

# *Constitution*



*Epsilon Iota Chapter  
Tau Beta Sigma National Honorary Band  
Sorority*

*Revised and Adopted*

# *Table of Contents*

<u>Preamble</u> .....	<u>Page 3</u>
<u>Article I – Name</u> .....	<u>Page 3</u>
<u>Article II – Scope and Function of the Constitution</u> .....	<u>Page 3</u>
<u>Article III – Organization</u> .....	<u>Page 4</u>
<u>Section 1 – Non-Profit Status</u>	<u>Page 4</u>
<u>Section 2 – Officers and Their Duties</u>	<u>Page 4</u>
<u>Section 3 – Committees and Their Duties</u>	<u>Page 8</u>
<u>Article IV – Faculty Advisor and Chapter Sponsor</u>	<u>Page 9</u>
<u>Article V – Membership</u>	<u>Page 10</u>
<u>Section 1 – Membership Requirements</u>	<u>Page 10</u>
<u>Sections 1.01-8 – Types of Membership</u>	<u>Page 10</u>
<u>Article VI – Delegates and Proxies</u>	<u>Page 12</u>
<u>Article VII – Constitution Revision and Adoption</u>	<u>Page 13</u>
<u>Article VIII – Nondiscrimination Policy</u>	<u>Page 14</u>
<u>Article IX – University Records</u>	<u>Page 14</u>

# *The Constitution of the Epsilon Iota Chapter of Tau Beta Sigma*

## *Preamble*

*The Epsilon Iota Chapter of Tau Beta Sigma, National Honorary Band Sorority, is organized for the following purposes:*

- 1. To promote the existence and welfare of The University of Akron Bands, and to cultivate a universal respect for their activities and achievements.*
- 2. To honor outstanding persons in the band through membership privilege.*
- 3. To stimulate, through the medium of bands, campus leadership, and respect for good conduct, good taste, loyalty, and enthusiasm.*
- 4. To foster a good relationship between college bands, and to promote a high level of achievement by the performance of good music and the selection of worthwhile projects.*
- 5. To provide a social experience for all engaged in The University of Akron Bands, and to cooperate with other musical organizations.*

*This chapter shall work in conjunction with Kappa Kappa Psi, Zeta Omicron Chapter at The University of Akron, when in existence, to achieve the purposes stated above.*

## *Article I Name*

*Section 1 The Official name of this organization shall be The Epsilon Iota Chapter of Tau Beta Sigma, National Honorary Band Sorority.*

*Section 1.01 In this document, The Epsilon Iota Chapter of Tau Beta Sigma, National Band Sorority shall also be referred to as the Chapter or this Chapter.*

## *Article II General Functions and Scope of the Constitution*

*Section 1 This document, in conjunction with the Chapter Policy Handbook, establishes and prescribes the authorized regulations pertaining to the functions and operations of the Chapter.*

*Section 2 The Chapter Constitution shall in no way receive priority over or conflict with the policies of The University of Akron or the constitutions of the North Central District of the Tau Beta Sigma Sorority, the National Organization of the Tau Beta Sigma Sorority, the State of Ohio, or the United States of America.*

### ***Article III Organization***

*Section 1 Nonprofit Status – This Chapter shall be incorporated under the laws of The State of Ohio as a nonprofit organization. This shall henceforth pertain as part of the spirit and meaning of this constitution and organization in regards to such by-laws, regulations, trustees, and other officials as may be designated by the Chapter.*

*Section 2 Officers – The officers of the Chapter shall be: President, Vice President, Treasurer, Parliamentarian, Recording Secretary, Corresponding Secretary, and Kappa Kappa Psi Liaison. These officers, excluding the Kappa Kappa Psi Liaison, shall form the Executive Board. These officers and their duties may be altered as deemed necessary by the Chapter.*

*Section 2.01 Officers of the Chapter shall be elected at a regular business meeting as prescribed by the Chapter Policy Handbook.*

*Section 2.02 Officers of the Chapter shall serve a term of one year unless elected during a special election to fill a vacant office, in which case the officer will serve for the remainder of the term. Officers of the Chapter may serve any number of terms.*

*Section 2.03 Officers of the Chapter shall serve their office without compensation.*

