The Constitution of
Chi Chapter – Tau Beta Sigma

Revised April 23, 2018
# Table of Contents

## Constitution

General Functions and Scope of the Constitution ........................................... page 3

Article 1. Name of the Organization and Affiliation ....................................... page 3

Article 2. Corporation ......................................................................................... page 4

Article 3. Membership ......................................................................................... page 4

Article 4. Attendance ......................................................................................... page 7

Article 5. Prospective Membership ................................................................. page 8

Article 6. Officers and Executive Committee ................................................. page 9

Article 7. Delegates and Proxies ..................................................................... page 14

Article 8. Committees and Councils .............................................................. page 15

Article 9. Meetings ...................................................................................... page 17

Article 10. Finances ....................................................................................... page 18

Article 11. Statement of Parliamentary Authority .......................................... page 18

Article 12. Ritual and Regalia ......................................................................... page 19

Article 13. Method of Adoption and the Constitution ..................................... page 19

## Bylaws

Bylaw 1. Active Membership ........................................................................ page 21

Bylaw 2. Conditional Status ........................................................................... page 21

Bylaw 3. Life Membership ............................................................................ page 22

Bylaw 4. Chapter Officers ............................................................................ page 22
Chi Chapter Constitution

General Functions and Scope of the Constitution

1. This document establishes and prescribes the authorized regulations pertaining to the functions and the operations of the organization for which it is written and of which it is a part.

2. At no time shall any phrase of this Constitution or its bylaws be permitted to be in conflict with the spirit and meaning of the Constitution of the National Chapter of Tau Beta Sigma. Any dispute over interpretation or jurisdiction that cannot be properly resolved within the local chapter shall be submitted to the National Headquarters for consideration, opinion, and decision which shall be the final authority and binding in all cases.

3. Should the situation arise, by reason of the need of acquiring property and/or other expanded administrative or social requirements not otherwise specially provided for in this Constitution, the Chapter shall be incorporated under the laws of the State of Ohio as a non-profit fraternal association and such additional bylaws, regulations, trustees, and other officials as may be designated, subject to review by the Tau Beta Sigma National Headquarters before final adoption, shall appertain as a part of the spirit and meaning of this Constitution.

4. The term “bands” is understood to mean the concert bands, small ensembles, the marching band, the jazz bands, or the athletic bands.

Article 1. Name of the Organization and Affiliation

1.101. The name and organization shall be Chi Chapter of Tau Beta Sigma, National Honorary Band Sorority for College and University Band Members. Chi Chapter was incorporated under the laws of the State of Ohio as of April 29, 1950.

1.102. Chapter Headquarters shall be maintained in the Tau Beta Sigma Chapter Room. This is located in The Joan Zieg Steinbrenner Band Center at Ohio Stadium on the campus of The Ohio State University. The President of the chapter shall designate the site for the meetings after consultation with and assignment by the properly authorized university officials.

1.103. A safe repository for the Chapter records shall be provided at the Chapter Headquarters.
Article 2. Corporation

2.101. Chi Chapter shall at all times be subject to the general jurisdiction of the National and District Chapter of Tau Beta Sigma, shall at all times comply with the directives issued by their officers through the National Headquarters and District Council, and shall conduct its affairs in such a manner that will reflect credibly to the National Chapter and The Ohio State University. Chi Chapter of Tau Beta Sigma may not discriminate against any individual(s) for reasons of race, ethnicity, national origin, sex, gender identity, religion, handicap, sexual orientation, or marital status.

2.102. The Chapter shall have jurisdiction over all of its members at the University, and will maintain close liaison with the Office of Student Life in order to ensure that at no time the Chapter’s activities be in conflict with the established University Policy.

2.103. A faculty sponsor shall serve with the approval and at the pleasure of the Director of Bands. The sponsor shall serve in an advisory capacity to the officers and members of the Chapter and administrative circle of the University. In addition, they must approve the Constitution of Chi Chapter. This being the only exception, the sponsor shall have no vote in Chapter deliberations.

Article 3. Membership

3.101. Membership in Chi Chapter shall consist of six (7) types: active, conditional, inactive, associate, honorary, alumni, and life membership; these shall not be recognized by the Chapter until all initiation fees have been paid and the initiation, as prescribed by the ritual, completed.

