**Constitution of the Delta Xi Chapter of Kappa Kappa Psi**

**National Honorary Band Fraternity**

## Emporia State University, Emporia KS

# 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 for the following 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 the chapters are located.

# 1. Organization and Structure

* 1. The name of this organization shall be Kappa Kappa Psi, National Honorary Band Fraternity for College and University bandmembers. The Kappa Kappa Psi-Delta Xi chapter was incorporated under the laws of the Sovereign State of Kansas as of April 6, 1962.
	2. 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.
	3. 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.
	4. 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.
	5. 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 engagement 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.
	6. Recognizing the dangers and problems associated with the use and abuse of alcoholic beverages or controlled substances, Kappa Kappa Psi has adopted a comprehensive policy addressing alcohol and controlled substances in connection with fraternity activities and functions.
	7. This chapter will institute a constitution only if three-fourths of the members vote favorable upon the content. This constitution was presented for adoption on April 19, 2012.
	8. Proposed amendments to the constitution shall be presented orally and in writing at the regular chapter meeting. If three-fourths (3/4) of the votes cast by the members are favorable, the proposed amendment shall be declared, adopted, and upon and after adoption, it shall become operative and effective at the conclusion of the meeting, unless otherwise noted.
	9. If the favorable vote on a propose amendment is less than three fourths (3/4), yet there is a majority vote, the proposed amendment shall be tabled until the next regularly scheduled meeting. It may be presented in the same manner or modified without distorting the original theme of the amendment. If the amendment receives the three-fourths favorable vote it is then instated as discussed in 1.08. If the amendment fails a second time it will not be proposed for another calendar year.
	10. This constitution and approved amendments will be recognized as the governing document of the Delta Xi chapter of Kappa Kappa Psi.

# 2. Officers

2.01 The officers of this chapter shall be: President, Vice President, Secretary, Treasurer, and Historian, and Alumni Relations Officer shall be the Executive Council for this chapter.

1. Other officers can be added as needed as approved by three fourths (3/4) vote by the chapter.

2.02 The active and associate members of the chapter shall elect its officers at a regularly scheduled meeting of the chapter held during the month of April each year, unless delayed by a three-fourths vote of all active members.

2.03 Each chapter officer shall be an active or associate member of the Fraternity at the time of election and a regularly enrolled student at Emporia State 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.

2.04 Nomination of each office shall be made from the floor of the meeting, and votes will be cast in a secret ballot, to be tallied by the current President of the chapter.

2.05 A simple majority of all of votes cast shall be necessary for election.

2.06 Each chapter officer shall serve for a period of one (1) year, beginning with the first meeting after elections.

2.07 All chapter officers shall serve without compensation.

2.08 Each officer shall have only one vote at all meetings of the chapter except the President. The President shall vote only in the case of a tie.

2.09 A member may only serve two terms as chapter President unless appealed by a three fourths vote of the active members of the chapter.

**2.1 Executive Council**

2.11 The purpose of the Executive council shall be the planning and legislative body. It shall fulfill and enforce the policies enacted by the Fraternity and chapter. It will have the power to deal with grievances and resolution in accordance with Fraternity and chapter policies. If an executive officer is going to miss meeting, they must inform another member of the Executive Council.

2.12 The President shall preside at all meetings of the chapter and shall be a member ex office of all chapter committees. The President shall sign for all monies disbursed and shall sign all contracts and other instruments of business involving the chapter. The President shall be designed 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. The President shall be responsible for implementing legislation enacted by the Fraternity and the chapter and have the power to call emergency meetings when necessary. The President shall also turn in an officer update sheet to Associated Student Government Senate Operations Committee Chair after each election.

2.13 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. The Vice President shall oversee the committees appointed by the president. On a weekly basis, the Vice President shall check for, remove, and properly distribute the contents of the chapter mailboxes located in the Memorial Union Center for Student Involvement and the Emporia State University Music Office.

2.14 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 to National Headquarters, other chapters, individuals, Emporia State University, etc.

