

TAU BETA SIGMA

Beta Xi Chapter Constitution

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CHAPTER 1: GENERAL

Article 1: NAME

- 1.101 The name of this organization shall be Tau Beta Sigma, National Honorary Band Sorority for College and University Band Members.
- 1.102 The Tau Beta Sigma chapter established at the University of Florida shall be designated the Beta Xi Chapter.

Article 2: UNIVERSITY RULES AND REGULATIONS

- 1.201 This organization shall adhere to all rules and regulations governing the University of Florida and its students.
- 1.202 All members shall adhere to the rules set forth by this constitution.
- 1.203 The Tau Beta Sigma Sorority expressly prohibits discrimination by any component part of the Sorority on the basis of race, national origin, sex, religion, handicap, sexual orientation, or marital status. (1.111, National Constitution)
- 1.204 Members of Tau Beta Sigma are free to leave and disassociate without fear of retribution or harassment.

Article 3: ADHERENCE TO NATIONAL POLICIES AND GUIDELINES

- 1.301 Members shall adhere to the Policy on Hazing, Policy Against Discrimination, Policy Against Controlled Substances, and all other guidelines set forth by the National Council.
- 1.302 If a member feels that any policy has been violated, they may seek counsel without fear of retaliation.
- 1.303 Any issues of national concern should be brought to the immediate attention of the Executive Board and Chapter Sponsor.
- 1.304 If no plan of action to resolve the issue can be formulated on the chapter level, or if guidelines related to the issue are unclear or disputed, the issue should be referred to the Southeast District Council.
- 1.305 National Headquarters shall be made aware of any reports and act appropriately.
- 1.306 STATEMENTS. All sisters shall have on file a signed "New/Associate Member/Pledge Affiliation Form" as required by the University of Florida, and a signed "Understanding of and Agreement to the Policies of Tau Beta Sigma" statement.
- 1.307 Both statements shall be kept on file as long as the individual is affiliated with the Beta Xi Chapter of Tau Beta Sigma and enrolled at the University of Florida.
- 1.308 The Parliamentarian shall be responsible for the maintenance of these statements.

Article 4: HAZING GUIDELINES

- 1.401 The Tau Beta Sigma Sorority neither approves of nor is responsible for actions of members of local chapters (commonly referred to as "hazing") which may result in injury to persons or damage to property. (1.110, National Constitution)
- 1.402 DEFINITION. Hazing is defined as any actions taken or situation created, intentionally or unintentionally, to produce mental or physical discomfort on or off campus involving members and/or prospective members, which may cause embarrassment, harassment, and/or ridicule. (Tau Beta Sigma National Policy On Hazing)
- 1.403 The Committee on Membership shall be responsible for evaluating all chapter activities, rituals, and ceremonies to ensure that they comply with all national policies. Any elements of these events requiring changes should be immediately presented to the chapter. All members are responsible for adhering to all national policies. (1.301, Chapter Constitution)
- 1.404 BLINDFOLDING. Blindfolding and parading individuals in public areas or privately conducting blindfolding activities that serve no constructive purpose are expressly prohibited. The exception to this rule shall be when entering the ritual room immediately prior to the beginning of the ritual or joint ceremony; these exceptions must also be approved by the Chapter Sponsor
- 1.405 WORKSHOP. A hazing workshop shall be held at the start of each semester for all sisters.
- 1.406 This workshop must be held during a chapter meeting prior to First Degree and conducted by the Continuing Education Chair.
- 1.407 If the Continuing Education Chair is not in attendance, the Second Vice President, the Membership Education Chair, and/or an appointed sister may conduct the hazing workshop.
- 1.408 All prospective members shall attend a hazing workshop conducted by the Second Vice-President and/or the Membership Education Chair during their orientation meeting prior to First Degree.

- 1.409 The hazing workshop shall include the reading of the National Tau Beta Sigma Policy On Hazing. The workshop shall also include a review of the University of Florida's Hazing Policy, Definition of Hazing, and Procedures for Implementation, Penalties, and Distribution.
- 1.410 A review of the National Tau Beta Sigma Policy Against Discrimination and Policy Against Controlled Substances shall be done at the end of the hazing workshop.
- 1.411 STATEMENTS. Prospective members shall sign an "Understanding of and Agreement to the Policies of Tau Beta Sigma" statement, as well as the "New/Associate Member/Pledge Affiliation Form" as required by the University of Florida. (1.306 – 1.308, Chapter Constitution)
- 1.412 PROTOCOL. If any action or situation created is called into question, the Executive Board and Chapter Sponsor shall be immediately informed, and the President shall form an Action Review Panel.
- 1.413 ACTION REVIEW PANEL. The Action Review Panel shall consist of at least 9 members of the Board, including at least 6 Executive Officers, and the Chapter Sponsor; as with all matters pertaining to policy, the Chapter Sponsor shall act in the capacity as advisor to the panel and not be a voting member of the panel.
- 1.414 INCIDENCE REPORT. A typed report from each member and/or prospective member involved shall be submitted within 48 hours of the panel's formation via email to the President and Chapter Sponsor; if any prospective members are involved, those candidates' Big Sisters and the Second Vice-President shall also be copied on the emailed reports.
- 1.415 The panel will investigate the action or situation called into question, and will determine the following: who was involved; their level of involvement; a plan for resolution and what disciplinary action, if any, is required. All voting of this panel shall be by secret ballot and the Chapter Sponsor shall be immediately informed of the results.
- 1.416 All members and prospective members involved may be called before the panel; they may also be required to answer the following six (6) "Definition of Hazing" questions (as listed in the National Policy On Hazing) as part of the investigation:
- (a) Will the activity achieve one or more of the predetermined goals of the membership education program?
 - (b) Would you be willing to tell your chapter sponsor about the activity?
 - (c) Would you be willing to perform this activity in front of a university administrator?
 - (d) Would you be willing to send the parents of the prospective member(s) involved a snapshot of this activity?
 - (e) Would you be prepared to go to court to defend the merit of this activity? Would you feel ridiculous doing this activity?
 - (f) Would you be willing to share a written description of this activity for other chapters to use?
- 1.417 RESOLUTION. The investigation shall be conducted in a timely manner and should be resolved within two (2) weeks, unless an extension is deemed necessary by the panel. If the plan for resolution includes warranted disciplinary action, procedures shall comply with Sections 7.901 – 7.905 of the Chapter Constitution. The panel shall submit to the chapter a full written report of information and correspondence collected (as outlined in Sections 1.412 – 1.414 of the Chapter Constitution); the President may then dissolve the panel anytime after the presentation of the report.
- 1.418 The Chapter Sponsor shall keep the Director of Bands informed.