3.102. Active. All active members of the sorority shall be University students enrolled in, or actively participating in, band and have paid member dues no later than one week before the due date to National Headquarters during Fall Semester. Failure to pay dues shall result in inactive status with Chi Chapter and the National Chapter. Refer to Bylaw 1 for further details on payment plan. Active members are eligible to hold office, vote, serve on committees, and take part in all business and social affairs of the Chapter. Active members are required to maintain a GPA of 2.25. This GPA may be either cumulatively or by semester. Refer to Bylaw 1 for further details on GPA. Each member shall participate in at least one band each semester. If there is a conflict preventing a member from participating in at least one (1) band, five (5) events may serve as a band. Acceptable events include pep bands, reading bands, concert attendance, and playing-related service activities. A position on Student Staff fulfills the band participation requirement, as well as studio classes. If the band requirement is not fulfilled during any given semester, the member will be placed on probation until the requirement is fulfilled. Any active member who is student teaching is not required to fulfill the band requirement during the semester of their student teaching.
3.103. Conditional. 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 must be requested one semester at a time. Conditional status may be requested by an Active member, in writing, from the chapter when members are unable to participate in a band and/or Tau Beta Sigma because of work or class conflicts. The request shall be approved by the Sponsor and Director of Bands, and a 2/3 vote from the chapter. 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 years’ Member Dues. If after one (1) academic 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 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.

3.104. Inactive. Former Active members who are enrolled in school, but do not pay member dues and do not elect to become Alumni will be classified as Inactive members. Inactive members are not considered in good standing and therefore have no Active member privileges. Inactive members wishing to return to Active status must submit a formal letter to the Chapter, Chapter Sponsor, and Director of Bands. After approval of the Sponsor and Director of Bands, and payment of late membership dues, an Inactive member may regain Active status by a three-fourths (3/4) vote of the Chapter.

3.105. Associate. Associate Membership is granted to members of Kappa Kappa Psi who transfer to a college or university which does not have an active Kappa Kappa Psi chapter and meet the requirements as defined in the present transfer policy. Before becoming eligible for Associate Membership, the potential Associate member must be educated in the Ritual and traditions of Tau Beta Sigma. Associate members may vote and hold office. Any exceptions must be approved by the National Council.

3.106. Honorary. In recognition of outstanding ability, accomplishment, or devotion to the best interest of the sorority, a person can be given Honorary Membership by a chapter. This shall be the highest honor which can be conferred by a chapter. Undergraduates are ineligible for this recognition. An initiation fee for each Honorary member initiated by the Chapter shall be paid by the Chapter Treasurer to the National Headquarters upon initiation and shall entitle the Honorary member to privileges in the sorority. The National Headquarters shall provide a special membership shingle, the usual identification and membership card, and the gold recognition pin. Whenever possible, this initiation should coincide with the regular initiation of the prospective member class.

3.107. Alumni. Active and Conditional members become Alumni members of the sorority when they complete their education or terminate their affiliation with the University. Active and Conditional members may elect to become Alumni members upon completion of undergraduate education. If a member’s collegiate education continues
past four (4) years, and they are unable to meet Active or Conditional requirements, they may elect to have Alumni status, with Chapter and Sponsor approval. Should an Inactive member choose to return as Alumni status, said member must request, in writing, reinstatement from the National Council. Upon review of the Inactive member’s written request, the Inactive member must receive a majority vote of the National Council. The individual must make payment of all financial obligations to the National Organization, and the Chapter if the National Council deems it necessary, in order to be granted privileges of membership. If an Alumni member attends graduate school at The Ohio State University and wishes to remain Active in the sorority, they may regain Active status by a two-thirds (2/3) vote of the Chapter.

3.108. Life. Alumni, graduating senior, or Honorary member, upon payment of Life Membership fees together with the application to the National Headquarters shall be entitled to Life Membership privileges in the Sorority providing their address. Chapters shall indicate support for a graduating senior or alumni member obtaining Life Membership on the Chapter Personnel Report. Support shall be given by a simple majority vote of the active Chapter. If a Chapter indicates on the Chapter Personnel Report that they do not support an individual obtaining Life Membership, that individual must wait until two (2) years after graduation or becoming alumni. No individual shall be prevented from obtaining Life Membership if the Chapter fails to complete the Chapter Personnel Report, or is late in doing so. 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.

3.109. Alumni, Life, and Honorary Members are welcome and may attend any local Chapter meetings and may upon recognition from the chair, voice opinions and recommendations, but shall have no vote.

3.110. Disciplinary action of a member may consist of probation, suspension, or expulsion.

3.110.1. A member who becomes delinquent in any obligation(s) to the chapter or who displays conduct in violation of National, District, or Chapter policies shall be placed on probation. The Executive Board shall consult with the Chapter Sponsor before placing a member on probation. A member shall 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.

3.110.2. 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 within ten
(10) days 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.

3.110.3. A suspended member who does not successfully meet the obligations specified pursuant to Section 3.109.2 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 and National Headquarters.

Article 4. Attendance

4.101. Attendance at Chi Chapter meetings shall be mandatory.

4.102. Excused Absences
   4.102.1. The following constitutes an excused absence: work, class, or mandatory band conflict, and exam review led by a Professor or TA, a personal illness, or a family emergency.
   4.102.2. Active members who habitually have work or class conflicts with meeting times should request Conditional status.
   4.102.3. Active members shall have only three (3) excused absences per semester, unless extenuating circumstances arise.

