



CONSTITUTION

FOR THE

ΙΟΤΑ ΚΑΡΡΑ

CHAPTER

OF THE
ΚΑΡΡΑ ΚΑΡΡΑ ΨΙ

NATIONAL HONORARY BAND FRATERNITY

Αλφα

Αλφα

Εψιλου

Constitution

ARTICLE I – Organization

Section 1 – Name

This organization, chapter 226 of Kappa Kappa Psi National Honorary Fraternity for College Band members (henceforth referred to as “the Chapter”), located at Boise State University, shall be named Iota Kappa as assigned by the National Council of Kappa Kappa Psi.

Section 2 – Purpose

Kappa Kappa Psi, National Honorary Band Fraternity, is an organization operating exclusively in the field of College and University bands, and for the following five 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 selection of worthwhile projects.
- 5) To provide a pleasant and helpful social experience for all engaged in college band work and to cooperate with other musical organizations in any manner consistent with the purposes of the institution at which chapters are located.

In addition, the Iota Kappa chapter of Kappa Kappa Psi has been established in order to provide service and assistance to the Boise State University band program and music department.

Section 3 – Affiliation

- 1) This organization shall operate according to the most current regulations and policies of the Idaho State Board of Education, Boise State University, and of the Constitution of the Associated Students of Boise State University, and in compliance with all local, state, and federal laws regardless of contradictory material that may be in this document.
- 2) This organization shall adhere to the regulations and constitution of the National Organization of Kappa Kappa Psi that do not conflict with the regulations and policies of Boise State University or with the Constitution of the Associated Students of Boise State University.

Section 4 – Nondiscrimination

In addition to the parties protected by the Kappa Kappa Psi Policy on Discrimination this organization will also not discriminate based on age, race, color, religion, gender, national origin, ancestry, disability, veterans status, sexual orientation, political affiliation, or marital status.

ARTICLE II – Membership

Section 1 – General Membership

- 1) All officers shall be full-time, fee paying students of Boise State University and shall maintain a 2.5 cumulative grade-point average.
- 2) One-hundred (100%) percent of Active members of the Chapter shall be full-time, fee-paying undergraduate or graduate students of Boise State University, taking at least 12 credits (5 credits for graduate students), and maintain a minimum 2.0 grade-point average.

- 3) All Active members of the Chapter shall be current in the payment of dues as specified by the National Headquarters of Kappa Kappa Psi and the membership of the Iota Kappa chapter. They shall also be members of the Boise State University band program.
- 4) All Conditional members of the Chapter shall be fee-paying students of Boise State University, maintain a minimum of three (3) credit hours and be in compliance with all BSU policies.
- 5) Any member who fails to maintain either full-time status (12 credits for undergraduate students or 5 credits for graduate students) or a 2.0 cumulative grade-point average shall be placed on Probationary Status.
- 6) All members must abide by the provisions of the constitution and bylaws of this organization.
- 7) Membership status will entail all the rights and privileges as defined in the National Constitution of Kappa Kappa Psi.
- 8) Initiation of new members: Initiation of new members shall follow the rules and guidelines set forth in the National Constitution of Kappa Kappa Psi.
- 9) Boise State University faculty, staff, and community members may be Honorary members but may not vote or hold office.
- 10) There shall be six forms of membership: Active, Associate, Conditional, Honorary, Life and Inactive.
 - a. An Active member shall be defined as a member who maintains a minimum 2.0 cumulative grade-point average, maintains full-time status at Boise State University, and is current in National and Chapter dues. Active members shall retain all voting rights for all Chapter business.
 - b. An Associate member shall be defined as a member of Tau Beta Sigma who transfers to Boise State University, and is interested in maintaining their activity in the Kappa Kappa Psi/Tau Beta Sigma joint organization. They shall undergo a 30-day membership education course, after which time they shall be granted the same rights and privileges as an Active member of Kappa Kappa Psi, with the exception of ritual participation. Associate members shall not be initiated through the Kappa Kappa Psi ritual, nor permitted to attend or participate in Kappa Kappa Psi ritual.
 - c. A Conditional member shall be defined as a member who is current in National and Chapter dues, and who has maintained both a minimum 2.0 cumulative grade-point average and a minimum of three (3) credit hours at Boise State University, but cannot fulfill the responsibilities of an Active member. Conditional members shall forfeit their voting rights for all Chapter business.
 - d. An Honorary member shall be defined as a member granted membership by the Chapter as special recognition for their service to bands, but who may not be classified as Active or Conditional members due to their student status.
 - e. A Life member shall be defined as an Alumni advisor who has purchased a Life membership from the National Alumni Association. They shall be granted the same rights and privileges as an Active member. They shall permanently forfeit their voting rights for all Chapter business.
 - f. An Inactive member shall be defined as a member who has left Boise State University in poor standing, or still attends the University but is not current in National and Chapter dues. Inactive members shall forfeit their voting rights for all Chapter business until their membership is reinstated by a 2/3 majority of all Active members.
- 11) Any member who has graduated or otherwise left Boise State University in good standing shall be considered an Alumni Advisor. Alumni Advisors shall be entitled to all rights and privileges granted to Alumni Members in the Kappa