Article 5: RULES OF ORDER

- 1.501 Current Robert's Rules of Order shall govern all meetings and elections of the Beta Xi Chapter unless otherwise noted.

Article 6: AMENDMENTS

- 1.601 Amendments to the constitution shall be presented at a chapter meeting at least one (1) week prior to the meeting at which the vote is taken. All constitutional changes must be typed and distributed to the sisterhood before or on the date the motion is voted on. If two-thirds (2/3) of the voting membership cast favorable votes, the proposed amendment shall be adopted and become effective immediately, unless otherwise stated.
- 1.602 If the favorable vote on the proposed amendment is less than two-thirds (2/3), yet there is a majority vote, the proposed amendment shall be postponed until the next regularly scheduled meeting.
- 1.603 At no time shall any constitutional amendment contradict any section of the National Constitution, District Constitution, or University of Florida policy.

CHAPTER 2: OFFICERS

Article 1: OFFICERS

- 2.101 All officers shall serve without compensation.
- 2.102 All officers shall maintain a cumulative 2.5 GPA or they shall be removed from office.

- 2.103 All officers must enroll in at least twelve (12) hours during each semester the officer serves in office. In the case an officer is in their last semester before graduating, they are eligible to hold office if they are enrolled for the required number of credits needed for graduation. Also, in the case an officer is in graduate school, they shall be registered for eight (8) credit hours.
- 2.104 In the event an elected or appointed officer is no longer able or temporarily unable to serve, the President can appoint or approve someone to take over his/her duties until the appropriate replacement procedures can be followed.
- 2.105 Each officer except the President shall have one vote at all meetings of the chapter. The President shall vote if the vote is by secret ballot, or if the President's vote will change the result of the vote. (Robert's Rules of Order)

Article 2: ELECTED OFFICERS

- 2.201 Elected officers shall be the President, First Vice-President, Second Vice-President, Treasurer, Ways and Means Officer, Corresponding Secretary, and Recording Secretary.
- 2.202 **PRESIDENT.** The President shall preside at all meetings of the chapter and appoint all committees and appointed officers. The President shall be an ex-officio member of all committees, co-sign all checks for money disbursed, sign all contracts of the chapter, and be the official representative of the chapter whenever such representation is required. The President shall be responsible for filing all required National, District and university paperwork. The President shall be in Marching Band in the fall.
- 2.203 **FIRST VICE-PRESIDENT.** The First Vice-President shall serve as chairperson of the Service Committee. The First Vice-President shall communicate with the band directors about service activities. The First Vice-President shall preside at the chapter meetings in the absence of the President and will assist the President whenever necessary. The First Vice-President is also responsible for assuming the role of President, if the President can no longer fulfill the duties of the office until a replacement can be voted upon. The First Vice-President shall be in Marching Band in the fall.
- 2.204 **SECOND VICE-PRESIDENT.** The Second Vice-President shall oversee the Membership Education Committee and shall be responsible for educating and training all membership candidates. The Second Vice-President shall also be a voting member of the Membership Education Committee and hold meetings to revise the membership education program during the summer of each even numbered year. The Second Vice-President shall be in Marching Band in the fall.
- 2.205 **TREASURER.** The Treasurer shall oversee the Ways and Means Committee and shall control receipts and disbursements of the chapter, submit recommendations concerning financial policies of the chapter, co-sign all checks for money disbursed, and shall be responsible for placing all orders of regalia and jewelry with the National Headquarters. In addition, the treasurer shall deposit all checks within seven (7) days of receipt. The Treasurer shall also be responsible for keeping track of the money in the Beta Xi Rainy Day Fund and for deciding when the money is to be used. The Treasurer and Recording Secretary are responsible for ensuring that the "Initiate Registration Form" is completed properly, that initiate fees are collected, and that the fees and form are submitted within thirty (30) days of initiation. (6.613 – 6.614, National Constitution; 9.201, Chapter Constitution)
- 2.206 **WAYS AND MEANS OFFICER.** The Ways and Means Officer shall serve as chairperson of the Ways and Means Committee and shall be in charge of planning, setting-up and seeing through the completion of all fundraisers for the chapter. The Ways and Means Officer must be in Marching Band in the fall. The Ways and Means Officer shall establish a point system and impose fines, if necessary, according to its policies.
- 2.207 **RECORDING SECRETARY.** The Recording Secretary shall keep a record of attendance at chapter meetings, keep a weekly typed record of the minutes for all chapter meetings to be sent via email within four days of the chapter meeting, maintain a permanent record of each member of the chapter (including name, address, chapter number, and instrument played), and be responsible for reviewing all excuses and issuing all fines. The Recording Secretary shall also be the managing editor of the chapter publication, Beta Xi Bits. The Treasurer and Recording Secretary are responsible for ensuring that the "Initiate Registration Form" is completed properly, that initiate fees are collected, and that the fees and form are submitted within thirty (30) days of initiation. (6.613 – 6.614, National Constitution; 9.201, Chapter Constitution)
- 2.208 **CORRESPONDING SECRETARY.** The Corresponding Secretary shall serve as co-chairperson for the Correspondence/Fellowship Committee and shall handle all chapter correspondence. The Corresponding Secretary shall also be responsible for submitting articles to the Eighth Note once a semester and the Podium once a year by their respective deadlines. The Corresponding Secretary will coordinate trips to the Southeast District Convention and District Leadership Conference each year, and the Kappa Kappa Psi/Tau Beta Sigma National Convention every other year. The Corresponding Secretary will serve as committee chair for any special committees that may be needed for special correspondence projects the sorority takes on, unless otherwise delegated by the chapter president. The Corresponding Secretary will also be responsible for maintaining relationships with our big sister and little sister chapters.

Article 3: ELECTIONS

- 2.301 Officer elections shall be held at the end of the fall semester, and also at the end of the spring semester if any elected offices become vacant.
- 2.302 Officers shall serve for a term ending with officer installations before the spring semester.
- 2.303 Candidates seeking the office of President must have served on the Executive Board for at least one (1) year. In the event that either one or no persons seeking this office meet this qualification, then an exception shall be made for candidates that have served on the Executive

Board for at least one full semester.

