events that have less than four (4) hours between the times that they begin will only be considered one (1) event and only one (1) excuse will be needed unless otherwise stated by the Executive Board.

15.2 Excused Absences

- 15.21 Each member will be allowed five (5) excused absences per semester. Upon the fifth excused absence, the member shall be notified in writing of the fact that he/she has been absent five times, and the consequences of missing future meetings or mandatory events. Each absence after the fifth excused absence will be considered unexcused and will be considered for disciplinary reasons the second unexcused absence.
- 15.22 Upon the sixth absence, a motion shall be entertained to have the member placed on probation until he/she meets with the Executive Board and the sponsor to determine the future status of his membership.
- 15.23 Upon the seventh absence, a motion shall be entertained for the member to be placed on suspension, until the future status of membership is discussed.
- 15.24 The member whose excuse is to be voted on shall not be present when the vote is discussed or carried out. This extends to members of the Executive board.

15.3 Unexcused Absences

- 15.31 Unexcused absences are absences for which the excuse is unacceptable, or there is no excuse turned in. Members who have not been excused for an absence shall be notified of the fact in writing, the consequences of the absence, and the future consequences of being unexcused again.
- 15.32 Upon the second unexcused absence the member shall be placed on probation for a period of three regularly scheduled meetings, during which the member must attend all meetings, service projects, and committee meetings of which he/she is a part.
- 15.33 Upon the third unexcused absence the member shall be placed on suspension for a period of two regularly scheduled meetings. The member will also meet with the chapter sponsor and Executive board during their suspension to discuss future status of membership.
- 15.34 Upon the fourth unexcused absence the member shall be placed on suspension indefinitely, until a decision can be reached by the executive board and sponsor of the repercussions. At this time, expulsion shall be considered.

Article XVI

Probation of Membership, Suspension of Membership, and Expulsion of Members.

16.1 Probation of Membership, Suspension of Membership, and Expulsion of Members

- 16.11 A member considered for 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.
- 16.12 Upon due cause, a member of the Fraternity may be placed on suspension following a favorable vote of seventy-five (75) percent of the assembled body of brothers and approval of the chapter advisor.
- 16.13 A member moving for suspension must notify the President of the chapter, in writing, of his intention to make the motion at least twenty-four (24) hours prior to the beginning of the meeting, and the President must notify the member that is to be suspended at least twelve (12) hours prior to the meeting. Once the motion to suspend the membership of a Brother is seconded, it is automatically tabled until the next regularly scheduled business meeting. A motion shall be entertained following the tabling to move said brother to probationary status for the remainder of that period, and to have them be returned to full active status at the beginning of the next regularly scheduled business meeting, to allow for defense of the accused by the accused.
- 16.14 A member moving for expulsion must notify the President, in writing, at least twenty-four (24) hours prior to the beginning of the meeting, and the President must notify the member that is to be expelled at least twelve (12) hours prior to the meeting. Once the motion to expel a Brother is seconded, it is automatically tabled until the next regularly scheduled business meeting. At this time, a motion shall be entertained following the tabling to have said brother moved to suspension status for the remainder of that week, unless they are already suspended.
- 16.15 Former Members who have been expelled shall return to the chapter all regalia and property of the Fraternity in their possession. There will be no refund of dues.
- 16.16 In the case that a member is thought to be in violation of the Charge and Oath of the Third Degree, the member in question is to be notified immediately and the implicating situation should immediately be brought up to the Executive Board. At the next scheduled meeting, the situation, in its entirety, will be announced to the brotherhood and kept anonymous to avoid bias. At this time, the Charge and Oath of Third Degree will be read to the brotherhood followed by discussion. To be found in violation of the Charge and Oath, a 75% vote of the brotherhood is

needed. Abstentions are strongly discouraged due to anonymity of the member in question.

Postface: Any member can and is encouraged to bring any and all implicating situations up to Executive Board. Members in question should be kept anonymous from the beginning to ensure that the members assembled are not biased during the discussion and voting procedures.

16.161 Any member who is found in violation of the Charge and Oath of the Third Degree forfeits their anonymity, which is detailed in Article 16.16, and should automatically be placed on suspension until expulsion proceedings have been completed.

16.162 If said member is not expelled, a 75% vote will be held to determine if an alternate disciplinary action is appropriate. If the vote passes, and the member in question will still be a registered student for greater than or equal to two (2) semesters, then he/she will be required to retake MC classes, with exception to the homework and walking through rituals. Also, the member will not gain a little from the class that he/she retakes classes with. The Vice President of Membership will act as a mentor to the member during this time.

16.163 In the case that the disciplinary action detailed in 16.162 is not applicable to the member in question, probation should be considered by the brotherhood. See 16.11 for guidelines and proceedings for probation.

Article XVII **Financial Obligations**

17.1 Financial Obligation of Members to the Chapter

17.11 This system shall apply to all financial obligations imposed upon each active member by either the chapter or the Fraternity, including, but not limited to, Annual Dues, registration fees, and fundraisers.