Kappa Psi National Constitution. They shall permanently forfeit their voting rights for all Chapter business.

- 12) All requests for status change shall be presented, in writing, to the Executive Council at least seven (7) days before they shall be voted upon by the Chapter.
- 13) Any request for a change of status must be approved by a 2/3 majority of the Active members present at a given meeting.
- 14) All voting under this section shall be by an open vote of the Chapter.

Section 2 – Prospective Members

- 1) All Prospective members of the Chapter shall have earned at least a 2.0 grade-point average during the semester of their initiation.
- 3) All Prospective members of the Chapter shall submit an unofficial university transcript, as soon as it becomes available following their initiation.

Section 3 – Code of Conduct

- 1) An Iota Kappa Active, Associate, or Conditional member in good standing must, for each semester:
 - Attend one (1) major service event
 - Attend one (1) social event
 - Attend one (1) fundraising event
 - Attend one hundred percent (100%) of all meetings
- 2) All meetings are mandatory, and all members are expected to be in attendance unless excused prior to the meeting. To be excused from a meeting, contact must be made with the secretary.
- 3) Members are expected to stay for the entirety of each meeting.
- 4) One unexcused absence is allowed per semester. An unexcused absence will be recorded when
 - a. A member misses a meeting without contacting the recording secretary.
 - b. A member leaves a meeting early, causing quorum to be lost.
 - c. A member is removed twice from a meeting under the stipulations of Article II, Section 4 of this document.
- 5) After a member's second unexcused absence, a Preliminary Hearing with the Executive Committee (as defined in Article III, Section 3) must be made, in order to determine that member's continuing membership status.
 - a. If the conclusion is made that the member will not be able to meet the attendance expectations for the semester in question, the Executive Committee will recommend to the chapter that the member be placed on probation.
 - b. The recommendation of probation will be put to a vote of the Active members of the chapter. In order for probation to be enacted, the following conditions must apply:
 - i. probation is approved by a favorable vote of not less than seventy-five percent (75%) of the Active membership, and
 - ii. the probation sentence is approved by the chapter Sponsor.
 - c. The stipulations of the probation shall be determined by the Executive Committee at the Preliminary Hearing and presented at the time of the general vote by the chapter.
 - d. The stipulations of the probations shall include, but not be limited to the following:
 - i. the member shall attend five consecutive general meetings, without an unexcused absence or removal,
 - ii. the member shall attend one chapter social event,
 - iii. the member shall attend one chapter service event, and
 - iv. the timeframe in which the member must complete the requirements for reinstatement.