- 2.304 Candidates seeking the offices of First Vice-President, Second Vice-President, Treasurer, and Ways and Means must have completed one (1) complete fall and one (1) complete spring semester as an active member in good standing before taking office. In addition, candidates seeking the office of Second Vice-President are to have seen at least one (1) membership education class as an active member. In the event that there is no one meeting these requirements or that no one fulfilling the requirements is willing to hold office, an exception shall be made.
- 2.305 Auxiliary members seeking an elected office are subject to the conditions set forth in Sections 7.101 – 7.107 of the Chapter Constitution.
- 2.306 NOMINATIONS. All nominations for officers shall be accepted at a predetermined business meeting. The date of the nominations shall be announced one (1) week prior to their occurrence. There shall be at least a one- (1-) week waiting period before voting can take place unless deemed unnecessary by the Executive Officers. The floor may be opened for nominations at anytime before the election at the discretion of the Executive Officers.
- 2.307 PRESENTATION. Candidates shall present a speech (5 minutes or shorter) concerning their qualifications and the objectives for the office they are seeking. There shall be a question and answer session after all speeches have been made.
- 2.308 DISCUSSION. Following the candidate speeches and question and answer sessions there shall be a discussion session each of the offices. A discussion must take place for each office and shall be held immediately prior to the voting process.
- 2.309 SECRET BALLOT. The vote for officer elections shall be taken by secret ballot. Officers shall be elected by a majority favorable vote of the voting membership in attendance.

Article 4: IMPEACHMENT

- 2.401 PROTOCOL. Impeachment of an officer shall take place when any officer fails to fulfill the duties of their office as stated in the National and Chapter Constitutions, or fails to maintain active membership in good standing.
- 2.402 MOTION. A written Motion of Impeachment must be submitted and seconded at a meeting. Discussion shall follow and the motion shall then be postponed to the next chapter meeting. Any discussion on impeachment of an officer will follow the system of matching one (1) con to one (1) pro. Discussion will end when one or the other runs out, having no more to mention on the matter that has already been stated.
- 2.403 NOTIFICATION. The officer shall be immediately notified in writing of the action against them.
- 2.404 At the next meeting, the Motion of Impeachment will be re-opened. After any further discussion, the vote shall be taken.
- 2.405 SECRET BALLOT. The officer in question may take part in this vote. The officer may be removed from office by a three-fourths (3/4) vote of the entire active membership. If the officer is removed, they will still be entitled to all privileges of active membership as long as they fulfill the requirements for that status.
- 2.406 VACANCY. Nominations for the vacancy will immediately follow the impeachment and follow the protocols outlined in Chapter 2, Article 3 of the Chapter Constitution.

Article 5: APPOINTED OFFICERS

- 2.501 The appointed officers shall be the Parliamentarian, Songleader, Webmaster, Historian, Membership Education Chair, Fellowship Chair, Rituals and Regalia Chair, Continuing Education Chair, Alumni Secretary and standing committee chairpersons.
- 2.502 APPOINTED OFFICES. Candidates seeking the office of Continuing Education Chair must have completed one (1) complete fall and one (1) complete spring semester as an active member in good standing before taking office. Candidates seeking the office of Alumni Secretary must have completed one (1) complete semester as an active member in good standing before taking office. Candidates seeking the offices of Membership Education Chair and Rituals and Regalia Chair are to have seen one (1) membership education class as an active member. In the event that there is no one meeting these requirements or that no one fulfilling the requirements is willing to hold office, an exception shall be made.
- 2.502 PARLIAMENTARIAN. The Parliamentarian shall be responsible for the adherence to the current Robert's Rules of Order at all Chapter meetings and shall revise, amend, and reprint the constitution at the beginning of the fall semester of each even-numbered year. The Parliamentarian shall keep the updated Constitution on two computer disks and shall be responsible for distributing updated copies to all members. The President shall retain possession of one of the computer disks.
- 2.503 SONGLEADER. The Songleader is responsible for teaching and directing the organization's songs and school songs at meetings, rituals, and other functions to the members and the membership candidates.
- 2.504 WEBMASTER. The Webmaster is responsible for the upkeep of the Beta Xi Chapter Website including but not limited to updates twice a semester after First Degree and Initiation. The Webmaster shall update the Chapter Constitution on the website as amendments are adopted. The Webmaster shall also be responsible for keeping and updating the external hard drive.

- 2.505 HISTORIAN. The Historian shall keep a pictorial report of all chapter activities and functions. The Historian shall be responsible for sending pictures to the District scrapbook when requested by the District scrapbook host chapter. The Historian shall be responsible for presenting an up-to-date scrapbook at all appropriate rush functions and alumni weekend. The Historian shall also be responsible for the upkeep of the chapter bulletin board.
- 2.506 MEMBERSHIP EDUCATION CHAIR. The Membership Education Chair shall chair the Membership Education Committee and shall be responsible for planning the rush period. The Membership Education Chair is also responsible for assisting the second Vice-President with the membership education process.
- 2.507 FELLOWSHIP CHAIR. The Fellowship Chair shall be responsible for implementing programs to foster a close relationship among active members and for all fellowship the sisterhood participates in. The Fellowship Chair is expected to efficiently conduct their duties and actively use the Correspondence/Fellowship Committee to plan and direct any social activity, including meals after rituals and ceremonies. The Fellowship Chair also must collaborate with the Alpha Eta Social Chair to prepare the Joint Banquet in the spring, as well as other Joint events.
- 2.508 RITUALS AND REGALIA CHAIR. The Rituals and Regalia Chair shall chair the Rituals and Regalia Committee and shall reserve rooms for rituals and ceremonies. The Rituals and Regalia Chair shall ensure that rooms are set up to the specifications of the Rituals of Tau Beta Sigma book before each ritual, that speaking roles are assigned, and after each ritual and ceremony, that rooms are returned to their clean and proper state and that all chapter regalia is stored neatly and securely. The Rituals and Regalia Chair shall also guard any doors if necessary for chapter meetings, rituals, and ceremonies. The Rituals and Regalia Chair shall be responsible for the maintenance, inventory, cleaning, and replacement of chapter regalia.
- 2.509 CONTINUING EDUCATION CHAIR. The Continuing Education Chair shall be responsible for the further education of the sisters of Beta Xi throughout their time in the sisterhood. The Continuing Education Chair shall conduct a hazing workshop for sisters each semester during a chapter meeting prior to First Degree. The Continuing Education Chair shall administer the Sister Test every semester and shall give no less than four (4) presentations throughout the semester to the sisterhood. At least two (2) of these presentations shall concern rituals and ceremonies, and the others may be left to their discretion. The Continuing Education chair shall have at least one (1) meeting per month with big sisters of Beta Xi membership candidates. The Continuing Education Chair shall also help the membership candidates with their transition into the sisterhood.
- 2.510 ALUMNI SECRETARY. The Alumni Secretary shall be responsible for correspondence with all Beta Xi Alumni as defined in Sections 7.401-7.403 of the Chapter Constitution. The Alumni Secretary shall be responsible for sending out at least two (2) electronic alumni newsletters, maintaining the alumni secretary email account, and updating the alumni database as seniors graduate. The Alumni Secretary shall also assist the Ways and Means Officer in planning and coordinating the Alumni Band Weekend each fall, including a breakfast, barbeque, and Beta Xi Alumni Ceremony. The Alumni Secretary shall also conduct one chapter presentation each semester to recruit sisters to join the Tau Beta Sigma Alumni Association and inform them about the option of Life Membership.

