

# **Kappa Kappa Psi**

**National Honorary Band Fraternity**



**Beta Lambda**

**Chapter Constitution**

Last Revised: February 20<sup>th</sup>, 2022

# Preamble

## **Kappa Kappa Psi National Honorary Band Fraternity Purposes**

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

1. To promote the existence and welfare of the college and university bands and to cultivate at large a wholesome respect for their activities and achievements.
2. To honor outstanding band members through 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 the 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 in which chapters are located.

## **Kappa Kappa Psi Creed**

We, the brothers of Kappa Kappa Psi, believe that service to the advancement of college or university band program fosters responsibility, loyalty, and leadership; that a spirit of brotherhood is enhanced by the participation in a band program; that music is a universal language and truly the greatest of the arts; and that through fraternal participation, each member will strive for the highest.

## **Kappa Kappa Psi Mission Statement**

Kappa Kappa Psi is a fraternal organization that promotes the advancement of college and university bands through dedicated service and support to bands; comprehensive education; leadership opportunities; and recognition; for the benefit of its members and society.

## **Kappa Kappa Psi Vision Statement**

With a dedicated spirit of unity and cooperation, we are unequivocally committed to become the world standard for excellence in band fraternal organizations.

## **Beta Lambda Chapter Mission Statement**

The Beta Lambda Chapter of Kappa Kappa Psi is dedicated to the ENMU bands through positive participation, exceptional service, effective leadership, and outstanding musicianship; with great passion and unswerving loyalty, its members continuously strive for the highest.

## **Kappa Kappa Psi Fraternal Code of Conduct**

Brothers of Kappa Kappa Psi are looked to as role models and leaders by other members in band and on campus. We can never know who is watching our actions or who will be affected by our deeds. It is therefore essential that we present positive qualities at all times. Being a Brother is not a part time commitment. As such, the example we set should shine Brothers of Kappa Kappa Psi. These qualities described Bohumil Makovsky, our Guiding Spirit. By following Boh's example, we will teach and inspire others as he taught and inspired our Founding Fathers.

***Honor:*** Brothers should conduct themselves with honor at all times. Our service to college and university band serves as an example to others. We should take pride in these accomplishments and not let anything tarnish our honorable reputation.

***Integrity:*** The character of our brotherhood is based upon the principles of decency and sincerity. Our impeccable integrity lets others know we can always be trusted to keep our word.

***Respect:*** Respect for others is a cornerstone of Kappa Kappa Psi. Our diverse membership is an asset that cannot be taken for granted. Using this strength to our advantage requires respect for others and their point of view. In return, we earn the respect from others by treating them as equals.

***Loyalty:*** Service to band programs and the Fraternity require people who are devoted to those organizations. Working together is the key to achieving our goals. Being loyal and dependable is therefore essential to our success.

# **Beta Lambda Chapter Constitution and Bylaws**

## **Article I. General**

- 1.1 The name of this organization shall be the Beta Lambda Chapter of Kappa Kappa Psi National Honorary Band Fraternity for College and University Band Members, as designated by the National Headquarters on May 8, 1949. This chapter is number fifty-nine (59) to receive its charter from National Headquarters.
- 1.2 The Chapter of Beta Lambda shall be established throughout the general jurisdiction of the Kappa Kappa Psi Fraternity at Eastern New Mexico University, hereafter referred to as “ENMU” or simply, “the University”.
- 1.3 The Chapter of Beta Lambda shall operate under the supreme authority of the Director of Bands, who is responsible for governing and monitoring all 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 shall recognize 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. The Chapter Sponsor and the Director of Bands are members ex-officio of all chapter committees.
  - 1.3.1 The Chapter Sponsor acts as a consultant to the chapter and assists in it’s growth and development. The Chapter Sponsor provides direction through advice, understanding, and clarification.
  - 1.3.2 The Chapter Sponsor shall be a member of the Department of Music Faculty, as well as be preferably an Alumni or Honorary member of Kappa Kappa Psi.
  - 1.3.3 It is the duty of the Chapter Sponsor to attend two (2) events each year, and shall be invited to all Chapter functions throughout. The Chapter Sponsor shall also sign all checks over one-hundred dollars (\$100).
- 1.4 This Constitution of the Beta Lambda Chapter shall govern all business of the Beta Lambda Chapter, and shall in no way shall conflict with the National Constitution. The Constitution shall be approved by the Chapter Sponsor.
- 1.5 The Chapter of Beta Lambda will in no way become delinquent in its obligations to the National Fraternity or face possible probation, suspension, or revocation of its charter.

## **Article II. Officers and Officer Duties**

- 2.1 The officers of the chapter shall consist of the Sponsor/Advisor (ex-officio), President, Vice President of Programs, Vice President of Membership, Secretary, Sergeant at Arms, Treasurer, and any other offices as needed.

