

Policy Handbook



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

Revised and Adopted

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The Policy Handbook of the Epsilon Iota Chapter of Tau Beta Sigma

Preamble

This document, in conjunction with the Chapter Constitution, establishes and prescribes the authorized regulations pertaining to the functions and operations of the Chapter. The policies established herein shall provide for such items as dues, fines, assessments, procedures, etc. These policies shall in no way receive priority over or conflict with the policies of The University of Akron or the constitutions of the Epsilon Iota Chapter, the North Central District, or the National Organization of the Tau Beta Sigma Sorority, the State of Ohio, or the United States of America.

Article I Membership

- Section 1 All active members must meet the basic membership requirements as outlined in the Chapter Constitution.*
- Section 2 All active members must be enrolled in a University Band in both the Fall and the Spring Semesters.*
- Section 3 If an active members fails to maintain the set grade point average, they shall be considered on probation for the entirety of the semester. Failure to obtain the required grade point average within the following grading period may result in suspension pending a three-fourths majority vote of the chapter. In order to regain membership into the sorority, a suspended member must obtain the required grade point average and be voted in by three-fourths majority of the total active members at an official meeting.*
- Section 4 Active Members who are not able to enroll or actively participate in a band may be allowed to continue as Active pending approval by the Chapter, the Chapter Sponsor, and the National President.*

Section 5 Conditional Status shall only be granted to members who first submit a written request that is approved by the Chapter Sponsor and the Director of Bands. Conditional Status may be maintained for a maximum of one year. If, after one year, the member has not reclaimed active status or become an Alumni or Life member, the member will be classified as inactive.

Section 5.01 If a member requests Conditional Status for more than one year, a letter of recommendation will be required from the Chapter Sponsor and the Director of Bands that must be approved by the National Council.

Section 6 If an Alumni Member wishes to reactivate, the alumnus must be a student, be enrolled in a University Band, and meet the requirements of Active Membership. In addition, they must annually request Active Status of the Chapter and be approved by a two-thirds majority vote.

Article II

Membership Candidacy

Section 1 Membership candidacy in the sorority shall be offered twice per year, once in the fall and once in the spring provided there are at least five prospective members. Prospective classes of less than five people must be approved by the Chapter.

Section 2 To be eligible for membership candidacy, one must participate in a University of Akron Band one semester prior to nomination as a candidate, unless special permission is granted by the chapter sponsor.

Section 3 Any member of the sorority may propose the name of an eligible person to become a candidate at the chapter meetings. A three-fourths majority of the total active members shall be required to approve a person for candidacy.

Section 4 Candidates shall follow and fulfill all requirements as stated in the most current Membership Education Manual.

Section 4.01 Membership Candidacy shall be completed only after unanimous approval by all active members of the Chapter.

Section 4.02 Membership Candidates who fail to meet the requirements and expectations set by the Chapter may be accepted for activation if the unfinished work is

completed within one year.

Section 5 The Candidates shall pay an activation fee due three weeks after initiation. This is collected by the Treasurer, and forwarded to the National Organization. This fee shall include payment of the candidate's annual National Membership fee for the current year, and shall entitle the candidate to wear the gold recognition pin, and to receive a membership shingle and a membership card, all to be supplied by the National Organization.

Article III Election of Officers

Section 1 The active members of the Chapter shall elect its officers at regularly scheduled meetings in the following order: President, Vice President, Treasurer, Parliamentarian, Recording Secretary, Corresponding Secretary, Historian, and Associated Student Government Representative.

Section 1.01 No member may be nominated for more than two (2) offices after the primary election. Any member eligible for more than two offices after the primary election must select two (2). Vacancies will be filled by the nominee with the next highest votes. Lacking a replacement member, another member may be nominated to fill the void.