2.15 The Treasurer shall control the receipts and disbursements of all monies of the chapter, and shall submit recommendations concerning the financial policies of the chapter as may be required. The Treasurer shall sign all checks for monies disbursed and shall prepare and be responsible for keeping records of all chapter finances. The Treasurer shall prepare and send all required reports of the chapter finances to the National Executive Secretary and for collecting annual dues from each member.

2.16 The Historian shall be responsible for maintaining a written and pictorial record of the activities of the chapter and band. The Historian shall be responsible for maintaining the chapter scrapbook containing pictures, awards, etc, and keep both written and visual accounts of all chapter events. The Historian shall organize chapter files and historical documentation.

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

**2.2 Removal of Officers**

2.21 In the event that any officer does not fulfill their duties as described in the constitution, they may be removed from office by a three- fourths (3/4) affirmative vote by the active members of the chapter.

**3. Finances**

3.01 All monies of the chapter shall be received and disbursed by the chapter Treasurer. All expenditures shall be approved by the chapter President and Treasurer. The President’s signature is required on all expenditures on the budget spread sheet in order for the president to write any checks.

3.02 All monies of the chapter must be paid using check or cash. No chapter credit/debit cards can be used to purchase items in the name of the Fraternity.

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

3.04 National and chapter dues shall be collected from each member at the beginning of each fall semester.

3.05 National and chapter dues shall be submitted by September 30 of each year along with submission of all appropriate forms. National dues are $85 per year and chapter dues are $25 per semester for active members. For potential members the dues are $25 for their first semester. Exceptions for the deadline for dues will be made on an individual basis with the Treasurer. 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 (25) percent of the total membership sues and chapter fee. Chapters that have not paid by January 1 will be officially suspended and may have the chapter charter revoked.

3.06 Newly initiated members must pay the National $95 dues as well as the chapter dues at least 30 days after initiation. Any late payments will result in late fees set by the national executive council.

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

3.08 Income of the chapter shall be derived from annual dues and fundraising projects conducted by the chapter.

**4. Meetings**

4.01 A regularly scheduled meeting of the chapter shall be held at least once each month during the regular academic school year. Meetings may be held more frequently when deemed advisable by the chapter. The exact time of the meetings shall be determined by the chapter at the beginning of each semester.

4.02 Special chapter meetings may be called upon a favorable vote of seventy-five (75) percent of the active members of the chapter or upon recommendation of the chapter President and approved by a fifty (50) percent of the chapter officers.

* 1. A twenty-four (24) hour notice prior to the date of all special meetings shall be given to all active members.
	2. Over fifty (50) percent of all active members of the chapter together with at least two chapter officers constitute a quorum at all meetings.
	3. In general, the order of business for all chapter meetings shall be:
1. Opening Ceremonies
2. Reading of minutes
3. Roll Call
4. Report of Chapter Officers
5. Report of Committees
6. Old Business
7. New Business
8. Announcements
9. Closing Ceremonies
	1. Attendance is required for all meetings and events. In the event that a member cannot attended the required activity, they must notify the president or secretary within 24 hours of the missed event.
	2. If a member does not notify the president or secretary within 24 hours they must go in front of the executive council to justify their absence as excused. For every unexcused absence a member will receive a strike, after three strikes the member will be placed on probation and loose voting privileges and is not allowed to attend social events while on probation. To receive active status and be removed from probationary status, they must attend five (5) consecutive meetings.
	3. In the event that a member of the executive council does not adhere to the attendance policy, they shall be removed from office and an emergency election shall be held.

 **5. Membership**

5.01 Chapter Membership shall be of seven (7) types: Active, Inactive, Conditional, Associate, Honorary, Alumni, and Life Membership; and shall not be recognized by the chapter until all initiation fees have been paid and the initiation completed as prescribed by the ritual.

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

5.03 The opportunity for prospective membership in the Fraternity may be offered after the second full week of school, including marching band camp as the first full week. The first official invitations of the fall semester shall be handed out on September 20, with replies due in writing by October 1.

5.04 During any official meeting of the chapter, any active member may suggest a name of a prospective member. They must be approved by 90 percent of the local active membership in order to be extended prospective membership.

5.05 Potential members will be chosen upon their reflection of cooperation, leadership, dependability, reflects our purposes, punctuality, musicianship, dedication, and being a hard worker.