- 2.1.1 The Executive Council shall be made up of the following officers: President, Vice President of Programs, Vice President of Membership, Secretary, Sergeant at Arms, Treasurer, and Member-at-Large, and shall have only one (1) vote with the exception of the President, who shall only vote in case of a tie or or when they have been given a proxy.
- 2.1.2 A brother may not run for an Executive Council position if they are going to be student teaching within that term of office.
- 2.2 The roles of the officers shall be:
- 2.2.1 The **Chapter President** shall preside at all meetings of the chapter and shall be a member ex-officio of chapter meetings. The President shall sign all checks for all monies disbursed and shall sign all contracts and other instruments of business involving the chapter. The President shall be designated as the official representative of the chapter whenever such representation shall be required and shall prepare to send all reports to the National Headquarters of the Fraternity. The President shall have an agenda presented to chapter members before every meeting. The President is the Chair and member ex-officio of all Executive Council meetings.
- 2.2.2 The **Vice President (VP)** shall, in the absence of the Chapter President, preside at meetings of the chapter and shall advance the purposes of the Fraternity by promoting the work of the chapter as performed by its several officers and committees. The VP shall maintain correspondence with other chapters and shall be in charge of all brotherhood and band events. Shall also be in charge of service projects and be responsible for the education, training, and initiation of all members, acting as Membership Educator. The VP shall be responsible for all ritual regalia and Forte and Dolce. It is required that the VP attempts to initiate at least one (1) class per academic year. The VP shall also be responsible for holding a continuing Membership Education Course per academic year. The VP is the Chair and member ex-officio of all Events-Membership Committee meetings.
- 2.2.3 The **Chapter Secretary-Treasurer** shall record the minutes of all Chapter Meetings and must disperse them within the three (3) days following the day in which the Chapter Meeting was held. The Secretary shall sign all contracts, checks for monies disbursed, and other instruments of business incurred by the chapter. The Secretary shall maintain an updated roster of all active members every semester, and shall prepare and be responsible for keeping records of all chapter finances. The Secretary-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 Secretary-Treasurer shall be in charge of the upbringing and coordination of all fundraising events. In addition, the Secretary-Treasurer shall be responsible for all chapter correspondence. The Secretary shall collect permanent address

information and dispense Life Membership applications to all Brothers graduating or leaving the university and shall maintain a record of all current members of the chapter at that time including name, address, telephone number, and instrument played. The Secretary-Treasurer shall work with and promote all Alumni band activities. The Secretary-Treasurer is the Chair and member ex-officio of all Alumni-Finance Committee meetings.

- 2.2.4 **The Guardian of the Brotherhood** shall be the doorkeeper at all Chapter meetings and degrees, as well as keeping attendance at all Chapter events and service projects. The Guardian of the Brotherhood shall know all laws that govern the chapter, must have acquired knowledge about parliamentary procedure and see that the chapter meetings are run accordingly, and shall be in charge of the Badge. The Guardian of the Brotherhood shall be responsible for maintaining a record of all written and photographic history of the Beta Lambda Chapter, as well as maintain and coordinate the Beta Lambda Chapter website and various social media outlets. The Guardian of the Brotherhood is additionally tasked with maintaining a semesterly record of chapter activities, and will serve as the Brotherhood liaison for the Beta Lambda Chapter. They are tasked to keep up the morale within the chapter. This includes activities such as brotherhood bonding, fun activities, and activities bringing the teachings of the ritual to the brotherhood outside of the ritual itself. Additionally, they are responsible for coordinating at least 2 social events per semester, no less than 2 months apart. The Guardian of the Brotherhood shall serve as the chair and member ex-officio of all meetings of the Constitution/Brotherhood Committee.
- 2.2.8 Each of the chapter officers is required to have an office notebook that is to be maintained throughout the year, and passed on following succession of a new member in each office.
- 2.3 Each officer shall be required to attend a meeting with the President and the past officer, to discuss the duties of the office. This will be scheduled immediately following elections.
- 2.4 Each chapter officer shall be an Active member of the Fraternity and enrolled at least part-time as a student at the University at the time of election and 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. Only the Chapter Sponsor shall have the authority to exempt any officer from a specific requirement of the office.
- 2.5 The election of chapter officers shall be held during the penultimate chapter meeting of the spring semester. Nominations for each office shall be made from the floor of the previous meeting and a majority of all votes cast shall be necessary for election.

