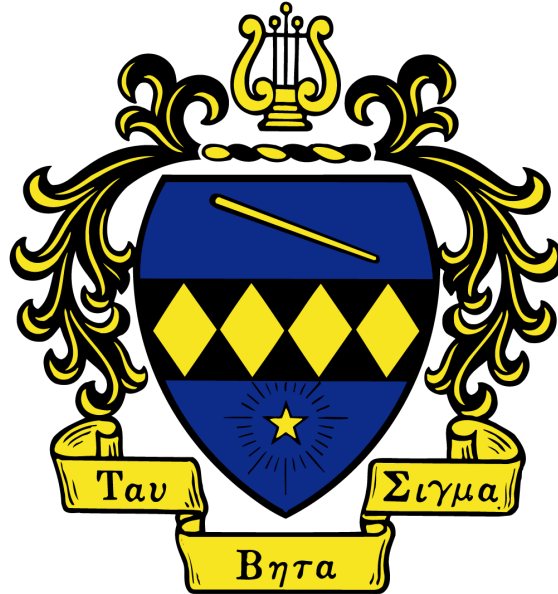


# Constitution



## Chi Chapter of Tau Beta Sigma at The Ohio State University

*Revised Spring 2023*

## **General Functions and Scope of the Constitution**

0.1. 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.

0.2. At no time shall any phrase of this Constitution 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 the 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.

0.3. 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.

0.4. The term "bands" is understood to mean the concert bands, small ensembles, jazz bands, and Marching and Athletic Bands at The Ohio State University.

## **Article 1. Name of the Organization and Affiliation**

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

1.2. Physical property belonging to Chi Chapter shall be maintained in the Tau Beta Sigma Chapter Room, located in the Joan Zieg Steinbrenner Band Center at Ohio Stadium on the campus of The Ohio State University. The Chapter President shall designate the site for the meetings after consultation with properly authorized University officials.

1.3. This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

## **Article 2. Corporation**

2.1. Chi Chapter shall be subject to the general jurisdiction of the National Chapter and North Central District of Tau Beta Sigma at all times and shall conduct its affairs in such a manner that will reflect credibly upon 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, disability, sexual orientation, or marital status.

2.2. The Chapter shall have jurisdiction over all of its members at the University and will uphold its student organization status with The Ohio State University Office of Student Life. The Chapter's activities shall not be in conflict with the established University Policy.

2.3. The Director of Bands at The Ohio State University may choose to appoint an individual to serve in the role of Chapter Sponsor in an advisory capacity. The Chapter Sponsor must approve the Constitution of Chi Chapter but shall have no vote in Chapter deliberations.

## **Article 3. Membership**

3.1. TYPES OF MEMBERSHIP. There shall be seven types of membership recognized by Tau Beta Sigma: Active, Conditional, Inactive, Associate, Honorary, Alumni, and Life. Membership in good standing (Active, Conditional, Associate, and Life) shall not be recognized by the Chapter until all initiation fees have been paid and the initiation, as prescribed by the ritual, has been completed.

### 3.1.a. ACTIVE MEMBERSHIP.

- All Active members of the Sorority shall be students enrolled in at least one course at The Ohio State University who have paid membership dues. 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 Cumulative GPA of 2.5 or higher.
- Each Active member must be actively participating in at least one musical activity each semester; this can include: Any instrumental or vocal ensembles within the school of music, participation in any studio, teaching music (private lessons or student teaching) or attendance of at least 3 musical performances. The secretary will verify that these requirements are met at the beginning of each semester.
- Any person who has ever held active status in Kappa Kappa Psi is not eligible for active membership in Tau Beta Sigma.