4.103. Unexcused Absences
   4.103.1. An unexcused absence is defined as follows: failure to notify the President and Secretary about missing a meeting before 7:30am the day of the meeting or not fulfilling the definition of an excused absence.
   4.103.2. Attending any official function under the influence of drugs or alcohol is grounds for immediate dismissal from the function and counts as an unexcused absence.
   4.103.3. Chapter Officers may not accumulate unexcused absences. Any Officer who accumulates unexcused absences may be asked to resign or may face disciplinary measures.
4.103.4. Active members may not accumulate more than one (1) unexcused absence per semester.

4.104. Disciplinary Action
   4.104.1. Any member that accumulates more than the prescribed absences shall be put on probation for the following semester.
   4.104.2. Probationary members are not considered to be in good standing and are not permitted to vote in Chapter proceedings.
   4.104.3. In order to be taken off of probation due to attendance issues, the member shall meet all attendance requirements for the semester of their probation.
   4.104.4. Additional stipulations to probation can be added by the Executive Board, dependent upon the situation.

4.105. Attendance at all Chapter Rituals shall be mandatory. Chapter members may only miss rituals if they have family emergencies, class conflicts, or mandatory band functions.

4.106. If at any point quorum is not met because of Active members requesting Conditional status or early Alumni status at that specific meeting, quorum will be determined as if those requests had been granted previously.

4.107. Robert’s Rules of Order, newly revised, defines quorum as the minimum number of members who must be present in order to conduct business. For the purpose of Chi Chapter, the following rules define and constitute a quorum: seventy-five (75) percent of all active members in good standing (i.e. no probationary or conditional). This must include four (4) chapter officers. Chapter President will be included for quorum count.

Article 5. Prospective Membership

5.101. Membership Candidacy in the Sorority may be offered to students enrolled/actively participating in the University bands. The Membership Education Candidate, or prospective member, shall possess unusually good character and shall have demonstrated qualities of leadership. Names of prospective members who demonstrate these qualities shall be proposed to the Chapter at a regular Chapter meeting. A three-fourths (3/4) vote of the total eligible voting membership shall be required to give a bid for membership candidacy.

5.102. The Membership Education Class shall be run by the Vice President of Membership of the Chapter. The Membership Education Program is to be made at the discretion of the VPM. The prospective members are expected to successfully complete the Membership Education Program. If a membership candidate fails to meet the requirements of the Chapter or Sorority, their candidacy may be terminated for that academic term.
5.103. Each candidate with the proper qualifications shall be initiated in an appropriate ceremony. Each candidate will require a three-fourths (3/4) chapter vote to continue through third degree. The prospective member shall wear a prescribed pin as a badge attesting their status with respect to the Sorority. The prospective member badge shall remain the property of the Chapter and shall be returned to the Vice President of Membership at the time the prospective member is initiated into the Active Chapter. In the event of loss of a badge, the prospective member shall pay the Treasurer an amount equal to the cost of the replacement badge.

5.104. Within two weeks of activation, the candidate shall pay an activation fee of the amount previously determined by the Chapter to the Chapter Treasurer. A payment plan may be set up with the Chapter Treasurer if needed within these two weeks. This fee shall include the payment of the candidates’ annual National membership fee for the current academic year. The Chapter Treasurer shall send the designated amount to the National Headquarters and the remaining amount will be retained by the Chapter. After the final initiation ceremony, the new member shall surrender their prospective member pin to the Chapter Vice President of Membership or pay its replacement value. The candidate shall not be considered initiated until the name and proper initiation fee have been received by the National Headquarters.

Article 6. Officers and Executive Committee

6.101. General

6.101.1. The Executive committee of Chi Chapter shall be: President, Vice President of Membership, Vice President of Special Projects, Treasurer, Secretary, and Historian/Parliamentarian.

6.101.2. At least once each semester, all Active members of the Sorority, including all other officers, shall evaluate all the officers and committee heads. Only the officer and the President will see their evaluations. The President will compile all evaluations for each officer and committee head except their own evaluations. The Secretary will compile the evaluations for the President.

6.101.3. Each of the Chapter Officers shall serve their term without compensation.

6.101.4. Each Officer shall have one (1) vote at all meetings of the Chapter except for the President, who shall only vote in the event of a tie, on Officer Elections, and on Interview Night when voting on bids. The Vice President of Membership shall not be counted in voting on bids.

6.101.5. Any Officer who desires resignation from their office shall request resignation in written form from the Chapter. The resignation request shall be presented to the Officer
Board and then read during the President’s report at the next regularly scheduled meeting. During New Business at the same meeting, the floor shall be opened for nominations to fill the position. Standard election processes shall then be in effect.