- e. The probation period will be followed by a Probationary Hearing with the Executive Committee to determine whether the member is eligible for reinstatement.
- f. If it is determined at the Probationary Hearing that the member is not eligible for reinstatement, the Executive Committee shall make one of the following recommendations to the chapter:
 - i. that the member be granted an extension period in which to complete the terms of the probation, after which time another Probationary Hearing will occur, or
 - ii. that the member be suspended under the auspices of Article II, Section 4 of this document.
- g. A request to meet with the Executive Committee can be made in cases of justifiable absence, or for probation alternatives.
- h. All voting under this section shall be conducted by secret ballot

Section 4 – Conduct at Meetings

1) Requirements for Conduct

- a. All members shall remain quiet at all times, unless yielded the floor by the chapter President.
- b. All members shall remain seated at all times, unless granted permission to rise by the chapter President.
- c. The preceding requirements shall be henceforth referred to as “Order”.
- d. All members shall respond immediately in accord with any request for Order issued by the Chapter President or other member of the Board of Officers or the Parliamentarian.

2) Penalties

- a. Any member found in violation of any requirement enumerated in the several sections of Article II, Section 4, Number 1 of this document shall be subject to a specific, named request to conform to Order by the Parliamentarian (henceforth referred to as a “Request”).
- b. Upon a third Request during the course of a single meeting a member shall be removed from the meeting by the Chapter President, and shall forfeit his or her voting rights for the remainder of the meeting. His or her vote will be noted as an abstention for the remainder of the session.
- c. Upon a second removal during the course of an academic semester, a member shall be credited with one Unexcused Absence, and shall be referred to the guidelines governing Unexcused Absences in Article II, Section 2, Number 4 of this document.

Section 5 – Suspension of Members

- 1) Grounds for suspension include failure by a member to complete the terms of a probationary sentence, to fulfill the requirements for membership as outlined in Article II, Section 3 of this document.
- 2) The duration of a term of suspension shall not be less than one academic semester.
- 3) Notice of charges: The motion to suspend a member from this organization shall be presented in writing to the total voting membership at least one week prior to the meeting at which the motion for suspension shall be voted upon.
- 4) Right to a fair hearing: The member subject to suspension shall have the right to present his or her case to the membership at the meeting at which the motion for suspension shall be voted upon.
- 5) All voting under this section shall be conducted by secret ballot.

Section 6 – Removal of Members

- 1) Grounds for removal include any failure by a member to fulfill the requirements for membership as outlined in this constitution, in the Kappa Kappa Psi National Constitution Article 6, Section 5 or in the Bylaws of this organization to the satisfaction of the voting membership, violation of the Boise State University policy or the Student Code of Conduct, or violation of the terms of a suspension.

A seventy-five percent (75%) majority vote of the total Active membership shall be required for removal of any member.

- 2) Notice of charges: The motion to remove a member from this organization must be presented in writing to the total voting membership at least two weeks before the meeting at which the removal will be voted upon.
- 3) Right to a fair hearing: The member subject to removal shall have the right to present his/her case to the membership at the meeting in which the voting for removal is to take place.
- 4) Right to appeal: Appeals relating to the removal of members shall be through the ASBSU Judiciary. Appeals must be made within two weeks after the vote for removal has taken place.
- 5) Form of vote: All votes under this article shall be done by secret ballot.
- 6) The Sponsor of this organization also reserves the right to revoke membership of this organization from individuals, without notice to or consent of the Chapter.

ARTICLE III – Officers

Section 1 – Officer Definition

- 1) Elected officers: The officers of this organization shall be:
 - a. President
 - b. Vice President of Membership
 - c. Vice President of Service
 - d. Secretary
 - e. Treasurer
 - f. Historian
 - g. Alumni/Interchapter Relations Officer
- 2) Qualifications: All officers of the chapter must be full-time, fee-paying students at Boise State University and must maintain a minimum 2.5 cumulative grade-point average, submit current grade reports for each of their classes, as well as a letter of intent stating their desire to run for office.
- 3) Term of office: An officer shall serve for one year starting from the time of their installation.
- 4) The chapter shall have a Sponsor that is appointed by the Director of Bands.

