

Kappa Kappa Psi
Louisiana State University
Beta Gamma Chapter Constitution
Revised March 12, 2006

Preamble

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

1. To promote the existence and welfare of the college and university bands and to cultivate at large a wholesome respect for their activities and achievements.
2. To honor outstanding bandmembers through privilege of membership extended as a reward for technical achievement and an 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.

I. General Information

- 1.101 The name of this organization shall be the Beta Gamma chapter of Kappa Kappa Psi, National Fraternity for College and University Band Members at Louisiana State University and A&M College at Baton Rouge, Louisiana.
- 1.102 The Beta Gamma chapter shall be non-commercial, and the name of the Chapter or the names of any members in their official capacities shall not be used in connection with a commercial concern.
- 1.103 The Beta Gamma chapter shall cooperate with Louisiana State University to support the improvement of education in ways that will not interfere with administration of the University.
- 1.104 The Beta Gamma chapter may cooperate with other organizations and agencies, but persons representing the Chapter in such matters shall make no commitments that bind the Chapter.
- 1.105 The Beta Gamma chapter agrees to abide by all University policies and local, state and federal laws.
- 1.106 The Beta Gamma chapter will apply to the Center for Student Leadership & Involvement for registration on an annual basis two weeks after the Chapter's new officer elections.
- 1.107 A regularly called meeting of the chapter shall be held at least once each month during the regular academic school year of the college or university where the chapter is located. Meetings may be held more frequently when deemed advisable by the chapter. The exact time of the meeting shall be determined by the chapter.
- 1.108 Any item that is not covered in the Constitution is to be treated as stated in the appropriate sections of the National and Southwest District Constitution.
- 1.109 A current version of Robert's Rules of Order, unless otherwise stated in this Constitution or the Chapter Bylaws, shall govern all Chapter deliberations.
- 1.110 A quorum for the Beta Gamma Chapter is fifty (50) percent of the Active members, with 2 officers present, one of whom must be either the President, Vice President of Membership Education or Vice President of Service.

II. Officers

2.1 Responsibilities

- 2.101 Officers of the Beta Gamma Chapter are listed here in order of rank: President, Vice President of Membership Education, Vice President of Service, Secretary, Treasurer, History and Alumni Secretary, Sergeant at Arms, Chaplain and Webmaster.
- 2.102 To be eligible to be elected to, appointed to, or to hold an office or be a standing committee chairperson, a student:
- must be enrolled as a full time student at LSU;
 - must be in good standing with the University, have at least a 2.0 cumulative GPA, and not on disciplinary probation or other suspension;
 - must be an Active member in good standing with the Fraternity.
- 2.103 Officers must submit a report to the Chapter at each meeting concerning the state of affairs of the office. The minutes shall be submitted to the chapter in writing prior to the following week's meeting. Unless amendments are made to the minutes, they will be accepted as read.
- 2.104 If there is a vacancy of any office for any reason, that office is appointed by the President of the Chapter for the remainder of the term. If the Presidency becomes vacant, the Vice President of Membership Education will fill the office.
- 2.105 President: The President of the Beta Gamma Chapter manages all meetings of the Chapter and Executive Council. He/She shall sign all contracts and other instruments of business incurred by the Chapter. The President may not vote on any issue and should refrain as often as possible from passing personal judgment on any issue that comes before the Chapter. In a vote that has tied twice, the President will be charged with breaking the tie. The President is responsible for the maintenance of Chapter possessions (i.e. pins, props, etc.). The President shall sign the checks for Chapter finances with the Treasurer. The President is a non-voting, ex-officio member of every committee. The President is the official representative of the Chapter when a single representative is needed. The President shall maintain all reports with Nationals.
- 2.106 Vice President of Membership Education: The Vice President of Membership Education, in the absence of the President, shall manage meetings of the Chapter. The Vice President of Membership Education does not have the power to vote if he/she is managing the meeting. The Vice President of Membership Education may sign checks in the place of either the President or the Treasurer provided he/she has the verbal consent of the Executive he/she is signing for. The Vice President of Membership Education is responsible for the day-to-day guidance of the Membership Education Program and its participants. The Vice President of Membership Education is in charge of all matters concerning ritual.
- 2.107 Vice President of Service: The Vice President of Service, in the absence of the President and the Vice President of Membership Education, shall manage meetings of the Chapter. The Vice President of Service does not have the power to vote if he/she is managing the meeting. The Vice President of Service shall be responsible for investigating possible new service activities, preparing for chapter service projects and overseeing the execution of said service projects.
- 2.108 Secretary: The Secretary shall record all minutes of the Chapter meetings as well as take roll of all the membership. The Secretary shall maintain a permanent record of each member's attendance at all other required events. The Secretary shall also provide a Chapter roster containing relevant contact information to be distributed to all Active members at the beginning of each semester and for the assembly of the Louisiana State University Tiger Marching Band phone directory. The Secretary is also responsible for verifying that the required GPA and applicable hour requirements are maintained by all of the members. The Secretary maintains obligations and correspondence including invitations and announcements between other chapters and the Southwest District.
- 2.110 Treasurer: The Treasurer shall control the receipts and disbursements of all moneys of the Chapter and shall submit recommendations concerning the financial policies of the Chapter as may be required. The Treasurer shall sign checks for the Chapter with the President for moneys disbursed and shall be responsible for keeping records of all Chapter finances.
- 2.111 History and Alumni Secretary: The History and Alumni Secretary shall be responsible for maintaining a written and pictorial record of the activities of the chapter and band. The History