Article 6: EXECUTIVE OFFICERS

- 2.601 The Executive Officers shall consist of the President, First Vice-President, Second Vice-President, Treasurer, Ways and Means Officer, Recording Secretary, Corresponding Secretary, and Parliamentarian. The Parliamentarian shall be a non-voting member of the Executive Officers.
- 2.602 The Executive Officers shall vote on the excuses of absence deemed necessary by the Recording Secretary as described in Section 6.205 of the Chapter Constitution.
- 2.603 The Executive Officers have the power to make chapter decisions when a crucial decision must be made in less than the 24 hours needed to call a chapter meeting. The chapter shall be informed of all decisions made by the Executive Officers during regular meetings
- 2.604 All executive officers must submit their budgets to the Treasurer at the beginning of the Spring and Fall semesters by the deadline established by the Treasurer and will have at least seven (7) days notice of this deadline. Failure to submit budgets on time may result in exclusion from the budget for the semester.

Article 7: BOARD

- 2.701 The Executive Officers and the appointed officers shall constitute the Board.
- 2.702 The Board shall meet at the discretion of the President to discuss relevant matters.

CHAPTER 3: COMMITTEES

Article 1: STANDING COMMITTEES

- 3.101 The Standing Committees of the chapter shall be: Committee on Service; Committee on Membership; Committee on History; Committee on Ways and Means; Committee on Ritual and Regalia. Other Committees may be established as deemed necessary by the needs of the chapter. (6.401, National Constitution)
- 3.102 The responsibilities and obligations of the Committee on History shall be entrusted to the Correspondence/Fellowship Committee. This

committee shall be co-chaired by the Corresponding Secretary and Fellowship Chair, and may be utilized by the Alumni Secretary and Historian for any special projects they may have.

3.103 The Committee on Membership may also be referred to as the Membership Education Committee.

Article 2: COMMITTEE MEMBERSHIP

3.201 All Committees shall be appointed by the chapter President and shall consist of as many members as the President deems necessary. (6.402, National Constitution)

3.202 Members of Committees shall serve until relieved of their appointment by the President of the chapter. (6.403, National Constitution)

3.203 Committee chairpersons shall be appointed by the President and serve without compensation.

Article 3: COMMITTEES

3.301 SERVICE. The Service Committee shall be in charge of planning, setting-up and seeing through the completion of service projects of the chapter. The committee shall present a tentative schedule of service projects at the beginning of the semester. The 1st Vice-President shall oversee this committee.

3.302 MEMBERSHIP EDUCATION. The Membership Education Committee shall be responsible for planning, setting up, and seeing through: rush activities; activities involving prospective members; ceremonies involving the active membership. The Membership Education Committee Chair shall present a tentative schedule of the membership education program at the beginning of each semester. The Second Vice-President shall oversee this committee and the Membership Education Chair shall be the chair.

3.303 CORRESPONDENCE/FELLOWSHIP. The Correspondence/Fellowship Committee shall be responsible for assisting with correspondence, mail-outs and alumni affairs. The committee shall also be responsible for any chapter fellowship events, including the annual banquet. This committee shall be co-chaired by the Corresponding Secretary and Fellowship Chair, and may be utilized by the Alumni Secretary and Historian for any special projects they may have.

3.304 WAYS AND MEANS. The Ways and Means Committee shall assist the President and Treasurer in preparing and presenting a budget. The committee shall prepare and present a tentative schedule of fund-raisers at the beginning of each semester. The committee is also in charge of planning, setting-up and seeing through the completion of all fund-raisers for the chapter. The Treasurer shall oversee this committee and the Ways and Means Officer shall be the chair.

3.305 RITUALS AND REGALIA COMMITTEE. The Rituals and Regalia Committee shall assist the Rituals and Regalia Chair in planning, setting-up and seeing through the rituals and ceremonies of the chapter. The committee shall also assist the Rituals and Regalia Chair in the maintenance, inventory, cleaning, and replacement of chapter regalia. The Rituals and Regalia Chair shall oversee this committee.

Article 4: COMMITTEE MEETINGS

3.401 The Committees on Service, Correspondence/Fellowship, and Ways and Means shall meet at least once each month with at least one (1) week's notice.

3.402 The Committee on Membership shall meet weekly during the candidacy period.

3.403 Committee Chairs are responsible for the attendance of their respective committee meetings. All absences shall be reported to the Recording Secretary, and the Treasurer shall be responsible for any imposed fines.

3.404 Any member missing a committee meeting shall be required to submit an excuse no longer than one (1) week after the meeting is held.

CHAPTER 4: DELEGATES AND PROXIES

Article 1: CHAPTER REPRESENTATIVES

4.101 A Delegate, Alternate Delegate, or Proxy shall represent each chapter at each District and National Convention. In the absence of a Delegate and an Alternate Delegate to a National Convention or District Convention, each chapter may designate the Alternate Delegate of another chapter in attendance at the Convention to serve as Proxy. (6.701, National Constitution)

4.102 PROXIES. A written Proxy must be submitted to and approved by the Convention President no later than one week prior to the opening session of the Convention. The chapter issuing the proxy and the chapter designated as the proxy holder must be active and in good standing with the National Headquarters. All proxies not meeting the above requirements are void. All seats of chapters in good standing with the National Headquarters that are vacant shall be filled alphabetically with proxies from the chapters present. (6.701, National Constitution)

Article 2: DELEGATES

- 4.201 DELEGATE ELECTION REQUIREMENTS. The active members of a chapter shall elect its delegates at a regularly called meeting of the chapter. Each chapter delegate shall be an active member of the Sorority 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 to which delegated. Each delegate shall have the best interests of the Sorority at heart and shall be willing and able to devote the necessary time to the execution of the duties imposed. (6.702 – 6.703, National Constitution)
- 4.202 DELEGATE ELECTIONS. The election of chapter delegates to the regular 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 Convention shall be held at least sixty (60) days prior to the opening date of the Convention. (6.704, National Constitution)
- 4.203 DELEGATE OBLIGATIONS. Each chapter delegate shall make the necessary arrangements to be in attendance at each session of the Convention to which delegated and shall be prepared to take an active part in the business of the Convention and to execute such duties as may be imposed by the Convention. Chapter delegates shall serve without compensation. Expenses of chapter delegates, when authorized by the chapter, shall be paid by the chapter upon presentation of a written statement approved by the Chapter President and Treasurer. (6.705 – 6.706, National Constitution)

Article 3: INDIVIDUAL REPRESENTATION

- 4.301 There will be no voting by proxy at chapter meetings.