- 2.5.1 Nominations shall be ordered and presented in the following order: President, Vice President, Secretary/Treasurer, Guardian of the Brotherhood, and then any other offices as needed.
- 2.5.2 After the nominations are closed, a vote shall be cast as a secret ballot. If no candidate has a simple majority (50%) of the total vote, a runoff election will be held after elimination of the candidate with the least number of votes. This procedure will be followed until one of the candidates has the majority of the Votes.
- 2.6 Each officer shall serve for a period of one (1) year unless otherwise stipulated by the Chapter, and shall serve without compensation.
- 2.7 A vote of confidence shall be done at the second to last meeting of the fall semester. A vote with special supermajority (80%) of the chapters eligible voting population is needed to pass a vote of confidence. If a vote of confidence does not pass, then the officer in question must meet with the Executive Council immediately following the meeting to discuss improvements or changes that need to be made over the course of the next two weeks. At the following meeting, a vote of no confidence shall be entertained.
  - 2.7.1 After a vote of “No Confidence”, a special election on that office must be held within two (2) calendar weeks. The office shall be temporarily filled by Presidential appointment.
  - 2.7.2 In the event that an officer fails a vote of confidence and consequently passes a vote of no confidence, that brother is ineligible to run for office for the duration of one academic school year and cannot be appointed for the same duration.
  - 2.7.3 In the event that the office in question is that of the President, the Vice President shall assume the duties of the Presidential office until an election is held.
- 2.8 Each officer shall provide an officer report to the secretary no later than 72 hours before all chapter meetings. That officer report is then to be read at the chapter meeting itself.
- 2.9 Each officer shall hold at least one (1) committee meeting each month in which the committee physically meets, an agenda is made, and minutes are recorded and sent out. Committee meeting minutes have a maximum of three (3) days following the meeting itself to be sent out to those who are on the committee, and any other brother in attendance for that meeting.
- 2.10 End of the Year Officer Reports are optional, but if presented they should emulate District Officer Reports summarizing events of the year and stating the charges for next year. All reports of the chapter must be submitted to National Headquarters as necessary.
- 2.11 Appointments may occur at any time necessary to fill a vacated office. Offices vacated before the completion of a term, excluding the Presidency, shall be filled by Presidential appointment with a favorable supermajority (75%) vote of the Chapter.

- 2.11.1 When the office of President is vacated, the Vice President of Programs shall immediately assume the Presidency, holding all rights, privileges, and responsibilities of the President's Office for the remainder of the term, or until a special election is held.

## **Article III. Chapter Meetings**

- 3.1 One (1) regularly called formal and informal meeting of the chapter shall be held at least once each month during the academic school year. Meetings may be held more frequently when deemed advisable by the chapter. Extreme circumstances will be taken into consideration.
- 3.1.1 The first meeting of the semester shall always be a formal meeting in which the proper ritual and ceremony is performed as stated in the Ritual Handbook. The Chapter President must call this meeting on either the first or second week of the semester. The date for the first formal meeting will require no vote and must be approved by the Chapter Sponsor.
- 3.1.2 Informal meetings may be called on any day of the week, to be determined by the entire voting membership at the first formal meeting of each semester based on the recommendation made by the Chapter President. It is suggested that informal meetings be held on a weekday.
- 3.2 The President shall inform all Active and Conditional members of the time and place of all meetings.
- 3.2.1 Formal clothing in addition to the Fraternity Pin must be worn at all formal meetings. Any discrepancies in the dress code will be determined by the Sergeant at Arms.
- 3.2.2 Fifty (50) percent of all Active members in the chapter together with at least two (2) chapter officers shall constitute quorum at all formal and informal meetings.
- 3.2.3 Passage of any motion at a chapter meeting requires a simple majority vote unless otherwise specified in this document.
- 3.3 When deemed advisable, the general order of business may be changed by the Chapter President. The general order of business of all chapter meetings shall be:
1. Opening Ceremonies
  2. Reading of Minutes
  3. Report of Chapter Officers
  4. Unfinished Business
  5. New Business
  6. Report of Committees
  7. Closing Ceremonies
- 3.4 Attendance to all chapter meetings is mandatory for all active members of the chapter.



- 3.4.1 Failure to attend a meeting without an acceptable reason will result in the loss of 1 point.
- 3.4.2 The reason for not attending a meeting shall be given to the Sergeant at Arms twenty-four (24) hours before the meeting in question.
- 3.4.3 The Sergeant at Arms shall determine the acceptability of each reason for missing a required meeting. Should the Sergeant at Arms find the reason not valid, they shall bring the reason to the chapter and the chapter shall act as a Court of Appeals.
- 3.4.4 A warning will be given out after each unexcused absence by the Sergeant at Arms.
- 3.4.5 Extreme circumstances will be taken into consideration
- 3.5 Parliamentary Authority is to be used at the discretion of the President at each chapter meeting.
  - 3.5.1 The parliamentary authority to be used is Robert's Rules of Order.
  - 3.5.2 All members present must raise their hand to be called upon by the President to gain the floor. No other person shall be allowed to speak when a member has the floor. Only the president and sergeant at arms are allowed to speak out of order under the following circumstances:
    - a) When the president is moves forward on the agenda
    - b) When the president is calling upon a member to take the floor
    - c) When the president or sergeant at arms are calling order in a meeting
    - d) When the sergeant at arms calls someone out of order in a meeting
  - 3.5.3 The sergeant at arms shall decide the proper discipline for breaches in etiquette.