Section 2 – Duties

- 1) President
 - a. Shall be the executive officer of the organization and shall preside over meetings.
 - b. Shall submit the names of all officers of the organization to the Student Activities Office not more than four weeks after the beginning of the fall semester and within ten days of any election.
 - c. Shall submit additional information, as it is required, to the Student Activities Office.
 - d. Shall assist the Sponsor and the Treasurer in preparation of requests for funding from the Associated Students of Boise State University, and shall sign said requests.
 - e. Shall sign all contracts and other instruments of business, including checks, involving the chapter.
 - f. Shall be designated as the official representative of the chapter whenever such representation shall be required.
 - g. Shall prepare and send all reports to the National Executive Director of the Fraternity.
 - h. Shall vote only when his/her vote will affect the result, or when the vote is done by ballot.

- i. Shall create and disband Ad-Hoc Committees as needed.
 - j. Shall appoint a committee chairperson for each committee.
 - k. Shall appoint the Parliamentarian and other assistant positions, as necessary.
 - l. Shall serve as an ex-officio (non-voting) member of each committee.
 - m. Shall be responsible for maintaining the President Handbook.
- 2) Vice President of Membership
- a. Shall assume the duties of the president during his/her absence and shall succeed to that position in the event that it becomes vacant, until a special election can be held.
 - b. Shall be responsible for the education, training, and initiation of all members.
 - c. Shall be responsible for the preparation and execution of the Ritual and for the safekeeping of the Ritual and its secrets.
 - d. Shall be responsible for preparing the Initiate Registration Form and submitting it to the President.
 - e. Shall be responsible for maintaining the Vice President of Membership Handbook.
- 3) Vice President of Service
- a. Shall be responsible for generating, receiving, and developing service opportunities for the Chapter to carry out.
 - b. Shall act as the liaison between the Chapter and the Music Department, with the purpose of seeking out service, social, and fundraising opportunities within the Music Department.
 - c. Shall be responsible for preparing and maintaining reports documenting the details of all service projects performed in the name of the Chapter during his/her term. These reports shall include, but not be limited to the date, time, and location of the event, and the names of all Chapter participants at the event.
 - d. Shall be responsible for the creation and maintenance of the Vice President of Service Handbook.
- 4) Secretary
- a. Shall record the minutes of all Chapter meetings.
 - b. Shall distribute minutes to all Chapter members
 - c. Shall maintain a permanent record of all Chapter minutes.
 - d. Shall be responsible for maintaining all meeting attendance records and election proxy records.
 - e. Shall be responsible for making all necessary correspondence with the chapter between regular meetings.
 - f. Shall be responsible for maintaining the Secretary handbook.
- 5) Treasurer
- a. Shall be the financial officer of the organization.
 - b. Shall report an accounting of revenues and expenses upon request at any organizational meeting.
 - c. Shall prepare, at the end of each school year, all financial records for audit.
 - d. Shall assist the Sponsor and the President in preparation of requests for funding from the Associated Students of Boise State University, and shall sign all requests.
 - e. Shall control the receipt and disbursement of all monies of the chapter, and sign all checks involving the chapter.
 - f. Shall submit recommendations concerning the financial policies of this chapter as may be required.
 - g. Shall be responsible for retaining a copy of every financial transaction involving this Chapter.
 - h. Shall be responsible for maintaining the Treasurer Handbook.

- 6) Historian
 - a. Shall be responsible for maintaining a written and pictorial record, or scrapbook, of the activities of this chapter and the university bands.
 - b. Shall be responsible for the supervision of the annual Founders Day observance.
 - c. Shall maintain a permanent record of each Active, Inactive, Associate, and Honorary member of this chapter including name, address, and instrument played.
 - d. Shall work in concert with the Correspondence Secretary to develop and execute the annual Founders' Day observance.
 - e. Shall be responsible for maintaining the Historian's Handbook.