- and Alumni Secretary shall be further responsible for maintaining a permanent alumni roster, including permanent address and contact information, dispensing Life Membership and National Alumni Association applications to all brothers graduating or leaving the university, and organizing alumni activities. The History and Alumni Secretary is also responsible for creating and distributing an Alumni Newsletter at least once per academic year.
- 2.113 Sergeant at Arms: The Sergeant at Arms is the disciplinarian of the Chapter. The officer is responsible for maintaining the order in the meeting and enforcing parliamentary procedure. He/She will also be responsible for the entrance and exit of members and non-members to meetings, rituals, and other official activities.
- 2.114 Chaplain: The Chaplain is responsible for the moral, ethical, and emotional well-being of the Chapter and band personnel. He/She is responsible for greetings, congratulations, condolences, etc. as they are needed throughout band personnel, alumni, and other musical organizations. This is not an executive office. The Chaplain is the same level as a committee chair.
- 2.115 Webmaster: The Webmaster shall be responsible for maintaining and updating the Beta Gamma website. The President shall be responsible for appointing an Active proficient in web design. This is not an executive office. The Webmaster is the same level as a committee chair.
- 2.116 All Officers must abide by and conform to any directives from the National Office as outlined in the Chapter Operations Handbook and the National Constitution that have not been specified in this section.
- 2.117 After an election, outgoing Officers are responsible for the duties of their office, and responsible for familiarizing the incoming officer with the duties and responsibilities associated with that office. The outgoing Officer must relinquish all keys and materials associated with the office to his/her successor.
- 2.118 Only Officers shall have access to the Chapter's files, except in specific instances when that privilege is delegated to an Active member by a 2/3 vote of the Executive Council.
- 2.119 Offices are held for a one-year period of time, at which point elections will be held to refill them. The President will be limited to two (2) one-year terms in office. All other offices shall have no term limits.
- 2.120 A ½-year term does not count as a full term in office; therefore it is possible to hold the office of President for longer than 2 years.
- 2.121 Offices not required by the National Constitution shall be created and eliminated as the Chapter sees fit.
- 2.122 The Offices of President, Vice President of Membership Education and Vice President of Service shall be filled by Active members who have been active for at least 1 year (12 months) immediately prior to the election, unless an emergency situation arises.

2.2 Impeachment

- 2.201 An Officer of the Beta Gamma Chapter may be impeached if due cause is given.
- 2.202 A motion for impeachment is handled like any other motion.
- 2.203 During the discussion portion of the motion, the Officer in question will be temporarily excused from the meeting as to prevent intimidation.
- 2.204 After the discussion, a vote must be taken on whether to continue the impeachment or to dismiss the previous motion.
- 2.205 If a motion to impeach passes, a letter will be delivered to the Officer in question stating the offenses and when a hearing shall be held before the Chapter. That hearing must be within thirty (30) days of the passing of the motion to impeach.
- 2.206 At an impeachment hearing, any member of the Chapter may ask questions of the Officer in question for any amount of time.
- 2.207 After a motion to close questioning passes, the Officer in question shall be excused. After discussion, a vote to remove the Officer in question shall be held.
- 2.208 A vote of ¾ of the Active members is needed for removal from office.