CHAPTER 5: FINANCES

Article 1: CHAPTER FINANCES

- 5.101 All monies of the chapter shall be received and expended by the chapter Treasurer. (6.301, National Constitution)
- 5.102 All members shall be assessed National dues and Chapter dues during the fall semester. The National and fall dues shall be collected by the date deemed necessary by the Treasurer each year.
- 5.103 There shall be additional Chapter dues not to exceed forty dollars (\$40.00) if deemed necessary by the chapter.

Article 2: BUDGET

- 5.201 The chapter budget shall be presented and adopted at the start of each semester.
- 5.202 Income of the chapter shall be derived from annual dues assessed each active member and fundraising projects conducted by the chapter. (6.304, National Constitution)

Article 3: INVENTORY

- 5.301 DEFINITION. Inventory shall be defined as all chapter regalia, property, materials, donated items, and any other items purchased and maintained by the chapter.
- 5.302 An on-hand list of all inventories belonging to the chapter shall be kept and updated by all officers and kept up by the President. The inventory shall be checked within the first two (2) weeks of the semester and shall be updated continuously.

Article 4: PURCHASES AND REIMBURSEMENT

- 5.401 Members are eligible for reimbursement by the chapter for purchases of items included in the budget. Purchased items not included in the budget, or significantly over their budget allotment, may only be reimbursed with a majority vote of the chapter.
- 5.402 To be reimbursed, members must turn in receipt(s) with reimbursement request form(s) stapled to the front of the receipt(s), and turned in during chapter to the Treasurer. Exceptions to this rule may be made at the discretion of the Treasurer.
- 5.403 Reimbursement receipts and request forms must be turned in within seven (7) days or by the next scheduled chapter meeting.

Article 5: FINES

- 5.501 All written or emailed excuses must be turned into the Recording Secretary within one (1) week of the absence or an automatic fine shall be imposed by the Treasurer.
- 5.502 There shall be a fifteen-dollar (\$15.00) fine imposed for each unexcused ritual. Excuses for rituals and required functions include work, documented sicknesses, class conflicts, scheduled tests, religious conflicts, and family matters.
- 5.503 There shall be a five-dollar (\$5.00) fine imposed for each unexcused tardy of over fifteen (15) minutes. This only applies to rituals and certain required functions.
- 5.504 There shall be a five-dollar (\$5.00) fine imposed for leaving a ritual before the ritual is closed, unless excused.

5.505 There shall be a ten-dollar (\$10.00) fine imposed for any unexcused absence from a required function. These required functions shall be properly announced by the executive board with at least one (1) week notice or voted on in a motion stating that it is a required function.

Article 6: PAYMENTS

5.601 If payments or Treasurer-approved arrangements for payment plans are not made by the deadline for the Fall and /or Spring Dues, the delinquent member shall be assessed a ten-dollar (\$10.00) late fee and placed on probation until a payment plan is set up and approved by the Treasurer.

5.602 All payments on fines must be received within two (2) weeks of the date imposed or the member shall be placed on probation until payment is received.

5.603 The Treasurer shall immediately report any delinquency to the Executive Board and make recommendations for finance-related probation. A member may be placed on probation by a majority vote of the Executive Board following the procedure outlined in Section 7.903 of the Chapter Constitution.

5.604 All finance-related probationary actions must be cleared through the Executive Officers by the end of the semester or the member will be recommended for suspension.

Article 7: RAINY DAY FUND

5.701 There shall be a Beta Xi Rainy Day Fund, which shall be funded by donations from sisters. Sisters may voluntarily donate money to this Rainy Day Fund at any time. A collection container shall be available at chapter for people to anonymously donate to the Fund. Ten percent (10%) of all donations to the chapter (which are not made specifically towards something else) shall go into the Rainy Day Fund. This Fund shall be the responsibility of the Treasurer.

5.702 The money in the Beta Xi Rainy Day Fund shall be used solely towards sister and/or membership candidate dues when the sister or candidate has no means for paying for all of his or her dues. The sister or candidate shall make every attempt to pay the dues him or herself before money is taken from the Beta Xi Rainy Day Fund.

CHAPTER 6: MEETINGS

Article 1: CHAPTER

6.101 There shall be at least two (2) formal meetings each month of the fall and spring semesters while classes are in session.

6.102 Any unscheduled meeting may be called by a majority vote of the Executive Board when it is necessary with no less than twenty-four (24) hours verbal notice.

6.103 **QUORUM.** A quorum consists of at least four (4) Executive Officers and fifty (50) percent of the voting members. If quorum is not met, all voting shall be suspended for that meeting.

6.104 **VOTING.** Voting membership shall be defined as the active members in attendance, both when the motion is made and at the meeting in which a vote is taken. In compliance with Section 4.301 of the Chapter Constitution, there will be no voting by proxy.

Article 2: ATTENDANCE

6.201 Active members are required to attend all Chapter meetings, rituals, and ceremonies, unless otherwise excused.

6.202 Selected functions, as voted on by the chapter and/or deemed by the executive board, shall have required attendance. Signing up for a shift or function makes it required for that individual to attend. Committee Chairs in charge of a function shall be in charge of reporting attendance for that function to the Recording Secretary.

6.203 **EXCUSE FORMS.** Members must submit an excuse form for any absence from rituals, ceremonies, meetings, or any other required functions. Excuse forms are due within one week of the absence.

6.204 **EXCUSED ABSENCES.** Excused absences from rituals and/or ceremonies scheduled at least two (2) weeks in advance include: sickness; class conflicts; scheduled tests; religious conflicts; family matters. Excused absences from other required functions (as described in Section 6.202 of the Chapter Constitution) include: work; sickness; class conflicts; scheduled tests; religious conflicts; family matters.

6.205 **OTHER ABSENCES.** Any excuses deemed questionable by the Recording Secretary or not listed as excused by Section 6.204 of the Chapter Constitution must be appealed to the executive officers; these absences may be excused with a majority vote of the executive officers.

- 6.206 ABSENCES. Any member accumulating three (3) unexcused absences during the semester shall be called before the Executive Officers. If an active member misses more than three (3) chapter meetings at any point in the semester and/or two (2) consecutive chapter meetings, he/she shall be called before the Executive Officers where he/she will be subject to recommendation for probation or suspension.
- 6.207 Any member who has been called before the Executive Officers more than twice during the semester shall be subject to recommendation for suspension. Suspension shall become effective by a three-fourth (3/4) favorable vote of the voting members of the chapter following procedures outlined in Section 7.904 of the Chapter Constitution.

