

CONSTITUTION

for

ETA CHAPTER OF KAPPA KAPPA PSI

*National Honorary Band Fraternity at
The Ohio State University*

Article I – Organization and Structure

- A. The name of this organization shall be Eta Chapter of Kappa Kappa Psi, National Honorary Fraternity for College and University Band members.
- B. This chapter shall be located at The Ohio State University, Columbus, Ohio, and shall have jurisdiction over all its members at the university.
- C. The authority of this document shall be subordinate to that of the Fraternity's National Constitution and the rules of The Ohio State University.
- D. Kappa Kappa Psi, at the national, district, and chapter levels, operates under a no hazing policy. Hazing is defined as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions and situations include: paddling in any form, creation of excess fatigue, physical and psychological shock, scavenger hunts after dark, one-way road trips which leave an individual to find his/her own return transportation, wearing apparel at any time or at any location which is not in good taste, required engagement in public stunts or buffoonery, morally degrading games or humiliating activities, compulsory consumption of any alcoholic beverages or controlled substances, and any other activities which are not consistent with the regulations and policies of The Ohio State University.
- E. This Chapter understands the hazards of misusing alcoholic and controlled substances and will comply with all laws and regulations of the State of Ohio and The Ohio State University. The Chapter will abide

by the National Policy on Alcohol and Controlled Substances as it relates to the use of alcohol at Fraternity sponsored events.

- F. Kappa Kappa Psi and Eta Chapter expressly prohibits discrimination by any component part of the Fraternity or by any person acting on behalf of the Fraternity on the basis of race, ethnicity, color, national origin, sex, ability status, religion, age, marital status, veteran status, gender identity or expression, or sexual orientation. Rather, it is the policy of this Fraternity to foster a spirit of mutual understanding and respect among all people, especially those involved in college and university bands, remembering that music is the universal language.

Article II – Purpose

- A. Be it known that Kappa Kappa Psi, National Honorary Band Fraternity for College Band members, is an organization operating exclusively in the field of the college and university bands, and for the following several purposes:
1. To promote the existence and welfare of the college and university bands and to cultivate at large a wholesome respect for their activities and achievements.
 2. To honor outstanding band members through privilege of membership extended as a reward for technical achievement and appreciation for the best in music.
 3. To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band for gracious conduct, good taste, and unswerving loyalty
 4. To foster a close relationship between college bands and promote a high average of attainment by the performance of good music and 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 matter consistent with the purposes of the institution at which chapters are located.

Article III – Membership

Chapter membership shall consist of seven types: Active, Associate, Conditional, Inactive, Alumni, Life, and Honorary. No membership shall be recognized by the chapter until all initiation fees have been paid and the initiation, as prescribed by the Ritual, completed. All Active, Associate, and Conditional memberships expire September 30.

A. Active Membership

1. Active members of the Fraternity shall be registered students at The Ohio State University who have been formally initiated after the completion of the Membership Education Program of the Fraternity, and shall be enrolled in the university band program during each Autumn and Spring semester of Active Membership in the Fraternity in order to fulfill the purposes listed in Article II. All annual dues and fees must be paid up to date to maintain active membership in the Fraternity. Brothers may waive their meeting or band requirements and still maintain active status with approval of the Chapter Sponsor and a simple majority of the chapter. Brothers may not hold this status for greater than two consecutive semesters.
2. It shall be the duty of each active member to attend all meetings of the Chapter; to pay promptly all financial obligations to both the Chapter and the Fraternity; to become acquainted with the National Constitution, District Constitution, and Chapter Constitution; to attend half the hours of the semesters scheduled service events; to attend one School of Music band concert per semester, submit the concert program to the current Vice President of Programs, and answer one of the provided questions for the concert during Music Minutes; and to support the efforts and purposes of the Chapter and the Fraternity outlined in this Constitution.
3. Any member of any Kappa Kappa Psi chapter who has recently been an active member of another chapter is, upon transferring to The Ohio State University, eligible to become an active member at the Eta Chapter. Active membership will be granted to the member upon enrollment in the band program at The Ohio State University and the fulfillment of all financial obligations.