III. Executive Council

- 3.101 The Executive Council shall consist of the Executive Offices of the Chapter (President, Vice President of Membership Education, Vice President of Service, Secretary, Treasurer, History and Alumni Secretary and Sergeant at Arms).
- 3.102 In the absence of the President, Vice President of Membership Education and Vice President of Service the meeting will be canceled.
- 3.103 Only the President may order an Executive Council meeting.
- 3.104 This Council shall convene for any reason deemed necessary by the President.

IV. Membership

- 4.101 Chapter membership shall consist of seven (7) types: Active, Associate, Conditional, Inactive, Alumni, Life and Honorary. All memberships are viewed and maintained in a manner consistent with the National Constitution.
- 4.102 A band member may be offered entry into the Membership Education Program (MEP) of the Fraternity after the satisfactory completion of one (1) term as a member of the college and university band unless an exception is made by the Chapter Sponsor.
- 4.103 Prior to initiation, the membership candidate must receive a favorable vote of seventy-five (75) percent of the eligible voting membership and pay an initiation fee and the year's national dues as determined by the National Chapter (refundable if not initiated) to the Chapter Treasurer who shall forward it immediately to the National Headquarters. The candidate shall not be considered initiated until said name has been recorded in the Master Chapter Roster at the National Headquarters. Any chapter that submits information for the initiate(s) later than thirty (30) days after the initiated date will be assessed a late reporting fee of an additional twenty-five (25) percent of the total number of initiates submitted.
- 4.104 Active 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 membership in the Fraternity.
- 4.105 A minimum grade point average of 2.0 is necessary for Active membership in the Chapter.
- 4.106 It shall be the duty of each Active 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, the Chapter Constitution and the history of Kappa Kappa Psi; and to support the efforts and purposes of the Chapter and the Fraternity.
- 4.107 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 fulfillment of all financial obligations.
- 4.108 Conditional status in the Fraternity may be requested by an Active member when that member cannot, without undue hardship, continue to meet the requirements for Active status. The request shall be in writing and shall state the specific reason 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. 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.
- 4.109 Conditional members may, at the discretion of the Chapter, attend Chapter meetings, District and National Conventions and events, participate in Ritual, participate in chapter fund-raisers 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.
- 4.110 If Conditional members are allowed to participate in fundraisers or service projects, they are considered required events, subject to the same attendance rules as Active members for said events.
- 4.111 Membership under conditional status shall be granted to any previously active member of Tau