## **Article IV. Committee Meetings**

- 4.1 All committee meetings and chairs are as follows:
  - 1. Executive Committee - Chapter President
  - 2. Events Committee - Vice President of Programs
  - 3. Membership Committee - Vice President of Membership
  - 4. Alumni Committee - Chapter Secretary
  - 5. Finance Committee - Chapter Treasurer
  - 6. Constitution Committee - Sergeant at Arms
  - 7. Brotherhood Committee - Chapter Member-at-Large
- 4.2 Each committee shall meet at least once (1) a month. All committee chairs, in their respective committee meetings, shall be responsible for ensuring minutes and attendance are taken for each meeting. Minutes are to be sent out to every committee member and attendance is to be sent to the Sergeant at arms within three (days) following the meeting.

- 4.3 It is suggested that each committee meeting adhere to Robert's Rules of Order only at the discretion of the committee chair. If the Sergeant at arms is not on the committee, it is up to the Chapter President or the Delegated Presidential Liaison to enact the Positive Point System.
- 4.4 The Chapter shall determine any new committees necessary to Chapter operations by a simple majority vote (50%). Chairs of newly formed committees or those not previously assigned by the Chapter constitution shall be appointed by the Chapter President.
- 4.5 Every active brother per semester shall be on at least one (1) committee.

## **Article V. Chapter Membership**

- 5.1 Chapter membership shall consist of these seven (7) types as stated in the National Constitution: Active, Associate, Conditional, Inactive, Alumni, Life, and Honorary membership. All active, associate, and conditional memberships expire on September 30th. Membership status in Kappa Kappa Psi shall not be terminated by the member through resignation. A member may be suspended or expelled for due cause by Beta Lambda.
- 5.2 Active members of the fraternity shall be registered students of ENMU must be in one large ensemble through the entirety of each academic semester, and who have been formally initiated following completion of the Membership Education Program for the fraternity. Major ensembles include: Greyhound Sound Marching Band, Wind Symphony, and Symphonic Band
  - 5.2.1 Active members must have a 2.5 or higher cumulative GPA. The active member must also be in good standing with the chapter sponsor/director of bands in their respective ensemble(s).
  - 5.2.2 Any member of any Kappa Kappa Psi chapter who has recently been an Active member of the Fraternity is, upon transferring to ENMU and enrolling in the band program as well as fulfilling all financial obligations, eligible to be granted Active status of the Beta Lambda Chapter.
  - 5.2.3 It shall be the duty of all active members to attend all chapter meetings, events, and service projects as made mandatory by the chapter constitution; pay all mandatory financial obligations to the Chapter and Fraternity; become acquainted with the National Constitution, District Constitution, and Chapter Constitution, along with the history of Kappa Kappa Psi; and to support the efforts of the Chapter and Fraternity.
- 5.3 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 can assist the student in becoming familiar with the principles, purposes, and policies of Kappa Kappa Psi and the operations of the Chapter. Upon successful completion of the orientation program and approval by the Chapter Sponsor, the chapter shall vote on the request for associate status. The student must receive a favorable super-majority 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 National Headquarters.

- 5.3.1 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 the Transfer Policy.
- 5.3.2 An initiated member of Tau Beta Sigma shall never be granted active status in Kappa Kappa Psi.
- 5.4 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 must be in writing and will state specific reasons for requesting Conditional Status. In order for Conditional Status to become effective, the member must have paid national member dues for the current academic year. The request must be approved by a supermajority vote of seventy-five (75%) percent of the Chapter, with approval of the Sponsor/Director of Bands. Conditional status can be granted to any active brother a total of three times by the chapter. Any brother may request conditional status twice; however, consecutive semesters of conditional status will not be granted. A brother who must leave the university to student teach may request it again at that time, this will not be affected by the consecutive semester rule. Any rejected or ineligible letter can be brought up as an appeal to the Executive Council and the Sponsor/Director of Bands. Conditional Members may, at the discretion of the local chapter, attend meetings, events, fundraisers, service projects, and social functions of the chapter, and may attend District and National Conventions and events.
  - 5.4.1 Conditional Members shall not hold office, propose candidates for membership, introduce new business, vote on any matters, or act in the capacity of a Big Brother.
- 5.5 Inactive Members are former Active members who are enrolled in school but do not pay member dues. Inactive members may not participate in any Fraternal business, projects, or activities. To return to Active status, an inactive member must present a letter in writing. Upon approval by a supermajority vote of seventy-five (75%) percent of the Chapter and by the Sponsor/Director of Bands, and payment of all financial obligations to the National Headquarters and Chapter, said member shall be returned to Active status.