### 3.1.b. CONDITIONAL MEMBERSHIP

- Conditional status in the sorority may be maintained for a maximum of 2 semesters by a formerly Active member in good standing and must be requested one semester at a time. Requests should be submitted to both the President and sponsor via a written submission.
- Any request for conditional status must be approved by a three-fourths majority vote of the chapter, as well as by the Sponsor and/or Director of Bands.
- Reasons for requesting conditional status may include scheduling conflicts with classes or work, health-related concerns, or other rationales as deemed worthy by the Chapter's Executive Board. Members who meet these criteria and have submitted a written statement shall be granted Conditional status contingent upon payment of the current year's Member Dues and a passing Chapter vote.

- Conditional members may attend all meetings and functions; however, they are ineligible to hold leadership positions and shall have no vote.
- If, after one semester, a Conditional member has not reclaimed Active status, requested a consecutive semester of Conditional status, or obtained Alumni status, the member will be classified as Inactive. If any member should request more than two semesters of Conditional status throughout the duration of their undergraduate career, a letter of recommendation will be required from the Chapter Sponsor and the Director of Bands before the request may be considered for a chapter vote. This letter must be approved by the National Council.

3.1.c. INACTIVE MEMBERSHIP. Formerly Active members who are enrolled in school but do not pay membership dues will be classified as Inactive members. Inactive members are not considered in good standing and therefore have no Active member privileges.

3.1.d. ASSOCIATE MEMBERSHIP. 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.

3.1.e. HONORARY MEMBERSHIP. In recognition of outstanding ability, accomplishment, or devotion to the best interests of the Sorority, a person can be awarded Honorary membership by a Chapter. Undergraduates are ineligible for this recognition. The Chapter shall follow the same process to extend Honorary Membership as prescribed in Article 5.

3.1.f. ALUMNI MEMBERSHIP.

- Active and Conditional members may elect to become Alumni members of the sorority upon completion of their undergraduate education.
- If a member's collegiate education continues past four years, they may elect to pursue "Early" Alumni status. Requests should be submitted to both the President and sponsor via a written submission. This request must be approved by a three-fourths vote of eligible Active Sisters as well as by the Sponsor and/or Director of Bands.

- 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 vote of the Chapter.

#### 3.1.g. LIFE MEMBERSHIP.

- Any Alumni, graduating senior in good standing, or Honorary member, upon payment of Life Membership fees together with a completed application submitted to the National Headquarters, shall be entitled to Life Membership privileges in the Sorority.
- An Active Member who purchases Life Membership will still be obligated to pay their annual membership dues, as Life Membership will only take effect upon graduation.
- The Chapter will pay twenty-five percent 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.

3.2. 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.

3.3. DISCIPLINARY ACTION. Disciplinary action of a member may consist of probation, suspension, or expulsion. The Chapter Sponsor and District Counselor shall be notified no later than ten days after any disciplinary action. A member under any form of disciplinary action shall have no vote.

#### 3.3.a. PROBATION.

- A member who becomes delinquent in any obligation(s) to the chapter or who displays conduct in violation of National, District, or Chapter policies shall be placed on probation.
- The Chapter's Executive Board shall consult with the Chapter Sponsor before placing a member on probation. Following approval, the Chapter Executive Board may conduct a vote to place the member in question on probation, which will be ratified by a simple majority vote of those Officers present.

- The Executive Board, with the guidance of the Chapter Sponsor, shall prescribe terms and conditions necessary to lift probationary status and shall duly inform the member in question.

#### 3.3.b. SUSPENSION.

- A member may be placed on suspension if they fail to complete the terms of their probation or if they are found in violation of any policies or procedures of the National, District, or local Chapter.
- Prior to a vote to suspend a member, the Chapter Sponsor, District Counselor, and said member shall be informed in writing of the reasons for disciplinary action.
- A vote of three-fourths 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, including attendance. 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.