6.101.6. If an Officer does not fulfill the requirements of their position as stated below, an anonymous letter may be written to the chapter requesting impeachment. A three-fourths (3/4) vote of the total eligible membership shall be required to remove an Officer from their position.

6.101.7. In the event that an Officer (excluding the President) knows that they will not be able to attend a meeting, they are expected to report that absence to the Executive Board. The Committee Chair under the Officer shall act as the Officer’s proxy for the meeting. The Officer shall send their agenda items to the Committee Chair by 7:30am the day of the meeting unless extenuating circumstances arise.

6.102. Chapter Officer Requirements

6.102.1. Be an Active member of the Sorority in good standing at the time of nomination. Be a member in good standing of the Chapter, and have a full year of Active membership.

6.102.2. Represent the ideals of the Sorority and shall be capable of representing the Chapter under all ordinary circumstances.

6.102.3. 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 office.

6.102.4. Enroll in a band every semester. Those who have been elected to an office but does not enroll in band every semester is ineligible to continue as an Officer of the Chapter. In the event the Officer cannot enroll in band due to a class conflict, they may retain the office with the approval of the Chapter Sponsor and Chapter by simple majority vote. If the officer does not enroll in a band the following semester, they shall be automatically removed from the office and be placed on probation (in accordance with the Active member disciplinary action). Five (5) pep bands may substitute for the enrollment of a band, if necessary.

6.102.5. The President, when nominated, shall be chosen from those members in good standing who have been Active in Tau Beta Sigma for at least one (1) year. Prior to being elected, the President must have previously held a Committee Chair or Officer position.

6.103. Chapter Elections

6.103.1. Nominations shall be made for all offices in the order of President, Vice President of Membership, Vice President of Special Projects, Treasurer, Secretary, and Historian/Parliamentarian on the designated nomination night during Spring Semester. After nomination, prospective Officers must submit a officer packet describing their
desired officer positions, leadership experience, a brief statement, and goals. This officer packet must be submitted to the President, Secretary, and Chapter Sponsor by a deadline set by the Executive Board prior to election night. Nominations may come from the floor or be self-nominations.

6.103.2. At the meeting following nominations, candidates may speak about their office and answer questions from the floor.

6.103.3. Each office shall be filled in the following order: President, Vice President of Membership, Vice President of Projects, Treasurer, Secretary, Historian/Parliamentarian.

6.103.4. The Officers shall be elected by secret ballot.

6.103.5. The results shall then be tabulated and announced before the complete membership assembled by two duly appointed members, before proceeding to the balloting of the next office. This will ensure that a candidate failing to be elected to an office shall remain eligible for election to remaining offices. Any candidate elected to office must withdraw further nominations.

6.103.6. No member, with the exception of the President, shall be permitted to abstain from voting, including the candidates. A majority of all votes cast shall be necessary for election. In the event that no one of three (3) or more candidates for an office receives a majority, the members will vote on the two (2) names receiving the highest number of votes.

6.103.7. All Officers shall be eligible to succeed themselves in the same office.

6.104. Chapter Officer Duties

6.104.1. President
   6.104.1.1. Preside at all meetings of the Chapter.
   6.104.1.2. In certain situations, may be permitted to step down from the chair and direct the Vice President of Membership to assume the duties of presiding chair while they take the floor to argue or discuss certain important issues.
   6.104.1.3. Preside over all rituals.
   6.104.1.4. Be the designated official representative of the Chapter whenever such representation is required.
   6.104.1.5. Meet with the Kappa Kappa Psi Eta Chapter President and the Chapter Sponsor at least once a month.
   6.104.1.6. Meet with the Chi Chapter Officers (on an as-needed basis, preferably once a week).
   6.104.1.7. Sign all contracts and other instruments of business including financial documents incurred by the Chapter. This may be delegated to other members in the Chapter, depending on the circumstances.
6.104.1.8. Prepare and send reports of all Chapter activities to the National Headquarters and District Counselors. All mailings to National Headquarters should be done by certified mail.
6.104.1.9. Be able to demonstrate clear understanding of Robert’s Rules of Order prior to the first meeting of Fall Semester.
6.104.1.10. May sit in on any committee meetings.
6.104.1.11. Keep a Chapter Directory in their binder.
6.104.1.13. Ensure that the Chapter fulfills all requirements necessary to maintain status as a registered Student Organization at The Ohio State University and make sure that the Treasurer, Advisor, and President complete necessary university training.