- 5.6 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 new business. In the event an alumni member wishes to reactivate with the Chapter, said Alumnus must be registered as a student of ENMU and be an active member of any of the large ensembles mentioned, as well as meet all requirements as an active member of the chapter.
- 5.7 Life membership is granted to any alumni member who has paid the Life Membership contribution, the amount set by the National Chapter, along with an application to the National Headquarters. Life members shall be entitled to Life Membership privileges and may, if desired, choose to subscribe to The Podium.
- 5.8 Honorary Members of the fraternity shall possess the same general qualifications as active members except that they shall not necessarily be regularly enrolled in ENMU, nor possess any qualifications as musicians. They shall be generally recognized as outstanding in their field or endeavor or shall have performed outstanding service for the ENMU band program or Fraternity.
- 5.8.1 An initiation fee, as determined by the National Chapter for each Honorary member initiated by the Chapter, shall be paid by the Chapter Treasurer to the National Executive Director prior to the initiation and shall entitle the Honorary Member to Life Membership privileges in the Fraternity without further obligations. The National Executive Director shall provide a special membership certificate, a membership card, and a gold recognition button. Additional jewelry for Honorary members may be purchased by the Chapter if deemed advisable.
- 5.9 A band member may be offered entry into the Membership Education Program of the Fraternity after satisfactory completion of (1) term as a member in a major ensemble mentioned above, unless an exception is made by the Chapter Sponsor and discussed with the Executive Council. The prospective member shall be a band member who possesses unusually good character and demonstrates leadership potential and must have a cumulative grade point average (GPA) of 2.5 or higher.
- 5.9.1 To be considered for entry into the Membership Education Program, a band member must submit a Letter of Interest. This letter must be addressed to Beta Lambda and must be turned into the current Vice President of Membership. All letters submitted to the current Vice President of Membership must be considered. Eligible individuals shall be permitted entry into the Membership Education Program at the request of an Active member of the Fraternity. A thorough discussion will occur for every candidate. A negative vote of twenty-five (25%) or five (5) members, whichever is greater, of the eligible Active voting population shall be required to prevent a person from entering the Membership Education Program of the Fraternity. If a person being discussed for entry into the Membership Education Program is rejected in a meeting, that person is tabled for

the remainder of that meeting. The person in question may be brought up in future meetings.

- 5.9.2 All Membership Candidates are required to know all information deemed necessary by the Membership Educator and the Beta Lambda Membership Education Program syllabus about the Chapter and National Fraternity. On any matters of conflict between the Chapter and Membership Educator, the final decision shall be made by the Chapter by a simple majority (50%) vote of the Active voting population of the Chapter.
- 5.10 Big Brothers shall only be Active Brothers of the Chapter. All Big Brothers are required to give aid and instruction to their Little Brothers in matters of the Fraternity. The Membership Educator shall choose all Big Brother/Little Brother matches. Any conflict between Big Brother/Little Brother matches can be taken to the Membership Educator to be resolved. If the conflict cannot be resolved by the Membership Educator, it must be taken to the Chapter for discussion and resolved by a simple majority (50%) vote.
- 5.11 All Membership Candidates are required to complete two (2) service projects as approved by the Membership Educator, one (1) class project, and one (1) as a Big Brother/Little Brother project.
  - 5.11.1 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 then forward it to the National Headquarters. The Membership Candidate shall not be considered initiated until their name has been recorded in the Master Chapter Roster at the National Headquarters. Any chapter that submits information for the initiates 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.
  - 5.11.2 A favorable vote of seventy-five (75%) percent of all Active members of Beta Lambda may revoke any candidate status at any time. Any candidate may voluntarily withdraw at any time, requiring only that he/she returns regalia loaned them and submits a written or oral statement explaining their actions to be delivered to the Membership Educator. This statement must be documented. An individual who has completed the requirements for withdrawal from the Membership Education Program is eligible to receive a bid in the following semesters upon approval of the Active Chapter. All membership Candidates will be given an official bid card with a deadline for reply before they admitted into the Membership Education Program. It is the duty of the Membership Educator and the Sergeant at Arms to inform the candidates of this policy at the first meeting of their education process. Failure to inform candidates OR failure to provide documentation of their withdraw will exempt candidates from this policy.