#### 3.3.c. EXPULSION.

- A member may be expelled if they fail to successfully meet the obligations of their suspension or if they are found to be in frequent violation of the National, District, or local Chapter policies or procedures.
- In order to expel a member, a vote of three-fourths of the total eligible voting membership is required.
- Prior to a vote on expulsion, the member has a right to request a hearing before the Active chapter membership and Chapter Sponsor and Director of Bands.
- At least one 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. After counting the votes, an affirmative vote for expulsion shall take effect immediately.
- The member shall return to the chapter all regalia and property of the Sorority in his or her possession.
- The Chapter Sponsor or Director of Bands shall provide written documentation of the expulsion and reasoning to the National Headquarters and National Council, and the expulsion shall be noted on the Master Chapter Roster at National Headquarters.

## **Article 4. Prospective Membership**

4.1. Membership Candidacy in the Sorority may be offered to students enrolled in any of the University bands. Each candidate (who shall henceforth be referenced as “prospective member”) shall possess 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 vote of the total eligible voting membership shall be required to give a bid for membership candidacy.

4.2. The Chapter’s recruitment schedule shall be determined by the Vice President of Membership in collaboration with the Membership and Ritual Committee Chair. The schedule must be approved by a simple majority vote of eligible members at least two weeks before the first recruitment event is scheduled.

4.3. The Membership Education Class shall be run by the Vice President of Membership of the Chapter. Chi Chapter shall utilize the National curriculum of Tau Beta Sigma, “Overture,” in its Membership Education Program. The prospective members are expected to successfully complete the Membership Education Program. If a prospective member fails to meet the requirements of the Chapter or Sorority, their candidacy may be terminated for that academic term by a two thirds vote of the Chapter’s eligible voting membership.

4.4. All prospective members must pass through the three degrees of Ritual as prescribed by the National Sorority before they are considered Active members.

4.5. In order for a prospective member to pass through the third degree of the Ritual of Tau Beta Sigma, they must receive a three-fourths vote of approval from all eligible voting members of the Chapter.

4.6. Within two weeks of activation, the prospective member shall pay their membership dues in an amount determined by the National Council to the Chapter Treasurer. A payment plan may be set up with the Chapter Treasurer if needed within these two weeks. The prospective member shall not be considered Active until the Initiate Registration Form and member dues have been received by National Headquarters.



## **Article 5. Officers and Executive Committee**

### **5.1. General**

5.1.a. The Executive Committee of Chi Chapter shall be: President, Vice President of Membership, Vice President of Special Projects, Treasurer, Secretary, and Historian.

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

5.1.c. Each Officer shall have one 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.

5.1.d. 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 agenda 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.

5.1.e. 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 vote of the total eligible membership shall be required to remove an Officer from their position. This vote shall be conducted by secret ballot.

5.1.f. 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 at least 24 hours before the scheduled meeting time unless extenuating circumstances arise.

## 5.2. Chapter Officer Requirements

5.2.a. Any Active Sister in good standing is eligible to run for Chapter Office after successfully submitting an Officer packet as described in section 5.3.

5.2.b. The President shall be elected from interested candidates who have previously served in a leadership position within the Chapter. The President must be at least a Junior in standing throughout the term of their Presidency.

## 5.3. Chapter Elections

5.3.a. If an eligible Sister is interested in running for Office, they must submit an officer packet by a deadline to be determined by the Chapter President. This packet should include a letter of intent, a ranking of preferred offices, and goals or visions for each office for which the candidate would like to be considered. This packet should be submitted to the Chapter Sponsor, Chapter President, and Chapter Secretary who shall then distribute all Officer packets to the Chapter.

5.3.b. At least one week following the deadline for Officer packet submissions, the Chapter should conduct nominations for each Office in the order of President, Vice President of Membership, Vice President of Special Projects, Recording Secretary, Corresponding Secretary. Only those Sisters who submit Officer packets by the prescribed deadline are eligible for nomination; nominations may come from the floor or from self-nominations.

5.3.c. Elections will occur on a date selected by the Chapter. The Chapter President shall moderate the election process unless they are seeking re-election, in which case the next Officer not seeking reelection shall moderate. Every candidate shall have a designated amount of time to speak before the Chapter, and another designated amount of time to field questions. This time allotment shall be determined by the presiding Officer. Candidates shall not be present for their opponents' presentation time or the following discussion.