*Section 1.02 Nominees for more than one office are only required to prepare one speech which will be given during consideration of the highest office he/she is nominated for. However, officer nominees in such a situation **are** required to attend the Q&A sessions for each individual office.*

Section 2 The election process shall take place during the last three weeks of regular classes in the spring semester. At the first of these meetings, nominations shall be taken from the floor for each office. At the next meeting, nominations shall be reopened and closed prior to voting. Offices are voted on individually by secret ballot. The President shall vote only in the case of a tie. In such a case, the president will vote in secret. The chapter shall not be aware of the presence of a tie, or that the president has cast a vote. The president maintains this privilege under all circumstances. Candidates must receive a majority of votes to win, therefore, if there are more than two candidates running for an office, a primary vote must first be held to reduce the number of candidates to two. New officers

are installed at the last regular meeting prior to final exams of the spring semester.

Section 2.01 Subsequent to the primary election there are to be no write in nominations for officers.

Section 2.02 Votes are to be counted by the President, Vice President and parliamentarian.

Section 2.03 Votes from each election are to be kept until the installation of the new officers. The votes will be sealed by the current president in the presence of the assembled chapter. The votes will be sealed in a manila envelope by two pieces of tape which will be signed by the Vice President and Parliamentarian, then sealed by the president's seal. The votes may only be re-opened in the case of a re-vote and in the presence of a quorum of the Executive Board as well as a quorum of the Rules committee.

Section 2.04 Upon installation, at the first Executive Board meeting of the new officers, their first act shall be the total destruction of the votes by which they were elected.

Section 3 Following the resignation or removal of an officer, a special election shall take place at the next regularly scheduled meeting. This election shall proceed as outlined in Section 2.

Section 4 Should any member of the sorority see reason to air grievance against the vote for the election of officers, that member must make a motion at a general meeting for a re-count. This motion must be seconded and approved by a majority of the chapter.

Section 4.01 Should a re-count occur, the votes are to be re-counted by a quorum of the Executive Board and a quorum of the Rules Committee. This joint committee shall review the votes in a special joint meeting. The votes may only be unsealed in the presence of this assembled group.

Section 4.02 The abovementioned committee will review the votes. If the winner of the vote is clear and there is no question as to the integrity of the votes the committee shall announce the winner. Such a decision is final. If there is question as to the winner of an office, or the committee suspects that the integrity of the votes has been compromised, a re-vote will take place. The joint committee will decide

whether the group must only re-vote for one office or if the entire election must be held again. Any member of the chapter may attend this meeting, but only the members of this joint committee may vote on the issue.

Section 4.03 In the case that a vote must be re-conducted, the chapter shall vote on the final two candidates for the office/s in question. The winner/s of this vote is/are the new officer/s.

Article IV

Impeachment

Section 1 Impeachment charges may be brought against any officer for the following reasons:

- A. Failure to meet the requirements for Active Membership.*
- B. Intentionally creating discord within Tau Beta Sigma and Kappa Kappa Psi.*
- C. Failure to comply with the duties of their office under Article III, Section 2 or the Chapter Constitution.*

Section 2 Impeachment Proceedings shall be initiated by letter of recommendation presented to the Executive Board by an individual or a motion approved by a majority of the Chapter.

Section 3 If the Executive Board, excluding the officer in question, unanimously agrees to continue with the impeachment, the following procedures will be followed.

- A. The officer in question will be notified.*
- B. At the next regularly scheduled meeting, the charges will be discussed and parties will be allowed to respond.*
- C. The officer in question shall be removed by a two-thirds majority vote of all the Active Members of the Chapter.*
- D. Replacement procedures will take place as stated in Article III, Section 3, beginning on the date of impeachment.*

Article V

Meetings

Section 1 Regularly scheduled meetings of the Epsilon Iota Chapter shall be held every

week or as deemed necessary by the Executive Board during the academic school year at The University of Akron.

Section 1.01 Special meetings may be called upon by a three-fourths majority vote of all Active Members or a majority vote of all Active Members with the recommendation of the Chapter President.

Section 2 Two-thirds of all Active Members in good standing, including at least three Chapter officers, shall constitute quorum at all meetings.