B. Associate Membership

1. Associate members shall have the rights, privileges, and responsibilities associated with active membership. Associate membership shall be granted to any member who meets the criteria set forth in the national constitution.

C. Conditional Membership

1. Conditional status in the Fraternity may be requested by an active member in good standing when that member cannot, without undue hardship, continue to meet the requirements for active status. The request shall be made in writing and state the specific reasons for requesting Conditional status, this request must be made and received by the Friday of the third week of class by 11:59 p.m. To become effective, the member shall have paid national member dues for the current academic year. The request shall be approved by a majority vote of the chapter, with approval of the sponsor/Director of Bands. Conditional status shall not be maintained for more than one year. If there is a need to go conditional for more than one consecutive semester, a formal written document with an update on the brother's reason for continuation will be requested, to be turned in by the Friday of the third week of class by 11:59 p.m. Status will be automatically changed from conditional to active at the start of every term unless conditional status is re-requested. Conditional status shall not be maintained for more than one calendar year (no more than two consecutive semesters).
2. Conditional members may, at the discretion of the chapter, attend Chapter meetings and District and National Conventions and events. Participation in Ritual, fundraising, social functions, and service projects is at the discretion of the respective Committee chairs. Conditional members shall not hold office, propose candidates for membership, introduce business, vote on any matters, or act in the capacity of a big brother.

D. Inactive Membership

1. Former active members who are enrolled in school but do not pay member dues shall be classified as inactive members. Inactive members are not

considered in good standing and have no privileges of Fraternity membership. Inactive members may not participate in any Fraternity business, projects, or activities.

E. Alumni Membership

1. Alumni members of the Chapter shall be those members in good standing who have completed their education or who have terminated their affiliation with The Ohio State University and its bands. Alumni members who qualify for active status may reactivate if they wish by paying current Active membership dues. Alumni members shall have all privileges of Active membership except those of voting and introducing business.

F. Life Membership

1. Alumni members shall be entitled to Life Membership privileges upon payment of a Life Membership fee set by the National Chapter and completion of application to the National Office.

G. Honorary Membership

1. Honorary members of the chapter shall possess the same general qualifications as Active members except that they shall not necessarily be regularly enrolled in The Ohio State University nor possess any qualifications as musicians. They shall be generally performed outstanding in their field of endeavor or shall have performed outstanding service for the university, its bands, or the Fraternity. Honorary membership fees shall be paid by the Chapter.

H. Membership Education

1. Initiation in the Fraternity may be offered during or after the satisfactory completion of one term in an Ohio State University band. Membership candidates shall be qualified musicians or band members, possess unusually good character, and demonstrate leadership potential.

2. The prospective member must be in good standing with The Ohio State University.
3. Before becoming eligible for Active membership, a candidate must complete the Membership Education Program as prescribed. The Chapter reserves the right to dismiss candidates by a seventy-five percent vote of active membership.
4. Prior to initiation, the candidate shall pay the full value of a refundable initiation fee and dues as determined by the National Chapter to the Chapter Treasurer who shall forward it to the National Executive Director. The candidate shall not be considered initiated until said name has been recorded in the Master Chapter roster at the National Office.
5. In a chapter meeting, any Active member may propose the name of a prospective member. A negative vote of twenty-five percent shall be required to prevent a person from entering the Membership Education Program of the Fraternity. Voting shall be by written ballot. Any name rejected twice in a single meeting shall not be proposed again during the current academic year.

I. Suspension and Expulsion

1. Upon due cause, members of the Chapter may be suspended or expelled by a seventy-five percent vote of the Chapter.

J. Probationary Membership

1. Brothers shall automatically be given Probationary Status in the event that they fail to meet any of their membership requirements in a given semester for the following semester. Brothers under Probationary Status shall enjoy all privileges of Active Membership, though shall be given requirements to make up for their missed requirement the previous semester. If the Brother then fails to meet these requirements they shall be brought up for suspension before the Chapter. Brothers placed on Probationary Status have the ability to appeal their status by bringing it up during Chapter Business, and requiring a 75% majority to overturn the previous decision.