*Section 2.04 Each officer of the Chapter must be a member in good standing as stated in the Chapter Policy Handbook at the time of election. In addition, the President, Vice President, Treasurer, and Parliamentarian must be active members for one full semester (excluding membership candidacy) prior to their election.*

*Section 2.05. Each officer of the Chapter must be able to represent the Chapter under all normal circumstances. They must have the best interests of the Chapter at heart and must be willing to devote the necessary time and effort to the execution of their office.*

*Section 2.06 Officer Duties shall be as follows:*

- A) The President shall serve as the chief executive officer of the Chapter. The President shall preside at all meetings of the Chapter and shall be a non-voting member of all chapter committees which shall be appointed by the President. The President shall sign all checks for monies disbursed and shall sign all contracts and instruments of business incurred by the Chapter. The President shall be responsible for filing a Fall Activity Report and a Chapter Summary Report to the National Headquarters. In addition, the President shall be the official representative of the Chapter whenever such representation shall be required.*
- B) The Vice President shall, in the absence of the President, preside at meetings of the Chapter and shall advance the purpose of the Sorority as stated in the Preamble of the Constitution by promoting the work of the chapter as performed by its several officers and committees. The Vice President shall be responsible for the education, training, and initiation of all members of the chapter. In addition, the Vice President shall serve as the Chair of the Executive Board.*
- C) The Treasurer shall control and keep an active and accurate record of 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 be responsible for the collection of the monies for and ordering of all regalia. In addition, the Treasurer shall be responsible for maintaining a list of all fines due to the Chapter and serving as a member ex-officio on any or all committees that would deal with issues that would require expenditures of chapter funds, including the Treasury Committee.*
- D) The Parliamentarian shall be knowledgeable of the constitutions of the National Organization, the North Central District, and the Chapter, as well as Robert's Rules of Order and the Chapter Policy Handbook. The Parliamentarian shall assist the President with maintaining order at all*

meetings and shall settle all disputes pertaining to parliamentary procedure. The Parliamentarian, in conjunction with the Treasurer and Recording Secretary, shall be responsible for verifying that all members remain in good standing scholastically and financially within the chapter. The Parliamentarian shall be responsible for the education of new members and continuing education of active members regarding parliamentary procedure. In addition, the Parliamentarian shall serve as a member of the Rules Committee and preside over the revision of the Chapter Constitution and Policy Handbook every two years (or as deemed necessary).

- E) *The Corresponding Secretary shall be responsible for informing all members of all summer and extra meetings at least one week in advance. The Corresponding Secretary shall prepare new items to be sent to the North Central District Newsletter (The Kadenza) and the Podium, be in charge of all correspondence between chapters and within the Chapter, serve as a member of the Colonization Committee, and keep records of all chapter correspondence and visitations. In addition, the Corresponding Secretary shall keep the University of Akron Faculty and Staffs informed of services offered by the Chapter and maintain a list of frequent contacts and their information (sponsor, student development, band library, nationals, etc.).*
  
- F) *The Recording Secretary shall record the minutes of the Chapter and have them typed and posted within two days of each meeting. The Recording Secretary shall maintain a current list of all members of the Chapter including names, addresses, phone numbers, and other relevant information. The Recording Secretary shall be responsible for informing all members of their status of membership and shall maintain the sorority's official files. In addition, the Recording Secretary shall take the role at every official function and read proxies and probations at each meeting.*
  
- G) *The Historian shall be responsible for maintaining a written and pictorial record of activities and statistics of the chapter and the band, including those pertaining to Outstanding Chapter Qualifications or other awards. In addition, the Historian shall submit a supplement to*

*the scrapbook at the end of each semester and be responsible for keeping any bulletin boards, showcases, and Alumni files current, as well as serving as a member of the Activities and Service Committee.*

- H) *The Kappa Kappa Psi Liaison shall represent the Chapter in meetings of the Zeta Omicron Chapter of Kappa Kappa Psi. This representative shall be responsible for inter-chapter relations and for helping further the purposes of both organizations. In the event that they cannot attend a meeting of Zeta Omicron, they shall be responsible for appointing a suitable representative to attend in their stead.*