- Beta Sigma whose local institution does not possess an active Tau Beta Sigma chapter and who meets the transfer requirements as defined in the Kappa Kappa Psi Transfer Policy. The conditional membership shall not exceed thirty (30) days during which time such member shall enter an orientation period to become familiar with the principles of Kappa Kappa Psi and the operations of the Beta Gamma chapter. At the end of the orientation period, such member may request associate status. Associate member status shall be conferred upon such member with the approval of the Beta Gamma chapter and Sponsor.
- 4.112 Conditional members may return to Active status upon submission of a written request to the Secretary to be approved by the Chapter. These members must wait two weeks before voting on any matters concerning the Chapter, however, he or she has all other responsibilities and privileges of Active status.
- 4.113 Associate members shall have all rights, privileges, and responsibilities associated with active membership. Associate membership shall be granted to any member who has previously transferred to a Kappa Kappa Psi chapter under the Kappa Kappa Psi Transfer Policy or who has been granted honorary membership in lieu of Transfer Policy.
- 4.114 Former Active members who are enrolled in school but do not pay member dues shall be classified as Inactive members. Inactive members have no privileges of Fraternity membership. Inactive members may not participate in any Fraternity business, projects or activities. To return to Active status, said member must submit a written request to Beta Gamma. Upon approval by the Beta Gamma chapter and Sponsor, and payment of all financial obligations to the National Headquarters and the Beta Gamma chapter, said member shall be returned to Active status.
- 4.115 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 the university. Any alumni member shall have all privileges of an Active member, except those of voting and introducing business. In the event an Alumni member wishes to reactivate with the Chapter, said alumnus must be registered as a student, be an active member of the institution's band and meet requirements as an Active member of the Chapter.
- 4.116 Upon application to the National Headquarters and payment of a Life membership contribution (the amount to be set by the National Chapter), any Alumni member shall be entitled to Life Membership privileges and may, if desired, subscribe to The Podium.
- 4.117 Honorary members of the Fraternity shall possess the same general qualifications as active 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.
- 4.118 An initiation fee (amount determined by the National Chapter) for each Honorary member initiated by the Chapter shall be paid by the Chapter Treasurer to the National Headquarters prior to the initiation and shall entitle the Honorary member to Life Membership privileges in the Fraternity without further obligations. The National Headquarters shall provide a special membership certificate and membership card and gold recognition button. If deemed advisable, the Chapter may purchase additional jewelry for Honorary members.
- 4.119 Any members wishing to change their status to Active can do so at the beginning of each semester during the submission of the National reports. These submissions exempt said members from having to make a written submission to the Chapter.
- 4.120 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.
- 4.121 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 probationary term or for the initiation of suspension proceedings.
- 4.122 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.
- 4.123 A member placed on suspension shall be informed, in writing, of the following: the reasons for suspension, a specified time period in which to make restitution and the obligations needed to be fulfilled within that time period. Fulfillment of all obligations within the specified time period shall return said member to previous membership status. Fulfillment of all obligations shall be approved by the Chapter and Sponsor. Failure to complete all obligations is just cause for either an extension of suspension term or for the initiation of expulsion proceedings.
- 4.124 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 Beta Gamma chapter. The member will be given a hearing before said motion is voted on. The vote will be 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 his/her name shall be stricken from the Master Chapter Roster at the National Headquarters.
- 4.125 Membership status in Kappa Kappa Psi may not be terminated by the member through resignation.
- 4.126 The Executive Council shall review all matters concerning Active suspensions and reinstatements. The Executive Council shall decide when the Active in question shall appear before the Chapter to state his/her case.
- 4.127 Any LSU student, faculty member or staff member who subscribes to the purpose and basic policies of the organization may become a member of this organization, subject only to compliance with the provisions of the constitution.
- 4.128 Active membership is restricted to LSU students. Honorary membership can be extended to LSU faculty and staff at the discretion of the chapter. Honorary members are non-voting members.
- 4.129 Confidential information about the Chapter may only be revealed to initiated members of Kappa Kappa Psi in good standing with the Fraternity. Conditional members have privileges of confidential information. Inactive members do not have privileges of confidential information.

V. Dues

- 5.101 Beta Gamma dues shall be an amount set forth by the Chapter as deemed necessary for the maintenance of the Chapter.
- 5.102 Any additional fee assessment requires a 2/3 vote of the Chapter.
- 5.103 If total payment is not made to the Chapter by a member, or a payment plan has not been scheduled, that member is subject to automatic suspension from the Chapter with all rights of membership rescinded, or any sanction(s) deemed necessary by the Executive Council.
- 5.104 A member suspended for failure to meet financial obligation may be reinstated immediately by submitting a written request to the President, accompanied by a check to the Chapter for any outstanding balance in their account.

VI. Attendance

- 6.101 If an Active member is going to miss service obligations, activities, and/or meetings for a reason he/she sees as suitable, he/she must submit a written excuse to the Secretary. The excuse must be submitted no later than one week after the absence. Failure to submit an excuse within one week will result in an automatic unexcused absence.
- 6.102 All officers are required to attend all meetings and functions. Only in the case of an emergency may an officer miss a meeting or function. Officers are additionally required to submit written explanations for absences/tardies to the Secretary, even if the officer does not believe there is a valid excuse. All officer excuses must be voted on by the Executive Council within one week of submission.
- 6.103 All excuses shall be voted on by the Internal Communications Committee by majority vote.
- 6.104 If a member disagrees with the decision of the Internal Communications Committee, he/she may request that the Internal Communications Committee reconsider the decision upon submission of additional information that may support his/her case. If said member is still dissatisfied, he/she may submit a written appeal to the Executive Council. The Executive Council may overturn a