2. The Chapter may also place Brothers under Probationary Status for other miscellaneous disciplinary reasons. This will require a 75% approval of the Chapter.

Article IV – Officers

- A. The offices of this Chapter shall be: Sponsor/Advisor (ex officio), President, Vice- President of Programs, Vice-President of Membership, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Editor, Member-At-Large, and others as needed. Each Chapter officer shall be a member of the Fraternity in good standing at the time of the election and during term of office. Brothers must have two active semesters within the fraternity to hold the office of President, Vice President of Programs, Vice President of Membership, or Treasurer. The Chapter Sponsor shall have the authority to exempt any officer from a specific requirement of office.
- B. Each officer shall serve for a period of one year, unless otherwise stipulated by the Chapter, without compensation. Officers shall be elected at a meeting of the Chapter by a simple majority. Nominations shall be made from the floor one week before elections. All officers may be required to maintain a handbook of information and insights pertaining to the office and any current official forms.
- C. The sponsor shall operate under the authority of the Director of Bands. The sponsor acts as a consultant to the Chapter and assists the group in its growth and development. The Sponsor serves at the pleasure of the Chapter with the approval of the Director of Bands. The Director of Bands has final authority. The sponsor will oversee the creation and the facilitation of an Awards Committee as mentioned in the Awards Policy Handbook if needed and protect the integrity of all chapter awards.
- D. The President shall preside at all meetings of the Chapter and shall be a member ex officio of all Chapter committees. The President shall sign all contracts and other instruments of business involving the Chapter. The President shall be designated as the official representative of the Chapter whenever such representation shall be required and shall prepare and send all reports to the National Executive Director of the Fraternity.
- E. The Vice-President of Programs shall, in the absence of the President, preside at meetings of the Chapter and shall advance the purposes of the Fraternity as stated in Article II of this Constitution by promoting the work of the Chapter. The Vice-President of Programs shall be

responsible for the organization of appointed activities and shall be in charge of creating and maintaining the integrity of an Awards Policy Handbook for chapter members. Shall also remind the chapter about the award application(s) prior to an award due date.

- F. The Vice-President of Membership shall be responsible for the recruitment, education, training, and initiation of all members. When deemed appropriate, and not less than once a year, the Vice-President shall present to the chapter a list of names recommended for new membership. Each name on this list shall be considered separately and in accordance with National Policy. He or she shall be in charge of all ritual regalia (robes, candles, banners, etc.) and will make sure all the ritual items are ready to present and to use. The Vice President of Membership will work with the Vice President of Membership of the Chi Chapter of Tau Beta Sigma on the creation and execution of the Joint Big Brother and Sister program. The Vice President of Membership shall be responsible for maintaining and presenting a Continued Membership Education Program.
- G. The Recording Secretary shall record the minutes of all meetings of the Chapter and shall maintain a permanent record of each member of the Chapter. In addition, the Recording Secretary will handle absence excuses.
- H. The Corresponding Secretary shall be responsible for all chapter correspondence, including with Eta Chapter Alumni.
- I. The Treasurer shall control the receipts and disbursements of all monies of the Chapter, and shall submit recommendations concerning the financial policies of the Chapter as may be required. The Treasurer shall sign all checks for monies disbursed and be responsible for keeping records of all Chapter finances, including proposing a Chapter Budget on a per semester basis.
- J. The Historian shall maintain a written and pictorial record of the activities of the Chapter and bands. This officer will also serve as the parliamentarian for the chapter.
- K. The Editor shall be responsible for the collection of articles and the

publishing of the *Gray Baton*, the official gameday (and other times as needed) periodical of The Ohio State University Marching Band. This office is also the overseer of the Eta Chapters' website. The Editor shall also be responsible for submitting an article to the *Arpeggio* or *The Podium* for the fall or spring publication. If no member submits an article, it shall be the Editor's responsibility for writing and submitting an article to the *Arpeggio* or to *The Podium*.