5.3.d. Each office shall be filled in the following order: President, Vice President of Membership, Vice President of Special Projects, Treasurer, Secretary, and Historian.

5.3.e. After all candidates for the specified Office have completed their presentation times, the Chapter shall deliberate until a motion to vote has been made.

5.3.f. The Officers shall be elected by secret ballot unless a vote of acclimation is requested. Votes of acclimation should only be conducted if an Office is unopposed.

5.3.g. The results shall be tabulated and announced before the complete membership assembled by two duly appointed members and Chapter Sponsor, 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 for which they have been nominated. Any candidate elected to Office must withdraw further nominations.

5.3.h. No member shall be eligible to abstain from voting. Options for voting shall include a nominated Candidate or "No" if none of the nominated Candidates are deemed suitable by the voting Sister. A majority of all votes cast shall be necessary for election. In the event that no Candidate for an Office receives a majority, the members will vote on the two names receiving the highest number of votes, or the top Candidate and "No," should circumstances arise.

5.3.i. All Officers shall be eligible to run for re-election to their same Office, provided they meet all requirements for eligibility.

## 5.4. Chapter Officer Duties

### 5.4.a. PRESIDENT

- Preside at all meetings and Rituals of the Chapter.
- Represent the Chapter whenever necessary.
- Sign all contracts and other instruments of business on behalf of the Chapter.
- 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.
- Demonstrate clear understanding of Robert's Rules of Order prior to the first meeting of Fall Semester and enforce their use by the Active membership of the Chapter.
- Attend committee meetings at their discretion.
- Delegate responsibility for special tasks.
- Serve as an advisor to the Joint Relations committee
- Ensure that the Chapter fulfills all requirements necessary to maintain status as a registered Student Organization at The Ohio State University.

### 5.4.b. VICE PRESIDENT OF MEMBERSHIP

- In the absence of the President, preside at the meetings of the Chapter.
- Assume responsibilities for all Rituals.
- Preside over the Membership Education Program.
- Organize recruitment events for the Chapter.
- Plan and implement a Continuing Membership Education Program.
- Complete a roster of newly-Active Sisters upon their initiation.
- Complete the Membership Candidate Registration form and Initiate Registration form and submit these forms to National Headquarters.
- Serve as an advisor to the Committee on Membership and Ritual.

#### 5.4.c. VICE PRESIDENT OF SPECIAL PROJECTS

- Design and coordinate service projects for the Chapter.
- Utilize the Programs Guide while executing National Programs including Crescendo, Coda, and the Women in Music Speaker Series.
- Perform special tasks as delegated.
- Ensure that all projects undertaken by the Chapter are completed in accordance with the Sorority's Five Purposes and Mission Statement.
- Serve as an advisor to the Committee on Service.

#### 5.4.d. TREASURER

- Control the receipts and disbursements of all monies. *N.B. Any persons desiring reimbursement must submit the original itemized receipt to the Chapter Treasurer detailing the purchases before receiving reimbursement.*
- Handle any cash transactions or appropriately delegate another individual to do so.
- Prepare and maintain a budget and ledger 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.
- Sign all checks for monies disbursed.
- Tell the Chapter, as part of their Officer Report, the balance of Chi Chapter's account each meeting.
- Coordinate all fundraisers on behalf of the Chapter.
- Serve as an advisor to the Committee on Ways and Means.

#### 5.4.e. SECRETARY

- Record the minutes at all meetings of the Chapter and distribute the minutes to be approved at the following meeting.
- Maintain a roster of all Active, Conditional, Honorary, and Associate Members.
- Maintain a current roster of the Alumni and Life Members of the Chapter.
- Maintain a calendar of all concerts, recitals, and other notable activities of the Chapter.
- Handle the organization of the Most Inspirational Sister Award.
- Collect proof that each Sister has adequately fulfilled the requirements for Active Membership at the beginning of each Semester.
- Appoint a Committee on Constitution Revision when necessary.
- Ensure that all archives of the Chapter are properly maintained.
- Serve as an advisor for the Committee on Social.