- decision by the Internal Communications Committee.
- 6.105 When an Active or Conditional member has incurred four (4) unexcused absences from planned Chapter service obligations, activities, and/or meetings during one semester, the Secretary shall give written notice of the danger of probation to that member and inform the Chapter. The Secretary shall also keep a copy of the written notice for chapter records.
 - 6.106 When an Active or Conditional member has incurred five (5) unexcused or excused absences exceeding half of all planned Chapter service obligations, activities, and/or meetings during any one semester without a permanent excuse, he/she will be called to appear before the Executive Council. After meeting with the Executive Council, the Active member in question shall state his/her case to the Chapter. If the member in question refuses to appear before the Executive Council or Chapter, the Executive Council may place said member on automatic probation.
 - 6.107 The MEP Committee shall formulate an attendance policy as well as specify consequences for Membership Candidates who violate said policy before the beginning of the MEP.
 - 6.108 Excused absences may not exceed half of the meetings in the semester unless the member has submitted a permanent excuse at the beginning of the semester, accompanied by documentation, which has been approved by the Chapter. Documentation can include a written note from an employer or a professor, a copy of a class or work schedule, or a time sheet. Absences from other service obligations, activities and/or other meetings require a separate excuse.
 - 6.109 If an Active member is going to be tardy for service obligations, activities, and/or meetings for a reason he/she sees as suitable, he/she must submit a written excuse to the Secretary. The excuse must be submitted no later than one week after the tardiness. Failure to submit an excuse within one week will result in an automatic unexcused tardy.
 - 6.110 Two (2) unexcused tardies shall count as one unexcused absence.
 - 6.111 A permanent excuse for tardiness can be submitted just like a permanent excuse for absences.
 - 6.112 Tardy excuses shall be processed in the same manner as absence excuses.

VII. Voting

7.1 Officer Elections

- 7.101 Election dates will be set by the President and announced four (4) to six (6) weeks in advance at a Chapter meeting.
- 7.102 Nominations can take place at any meeting from that moment to the election of that office.
- 7.103 At the meeting on election day, each office will be voted on separately, by secret ballot, in order of President, Vice President of Membership Education, Vice President of Service, Secretary, Treasurer, History and Alumni Secretary, Sergeant at Arms, and Chaplain.
- 7.104 The candidates for these offices will be given a set amount of time for a speech to the Chapter. After their speeches, the candidates will be excused from the room for discussion among the members. After the members' discussion is complete, the candidates will reenter the room and a vote will be taken of all present, excluding the President.
- 7.105 When a member is unable to attend an Election meeting, that member may give his/her voting rights to another Active by proxy. The absent member must submit a proxy authorization letter, signed and delivered to the Secretary before the start of the meeting.
- 7.106 An absentee ballot may be cast on any issue, and must be received by the Secretary before the vote is taken.
- 7.107 In the case of a tie in Officer elections, there will be a discussion period, followed by a second casting of votes. In the case of a second tie, the President has the power to break the tie. When there is a double tie for the Presidency, the highest non-nominated officer shall break the tie.
- 7.108 Votes on all matters will be counted by the Sergeant at Arms and confirmed by a count from the Chapter President. If the Sergeant at Arms and/or the President are nominated for an officer position, the highest officer not nominated shall count the votes, with the second highest officer not nominated confirming the count.

7.2 Constitution and Bylaws

- 7.201 A 2/3 vote of the total Active Chapter is required to amend this Constitution.
- 7.202 The Chapter Bylaws shall include binding rules for the chapter. A 2/3 vote of the Executive Council present and voting shall be required to amend the Bylaws. The Chapter Bylaws shall in no way conflict or receive priority over the National, Southwest District or Chapter Constitutions.

7.3 General Voting

- 7.301 Where a motion or issue requires a favorable or negative vote of the eligible voting membership, abstentions shall count against the number of eligible votes cast in a body.