- L. A petition signed by a majority of the active membership must be presented one week before consideration of recall of an officer. A two-thirds majority shall be required for recall.

Article V – Advisor

- A. A willing member from the School of Music shall be voted to the position of advisor of Kappa Kappa Psi by the active members of Kappa Kappa Psi. The advisor shall provide leadership, advice, and recommendations on university policy.

Article VI – Committees

- A. Committees of the Chapter shall be determined only as required by the Chapter. All committees shall be appointed by the President.

Article VII – Meetings

- A. A regularly called meeting of the Chapter shall be held at least once a month during the academic year. Meetings may be held more frequently when deemed necessary by the Chapter. The exact time and place of meeting shall be determined by the Chapter. Special meetings may be called as needed.
- B. Fifty percent of all Active members together with two officers shall constitute a quorum at all meetings.
- C. Meetings shall be conducted in accordance with principles of parliamentary procedure as presented in *Robert's Rules of Order*, with modifications as deemed necessary by the Chapter.
- D. Meetings shall not last longer than an hour after the accepting of the

previous meeting's minutes. The meeting may be extended by passing a motion with a clear majority

Article VIII – Statement of Parliamentary Authority

- A. 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 and special rules of this organization.

Article IX – Amendments

- A. This Constitution may be amended at a regular meeting by a seventy-five percent vote of the Active members present.
- B. Proposed amendments must be presented in writing at least one meeting prior to the vote.
- C. Amendments shall take effect immediately when passed, unless otherwise specified in the amendment.

Article X – Attendance

Attendance at all regular business meetings and rituals of the Eta chapter is required for all brothers of active status. Any absence from a meeting or ritual will be classified as either excused or unexcused absence.

A. Unexcused Absences

1. All absences from regular business meetings or degrees will be unexcused unless the absent brother follows the procedure for getting an absence excused.
2. After 2 unexcused absences by a brother in a semester, that brother's attendance record will be brought up during the secretary's report. Also at this time the secretary will issue a written reprimand to that brother, and call them concerning their attendance.
3. After 3 unexcused absences in a semester, the brother's attendance record will again be brought up before the chapter.

At this time the chapter will discuss whether to dismiss the brother from the chapter or take another form of action that they deem appropriate.

4. Each unexcused absence from a degree will be equivalent to two unexcused absences from business meetings.

B. Excused Absences

1. For an absence from a normal business meeting to be eligible to become excused, the brother needs to submit in writing or via e-mail a reason for their impending absence to the chapter secretary by 11:59 pm of the Sunday before the meeting to be missed.
2. For an absence from a ritual to be eligible to become excused, the brother needs to submit in writing or via e-mail a reason for their impending absence to the chapter secretary by 11:59 pm of the Sunday before the ritual.
3. Absence excuses that are submitted after the above deadlines will be considered, at the discretion of the Chapter Recording Secretary, only if the absence was due to unforeseen circumstances. In this case the excuse should be submitted as soon as possible.
4. The chapter President and Recording Secretary will come to a unanimous decision as to whether or not the brother shall be excused from the meeting or degree. Regardless of the outcome, the Recording Secretary must notify the brother of the result of the President & Recording Secretary's decision.
5. Any brother who has a meeting/degree excuse that fails to pass the President & Recording Secretary's approval may appeal the decision; in that case the appeal shall be presented to the entire chapter and voted upon in accordance with Robert's Rules, requiring a simple majority to reverse the previous decision.
6. Brothers may ONLY appeal excused absences involving themselves; they may not appeal excused absences involving other brothers.
7. The chapter Recording Secretary will present all properly received absence excuses to the chapter during New Business.
8. There is no limit on the number of excused absences a brother may have per semester.