17.12 All dues must be turned in ten (10) days prior to the date set by the National Headquarters. Any member not turning in the full amount by that date may make arrangements for a payment plan by meeting with the chapter treasurer. If a member has not either paid or made arrangements to pay, they will be reported inactive.

17.121 There shall be a Membership Candidate Payment Plan accepted for dues. The plan will operate at the discretion of the Treasurer.

17.122 All payment plans will operate at the discretion of the Treasurer, with approval from the executive board.

- 17.123 If a member chooses a payment plan, they must specify which, and must make the minimum payments by the date specified in Section 2.02. If a member fails to meet these obligations, a motion will be made to suspend said brother. Said brother will be suspended upon a 75% of the chapter's eligible voting membership and approval from the chapter sponsor.
- 17.124 If a member is absent from the meeting in which dues are to be paid, said member has until the next scheduled brotherhood meeting to submit dues or the next installment of the payment plan, pending an excused absence, before disciplinary action is taken.
- 17.13 If a member fails to meet any other financial obligations imposed by the chapter, they must meet with the Executive Board to discuss why these obligations were not met. In the case that a due date for the financial obligation was not set/given to the brotherhood, then no action can be taken for failure to meet said obligation. During this meeting, the member in question can make arrangements with the Executive Board to rectify the unmet obligations. These obligations include, but are not limited to, fundraiser buyouts and travel costs such as gas money/lodging costs. These arrangements must have a due date set for completion. This due date will be set by the Executive Board, and the Treasurer will oversee the completion of said arrangements. If the member fails to satisfy the arrangements made, a motion will be entertained to suspend said member at the next regularly scheduled meeting. Suspension will follow the guidelines set in Article XVI, Section 16.13 of this constitution.

17.2 Reimbursements of Monies

- 17.21 All reimbursements for monies spent, shall be voted upon by the executive board of the local chapter and, to be approved, must pass with a majority vote. Reimbursements shall only be considered if the following criteria are met:
1. The receipt and other documentation was turned into the Executive Board within two weeks of the purchase or travel date
 2. Money was spent on the travel to brotherhood-sponsored events, to purchase or receive items for brotherhood-sponsored events, etc.
 3. Money was spent on items or to repair items required for rituals, brotherhood-sponsored events, etc.
- 17.22 Reimbursement for traveling expenses shall come from the financial account of the local chapter. Reimbursements for travel shall only be paid if the following criteria are met:
1. The travel destination is brotherhood-sponsored event by the local chapter, other chapters, precinct, districts, etc.
 2. The travel was to purchase or receive an item required for rituals, brotherhood-sponsored events, etc.

3. To receive reimbursement, documents providing the following information are required to be presented to the executive board at the Executive Board meeting in which reimbursement is to occur:
 - a. Starting Mileage on car
 - b. Ending Mileage on car
 - c. Money spent on gas (w/ receipts)
 - d. Destination of trip
 - e. Date(s) of travel
4. Hotel rooms are included in travel expenses but they must be booked by an officer of the local chapter and a receipt must be presented to the local chapter. Extra expenses charged for hotel rooms (damage/service fees, etc.) will not be reimbursed.

17.23 Reimbursement for purchase/repair expenses shall come from the financial account of the local chapter. Reimbursements for purchase/repair expenses shall only be paid if the following criteria are met

1. The purchase/repair expense is for items required for rituals, brotherhood-sponsored events, etc.
2. To receive reimbursement, a document providing the following information is required to be presented to the executive board at the Executive Board meeting in which reimbursement is to occur:
 - a. Money spent on item/repair (w/ receipts)
 - b. Description of item and purpose of item, in writing

17.24 Note that reimbursement may not occur if the executive board does not see it fit even if all the bylaws were followed

Article XVIII **Joint Chapter Operations**

18.1 Joint Chapter Operations

18.11 The Joint Chapter of Clarion University's chapters of Kappa Kappa Psi and Tau Beta Sigma shall be comprised of those members of each organization who are in good standing.

18.12 Robert's Rules of Order, current edition, shall govern all Joint Chapter meeting.

18.13 Joint Chapter meetings shall be governed by the presiding Officers of Tau Beta Sigma and Kappa Kappa Psi jointly. All Officers from each organization shall be responsible for performing their duties as coordinated by the presiding Officers.

18.14 The agenda for meetings of the Joint Chapter shall be determined jointly by the presiding Officers, prior to each meeting.

- 18.15 Motions brought forth by Kappa Kappa Psi require a second from Tau Beta Sigma and vice versa
- 18.16 A simple majority of all present members in active standing, from each separate organization shall be required to pass a joint motion.
- 18.17 Decisions of the Joint Chapter at Clarion University are binding on both parties and should be carried out in the same manner as motions passed at separate chapter meetings.
- 18.18 Changes to motions passed jointly require the consent of both Kappa Kappa Psi and Tau Beta Sigma.
- 18.19 The Epsilon Phi chapter of Kappa Kappa Psi recognizes the decisions of the Joint Chapter and avows to pursue those ends in the manner most consistent with the best interest of the Fraternity.