VIII. Committees and Specialized Performing Groups

8.1 General

- 8.101 The Chapter may create or eliminate a Committee for any purpose it deems necessary.
- 8.102 Each semester, the President is responsible for appointing a committee chair by the second Chapter meeting for any newly formed committee, unless the committee chair is predetermined and listed below.
- 8.103 When the Chapter dissolves a committee, said committee must meet one last time to assemble a final report to be given to the Chapter.

8.2 Committees

- 8.201 The respective committee chair is responsible for appointing the members of their respective newly formed committee from a list of members who would like to serve on said committee provided the President approves of these appointments.
- 8.202 Each Active member of the Chapter is required to serve on at least one committee. Attendance of each committee meeting shall be recorded by the committee chair and reported to the Secretary within one week of said meeting.
- 8.203 Committee chairs shall choose a set meeting time by the second meeting of the semester. This meeting time cannot conflict with the meeting times of the other committees.
- 8.204 During the second Chapter meeting, each Active member shall submit three committee preferences based on interest. Actives must be able to attend the preferred committee meetings. Exceptions to listing the preferences can be made at the discretion of the Executive Council.
- 8.205 Between the second and third Chapter meetings, the President shall convene a meeting of all committee chairs in order to select committee members. The guidelines for this meeting shall include:
 - a. Committee chairs shall choose members in a round-robin fashion.
 - b. The order of selection shall be determined by the number of preference requests, beginning with the committee receiving the fewest requests and proceeding in ascending order to the committee receiving the most requests. To break ties, a random selection method chosen by the President shall occur.
 - c. Once every Active member has been selected for a committee, the remaining seats shall be filled on a voluntary basis.
- 8.206 A committee can have a vice chair who shall be appointed by the committee chair. This vice chair shall be given duties as seen fit by the committee chair.
- 8.207 Committees shall be limited to either 5 members or 20% of the chapter, whichever number is larger, in addition to the committee chair. Fractions will always be rounded up when determining 20%.
- 8.208 Committees are not required to meet on a regular basis, but rather only at times deemed necessary by the committee chair or the Chapter President.
- 8.209 Only committee members may vote at committee meetings; however, any Active member of the chapter may attend.

- 8.210 The Committee chair must submit a report of the Committee's activities to the Chapter at every Chapter meeting.
- 8.211 Brotherhood Committee: Any member can be Chair of this Committee. This Committee shall be responsible for strengthening the bond of brotherhood through social activities. An effort should be made by the committee to coordinate with the Vice President of Membership Education to include Membership Candidates in the brotherhood events.
- 8.212 Ways and Means Committee: The Chair of this Committee is the Treasurer. This committee is responsible for the maintenance of all accounts and for the preparation of the budget. This committee is also responsible for the fund raising activities of the Chapter.
- 8.213 Membership Education Committee: The Chair of this committee is the Vice President of Membership Education. The responsibilities of the MEP committee are to design, implement and maintain the Chapter's MEP.
- 8.214 Alumni Relations: The Chair of this committee is the History and Alumni Secretary. The members of this committee shall be responsible for improving and maintaining Chapter relations with Life, Honorary and Alumni members.
- 8.215 History & Regalia Committee: The Chair of this Committee is the History and Alumni Secretary. This committee shall be responsible for the maintenance of the Chapter scrapbook and shall also be responsible for the construction of displays for National and District Conventions. In addition this committee will be responsible for maintaining the bulletin board in the band hall.
- 8.216 Public Relations Committee: Any member can be the Chair of this Committee. The committee is responsible for the writing and collection of articles to be submitted to the Fraternity publications. It is also responsible for community public relations, inter-chapter relations, and relations with other campus organizations. It is responsible for the compilation of the Spit Valve, the semiannual marching band production. This committee will also handle any materials related to publicity.
- 8.217 Ritual Committee: The Chair of this committee is the Vice President of Membership Education. The committee is responsible for the preparation and upkeep of all Ritual materials. The committee is responsible for the management of the Ritual (e.g. materials, room reservations, etc.).
- 8.218 Service Committee: The Chair of this committee shall be the Vice President of Service. This committee will be responsible for assisting the Vice President of Service in selecting worthwhile service projects and organizing service projects that may be performed by the Chapter and/or the MEP class.
- 8.219 Convention and Workshop Committee: This committee shall be responsible for the coordination of all financial, logistical and other aspects of attending workshops and conventions. The committee shall also prepare for any workshops or conventions hosted by the Chapter. The committee shall also work with the Public Relations Committee to ensure the chapter is qualified for and pursuing all awards. This committee shall also prepare all bids to host conventions.
- 8.220 Internal Communications Committee: The chair of this committee is the Secretary. This committee shall evaluate all submitted excuses to determine whether they meet the criteria set forth by the Constitution and Chapter By-Laws. All submitted excuses must be voted on by the Committee within one week of submission. The Secretary shall report all excuse decisions made by the Internal Communications Committee at the following chapter meeting.