CHAPTER 7: MEMBERSHIP

Article 1: ACTIVE MEMBERSHIP

- 7.101 Active members must be University of Florida band members successfully completing one semester in the band with at least a 2.0 GPA. In matters of chapter business, voting membership is limited to those active members in attendance as defined by Section 6.104 of the Chapter Constitution.
- 7.102 ENSEMBLE ENROLLMENT. Active members shall be enrolled in an ensemble class. Pep Band does not count as participation in an ensemble class for the spring semester. The Chapter Sponsor or Director of Bands must approve any exceptions.
- 7.103 FINANCIAL STANDING. Active members must be in good financial standing with the chapter and have paid their current membership dues for the year.
- 7.104 CREDIT REQUIREMENTS. Active members must be enrolled for at least six (6) credit hours. In the case a member is in their last semester before graduating, they must be enrolled for the required number of credits needed for graduation to retain their active status. Members may petition the Sisterhood for permission to be active if faced with extenuating circumstances concerning credit hours.
- 7.105 PRIVILEGES. Active members in good standing with the chapter are eligible to hold office, serve on committees and take part in all business and social affairs of the chapter. Voting privileges will only be given to active and associate members.
- 7.106 CONFLICTS. Members unable to enroll in a band class due to a schedule conflict may retain active status for the academic term, provided that chapter members and sponsor so desire, only if approved by the National President. (6.602, National Constitution)
- 7.107 SISTER TEST. Active members must pass a Sister Test administered by the Continuing Education Chair each semester. Members may be placed on probation until they pass the Sister Test.

Article 2: CONDITIONAL STATUS

- 7.201 DEFINITION. Conditional status in the Sorority may be maintained for up to one (1) academic year by a formerly active member in good standing. Conditional status may be requested by an Active member, in writing, from the chapter when conflicts arise because of work or class schedules and thus prevent the student from fulfilling the requirements for active membership. The request shall be approved by the Sponsor and Director of Bands. The definition and terms for Conditional Status shall not be altered on the local chapter level, nor shall Conditional Status be imposed upon Actives to meet obligations. (6.604, National Constitution)
- 7.202 PRIVILEGES. Conditional members may attend all meetings and functions; however they are ineligible to hold office or vote. Members who meet these criteria shall be granted conditional status contingent upon payment of the current year's member dues. (6.604, National Constitution)
- 7.203 Conditional members may not guide a Tau Beta Sigma or Kappa Kappa Psi membership candidate through the membership education process.
- 7.204 EXPIRATION. 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 with the chapter. However, if the member requests more than one (1) year of conditional status, a letter of recommendation will be required from the Chapter Sponsor and the Director of Bands, and must be approved by the National Council. (6.604, National Constitution)

Article 3: INACTIVE STATUS

- 7.301 Former members who are enrolled in school but do not pay member dues will be classified as inactive members. Inactive members are not considered in good standing and therefore, have no active membership privileges.
- 7.302 Any member considered inactive for longer than one (1) year shall be required to obtain alumni or life membership to be considered in good standing. If a member fails to meet these requirements, a two-thirds (2/3) favorable vote by the chapter shall be required to reinstate active membership.

Article 4: ALUMNI STATUS

- 7.401 DEFINITION. Active, Associate, or Conditional members become Alumni members of the sorority when they complete their education or terminate their affiliation with their college or university. If a member's collegiate education continues past four years, and she/he is unable to meet Active, Associate, or Conditional requirements, she/he may elect to have Alumni status, with Chapter and Sponsor approval. If an alumni member wishes to reactivate, the alumnus must be a student, be enrolled in the university's band, and meet the requirements as an active member of the local chapter. (6.608, National Constitution)
- 7.402 PRIVILEGES. Alumni members may attend all meetings, functions, ceremonies, and rituals; however, they are ineligible to hold office or vote. Alumni members may neither speak nor make motions during chapter except during announcements. Alumni members will also be sent all alumni correspondence and newsletters.
- 7.403 If a member's collegiate education continues past four years, they may choose to change their status to Alumni if approved by the chapter sponsor as well as a three-fourths (3/4) favorable vote of the voting membership.

Article 5: LIFE MEMBERSHIP

- 7.501 DEFINITION. Alumni or senior members, upon payment of Life Membership fees together with an application to the National Headquarters shall be entitled to Life Membership privileges in the Sorority providing their addresses are available at the National Headquarters. If application for Life Membership is requested within two (2) years of graduation, it must have chapter approval. Purchase of a Life Membership by a senior does not exempt a person from payment of annual membership dues during the senior year as the Life Membership will take effect upon graduation. (6.616, National Constitution)
- 7.502 PRIVILEGES. Life members of Beta Xi may attend all meetings, functions, conventions, ceremonies, and rituals; however, they are ineligible to hold office or vote. Life members may speak and make motions during chapter meetings. Life members may also act as a delegate at convention in the event there are no active members of Beta Xi present at the specific convention meeting.

Article 6: HONORARY STATUS

- 7.601 DEFINITION. 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 that can be conferred by the chapter. Undergraduates are ineligible for this recognition. (6.607, National Constitution)
- 7.602 PRIVILEGES. Honorary members may attend all meetings, functions, ceremonies, and rituals; however, they are ineligible to hold office or vote. Honorary members may neither speak nor make motions during chapter except during announcements.

Article 7: GRADES

- 7.701 Any member that does not achieve a cumulative 2.0 GPA shall be placed on probation until such time as this standard is regained.
- 7.702 Grades must be submitted to the Parliamentarian for approval within three (3) weeks of the first formal meeting of the semester. Those members who fail to meet this deadline shall be placed on probation until such time as their grades have been submitted. During the three (3) weeks of submitting grades, all active members may vote unless otherwise proven not able to vote.

Article 8: STATUS CONSIDERATION

- 7.801 Any vote determining a member's membership status shall be taken by secret ballot. The vote shall be preceded by a discussion session from which the member in question shall be absent.