6.104.2. Vice President of Membership
6.104.2.1. In the absence of the President, preside at the meetings of the Chapter.
6.104.2.2. Assume responsibilities for all rituals.
6.104.2.3. Ensure that all details of the ritual are up-to-date and dignified.
6.104.2.4. Be responsible for all Sorority materials, especially ritual materials.
6.104.2.5. Preside over the Membership Education Program.
   6.104.2.5.1. For more information on Membership Education, refer to the latest version of the Tau Beta Sigma Guide to Membership Education and the Chi Membership Education Handbook.
6.104.2.6. Update and edit the MEP manual every year in accordance with the District.
6.104.2.7. Plan and implement a Continuing Membership Education Program.
6.104.2.8. Give the Secretary a list of new Actives upon their initiation.
6.104.2.9. Be responsible for reporting of all new initiates to Nationals.
6.104.2.10. Serve as advisor to the Committee on Membership and Ritual.

6.104.3. Vice President of Special Projects
6.104.3.1. Design and coordinate service projects for the Chapter.
6.104.3.2. Coordinate joint projects with the brothers of Kappa Kappa Psi Eta Chapter.
6.104.3.3. Perform other tasks as requested and/or desired by the Chapter.
6.104.3.4. Serve as advisor to the Committee on Service.
6.104.3.5. Be Chapter liaison for District and National programs.

6.104.4. Treasurer
6.104.4.1. Control the receipts and disbursements of all monies.
   6.104.4.1.1. Any persons desiring reimbursement must submit the original itemized receipt to the Chapter Treasurer detailing the purchases before receiving reimbursement.
   6.104.4.1.2. No one other than the Treasurer will be able to take the money after fundraisers or other events in which there are loose checks/cash, unless a specific party is given permission by the Treasurer.
6.104.4.3. Prepare a budget for the Chapter for each fiscal year. Note the fiscal year of the Chapter, for the purpose of the Chapter Budget, as August 1 through July 31.

6.104.4.4. Prepare a report of Chapter finances at the end of each semester.

6.104.4.5. Keep detailed reports of all transactions in the treasury book passed down by the previous Treasurer. Keep a record of the following:
   6.104.4.5.1. All deposit slips and bank statements
   6.104.4.5.2. All invoices from merchandise sales
   6.104.4.5.3. A record of the members that have paid dues

6.104.4.6. Sign all checks for monies disbursed.

6.104.4.7. Tell the Chapter, as part of their Officer Report, the balance of Chapter’s account each meeting.

6.104.4.8. Serve as advisor to the Committee on Ways and Means.

6.104.5. Secretary

6.104.5.1. Record the minutes at all meetings of the Chapter. Type and distribute the minutes to be approved at the following meeting. When approved, they become a part of the official record and will be properly preserved in the Secretary’s files.

6.104.5.2. The minutes should follow this format:
   6.104.5.2.1. Date, time, place of meeting, and name of the assembly
   6.104.5.2.2. Reports by Officers and Chairpersons in summary form
   6.104.5.2.3. Old Business in summary form
   6.104.5.2.4. New Business in summary form
   6.104.5.2.5. All motions in their final form
   6.104.5.2.6. Time of Adjournment

6.104.5.3. Maintain a roster including each Active member. The roster should include the following information:
   6.104.5.3.1. Name
   6.104.5.3.2. Local address
   6.104.5.3.3. Birth date
   6.104.5.3.4. Phone number
   6.104.5.3.5. E-mail address
   6.104.5.3.6. Any other pertinent information

6.104.5.4. Maintain a current roster of the Alumni of the Chapter with the following information:
   6.104.5.4.1. Name
   6.104.5.4.2. Current mailing address
   6.104.5.4.3. Current e-mail address
   6.104.5.4.4. Current phone number
   6.104.5.4.5. Date inducted into Chapter
   6.104.5.4.6. Any other pertinent information

6.104.5.5. Keep a list of concerts, recitals, and other notable activities of the Chapter.

6.104.5.6. Take care of Chapter awards, such as Most Inspirational Sister.
6.104.5.7. Keep the National Chapter advised of important happenings of Alumni of Chi Chapter as the facts become known.
6.104.5.8. Serve as advisor for the Committee on Social.
6.104.5.9. Corr spine with other chapters about events and updates happening within the Chapter.
6.104.5.10. Work with members of the chapter to draft other correspondences such as thank you cards, letters of recommendation, etc. as needed.
6.104.5.11. Collect proof of enrollment, GPA, and band enrollment or pep band make ups for each member in accordance with Chi’s membership requirements.
6.104.5.12. Have in possession a copy of the National Constitution and the Chi Chapter Constitution.