8.3 Specialized Performing Groups

- 8.301 Specialized Performing Groups have all responsibilities and privileges of committees, but shall have no upper limit on membership. These groups are not required to participate in the selection process outlined in 8.204-5.
- 8.302 The President may officially assign Titles (e.g. Step Team Captain) for Chairs of these Specialized Performing Groups upon appointment. These groups must receive approval from the President before representing the chapter in any official capacity.
- 8.303 Step Team: Any member of the Step Team can be Team Captain. Any Active member can be on the Team. Based on an audition, the decision to fill a vacancy is reserved for the Step Team Captain. The selection of members involved at events is reserved for the Team Captain.

IX. Membership Education Program

9.1 Committee and Big Brothers

- 9.101 The purpose of the MEP is to acquaint the Membership Candidates with the Active members. It is also designed to introduce the qualities of leadership, respect and brotherhood within the Chapter and the band.
- 9.102 The MEP Guide shall be the Vice President of Membership Education and is answerable to the Chapter.
- 9.103 A list of Actives willing to take the responsibility as a Big Brother shall be compiled by the MEP Committee. The MEP Committee will appoint Big Brothers to each Membership Candidate.
- 9.104 Big Brothers shall be responsible for encouraging and assisting the Membership Candidates and representing the Membership Candidate at Chapter meetings. The Big Brother is the principal tutor of his/her Membership Candidate.
- 9.105 All Active members are responsible for the success of the entire MEP. Sole responsibility shall not rest on the Vice President of Membership Education, MEP Committee, Big Brothers or MCs.
- 9.106 At the beginning of each semester, a bid (invitation) will be given to any prospective member the Chapter has voted on by a $\frac{3}{4}$ vote, inviting him/her to become a Membership Candidate of Kappa Kappa Psi.
- 9.110 There should be reasonable social activity between Big and Little Brothers through the MEP period.
- 9.111 There should be contact of some sort between the MEP class and Alumni members through the course of the MEP.

9.2 Qualifications

- 9.201 A bandmember may be offered entry into the MEP after the satisfactory completion of one term as a member of the university band program, unless the Chapter Sponsor makes an exception.
- 9.202 The prospective member shall be a qualified musician and/or demonstrate leadership potential.
- 9.203 Prospective members shall hold a cumulative 2.0 Louisiana State University grade point average or better.

9.3 MEP Officers and Organization

- 9.301 The MEP class shall elect a President, Vice President, Secretary, and Treasurer to facilitate business and for representation to the Chapter. Offices may be added or combined, if deemed necessary by the MEP Guide.
 - a. MEP President: The President of the MEP class is responsible for day-to-day operations of the MEP class and for writing a summary letter about the MEP period.
 - b. MEP Vice President: The Vice President of the MEP class shall assist the President in his/her operations. He/She is also responsible for the MEP class scrapbook.
 - c. MEP Secretary: The Secretary of the MEP class will keep minutes of all MEP class meetings. These will be turned over to the MEP Guide before the end of the MEP.
 - d. MEP Treasurer: The Treasurer of the MEP class is responsible for the MEP class finances. A written record of income and expense shall be kept and turned over to the MEP Guide before the end of the MEP.
- 9.302 The MEP class shall participate in service activities that show their willingness to help the Chapter in serving the university bands. These activities include, but are not restricted to, duties such as helping the Band Department secretary, icing down drinks and helping to set up or tear down concert sets.
- 9.303 MEP Tests: Each Membership Candidate shall be given regularly scheduled tests. The lowest acceptable grade on any single test should be 80% and an average of 90% is recommended.
- 9.304 An initiate pin shall be worn at all times in a visible and respectable matter, unless otherwise specified by the MEP Guide.
- 9.305 Attendance at all MEP functions and specified activities is mandatory. In the event that a