## **Article VI. Finances**

- 6.1 The fiscal year for the Chapter shall be from July 1st to June 30th of the following year. The Finance committee shall prepare a budget at the beginning of the semester and it shall be presented to the Chapter by a date determined by the Chapter President.
- 6.2 All monies of the chapter shall be received and expended by the Chapter President and/or the Chapter Treasurer. Any medium intended for the reception and expenditure of chapter monies may only be made accessible to the Chapter President and Chapter Treasurer (see 6.2.3). The Chapter President and Chapter Treasurer shall sign all expenditures by check. All expenditures shall be made by a chapter check or debit card.
  - 6.2.1 The Chapter Debit Card is to be used for the reservation of hotels (or similar situations) and chapter transactions under one-hundred (100) dollars only by the treasurer with another brother present. Receipts from the debit card transactions are to be kept for a minimum of five (5) years. When necessary, the Chapter Sponsor may allow any executive officer to use the Chapter Debit Card. Only the Chapter Treasurer is permitted to use the Chapter Debit Card without a committee vote, if first approved by the Chapter President and/or Chapter Sponsor and without exceeding seventy-five (75) dollars in total on one trip.
  - 6.2.2 Chapter Checks are to be used for expenditures over one-hundred (100) dollars, and must be signed by the Chapter President, Chapter Treasurer, and Chapter Sponsor.
  - 6.2.3 An exemption may be made only if written consent is given by the Chapter president and Chapter Treasurer. For any and every exception, the designated liability form must be signed and kept on record for a minimum of five (5) years.
- 6.3 Income of the chapter shall be derived from annual dues assessed to each active member and fundraising projects conducted by the Chapter. These dues shall be determined by the Chapter and shall include an annual national membership fee determined by the National Chapter and payable to the National Executive Director on or before September 30th of each year along with the submission of all appropriate forms and documents.
  - 6.3.1 If dues and proper forms are not submitted with the required signatures by September 30th of each year, the Chapter will go on immediate probation. Probation included the immediate suspension of all fraternal activities. If the Chapter is not in full standing within thirty (30) days from the due date, it will be assessed a surcharge of twenty-five (25) percent of the total member dues Chapter fees by National Headquarters. If the Chapter has not paid by the following January 1st, it will be officially suspended, and the chapter charter may be revoked.
  - 6.3.2 The initiation fee for new members is set by the National Chapter. Any changes to chapter dues are made no later than the last meeting of the spring semester.

## ~~Article VII. Positive Points System~~

~~7.1 — The following Positive Point System shall be set in place to help all active brothers strive for the highest by setting a high, yet reasonable standard for all to achieve. The purpose of the point system is to be awarded a certain amount of points each semester by doing what is constitutionally required by all active brothers and for the chapter. Active brothers who are serving as an officer will be held to a higher standard since they have more duties to fulfill than those of active brothers that are not in office. Each semester, all active brothers are required to attend all degrees of ritual, two service projects done as a chapter for the band, two social functions for the band and/or chapter (which include fundraisers, bake sales, brotherhood bonding nights, etc.), all formal and informal meetings of the chapter, and sit on at least one committee and attend all meetings throughout the month for said committee.~~

~~7.1.1 — For brothers who hold and office and chair a committee, that does not count as their attendance for a committee. Officers must be in a committee other than their own as a voting member.~~

~~7.1.2 — A Continuing Membership Education class and ritual is performed each year, which is also mandatory for all active brothers to attend.~~

~~7.2 — All required events shall be worth 1 point. Two tardies shall equal loss of 1 point. A brother shall be considered tardy if they are not present when attendance is called. Attendance must be taken at all meetings and events. It is the duty of the Sergeant at Arms to delegate who takes attendance in the event that the Sergeant at Arms is not at the event.~~

~~7.3 — In order to miss an event without penalty, the brother must contact the Sergeant at Arms in some form no later than 24 full hours before the event takes place. Excused members will be awarded the point from the event if they can provide valid proof. This will be examined and approved by the Sergeant at Arms and President. Extreme circumstances will be taken into consideration if a brother needs to miss and is within the 24 hours before the event takes place. Unexcused absences will result in a loss of the point for said event.~~

~~7.4 — Every active brother is required to be on at least one committee and attend all meetings that specific committee has throughout the year. At the beginning of the year, committee times will be decided and posted, allowing all active brothers to choose the committee's they would like to sit on and be a part of. However, only one committee will count as one point per month the active brother receives, and that decision is up to the active brother. This decision shall be told to the Sergeant at Arms after it has been made. For any extra committee they sit on, the brother will be awarded an additional point.~~

~~7.4.1 — Every brother shall receive 2 free passes per academic year to miss a meeting of their mandated committee. These can be used for any reason, and the brother in question shall still receive a point for the meeting.~~