Section 3 The Order of Business for all meetings shall be:

- A. Opening Ceremonies*
- B. Reading of the Minutes*
- C. Report of Chapter Officers*
- D. Unfinished Business*
- E. New Business*
- F. Report of Committees*
- G. Closing Ceremonies.*

Section 3.01 When deemed advisable, the general order of business may be changed by the Chapter President.

Section 4 Meetings of the Executive Board, consisting of all the officers of the Chapter, shall be held as deemed necessary.

Section 4.01 All officers, excluding the Vice President, shall have one vote on all matters voted on in Executive Board Meetings.

Article VI

Finances

Section 1 All the funds of the Chapter shall be received and handled by the Chapter Treasurer in accordance with the rules and regulations prescribed by the University of Akron. All expenditures to be made are to be by check and signed by the Faculty Advisor and the Treasurer.

Section 2 The fiscal year for the Chapter shall be from July first to the following June thirtieth.

- Section 3* *Income for the Chapter shall be derived from annual dues and money-making projects. The National Membership Fee must be paid to the Nation Office by November first of each year.*
- Section 3.01* *Dues to the Chapter shall be determined by the Treasurer in accordance with the National Office, voted upon by the Chapter, and shall be paid by the second meeting of each semester. Failure to pay dues will result in disciplinary action. Resistance is futile.*
- Section 3.02* *Dues are not refundable by the Chapter under any circumstances.*
- Section 4* *The Chapter may impose fines as deemed necessary.*
- Section 5* *The Chapter shall manage its own finances.*
- Section 6* *Expenditures over \$20 must be approved by a two-thirds majority of all Active Members.*

Article VII

Attendance

- Section 1* *All planned meetings of the Chapter are required. This includes regular meetings, joint meetings with Kappa Kappa Psi, degree rituals, and all other sisterhood activities. Joint meetings and regularly scheduled meetings occurring on the same night will count as only one absence.*
- Section 2* *Absences may be declared "excused" providing that the absentee presents one completed absence form (a sample form may be found in Appendix A) to the Executive Board. The completed form must be received at least five days prior to the missed meeting for conflicts that are known in advance, or within five days after the missed meeting for unforeseen conflicts.*
- Section 2.01* *The Executive Board shall meet prior to the first regularly scheduled meeting following the missed meeting to vote on the status of absences. Absences that are not accompanied by an absence form within the allotted amount of time as stated in Section 2 are considered "un-excused" unless two-thirds of the Executive Board agrees to change the status to "excused." Absences due to illness, injury, or performance in a University of Akron ensemble shall be*

considered “excused” by the Executive Board. All other absences are considered “pending” until the Executive Board declares them either “excused” or “un-excused.” Except where stated above, a majority of the Executive Board is required to agree on the status of absence. All officers present are required to sign the absence form upon determining whether or not the absence is excused. In the case of an un-excused absence, the officers are required to provide a written statement, explaining why the absence has been deemed un-excused. In the case of a split vote, both the majority and minority parties must attach justification for each of their respective decisions. Majority vote still rules.

Section 2.02 Failure to obtain an excused absence may result in fines and/or disciplinary action as outlined in Article IX.

Section 2.03 Procedure for the use of the absence form shall be as follows:

- A. Absence forms are to be turned in within the period described in Section 2.*
- B. Absence forms must be signed by the absentee to be valid. Absence forms not containing a signature from the absent member are considered retroactive and are automatically un-excused. In the case of such a retroactive form, the officers need not provide the usual attached letter of justification.*

Section 2.04 In the event that a member should be absent from any activity requiring an absence form, and fail to submit the absence form within the time specified in Section 2.01, a retroactive absence form must be filled out by the officers on the next occasion when absence forms are to be evaluated. Such an absence will be considered unexcused.

Section 2.05 Proxy forms (a sample form may be found in Appendix B) are to be filled out and applied as follows:

- A. Completed proxy forms shall stand as written, they are in-disputable and above review. A properly completed proxy form may never be altered, questioned or overruled by any means.*
- B. Proxy forms may only be considered valid if the form is complete,*

containing the printed name and signature of both the absentee and the member serving as proxy, as well as the date on which the proxy is to apply.