6.104.6. Historian/Parliamentarian
6.104.6.1. Have in their possession at all meetings a copy of Robert’s Rules of Order revised and ensure that the meetings of the Chapter are run accordingly.
6.104.6.2. Keep charge of all records with historical significance, including the District Archives. Work with Kappa Kappa Psi Eta Chapter to ensure maintenance of the Archives.
6.104.6.3. Be able to demonstrate clear understanding of Robert’s Rules of Order prior to the first meeting of Fall Semester.
6.104.6.4. Rule upon the questions of procedure. They shall also assist the President in matters of procedure in conducting an orderly meeting.
6.104.6.5. Educate all members on the history and process of parliamentary procedure.
6.104.6.6. Be responsible for taking pictures at social functions of the Chapter, or delegate someone else to do the same.
6.104.6.7. Produce a scrapbook of memories for each year, which will then become official property of the Chapter. The format and design of the scrapbook is up to the discretion of the Historian/Parliamentarian.
6.104.6.8. Serve as advisor to the Committee on History.

Article 7. Delegates and Proxies

7.101. General

7.101.1. Chi Chapter shall be officially represented at each District and National Chapter Convention by a delegate or an alternate delegate. In the absence of a delegate or alternate to a District or National Chapter Convention, an alternate delegate from another Chapter may be designated to serve as proxy.

7.101.2. The Active members of the Chapter shall elect its delegates at a regularly scheduled meeting of the Chapter. The election of Chapter delegates to the annual District Convention shall be held at least thirty (30) days prior to the opening date of the
Convention. The election of Chapter delegates to the National Chapter Convention shall be held at least sixty (60) days prior to the opening date of the Convention.

7.101.3. The sponsor may be designated to accompany delegates to Conventions in an advisory capacity.

7.102. Chapter Delegate Requirements

7.102.1. Be an Active member of the Chapter in good standing at the time of election and at the time of the Convention.

7.102.2. Be capable of representing the Chapter under all conditions at the Conventions to which they are designated.

7.102.3. Arrive at Convention having previously evaluated candidates and bids for Convention.

7.102.4. Vote as the Chapter majority would vote, keeping all personal conflicts with the Chapter’s decision aside.

7.102.5. The elected delegates shall make all necessary arrangements to be in attendance at each session of the Convention and to execute such duties as may be imposed upon them by the Convention.

7.102.6. Chi Chapter will pay half of the Convention registration fee for the delegate and alternate delegate for National Conventions. Proper expenses in connection with the duties of their delegation may be reimbursed by the Chapter after a majority vote by the Chapter and submission of a reimbursement form to the Treasurer.

Article 8. Committees and Councils

8.101. General

8.101.1. The Executive Committee shall consist of six elected Officers. It shall discharge the administration of the policies and programs of the Sorority. This committee shall tend to all items of business to be brought before the Chapter.

8.101.2. Every Active member of the Sorority shall serve on one (1) standing committee. Membership on these committees will rotate each semester and will be equally numbered throughout. Time, place, and attendance requirements are at the discretion of the committee Chair.

8.101.3. The President may appoint special committees as needed.
8.102. Standing Committees

8.102.1. The Standing Committees of the Chapter shall be; Committee on Ritual and Membership, Committee on Service, Committee on Ways and Means, Committee on History, and Committee on Social. During each Fall Semester following a National Convention, a Jurisdiction Committee shall be added. A Social Media Chair will be appointed as a standalone position.

8.102.2. All Standing Committee Chairpersons will be appointed by the President. Nominations for Committee Chairpersons will occur following Officer elections. Any active or conditional member is eligible to be nominated. The nominated individuals will submit a packet including their goals and leadership experience to the President by a designated deadline.

8.102.2.1. The Jurisdiction Committee shall be comprised of a Chapter Officer who is appointed by the President and preferably one Active member from each membership class.

8.102.3. The Committee Chairpersons shall be appointed at a regularly scheduled Active meeting two (2) weeks following Officer Elections.

8.102.3.1. If an appointed Committee Chairperson wishes to resign from their position, the following actions shall be taken: the Committee Chair must submit a written resignation to the Officer Board which shall then be read during the President’s report at the next regularly scheduled meeting. The interested active sisters in good standing will have the opportunity to submit an application for the vacant position. The standard appointing processes shall then be in effect.

8.102.4. Committee Chairpersons shall be responsible for the following:

8.102.4.1. Hold meetings with their committee regularly and be aware of their attendance at these meetings.

8.102.4.2. Divide the duties of the Committee; decide what will be done by the Chair and what will be done by the members. This should be clearly stated to the Committee members.

8.102.5. Committee on Membership and Ritual shall help with various tasks and aspects of the Membership Education Program as requested by the VPM as well as prepare the ritual, ensure the quality of all ritual items, and be in charge of all official Tau Beta Sigma items for the Chapter. The Vice President of Membership shall serve as the advisor.

8.102.6. Committee on Service is defined as follows; a Committee of the Chapter dedicated to the carrying out of service projects. The Vice President of Special Projects shall serve as the advisor.