- ~~7.4.2—Should a brother absolutely have to change their main committee, the brother in question will talk to the committee chairs and Sergeant at Arms to make the change.~~
- ~~7.5—Each semester, there will be two checkpoints to help all active brothers stay up to date of the amount of points they have been awarded. Each checkpoint date will be determined by the Sergeant at Arms. These are to be used as an assessment, no action will be taken until the last meeting of the semester. Extra point opportunities are not required to be offered, but are at the discretion of the SAA and President.~~
- ~~7.5.1—During the final meeting of each semester, the SAA will conduct a Final Tally of Points. The SAA and President will inform each brother of the points earned individually after the meeting. If a brother has earned less than 80% of the total points, they will be put on a probationary period effective immediately.~~
- ~~7.6—Should an active brother fail to pass one checkpoint of the academic year, it shall be cause for the immediate initiation of probationary procedure. An active brother placed on probation shall be called into a meeting with the Executive Council, and there 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. This letter shall be signed by the Chapter President, Sergeant at Arms, and the brother in question, and archived by the Sergeant at Arms. Fulfillment of all obligations within the specified time period shall return said member to previous membership status. Failure to complete all obligations is cause for either an extension of the probationary term or for the initiation of suspension proceedings. If a brother is put on probation more than three (3) times within the school year, it is cause for the initiation of suspension proceedings.~~
- ~~7.6.1—Should an active brother fail to pass two checkpoints of the academic year, it shall be cause for the immediate initiation of the suspension procedure. A super majority vote of seventy five (75%) along with approval from the Chapter Sponsor shall be needed in order to place an active brother on suspension. A member placed on suspension shall be called into a meeting with the Executive Council, and there shall be informed, in writing, of the following: the reasons for suspension, a specified time period in which to make restitution, and the obligations within the specified time period that shall return said member to previous membership status. This letter shall be signed by the Chapter President, Sergeant at Arms, and the brother in question, and archived by the Sergeant at Arms. Lack of fulfillment of all obligations is cause for either an extension of the suspension term or for the immediate initiation of expulsion proceedings. If a brother is put on suspension more than two (2) times within the school year, it is cause for the initiation of expulsion proceedings. Suspended members may not participate in any Ritual or Formal Meetings but MUST attend, all other fraternity business including non-mandatory events.~~



~~7.6.2—Should an active brother fail to pass three checkpoints of the academic year, it shall be cause for the immediate initiation of the expulsion procedure. A super majority vote of seventy five (75%) of all active brothers along with approval from the Chapter Sponsor shall be needed in order to begin the expulsion process. 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 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.~~

~~7.7—Points will be taken away for not fulfilling active brotherhood duties. Unexeused absences from a Chapter function will result in a total loss of points for said function. Other ways to lose points shall include:~~

~~-Should the President ever need to call to order a disruptive chapter meeting, those in attendance will be given one warning. After that, each time a person is called out of order will result in a two (2) point loss for that individual.~~

~~-Should the President have to call to order the meeting a second time, those in attendance all will lose two (2) points.~~

~~-Being late with paying dues will result in an immediate twenty five (25) point loss and subsequent five (5) points per month they are not paid.~~

~~7.8—Those brothers who hold an office will be held to a higher standard of self-accountability, and therefore will have more opportunities to lose points. Ways officers can lose points shall include:~~

~~-Failure to send out minutes within the three (3) day period allowed will result in a loss of five (5) points, plus and additional point for every day they are late after that.~~

~~-Failure to send out an officer report no later than 72 hours before a chapter meeting will result in the loss of three (3) points, plus an additional point for every day they are late after that.~~

~~-Failure to provide the attendance for each of their committee meetings to the Sergeant at Arms will result in a loss of three (3) points plus each additional day they are late after that.~~

~~-Failure to have one required committee meeting per month will result in a loss of ten (10) points.~~

~~7.9—Should a brother see themselves having to make up points or just wanting to gain some extra points, these are the following ways to do so:~~

~~Any brother that sits on extra committees other than that of their main committee will be awarded two (2) extra points per extra committee meeting they attend.~~

~~A brother can perform a personal service project in the music building, anything of their choosing, and it shall be worth ten (10) points.~~

~~Collective service projects for a group of brothers that need to gain points (10).~~

~~7.10—Should any event or meeting be cancelled; the whole chapter will be awarded the full point value for said event. Every brother will be notified 24-48 hours in advance before cancellation.~~

~~7.11—In the case of Membership Candidates that enter halfway through the semester, they will be awarded full point value for events up to the date of their initiation. After that, they will be considered an active brother and earning points will be up to them for the rest of the semester.~~

## **Article VIII. Chapter Functions**

8.1 The Chapter is required to complete the following per semester: three (3) degrees of ritual, two (2) service projects for the band, and two (2) social functions for the band and/or chapter, plus the additional Continuing Membership Education event in the Spring Semester. A recommended one (1) road trip is to be accomplished per year to Beta Lambda's Big Brother Chapter of Alpha Psi at West Texas A&M, or to either of Beta Lambda's two Little Brother Chapters of Gamma Iota at the University of New Mexico or Gamma Eta at New Mexico State University.

8.1.1 Attendance to all required events of the Chapter is mandatory for all Active Brothers, and attendance at these events will be recorded by the Sergeant at Arms.

8.1.2 Failure to attend a required function without an acceptable reason will result in the loss of points that each function is worth.

8.1.3 The reason for not attending any function shall be given to the Sergeant at Arms twenty-four (24) hours before the meeting in question.