- C. A proxy form is not valid if it is not accompanied by a valid absence form. Proxy forms turned in unaccompanied by a valid absence form are null and void, and shall not be considered for the purposes of any vote.*
- D. Proxy forms are to be completed and submitted five days before the meeting at which the proxy will be used.*
- E. Properly completed proxy forms apply to all votes conducted during official chapter functions on the date specified by the form.*
- F. Proxy forms may not be used to give voting power to a member who would not normally be able to vote.*

Article VIII

Committees

Section 1 Although the President retains the powers for committee member and committee chair appointment as stated in the National Constitution, Section 6.402, the following procedures shall be followed in general:

- A. Each committee shall have a minimum of three voting members.*
- B. All members of the Chapter shall be required to serve on at least one but no more than two standing committees. Those officers whose duties require them to serve on a specific standing committee are excluded from this requirement. Members may serve on any number of Special Committees in addition to this.*
- C. Each Standing Committee member shall serve a term of one semester. Standing Committee members may serve no more than two consecutive terms, although they may serve any number of total terms. Special Committee members shall serve until relieved of their duties by the entity (either the Chapter or the President) that formed them.*
- D. Committees shall be staffed primarily on a volunteer basis. First, the minimum numbers of members on each Standing Committee as outlined in Paragraph A shall be appointed on the basis volunteer preference and*

seniority. Next, the remaining Chapter Members shall be appointed to committees by preference and seniority to fulfill the requirements of Paragraph B. Finally, the Chair of each committee shall be chosen on the basis of seniority. Should volunteers be found lacking, the President shall appoint members as needed.

Section 2 All committees shall meet as needed to fulfill their duties. The President shall have the power to set tasks and deadlines for each committee. Committees may request deadline extensions that must be approved by the Chapter.

Section 2.01 In general, Committee meetings shall follow the format of Chapter meetings. Quorum at all committee meetings shall consist of two-thirds of the total members of the committee including the Committee Chair, and a like number must approve the dates and times of all committee meetings.

Section 2.02 The Committee Chairs shall be responsible for submitting a progress report at each Chapter meeting. The Committee Chair may appoint officers (such as secretary, assistant chair, etc.) as necessary.

Proposal Forms

Section 1 Proposal forms are to be completed in the following manner:

- A. All necessary portions of the form must be filled out prior to proposal submission.*
- B. Proposal forms are to be turned in before the Executive Board meeting preceding the general meeting at which the proposal is to be made.*

Section 1.01 Proposals will be reviewed by the officers and announced at the next general meeting. The proposals will be introduced by the president who will then turn over the floor to the chair of the committee making the proposal for specific details.

Section 2 No officer or group of officers has the ability or privilege to deny any reasonable proposal. All proposals are to be presented to the chapter as prescribed above. The organization will then vote to decide whether to accept or reject the proposal.

Section 2.01 Proposals shall be passed or rejected based on the guidelines already established in the Policy Handbook and/or Constitution.

Article IX Disciplinary Action

Section 1 Disciplinary Action – Disciplinary Action of a member may consist of (in level of severity) fines, probation, suspension, and/or expulsion.

Section 2 Fines – Fines shall be imposed only for the reasons listed here. A fine of \$5 shall be assessed for “unexcused” absences from other required Chapter functions. Other fines may be imposed as conditions of probation or suspension only as restitution for damaged or destroyed property of the Chapter and may total no more than the cost of replacement for said property. Fines that are past due may be assessed as conditions for the removal of probation or suspension.

Section 3 Probation – A member who accumulates three or more “unexcused” absences, becomes delinquent in any obligation(s) to the Chapter, or who displays conduct in violation of National, District, or Chapter policies may be placed on probation. The Executive Board shall consult with the Chapter Sponsor before placing a member on probation. A member may be placed on probation by a majority vote of the Executive Board. The Recording Secretary shall inform the member of probationary status as well as the terms and conditions that the Executive Board has prescribed for removal of probationary status. The Chapter Sponsor and District Counselor shall be notified within ten days of any disciplinary action. A member on probation shall have no vote in Chapter deliberations and other restrictions on active member privileges may be set by the Executive Board as terms of probation.