5.06 Prospective members must be enrolled in at least one instrumental ensemble during the school year and must not be a member of any other band service fraternity. They must possess unusually good characteristics in the areas of musicianship, leadership, responsibility, and social skills.

5.07 Eligible individuals shall permitted entry into the Membership Education Program at the request of any 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 Fraternity. If a person is rejected on a second ballot in the same meeting, the name shall not be proposed again during the academic year.

5.08 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 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 will be assessed a late reporting free of an additional twenty-five (25) percent of the total number of initiates submitted.

5.09 Prospective members shall attain active status after completing the Membership Education Program (MEP) to the satisfaction of the Membership Educator and Vice-President, participating in the three degrees of ritual, and paying their national dues to the National Executive-Secretary. The Membership Educator shall ensure that education session scheduling and the length of time taken to accomplish the MEP is reasonable for all Prospective Members.

5.10 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.

5.11 It shall be the duty of each active and associate member to attend all meetings of the chapter, to pay promptly all financial obligations to both the chapter and the Fraternity; to become acquainted with the National Constitution, District Constitution, and local constitution and the history of Kappa Kappa Psi; and to support the efforts and purposes of the chapter and Fraternity.

5.12 Any member of any Kappa Kappa Psi chapter who has recently been an active member of that chapter is, upon transferring to another school, eligible to become an active member at the chapter of that school. Active membership will be granted to the member upon enrollment in the band program at the new school and the fulfillment of all financial obligations.

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

5.14 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.

5.15 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.

5.16 Former active or associate members who are enrolled in school but do not pay member dues shall be classified as inactive members. Inactive members have no privileges of Fraternity membership. Inactive members may not participate in any Fraternity business, projects, or activities. To obtain privileges of membership, said member must request, in writing, reinstatement by the chapter from which the member became inactive. Upon review of the inactive member’s written request, the inactive member must receive a favorable vote of seventy-five (75) percent of the eligible voting membership, the approval of the chapter sponsor, and payment of all financial obligations to both the chapter and the Fraternity in order to be granted privileges of membership.

5.17 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.

5.18 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.

5.19 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.

5.20 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.

5.21 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.

5.22 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.

5.23 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.

5.24 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. Delegates and Proxies**

6.01 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.

6.02 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.

6.03 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.

6.04 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.

6.05 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.

6.06 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**

7.01 Committees of the chapter shall be determined as required by the chapter and all committees shall be appointed by the Chapter President. The President cannot be the chair of any committee.

7.02 The chapter will have standing committees of membership, service, ways and means, bylaws, and social.

7.03 The membership committee will be responsible for recruitment, education, and retention. The Vice-president will be the chair of this committee.

7.04 The service committee will be responsible for brain-storming and organizing projects with service to the music community. Any member may be the chair of this committee.

7.05 The Ways and Means committee will be responsible for organizing fundraising projects and allocations of the chapter’s funds to all areas of chapter function. The treasurer will be chairman of this committee. They must also maintain an up-to-date budget.

7.06 The Bylaws committee will be responsible for updating and maintaining our local constitution as well as updating the bylaws. Anyone can be the chair of this committee.

7.07 The social committee is responsible for creating and coordinating opportunities for the chapter to strengthen the brotherhood bond between members and also activities for members of the band community as a whole. Anyone can be the chair of this committee.

7.08 In committees in which a chair is not designated previously in the constitution, an election will take place in the first committee meeting for the chair. A simple majority is all that is required to win the position of chair. Candidates must be nominated and accept nomination before voting.

7.09 All committee chairs must present a report of committee activities at the regular chapter meetings.

7.10 Ad Hoc committees will be temporarily created to fulfill current needs of the chapter. The Ad Hoc committee will follow the guidelines set forth in sections 7.01, 7.08, and 7.09.

7.11 Ad Hoc committees will be created and disbanded at the discretion of the executive council.

**8. Reports**

8.01 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. Revisions

9.01 Revisions to this constitution shall be considered and voted upon by April 30 of each year.

9.02 The date of each revision shall be recorded in section 9.04 of this constitution.

9.03 All previous constitutions shall be maintained in the chapter’s files on premises.

9.04 Revised constitution accepted April 19th, 2012.