- 7) Alumni/Interchapter Relations Officer
 - a. Shall communicate with other chapters.
 - b. Shall work in concert with the Historian to develop and execute the annual Founders' Day observance.
 - c. Shall make all appropriate announcements to the district and/or national e-mail listservs.
 - d. Shall be responsible for submitting articles for district and national publication.
 - e. Shall be responsible for notifying the Chapter of all publication deadlines.
 - f. Shall collect permanent contact information for all members graduating or leaving the University.
 - g. Shall disburse Life Membership applications to all members graduating or leaving the University.
 - h. Shall provide honor cords to all graduating members prior to their graduation ceremony.
 - i. Shall supply Alumni information to the Kappa Kappa Psi National Office.
 - j. Shall work with Alumni and promote Alumni activities.
 - k. Shall send out a newsletter to alumni at least once a semester informing them of Chapter activities.
 - l. Shall be responsible for inviting alumni to Chapter activities when appropriate.
 - m. Shall be responsible for maintaining the Alumni/Interchapter Relations Officer Handbook.

- 8) Sponsor/ Advisor (henceforth referred to as "Sponsor"; ex-officio)
 - a. Shall be in accordance with the Kappa Kappa Psi National Constitution rules and responsibilities for Sponsor, and Boise State University policies regarding the Advisor.
 - b. Duties: The Sponsor shall assist the Treasurer and President in preparation of requests for funding from the Associated Students of Boise State University, and shall sign said requests. The Sponsor shall consult with the officers about the organization's activities in compliance with University Policies.
 - c. The Sponsor shall serve as an ex-officio member of all Chapter committees.
 - d. The Sponsor of this organization is appointed by the Director of Bands.

Section 3 – Executive Committee

- 1) Responsibility: Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold this constitution.
- 2) Membership: Membership shall consist of all Chapter officers and the Chapter Sponsor (ex-officio).
- 3) Meetings: The Executive Committee shall meet at least once each month, excluding summer and school holidays, to organize and plan future activities and agenda items for the meetings.
- 4) Quorum: a quorum of this committee shall consist of a simple majority.

Section 4 – Removal of Officers

- 1) Grounds for removal: Any officer not fulfilling his or her duties as outlined in this constitution or in the bylaws of this organization to the satisfaction of the voting membership, who has failed to maintain a minimum 2.5 cumulative grade-point average, or who has violated a University Policy or the Student Code of Conduct may be removed from office. A seventy-five (75) percent majority vote of the total voting membership shall be required for removal of any officer.
- 2) Notice of charges: The motion to remove an officer from his or her position must be presented in writing to the total voting membership at least two (2) weeks before the meeting at which the removal will be voted on.
- 3) Right to a fair hearing: The officer subject to removal shall have the right to present his or her case to the membership at the meeting in which the voting for removal is to take place.
- 4) Right to appeal: Appeals relating to the removal of officers shall be done through ASBSU Judiciary. Appeals must be made within two (2) weeks after the vote for removal has taken place.
- 5) Form of vote: All votes under this article shall be done by secret ballot.

ARTICLE IV – Elections

Section 1 – Election Policy

- 1) Types of elections: General elections will be held to replace officers whose terms are due to expire. Special elections shall be held when an office is vacated in midterm.
- 2) Time of elections: General elections shall be held no later than the third week of April and special elections shall be held as necessary.
- 3) Any candidate for an office shall present, at the time of the election, a complete grade-report from each of his or her classes, and a letter of intent stating his or her desire to run for office.
- 4) In order to be elected, a candidate must receive no less than a 51% majority vote from the total Active membership.
- 5) Form of vote: Voting under this article shall be by secret ballot.

Section 2 – Nominations

- 1) For general elections, nominations shall remain open for the two meetings prior to the actual election and one week before the election itself.
- 2) A candidate for office must be nominated by a voting member during the nomination time period or during the meeting immediately prior to special elections.

Section 3 – Officer Election Procedure

- 1) Ballots shall be preprinted including the names of every candidate for every office, with a blank space provided at the top of the ballot for writing in the title of the position being selected.
- 2) Ballots shall be collected by a Chapter member not running for office, and presented to the President for initial tabulation. Ballots shall then be tabulated a second time by a pre-designated third party.

- 3) After final tabulation and verification of the vote count, all ballots shall be sealed inside an envelope that has been marked with the following information:
 - a. the office for which the ballots were cast
 - b. the total number of ballots
 - c. the number of ballots cast for each candidate
- 4) In the event of a re-vote or runoff election, the ballot procedure from Article IV, Section 3, Numbers 1 through 3 shall be observed.
- 5) Ballots shall be properly disposed of 30 days after the Installation of the new Chapter officers.