Section 4 Suspension – A member on probation who does not successfully make restitution or any member who violates any policies or procedures of the National, District, or Chapter may be placed on suspension. Prior to the suspension of a member, the Chapter Sponsor, District Counselor, and the member in question shall be informed in writing of the reasons for this disciplinary action. A three-fourths majority vote of the total Active Members of the Chapter shall be required to

place or life a suspension. Upon suspension, the member shall be noticed in writing of the obligations to be fulfilled and a time period in which to fulfill them. The District Counselor and the National Headquarters must be notified within ten days of the placement and lifting of any suspensions.

Section 5 Expulsion – A suspended member who does not successfully meet the obligations specified for the lifting of suspension, or any member who repeatedly violates the National, District, or Chapter policies or procedures, may be expelled. A three-fourths majority of the all Active Members is required for expulsion of a member. Prior to this vote, the member in question has a right to a hearing before the Chapter and Chapter Sponsor. At least one week prior to the expulsion hearing, the member in question, Chapter Sponsor, District Counselor, and National Headquarters shall be notified in writing of the reason for the disciplinary action. The vote on expulsion shall be by secret ballot and the member in question will be informed of the vote totals. Upon expulsion, the former member shall return to the Chapter all regalia and property of the Sorority, and the expulsion shall be noted on the Master Chapter Roster at National Headquarters.

Article X

Constitution Adoption and Revision

Section 1 The Rules Committee shall review and revise the Chapter Policy Handbook every two years, or as deemed necessary by the Chapter.

Section 2 The Policy Handbook 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 two-thirds majority, at which point the new document is immediately effective.

Section 3 In the event that the motion to adopt is approved by a majority less than two-thirds, 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 two-thirds 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 4 Upon acceptance of the revised Policy Handbook the previous Previous will become void.

Section 5 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 6 Proposed amendments to the Policy Handbook shall be presented in writing at regularly scheduled meetings of the Chapter and discussion will take place at that time.

Section 7 Adoption of proposed amendments shall follow the procedure outlined in Sections 2-5.

Appendix A

Absence Form
Name: _____
Event and Date Missed: _____
Reason for Absence:

Approved by Executive Board:

Absence Form
Name: _____
Event and Date Missed: _____
Reason for Absence:

Approved by Executive Board:

Absence Form
Name: _____
Event and Date Missed: _____
Reason for Absence:

Approved by Executive Board:

Absence Form
Name: _____
Event and Date Missed: _____
Reason for Absence:

Approved by Executive Board:

Appendix B

<u>Proxy Form</u>	
Date of Proxy Utilization: ____ / ____ / ____.	
Name: _____	X: _____
Proxy: _____	X: _____

<u>Proxy Form</u>	
Date of Proxy Utilization: ____ / ____ / ____.	
Name: _____	X: _____
Proxy: _____	X: _____

<u>Proxy Form</u>	
Date of Proxy Utilization: ____ / ____ / ____.	
Name: _____	X: _____
Proxy: _____	X: _____

<u>Proxy Form</u>	
Date of Proxy Utilization: ____ / ____ / ____.	
Name: _____	X: _____
Proxy: _____	X: _____

Appendix C

PROPOSAL FORM

I. General Information

Committee: _____

Date: _____

Form Prepared By: _____

Name of Project: _____

Brief Description:

II. Details

Time and Date: _____

Location: _____

III. Costs

Monetary Chapter Contribution: Outline all costs with prices for each item needed and include a total initial cost for the project.

of hours each member or the group would have to contribute to the project.

Funds: Estimation of net funds gained if it is a fundraising activity.

Non-monetary Benefits:

V. Documentation

Signatures:

Member: _____

Date: _____

Committee Chair: _____

Date: _____

Documentation:

Attachment 1: _____

Attachment 2: _____

*Documentation necessary for proposals must be attached to this form at the time presented during a chapter meeting!