#### 5.4.f. HISTORIAN

- Be responsible for taking pictures at social functions of the Chapter, or delegate someone else to do the same.
- Maintain consistent communications with other musical organizations and societies in every manner consistent with our mutual purposes, including, but not limited to:
  - Other Chapters of Tau Beta Sigma
  - Eta Chapter of Kappa Kappa Psi
  - Beta Xi Chapter of Phi Mu Alpha Sinfonia
  - Theta Alpha Chapter of Sigma Alpha Iota
  - The TBDBITL Alumni Club
  - NAFME at THE Ohio State University
- Handle communications with University-affiliated stakeholders to inquire about needs and ensure scheduling and space reservations, including but not limited to:
  - Building managers at The Ohio State University School of Music
  - Conductors and professors at The Ohio State University School of Music
  - Representatives of The Ohio State University Office of Student Life
  - Marching and Athletic Bands staff

- Assist the Vice President of Special Projects in coordinating with non-university affiliated stakeholders and partners, including but not limited to:
  - Columbus Area Schools
  - Local nursing homes
  - Girl Scout Troops
  - Food Pantries
  - Columbus Symphony Orchestra or other music organizations.
- Ensure that all bulletin boards at the School of Music and the Steinbrenner Band Center are regularly updated with the latest happenings of the Chapter.
- Coordinate any written correspondence on behalf of the chapter, including thank-you notes, condolences, and invitations.
- Serve as an advisor to the Committee on Correspondence.
- Serve as an advisor to the Committee on Constitution Revisions as needed.

## **Article 6. Attendance and Meetings**

6.1. All regularly scheduled meetings of the Chapter shall be held in a designated room at the University. The dates and times shall be specified by Active members of the Chapter. No meetings shall be held on a day that there are final exams.

6.2. The President may call for a special meeting at their discretion, which must be approved by two-thirds vote of the Chapter Officers.

6.3. In order for official business to be conducted, the Chapter must meet quorum, which shall be defined as three-fourths of all active members in good standing. This must include at least four Chapter Officers. The Chapter President shall be counted in quorum.

#### 6.4. ATTENDANCE at Chi Chapter meetings, including Rituals, shall be mandatory.

##### 6.4.a. EXCUSED ABSENCES.

- Justification for an excused absence may include obligations related to work, class conflicts, ensemble rehearsals or performances, illness, injury, religious obligations, or personal emergencies. Any other circumstances for which a member would like to request an excused absence shall be reviewed by the Chapter Officers for consideration.
- Active members who anticipate regularly scheduled conflicts with meeting times should request Conditional status.
- Active members shall be entitled to only five excused absences per semester, except in the case of extenuating circumstances, in which case the Executive Board may vote to waive attendance requirements for that member.
- Officers shall be entitled to only one excused absence per semester, except in the case of extenuating circumstances.

##### 6.4.b. UNEXCUSED ABSENCES.

- An unexcused absence occurs when a member's reasoning for missing a meeting does not fit the criteria for an excused absence or when said member fails to notify the President and Secretary of their absence at least 24 hours prior to the meeting they will miss, regardless of rationale.
- Extenuating circumstances will be handled on a case-by-case basis.
- Chapter Officers may not accumulate unexcused absences. Any Officer who accumulates unexcused absences may be asked to resign or may face disciplinary measures, including suspension from their post.
- Active members may not accumulate more than one unexcused absence per semester.

##### 6.4.c. ATTENDANCE-BASED DISCIPLINARY ACTION.

- Any member who accumulates more than their allotted number of absences per semester shall be placed on probation, effective immediately and continuing into the following semester.
- In order to have an attendance-based probation lifted, the member in question shall be required to meet all attendance expectations for the remainder of their probation. Additional stipulations to probation may be added by the Executive Board, dependent upon the situation.