*Section 3 Committees – The Chapter shall establish a number of committees to assist with its operations. There shall be two types of committees: Special Committees and Standing Committees. Special Committees are appointed by the Chapter or the President as needed. The Standing Committees shall be as follows: Finance, Membership Education and Ritual, Sisterhood, Service, and Correspondence. The Rules Committee is a special committee activated every other year or as deemed necessary.*

*Section 3.01 The purpose of each Standing Committee shall be as follows:*

- A) *The Finance Committee shall be responsible for organizing all fundraising activities. In addition, the Finance Committee shall be responsible for the preparation of the University of Akron Extracurricular Activities Fund Budget and ensuring that all relating requirements are met.*
- B) *The Membership Education and Ritual Committee shall be responsible for the recruitment of qualified persons from the bands, the procurement, care, and management of all ritual equipment, assisting the Vice President in the Membership Education Program, and for the presentation of all rituals.*
- C) *The Sisterhood Committee shall be responsible for all social functions of the Chapter, including organizing “sisterhood” nights or activities every semester. In addition, the Sisterhood Committee shall assist the*

*Membership Education and Ritual Committee with candidate recognition nights.*

- D) The Service Committee shall, working with the band director(s) and the Zeta Omicron Chapter of Kappa Kappa Psi when necessary, be responsible for all service functions of the Chapter. In addition, the Service Committee shall assist the Historian in updating any displays, etc., as necessary.*
- E) The Correspondence Committee shall be responsible for maintaining written contact with other chapters, both within and outside of the North Central District, submitting articles to the Kadenza and the Podium, and publishing a chapter newsletter on a regular basis.*
- F) The Rules Committee, a Special Committee, shall be responsible for the revision of the Chapter Constitution and the Policy Handbook every two years or as deemed necessary by the Chapter, and ensure that they are in full accord with the District and National Constitutions and Policy Handbooks.*

## *Article IV*

### *Chapter Sponsor/Faculty Advisor*

*Section 1 The Director of Bands is responsible for governing and monitoring the daily activities and affairs of the Chapter. The Director of Bands may choose to appoint an individual to serve in the role of Chapter Sponsor. The National Council recognizes the authority of the Chapter Sponsor appointed by the Director of Bands; however, the Director of Bands has ultimate authority in matters pertaining to the Chapter.*

*Section 2 The University of Akron requires a Faculty Advisor that must be a full-time faculty or staff member at the University of Akron.*

*Section 3 The Chapter Sponsor and Faculty Advisor may be the same person. The length of the term shall be until resignation.*

## *Article V*

## *Membership*

- Section 1 Membership Requirements – The basic requirements for membership are as follows:*
- A) Enrollment at The University of Akron and participation in a University Band (or an acceptable substitution as defined by the Policy Handbook). Marching Band, Blue and Gold Brass, Symphonic Band, Concert Band, and University Band will satisfy this requirement.*
  - B) Payment of all current dues.*
  - C) Minimum cumulative grade point average of 2.00.*
  - D) Completion of the Membership Education Program.*
- Section 1.01 Types of Membership – There shall be seven types of membership in this Chapter: active, inactive, conditional, alumni, life, honorary, and associate. Membership shall not be recognized until all initiation is completed as prescribed by the Policy Handbook and the Membership Education Manual.*
- Section 2 Active Memberships – Active members are eligible to hold office, serve on committees, and take part in all business and social affairs of the chapter.*
- Section 3 Inactive Membership – Inactive members are members who are enrolled at The University of Akron but do not pay membership dues. Inactive members are not considered in good standing and therefore have no active membership privileges.*
- Section 4 Conditional Membership – Conditional status may be granted to an active member in good standing with both the Chapter and the University who has conflicts with work or class schedules that would otherwise prevent the student from fulfilling the obligations of an active member. Conditional Members are not exempt from payment of dues.*
- Section 4.01 Conditional members shall be permitted to participate in all chapter functions, but not to vote, hold an office, chair a committee, or receive new little sisters or brothers. Conditional members may sit on committees, but may not vote in committee meetings. Active members may become Conditional members as outlined in the Policy Handbook. The definition and terms of Conditional Membership may not be altered at the local level as per Section 6.604 of the National Constitution.*