Article 9: DISCIPLINARY ACTION

- 7.901 Disciplinary action of a member may consist of probation, suspension, or expulsion. Any such disciplinary action shall be left to the discretion of the local chapter and Chapter Sponsor. (6.617, National Constitution)
- 7.902 WRITTEN NOTICE. Members receiving disciplinary action by the chapter shall be immediately informed of the following in writing: the reasons for the disciplinary action; a specified time in which to make restitution; the obligations needing to be fulfilled within the specified time period.
- 7.903 PROBATION. A member who 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 chapter 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 chapter's Executive Board. A member of the Executive Board shall inform the member of the probationary status and prescribe the terms and conditions (as prescribed by the Executive Board) necessary to remove the probationary status. The Chapter Sponsor and District Counselor shall be notified within ten (10) days of any disciplinary action. A member on probation shall not have a vote. Other restrictions on active member privileges may be set by the chapter as terms of probation. (6.618, National Constitution)
- 7.904 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 local Chapter may be placed on suspension. Prior to a vote to suspend a member, the Chapter Sponsor, District Counselor, and said member shall be informed in writing of the reasons for the disciplinary action. A vote of three-fourths (3/4) of the chapter's total eligible voting membership shall be required to place or lift a suspension. A suspended member shall have no active membership privileges. Once a member has been suspended, the member shall be notified in writing of the obligations to be

fulfilled and a specified time period to fulfill them. The District Counselor and the National Headquarters must be notified within ten (10) days of the placement and lifting of any suspension. (6.619, National Constitution)

7.905 EXPULSION. A suspended member who does not successfully meet the obligations specified pursuant to Section 6.619 of the National Constitution, or any member who repeatedly violates the National, District, or local Chapter policies or procedures, may be expelled. In order to expel a member a vote of three-fourths (3/4) of the total eligible voting membership is required. Prior to a vote on expulsion, the member has a right to a hearing before the active chapter membership and Chapter Sponsor. At least one (1) week prior to the expulsion hearing, the member, Chapter Sponsor, District Counselor, and National Headquarters shall be notified of the reason for the disciplinary action. The vote on expulsion shall be by 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 Sorority being held, and the expulsion shall be noted on the Master Chapter Roster at National Headquarters. (6.620, National Constitution)

CHAPTER 8: MEMBERSHIP EDUCATION PROGRAM

Article 1: RUSH

- 8.101 FUNCTIONS. This organization must give a number of rush functions determined by the Second Vice-President and planned by the Membership Education Chair.
- 8.102 ATTENDANCE. The Second Vice-President/Membership Education Chair/ executive board will determine the minimum number of rush functions that the active membership is required to attend.
- 8.103 FORMAL. There will also be a formal rush function. For a rushee to attend the formal rush function, they must be given an invitation. Unless approved by a three-fourth (3/4) vote of the active membership, the rushee must be in attendance for at least three (3) rush functions to be given an invitation to the formal rush function.

Article 2: BIDS

- 8.201 QUALIFICATIONS. Membership candidacy in the sorority may be offered to students who are enrolled and actively participating in the college or university band. They shall possess unusually good character, and they shall be outstanding persons of leadership on the campus. (6.610, National Constitution) Students actively enrolled in a University of Florida band who have a minimum GPA of 2.0 are eligible to be elected to membership candidacy as outlined in Sections 8.202-8.204 of the Chapter Constitution.
- 8.202 ELIGIBILITY. Only those rushees in attendance at the formal rush function are eligible for a membership bid, unless previously excused.
- 8.203 PROPOSAL. Any member of the Sorority shall be permitted to propose the name of a person eligible to become a membership candidate at chapter meetings. A three-fourths (3/4) vote of the total eligible voting membership shall be required to elect a person to membership candidacy. (6.611, National Constitution) At the conclusion of rush, a chapter meeting shall be called for that purpose. Any eligible rushee may be proposed for the membership education program.
- 8.204 PRIMARY VOTE. The voting on selection of prospective members shall be known as the primary vote. The Second Vice-President shall chair the primary vote. The discussion for this vote shall adhere to the con/pro system and all voting shall be by secret ballot.
- 8.205 Bids must be approved and issued within five (5) days of the formal rush.
- 8.206 Acceptance letters must be received by the chapter within seven (7) days of the issue date.

Article 3: BIG SISTERS

- 8.301 LITTLE SISTERS. In order to guide a prospective member of Tau Beta Sigma through the membership education program, a sister must be active for the entire semester preceding the one in question and must pass the Sister Test administered by the Continuing Education Chair prior to First Degree.
- 8.302 LITTLE BROTHERS. In order to guide a prospective member of Kappa Kappa Psi through the membership education program, a sister must be active or a candidate for the entire semester preceding the one in question.
- 8.303 In the event that the number of Membership Candidates exceeds the number of sisters, exceptions can be made by the Executive Officers.
- 8.304 The Second Vice President shall submit a list of qualified and willing Big Sisters and Big Brothers to the President for approval prior to informing candidates of which Bigs are available.

Article 4: GRIPE/REVIEW

- 8.401 DEFINITION. Gripe/Review shall be defined as a formal discussion and vote on each membership candidate, including those on probation. An individual's candidacy shall not be terminated unless the matter is discussed first. All voting shall be by secret ballot.
- 8.402 FREQUENCY. A prospective member Gripe/Review session shall be held at a regularly scheduled business meeting every three weeks throughout the semester prior to "Blue and White Night." Any others may be called with a majority vote of the Executive Board when

deemed necessary with at least twenty-four (24) hours notice.

- 8.403 NOTIFICATION. When a vote taken on an individual's candidacy, during gripe/review, is one third (1/3) or higher against that candidate, a second vote shall be taken, either at a specially called emergency meeting at least three days later, or at the next regularly scheduled business meeting. Prior to this next meeting, the President, Second Vice President and Big Sister shall discuss the matter with the candidate; at the next meeting, they shall report their findings to be discussed.
- 8.404 TERMINATION. The vote taken at the second meeting is binding. An individual's candidacy shall be terminated if two thirds (2/3) of the voting membership votes to terminate.

Article 5: PROBATION

- 8.501 PROTOCOL. Failure to complete the membership education program's requirements and/or failure to uphold the organization's ideals and qualities as determined by the Executive Officers shall result in recommendation of probation for the prospective member.
- 8.502 DEFINITION. Prospective member probation shall be defined as a two- (2) week period during which the prospective member must report periodically to the Second Vice-President and appear before the Executive Officers at least once. At the end of the two- (2) week period, the prospective member's status shall be voted upon. At this time, the termination of an individual's candidacy shall result if two thirds (2/3) of the voting membership votes to terminate.

Article 6: FINAL VOTES

- 8.601 Before becoming eligible for active membership, a membership candidate must complete a Membership Education Program as prescribed by the chapter. If a membership candidate fails to meet the requirements of the chapter or Sorority, her/his candidacy may be terminated for that academic term by a two thirds (2/3) vote of the chapter's total eligible voting membership. (6.612, National Constitution)
- 8.602 FINAL VOTE. A final vote on a membership candidate shall be taken 2 days prior to initiation. A two thirds (2/3) favorable vote by the voting membership (as defined in Section 6.104 of the Chapter Constitution), is required to initiate the candidate.