8.102.7. Committee on Ways and Means shall be responsible for the promotion and organization of all fundraisers of the Chapter. The Treasurer shall serve as the advisor.
8.102.8. Committee on History shall be responsible for informing the Chapter of the history of Tau Beta Sigma, Chi Chapter, and The Ohio State University Bands. This committee is responsible for communications with other chapters throughout the country. The Historian shall serve as advisor.

8.102.9. Committee on Social shall be responsible for helping to maintain the alumni roster, planning social events, and informing the Chapter of the dates/times of said events. Whenever necessary, this committee chair shall serve as the primary organizer of such occasions as alumni reunions and anniversaries. In addition, they shall be responsible for relations with Eta Chapter of Kappa Kappa Psi. This includes use of joint account funds, service projects, and social functions. The Secretary shall serve as advisor.

8.102.10. The Jurisdiction Committee shall review and propose amendments to the Constitution each Fall Semester following a National Convention. The Committee shall be comprised of a Chair who is an Officer (appointed by the President) and preferably one member of each membership class represented in the Active Chapter.

8.102.11. The Social Media Chair shall be responsible for posting on all social media sites on behalf of the chapter. This includes posting pictures of events and sending out event reminders.

8.102.12. All Committee members report to their Committee Chairs, who are responsible for reporting attendance problems. Committee Chairs report to their Committee advisors and the Officers report to the President of the Chapter. The President has the ultimate authority over all Committees and has the right to remove anyone as Head or member of a Committee or to completely remove a Committee from all Chi Chapter business if they feel it is for the good of the Chapter.

**Article 9. Meetings**

9.101. All regularly called meetings of the Chapter shall be held in a designated room at the University on the dates and at a time decided upon by the majority of Active membership of the Chapter. No meetings shall be held on a day that there are final exams. Meetings may be held as frequently as necessary when deemed by the Chapter.

9.102. Special Chapter meetings may be called upon a favorable vote of three-fourths (3/4) of the Active membership of the Chapter or upon recommendation of the Chapter President approved by fifty percent (50%) favorable vote by the Chapter Officers.

9.103. The general order of business for all formal Chapter meetings shall be:

9.103.1. Call to order
9.103.2. Roll Call
9.103.3. Approve previous meeting’s minutes
9.104. When deemed advisable, the general order of business may be changed by the Chapter President or presiding member.

9.105. All members shall be expected to attend all regularly scheduled meetings and properly called meetings. For a more in depth definition of attendance rules, refer to Article 4.

9.106. Controlled substances may not be used by members of the Sorority at official Sorority functions. Refer to the Policy on Alcohol and Controlled Substances for more information.

**Article 10. Finances**

10.101. The fiscal year of the Chapter shall be from August 1 to July 31.

10.102. All monies of the Chapter shall be received and expended by the Chapter Treasurer. Expenditures for other than routine business shall have specific authorization by the members assembled prior to payment. All properly approved expenditures shall be made by official check drawn on the designated bank, from which shall be obtained an adequate supply of blank checks specially printed with the Chapter name and space for the Chapter Treasurer.

10.103. Income of the Chapter shall be derived from initiation fees, annual dues, and special fundraising projects.

10.104. Chi Chapter shall pay an annual National Fee of an amount set by the National Chapter to the National Headquarters.

10.105. Money from Tau Beta Sigma will not be used for the purchase of alcohol.

**Article 11. Statement of Parliamentary Authority**
11.101. The rules contained in Robert’s Rules of Order Revised shall govern this organization in all cases to which they are applicable unless they are inconsistent with the Constitution, Bylaws, and special rules of this organization.

**Article 12. Ritual and Regalia**

12.101. A secret ritual, as set forth by the National Chapter, shall be prescribed for the initiating of all prospective members and their subsequent initiation into Chi Chapter. A special ritual shall also be prescribed for the installation of Officers. The safekeeping of these rituals shall be the responsibility of the Historian/Parliamentarian. The ritual shall be kept in the Chapter Headquarters.

12.102. Rituals can be revised only by the National Chapter in Convention assembled.

12.103. All regalia of the Sorority, including ritual equipment, jewelry, and Chapter and Membership Shingles, shall be prescribed by the National Chapter.

12.104. Regalia shall be purchased only by a requisition prepared by the Chapter Treasurer, accompanied by full payment and sent to the National Headquarters who shall place the jewelry order with the official jeweler. The Sorority shall receive no royalty on jewelry purchased, all prices being net to the purchaser.

12.105. Members declared Inactive may not wear the Sorority’s letters or jewelry. Upon being declared Inactive, the former member will return their membership pin to the Chapter Vice President of Membership.

**Article 13. Method of Adoption and the Constitution**

13.101. This Constitution is a revised form of the original Constitution of the Sorority and was officially adopted at the April 23, 2018 meeting of Chi Chapter, and becomes operative and effective immediately.