Section 4 – Special Elections

- 1) In the event that the position of President should become vacant in midterm, the Vice President of Membership shall assume the duties of the President until a special election can be held.
- 2) Should any other office become vacant in midterm, that position shall be filled by special election.
- 3) Form of Vote: Voting under this article shall be by secret ballot.

ARTICLE V – Committees

Section 1 – Committee Organization

- 1) The President shall have the authority to appoint any committees, with the approval of the Executive Committee, which will meet the needs of the organization.
- 2) The President shall appoint a chairperson for each committee.

Section 2 – Required Committees

- 1) The required committees for this chapter shall be the Fundraising, Service, and Social committees.
 - a. Fundraising – The duties of the Fundraising Committee shall be to organize and carry out fundraising projects for the organization's financial stability.
 - b. Service – The duties of the Service Committee shall be to organize and carry out service projects specifically designed for the bands at Boise State University, as well as projects that will serve the community.
 - c. Brotherhood – The duties of the Brotherhood Committee shall be to organize and carry out Kappa Kappa Psi related functions to promote bonding and brotherhood within our organization.

Section 3 – Ad-Hoc Committees

- 1) As needed, the President may appoint Ad-Hoc Committees to perform specific tasks which are not within the scope of the permanent committees.

ARTICLE VI – Powers and Policies

Section 1 – Meetings

- 1) Quorum: To conduct business or elections a simple majority of total Active membership and at least one officer must be present at the meeting.
- 2) Voting percentages: Motions dealing with the removal of officers or members will require a seventy-five (75) percent majority vote of the total Active membership.
- 3) All other motions will require a simple majority vote of the quorum to pass.

- 4) Parliamentary authority: The Constitution of this organization shall be the supreme authority in parliamentary procedure at all meetings. The policies of this organization, if and when they exist, shall be the next highest authority. Robert's Rules of Order shall be the procedure used to conduct meetings except where it conflicts with the Constitution or with the policies.
- 5) Frequency of meetings: This organization shall meet at least two times each month, excluding summer and school holidays. The President, Vice President, or a simple majority of the total Active membership may call emergency meetings. Written or verbal notice of organizational meetings shall be given to all members at least five (5) days prior to such meetings. Written or verbal notice of special or emergency meetings shall be given to all members twenty-four (24) hours in advance.

Section 2 – Provisions

- 1) Any powers not denied to the chapter by this constitution, the National Constitution of Kappa Kappa Psi, the Constitution of the Associated Students of Boise State University, or the policies of Boise State University and the Idaho State Board of Education are granted to the chapter for its use.

Section 3 – Enactment

- 1) The Chapter has the right to enact its powers.

ARTICLE VII – Amendments

Section 1 – Policy

- 1) A proposal to amend this Constitution must be presented to the total Active membership in the form of a written motion at least seven (7) days before it is to be voted on.
- 2) Any amendment to the constitution must be ratified by a seventy-five percent (75%) majority of all Active members of the Chapter.
- 3) Any Active member unable to attend the meeting when the vote is held shall notify the Secretary of a proxy to cast their vote, or shall concede a “nay” vote in their stead.

Section 2 – Enactment

- 1) A proposed amendment must be adopted in accordance with the voting policies of this Constitution, and approved by the Associated Students of Boise State University Judiciary to become effective.
- 2) When amendments of this constitution are presented to the ASBSU Judiciary, the entire document must be brought to compliance with all current Boise State and ASBSU policies.

STUDENT ORGANIZATION ADOPTION

Approved by the student organization on (date): 9-23-2009

Number voting in favor of this constitution: 24

Number voting against this constitution: 0

Number abstaining: 1

Total members: 25

ENACTMENT

Approved by ASBSU Judiciary on: / / by a vote of: - -

Signature of ASBSU Justice: _____

Signature of Secretary for ASBSU Judiciary: _____