- Section 5*      *Alumni Membership – Alumni members are formerly Active, Associate, or Conditional Members who have completed their education and/or have received a degree. Alumni members may serve as non-voting members of chapter committees. A person may not hold active membership in a chapter and an alumni association simultaneously. Alumni members may reactivate and become active members as outlined in the Policy Handbook.*
- Section 6*      *Life Membership – Life members are formerly active members who, upon payment of the Life Membership Fee and the completion and submission of the Life Membership Application to the National Office, are entitled to Life Membership privileges, providing that their address is available at the National Office. Senior members who have purchased a Life membership are not exempt from annual membership dues for their senior year.*
- Section 7*      *Honorary Membership – In recognition of outstanding ability, accomplishment, or devotion to the best interest of the Sorority, a person can be given Honorary Membership by a chapter. This shall be the highest honor which can be conferred by a chapter. Undergraduates are ineligible for this recognition.*
- Section 8*      *Associate Membership – Associate members are members of Kappa Kappa Psi who have transferred to a college or university that does not have an active Kappa Kappa Psi chapter and meet the requirements as defined in the present transfer policy. Potential Associate members must be educated in the rituals and traditions of Tau Beta Sigma in order to be eligible. Associate members are granted the same privileges as active members. Any exceptions must be approved by the National Council.*

## *Article VI*

### *Delegates and Proxies*

- Section 1*      *The Chapter shall be represented at each District and National Convention by a delegate or alternate delegate. In the absence of either one of these, the Chapter shall designate a responsible delegate from another chapter to serve as proxy.*
- Section 2*      *Each delegate shall make all necessary arrangements to be in attendance at each session of the convention, to be prepared to take an active part in the business of*

*the convention, and to execute such duties as may be imposed upon the delegate by the convention. The delegate must vote as a representative of three-fourths of the total active members in the Chapter.*

*Section 3 Expenses of the delegate, when authorized by the Chapter, shall be paid by the Chapter.*

*Section 4 The active members of the Chapter shall elect their delegates at regularly scheduled meetings prior to the District and National Conventions.*

*Section 5 Each delegate shall be an active member in good standing at the time of election. Each delegate shall possess more than ordinary business ability, and shall be capable of representing the chapter under all conditions at the convention. Each delegate shall have the best interest of the sorority at heart and shall be willing and able to devote the necessary time to the execution of their duties.*

## ***Article VII***

### ***Constitution Adoption and Revision***

*Section 1 This Constitution is a revision of the original Constitution adopted during the 1972-1973 school year.*

*Section 2 The Rules Committee shall review and revise the Chapter Constitution every two years, or as deemed necessary by the Chapter.*

*Section 3 The Constitution shall be adopted at meetings in the fall or spring semester at which a quorum is present. A motion to adopt must be approved by a three-fourths majority, at which point the new document is immediately effective.*

*Section 4 In the event that the motion to adopt is approved by a majority less than three-fourths, the proposed change(s) shall be tabled until the next meeting, at which point a second vote shall be taken. If the motion still fails to be approved by a three-fourths majority, it will not be reconsidered or tabled unless the motion is voluntarily put on the floor by a member who does not serve on the Rules Committee.*

*Section 5 Upon acceptance of the revised Constitution the previous Constitution will become void.*

- Section 6*      *Copies of the revised Constitution and Policy Handbook shall be sent to the National and District officers, the Chapter Sponsor and Advisor, and the University of Akron Office of Student Development.*
- Section 7*      *Proposed amendments to the Constitution shall be presented in writing at regularly scheduled meetings of the Chapter and discussion will take place at that time.*
- Section 8*      *Adoption of proposed amendments shall follow the procedure outlined in Sections 3-6.*

## *Article VIII*

### *Nondiscrimination Policy*

- Section 1*      *The Epsilon Iota Chapter shall not discriminate on the basis of race, creed, national origin, ancestry, sex, age, handicap, or sexual orientation in the selection of its members or in its programs unless Federal or State laws allow for such exceptions.*

## *Article IX*

### *University Records*

- Section 1*      *The Chapter shall maintain a list of current officers, their addresses, the name of the required faculty advisor, and the most recently revised Constitution with the University of Akron Office of Student Development.*