8.1.4 The Sergeant at Arms shall determine the acceptability of each reason for missing a required function. Should the Sergeant at Arms find the reason not valid, they shall bring the reason to the chapter and the chapter shall act as a Court of Appeals.

8.1.5 A warning will be given out after each unexcused absence by the Sergeant at Arms.

8.1.6 Extreme circumstances will be taken into consideration

8.2 Mandatory events for all Active members to attend each Fall and/or Spring Semesters include:

1. Three (3) required Degrees of Initiation for incoming Membership Candidates
  2. Two (2) service projects performed by the Chapter for the ENMU band program
    - A. A repeated service does not count as another service.
  3. Two (2) social functions for the band and/or chapter, which include fundraising
  4. All delegated Formal and Informal meetings
  5. Attendance to at least one (1) committee and their meetings each month
- 8.2.1 The Chapter shall hold one (1) Continuing Membership Education meeting and ritual per academic year.
- A. The Continuing Membership Education Course should take place in the semester in which a Membership Class is not taking place.
  - B. In the event that a Membership Class is taking place in both semesters of the academic year, the Continuing Membership Education Course must take place in the Spring.
- 8.3 In an effort to increase fraternal unity, the Chapter may appoint a day throughout the week to wear letters or a Fraternity pin paired with formal Awear, though members are not and never will be required to do so.

## **Article IX. Voting, Amendments, Special Elections, Delegates and Proxies**

- 9.1 All voting that requires a favorable supermajority (75%) of the active voting population includes:
1. Any votes concerning finances, budget, and monies of the chapter
  2. Presidential appointment for offices vacated before completion of their term
  3. Approval of Conditional Status
  4. Approval of an Associate Status member
  5. Placing any member on probation, suspension, and expulsion
  6. Revocation of any candidate status
  7. Acceptance of amendments to the Chapter Constitution
- 9.2 All voting that requires a favorable simple majority (50%) of the active voting population includes:
1. Passage of any motion at chapter meetings
  2. Reactivation of an Inactive member
  3. Overruling the Membership Educator
  4. Formation of new committees as needed
- 9.3 A negative vote of twenty-five (25%) percent or five (5) members in the chapter, whichever is greater, of the eligible Active membership shall be required to prevent a person from entering the Membership Education Program of the Fraternity.

- 9.4 Proposed amendments to the Beta Lambda Chapter Constitution and Bylaws shall be presented in writing at a regularly scheduled meeting of the chapter. The amendments shall be voted upon at the following Chapter meeting, and a favorable super majority (75%) of the votes cast are required for the proposed amendment to be declared adopted.
- 9.4.1 It is recommended that the bylaws be reviewed annually and revised as necessary.
- 9.5 In the event of a special election, certain requirements must be met. They are as follows:
- 9.5.1 A vote of “No Confidence” for any officer of the chapter shall require a favorable vote of eighty (80%) of the eligible Active membership.
- 9.5.2 The President shall preside over any special election. In the event of a special election on the office of the President, the Vice President, acting as President, shall preside over the special election. No other person may preside over a special election.
- 9.6 A delegate, alternate delegate, or proxy shall represent the Chapter of the Fraternity at each district and National Convention. Each delegate, alternate delegate, or member acting as a proxy for an absent chapter shall have 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.
- 9.6.1 The Active members of the 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.
- 9.6.2 Each delegate and alternate delegate of the chapter shall have an official statement signed by the President and Sponsor to denote that they have been duly elected by the Chapter.
- 9.6.3 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.
- 9.6.4 Each official delegate, alternate delegate, or proxy (when officially seated at District or National Convention) shall have one (1) vote at the convention.
- 9.6.5 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 Chapter Treasurer.

## **Article X. Alcohol and Hazing Policy**

- 10.1 The Chapter prohibits the use of alcoholic beverages or controlled substances at any Fraternity event, function, meeting, or chapter visit.
- 10.2 It is the policy of the chapter that no article of clothing or jewelry bearing the Crest of Kappa Kappa Psi, or any other identifying marks of the Chapter or Fraternity shall be worn in an establishment where the consumption of alcohol is the primary activity.
- 10.3 The Beta Lambda Chapter will uphold a no tolerance policy.
  - 10.3.1 See National Constitution for details.

## **Article XI. Helpful Links**

- 11.1 Kappa Kappa Psi Website
  - 11.1.1 <https://www.kkpsi.org/>
- 11.2 Beta Lambda Website
  - 11.2.1 <http://betalambda-kkpsi.weebly.com/>
- 11.3 Chapter Finances
  - 11.3.1 <http://tinyurl.com/betalambdamoney>
- 11.4 Social Media
  - 11.4.1 Beta Lambda- Kappa Kappa Psi on Facebook
  - 11.4.2 @kkpsi\_b.lambda on Instagram
  - 11.4.3 @forte\_1949 on Snapchat
  - 11.4.4 @BetaLambda\_KKY on Twitter

**AEA**