13.102. Any and all previous Constitutions, Regulations, Bylaws, or Amendments thereto, of the Sorority’s progenitor organizations, shall become void and are superseded by this Constitution henceforth.

13.103. The Secretary shall ensure that a copy of this Constitution, after ratification, shall become part of the portfolio of material of each of the elected Officers, the Sponsor, and each of the members of the Sorority.
13.104. This Constitution is to be reviewed and updated each Fall Semester following a National Convention by the Jurisdiction Committee in order to comply with new, updated, or changed procedures to the National and District Constitutions.

13.105. Proposed amendments to the Constitution shall be presented in writing to the Officer Board during their weekly meeting. The proposed amendment shall then be read during the President’s report at the next regularly scheduled meeting. At the same time, a discussion shall take place about the proposed amendment. During the next week, the person who proposed the amendment shall e-mail the proposal to the Chapter. At the next regularly scheduled meeting, the amendment shall be placed on the agenda for New Business. Another time of discussion shall take place, with a vote to follow.

13.106. Proposed amendments to the Bylaws shall be presented in writing to the Officer Board during their weekly meeting. The proposed amendment shall then be read during the President’s report at the next regularly scheduled meeting. During New Business of that same meeting, the amendment shall be proposed, discussed, and a vote shall be held.

13.107. The Secretary shall ensure that all copies of this Constitution are so amended. Amendments will be updated in the order of their adoption.
Chi Chapter Bylaws

Bylaw 1. Active Membership

1.101. Active members who are not financially able to pay dues by the due date are permitted to develop a payment plan with the Chapter Treasurer. A payment plan form must be filled out with the plan for payment and the Treasurer and member’s signatures. Failure to pay according to the plan shall result in Inactive status with the Chapter and Nationals.

1.102. All Active members must send their GPA and proof of enrollment at The Ohio State University to the Secretary by the third week of each semester. Failure to do so will result in probationary status.

1.103. Active members who fail to maintain the GPA requirement stated in the Constitution shall be placed on probation for the following semester following the drop in GPA. Attendance at meetings during the probationary period is encouraged, but not required, as time for studying is essential to increase GPA. If the member on probation is planning on being absent from a meeting, proper notification processes should be followed. If a member has a GPA below the 2.25 requirement for one or more semesters, they shall meet with the Executive Board to discuss the situation and determine additional stipulations.

1.104. Any Active member using five (5) events to fill their band requirement must provide proof of attendance to the Chapter Secretary in order for the event to be counted. Proof of attendance includes programs, pictures, etc.

Bylaw 2. Conditional Status

2.101. It is recommended that the Active member is present at the meeting when they request Conditional status and are required to make this request by the fourth week of the semester. If a member knows they will have a conflict for the upcoming semester they are recommended to take the proper steps prior to the semester of Conditional status.
2.102. Proof of enrollment and GPA must be sent to Secretary before requesting Conditional status and must continue to be sent every semester a member is Conditional. If Conditional status is granted through graduation, proof of degree must be sent to the Secretary in order to be classified as Alumni.

Bylaw 3. Life Membership

3.101. The Chapter will pay twenty-five percent (25%) of the Life Membership fee for any member of the Chapter who graduated or will graduate during the current academic year and also fulfills one of the following requirements: past Chapter President, past District Officer, past Chapter Officer having served two or more terms, or past Most Inspirational Sister award recipient.

Bylaw 4. Chapter Officers

4.101. Potential Officers must be in good academic standing at the time of nomination, that is, one must possess a semester cumulative GPA of at least 2.5. Officers must maintain this GPA requirement throughout their time in Office.

4.102. During their term, an Officer shall have no more than one (1) excused absence each semester. If this begins to occur in excess, it is the duty of the general assembly to review the Officer’s position and decide whether or not the Officer should be asked to resign. Officers are not allowed any unexcused absences. Officers with any unexcused absences will face disciplinary action as determined by the Chapter membership.

4.103. At no time will an Officer be allowed to have a class that conflicts with the scheduled meeting times. If this should occur, the Officer should approach the Chapter and propose an alternate meeting time for the semester in which this occurs. If an alternate meeting time is not convenient for the Chapter, the Officer may be asked to resign or the Committee Chair under the Officer may be asked to sit in the Officer’s place at meetings. The Officer is required to send their agenda to the Committee Chair no later than 7:30am the day of the meeting and must continue to fulfill all other responsibilities of the Office.

4.104. All officers shall keep accurate records and documents pertaining to the Office itself and any District or National items that would be necessary. These records shall be turned in to the chapter after officer installations before the end of the academic term. If any Officer fails to turn in their records, they will not be allowed to run for another Office.