Article 7: DEGREES AND INITIATION

- 8.701 Third Degree shall occur no later than two (2) weeks after Second Degree.
- 8.702 The maintenance of the fine tradition of quality membership shall be the sole responsibility of the initiating chapter. The Chapter Secretary shall be responsible for notifying the National Headquarters of all initiations by use of the "Initiate Registration Form" which must be submitted with date of initiation and current initiation fee. The candidate shall not be considered initiated until the name and proper initiation fee have been received by the National Executive Director and until it has been recorded in the Master Roster at the National Headquarters. (6.613, National Constitution)
- 8.703 The national initiation fee shall be paid to the proper chapter officer who will see that it is forwarded to the National Headquarters with a properly completed initiate form. The initiation fee shall entitle the initiate to receive a membership certificate, membership card, and a gold recognition pin, all to be supplied by the National Executive Director. In addition to the above, the initiation fee fulfills national membership fee requirements during the current academic year. (6.614, National Constitution)

CHAPTER 9: REPORTS AND DEADLINES

Article 1: REQUIRED REPORTS

- 9.101 All reports to the National Headquarters shall be typewritten and a duplicate copy maintained in the chapter file. (6.801, National Constitution)
- 9.102 All reports of the chapter shall be submitted to the National Executive Director in writing at times specified by the National Headquarters and on forms prescribed by the National Headquarters. (6.802, National Constitution)
- 9.103 The chapter constitution and/or bylaws and Membership Education Program shall be submitted with the Chapter Summary Report during the even numbered years. (6.803, National Constitution)
- 9.104 Copies of the following reports are sent to National Headquarters, District President, and District Counselor: Initiate Registration Forms; Chapter Summary Report; Chapter Personal Report; Fall Activity Report.

Article 2: DEADLINES

- 9.201 All required reports must be postmarked by the following deadlines:
- | | |
|-----------------------------|--------------------------------------|
| Initiate Registration Forms | 30 Days After the Date of Initiation |
| Chapter Summary Report | June 1 st |
| Chapter Personal Report | September 30 th |

- 9.202 The Annual Chapter Fee and all Member dues must be postmarked by September 30th.
- 9.203 The postmark deadline for all National Awards, including the Service Certificate Application is December 1st.
- 9.204 The postmark deadline for all national scholarships is June 1st.

CHAPTER 10: AWARDS

Article 1: WEEKLY CHAPTER AWARDS

- 10.101 **SISTER OF THE WEEK.** The Sister of the Week Award shall be awarded to the chapter member who has most exemplified the ideals and qualities of our organization beyond his/her individual duties during the preceding week. The recipient shall be determined by the executive officers.
- 10.102 **MEMBERSHIP CANDIDATE OF THE WEEK.** The Membership Candidate of the Week Award shall be awarded to a membership candidate who has most exemplified the ideals and qualities of our organization beyond his or her individual duties during the preceding week. The recipient shall be determined by the executive officers.
- 10.103 **BROTHER OF THE WEEK.** The Brother of the Week Award shall be awarded to an active member of Kappa Kappa Psi who has most exemplified the ideals and qualities of helping our chapter beyond his/her individual duties during the preceding week. The recipient shall be determined by the executive officers.

Article 2: END-OF-YEAR CHAPTER AWARDS

- 10.201 The end of the year awards shall be Sister/Brother of the Fall Semester, Sister/Brother of the Spring Semester, Officer of the Year, Prospective Member of the Year, the Perfect Attendance Award, and Beta Xi Guy.
- 10.202 **SISTER/BROTHER OF THE FALL.** The Sister/Brother of the Fall Semester award shall be awarded to the member who has contributed the most to the organization during the fall semester. He/she is not an elected officer and upholds the qualities and ideals of our organization.
- 10.203 **SISTER/BROTHER OF THE SPRING.** The Sister/Brother of the Spring Semester award shall be awarded to the member who has contributed the most to the organization during the spring semester. He/she is not an elected officer and upholds the qualities and ideals of our organization.
- 10.204 **OFFICER OF THE YEAR.** The Officer of the Year award shall be awarded to the officer throughout the calendar year who has demonstrated outstanding leadership and upholds the qualities and ideals of our organization.
- 10.205 **PROSPECTIVE MEMBER OF THE YEAR.** The Prospective Member of the Year Award shall be awarded to any person who has been a membership candidate throughout the academic year, most successfully completed the membership education program's requirements, and upholds the ideals and qualities of Tau Beta Sigma.
- 10.206 **PERFECT ATTENDANCE.** The Perfect Attendance Award shall go to any member who has maintained perfect attendance at every ritual, function, and meeting throughout the previous fall and spring semesters. The recipient of this award shall have their dues paid by the chapter for the following year. In the event that more than one (1) member meets these criteria, the award shall be determined by the Executive Officers.
- 10.207 **BETA XI GUY.** The Beta Xi Guy Award shall be awarded to the member of Alpha Eta chapter of Kappa Kappa Psi who has been most supportive of and contributes the most to our organization.
- 10.208 **NOMINATIONS.** All nominations for these awards shall be at a predetermined regular business meeting. The date shall be announced one (1) week prior to the nominations. There shall be at least a one- (1) week waiting period before voting can take place. A short speech shall be given by the nominator of each candidate concerning the candidate's qualifications for the award.

Article 3: OUTSTANDING SISTER AWARD

- 10.301 The Outstanding Sister Award shall be awarded each spring at the banquet to the sister who best exemplifies sisterhood as described by the five qualities and eight factors.
- 10.302 **NOMINATION.** Nomination for the Outstanding Sister Award shall follow the same procedure outlined in 10.208 of the Chapter Constitution.

CHAPTER 11: SPONSOR

Article 1: AUTHORITY OF THE DIRECTOR OF BANDS

11.101 Chapters of Tau Beta Sigma Sorority shall operate under the supreme authority of the Director of Bands. (6.101, National Constitution)

11.102 The Director of Bands is responsible for governing and monitoring the daily activities and affairs of the local 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. (6.101, National Constitution)

Article 2: CHAPTER SPONSOR

11.201 The sponsor shall be the liaison between the chapter and the university music/band faculty. The sponsor acts as an advisor to the Chapter President and members of the chapter concerning the operations and activities of the chapter. They should be familiar with all of the local institution regulations and policies as well as those of the national organization.

11.202 The sponsor shall serve without compensation.

11.203 Should the position of Chapter Sponsor become vacant, the Director of Bands is responsible for filling that vacancy as outlined in Section 6.101 of the National Constitution.