C. Late Policy

1. If a brother does not show up within 15 minutes of start of the meeting then they will be considered late, which is worth half of a full, unexcused absence.
2. Brothers who do show up late to a meeting may submit an excuse to the chapter Recording Secretary either prior to the meeting or after arriving late.
3. Excusing late brothers will then follow the same procedures as regular absence excuses.

Article XI – Voting Procedures

The voting procedures for electing Officers shall be as follows:

- A. A quorum of the chapter must be present for an election of officers
- B. Votes cast for parties that are not on the ballot will be considered illegal.
 1. Illegal votes become abstentions
- C. Number of legal votes cast must reach quorum
- D. A clear majority must be achieved on each vote.
- E. The Chapter President will refrain from voting unless called upon to break a tie.
- F. If quorum cannot be attained because of illegal votes or abstentions voting will be postponed until numbers reach quorum.
- G. A person is elected by receiving the clear majority of the votes cast.
 1. A clear majority is defined as 50% +1 vote
- H. In the case where more than two people run for an office and a clear majority is not reached, those with the two highest totals shall proceed to the second ballot.
- I. Totals of votes will not be announced excepting announcing a tie between two candidates.
- J. If a tie exists between candidates other than the top two vote receivers it will be non-consequential.

- K. If a tie persists between candidates two and three, the following voting procedures will take effect.
1. A second ballot will be taken.
 2. If a tie persists after the second ballot a third ballot will be taken.
 3. If a tie persists after a third ballot, the Chapter President shall cast the tie-breaking vote.
- L. The chapter President and Member at Large will count the votes.
- M. If one or both the Chapter President and Member at Large are involved in the ballot for which they are counting votes, the Chapter President will appoint a member or members accordingly to count the votes.
- N. Voting will be done by a secret ballot.
- O. All voting parties must be in good standing.
- P. No proxy votes will be accepted, however absentee ballots shall be accepted.
- Q. Election of Officers will occur over a period of two or three weeks at the discretion of the chapter.
1. Week 1 will involve the nomination of officers.
 2. Week 2 will involve the officer nominees Q&A session, election of officers, counting of ballots, announcing of officers, and installation of officers (if two-week period is chosen).
 3. Week 3 will involve the installation of officers (if three-week period is chosen).

Article XII: Awards

The Chapter Sponsor shall be empowered to present The Derrick Mills, Most Inspirational Brother and the Awards Committee shall be empowered to present The Tubby Essington: Spirit of Ohio Award on behalf of the brotherhood. These awards may include, but are not limited to:

1. The Derrick Mills, Most Inspirational Brother, presented to the most inspirational brother in the chapter annually

2. The Tubby Essington: Spirit of Ohio Award (TESO), presented to an individual for outstanding admirable service to Kappa Kappa Psi: Eta Chapter at The Ohio State University. This award will also include a Life Membership for the Eta Chapter of Kappa Kappa Psi and their very own Gray Baton

All fees that may come with an award (new plaques, Life Membership, writing names in, etc.) will be paid for in full by the chapter or shall reimburse the brother of all fees. If the chapter does not have the funds, alternatives will be reached by the chapter sponsor, president, and the treasurer.

For all policies for how to set up awards, please refer to the Award Policy Handbook

Amended Spring Semester 2013
Joshua Clasen - President
Jonathan Waters, Derrick Mills - Co-Sponsors

Amended Fall Semester 2015
Ryan Parr - President
Derrick Mills - Sponsor

Amended Spring Semester 2016
Ryan Parr - President
Derrick Mills - Sponsor

Amended Fall Semester 2016
Greg Hall - President
Derrick Mills - Sponsor

Amended Spring Semester 2017
Greg Hall - President
Derrick Mills - Sponsor

Amended Spring Semester 2018
Zack Joseph - President
Ben Rall - Judicial Committee Head
Cameron Hanson - Historian
Derrick Mills - Sponsor