- Membership Candidate cannot attend a required event, a written excuse needs to be given to the MEP Guide. The MEP Committee will vote on the merit of the absence.
- 9.306 All MC dues must be paid by the deadline set by the MEP Guide. Probationary dues are decided upon by a combination of the National Office dues and the Beta Gamma chapter dues.
- 9.307 The MEP class shall be responsible for one large service project approved by the MEP committee. Funding for the project will be provided by the MEP class. Completion of the project can be a joint effort by the Active chapter and the MEP class, with the MEP class primarily in charge of its success.
- 9.308 Each Membership Candidate shall receive a manual that will conform to the guidelines of the National Membership Education Teaching Manual.
- 9.309 Each Membership Candidate shall construct a fraternity paddle for his/her big brother. The MCs shall present these paddles at the conclusion of the MEP.
- 9.310 A pictorial and written history (scrapbook) of the MEP class must be completed by third degree and turned into the MEP Guide.
- 9.311 Membership Candidates do not hold any power with the Active fraternity. In the event a Membership Candidate sees or has a problem with an Active member, or suspects hazing, that Membership Candidate should go to any member of the MEP committee and report the infraction. The MEP Committee has the authority to take action against an Active member.

X. Finances

- 10.101 All monies taken into the Chapter by fund raising shall be first used for the maintenance of the Chapter. At the end of each semester, additional funds shall be appropriated to the Commissioning of New Works (10%), Convention Delegate Fund (10%), and then to the General Chapter Fund.
- 10.102 All monies of the Chapter shall be received by the Treasurer. All expenditures shall be signed by the Treasurer and the President. Extenuating circumstances allow the Vice President of Membership Education to sign in either of their stead, should verbal consent be given by the absent Executive.
- 10.103 Major purchases must be approved by a majority vote of the Chapter. A major purchase is any amount of money greater than \$50 dollars.
- 10.104 The fiscal year of the Chapter shall be from July 1 to the succeeding June 30.
- 10.105 A rainy day account containing at least two thousand dollars shall be maintained except in case of emergency. Accessing the rainy day account requires a 2/3 majority vote of all members present and voting.

XI. Awards and Gifts

- 11.101 An outstanding initiate shall be chosen from each MEP class in recognition of his/her outstanding service. Nominations will be made by the floor after the conclusion of the MEP and followed by a majority vote.
- 11.102 An outstanding Active member shall be chosen each semester from the Actives in good standing. in recognition of his/her outstanding service. Nominations and a vote will be held at the discretion of the President. Majority vote will decide the election.
- 11.103 A scholarship may be awarded by the Active Chapter in the fall and spring if so determined.
- 11.104 The Beta Gamma Chapter will make nominations for various National and District award programs as the membership deems appropriate.

XII. Commissioned Works

- 12.101 A work shall be commissioned as often as it is deemed financially feasible. A 2/3 majority vote will be needed to approve the commissioning of a work.

XIII. Delegates

- 13.101 Delegates and Proxies to the National and District Conventions shall be elected as prescribed by the National and District Constitutions.
- 13.102 Alternate Delegates to each National and District Convention shall be elected by a simple majority vote of the Chapter. The number of Alternate Delegates shall be determined by the Chapter President.
- 13.103 A Delegate shall be responsible for compiling a report upon return from a convention. The report shall contain a copy of all convention materials and a typed summary of important experiences and knowledge acquired from the convention. The report shall be filed upon official acceptance by the Chapter.

Approval Date: **3/12/2006**

Daniel Bové
President

Robert Dowie
Treasurer

Christopher Pyfrom
Vice President of Membership

Brian Higginbotham
Historian

Richard Berger
Vice President of Membership Education

Melody Ritchie
Alumni Secretary

Kristalynn Kindschuh
Recording Secretary

T.C. Mitchell
Sergeant at Arms

Christopher “Stobe” Nuebel
Corresponding Secretary