## **Article 7. Statement of Parliamentary Authority**

7.1. Chi Chapter shall use Robert's Rules of Order Revised to govern all meetings, unless they are found to be inconsistent with the Constitution.

## **Article 8. Committees**

### **8.1.General**

8.1.a. 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.

8.1.b. Every Active member of the Sorority shall serve on one standing committee.

8.1.c. The President may appoint special committees as needed.

8.1.d. The Standing Committees of Chi Chapter shall be as follows: Membership and Ritual, Service, Ways and Means, Correspondence, Social, Design, and Joint Relations. A Social Media Liaison will be appointed as a standalone position.

8.1.e. All Committees are expected to perform duties as listed in section 8.3 and shall fulfill other tasks as delegated by the Chapter or by their respective advising Officer.

8.1.f. The Chapter President is an ex-officio member of all Standing Committees and may participate in Committee meetings at their discretion.

## 8.2. Committee Chairpersons

8.2.a. All Standing Committee Chairpersons will be appointed by both the out-going and in-coming Presidents in collaboration, unless in the case of an unexpected or mid-year vacancy, in which case the current President shall select chairpersons alone.

8.2.b. Nominations for Committee Chairpersons will occur following Officer elections. Any active Sister is eligible to be nominated. The nominated individuals will submit a packet to the President by a designated deadline. This packet should include a letter of intent, a ranking of preferred positions, and goals or visions for each position for which the candidate would like to be considered.

8.2.c. If an appointed Committee Chairperson wishes to resign from their position, they 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.

8.2.d. Committee Chairpersons may not hold other positions within the Chapter simultaneously throughout their term of appointment except in the case of the Social Media Liaison or the supporting member of the Joint Committee.

## 8.3. Committee Responsibilities

8.3.a. THE COMMITTEE ON MEMBERSHIP AND RITUAL shall assist with the planning and execution of various membership activities, including recruitment events, membership education classes, ritual, and continuing membership education sessions. The Chairperson is responsible for ensuring the quality of all ritual items. The Vice President of Membership shall serve as an advisor to this Committee.

8.3.b. THE COMMITTEE ON SERVICE shall assist with the planning and execution of various projects of the chapter, including National and District Programs and other projects as requested by the Chapter. The Vice President of Special Projects shall serve as an advisor to this Committee.

8.3.c. THE COMMITTEE ON WAYS AND MEANS shall be responsible for the promotion and organization of all fundraisers of the Chapter. The Treasurer shall serve as an advisor to this Committee.

8.3.d. THE COMMITTEE ON SOCIAL shall be responsible for planning social events and informing the Chapter of the dates/times of said events. The Recording Secretary shall serve as an advisor to this Committee.

8.3.e. THE COMMITTEE ON HISTORY shall assist in the coordination of communications with other musical organizations and societies listed in section 6.4.f, in addition to coordinating communications with alumni. The Corresponding Secretary shall serve as an advisor to this Committee.

8.3.f THE COMMITTEE ON DESIGN shall be responsible for creating, designing, and distributing items such as band jacket patches, Tau Beta Sigma merchandise (clothes, stickers, etc), Ohio State related items (Spring Game shirts, Buckeye Invite shirts, etc), and other merchandise.

8.3.g. THE COMMITTEE ON JOINT RELATIONS shall be responsible for relations with Eta Chapter of Kappa Kappa Psi, including any Joint service projects, fundraisers, and social functions. The Committee on Joint Relations shall be composed of four members: two Sisters from Chi Chapter and two Brothers from Eta Chapter of Kappa Kappa Psi. The Chapter Presidents of both Chapters shall appoint a Co-Chair and a supporting member from each of their respective Chapters. The supporting member may also hold another position within the chapter. Both Chapter Presidents shall serve as advisors to this Committee. No other Actives shall serve on this Committee.

8.3.h. THE SOCIAL MEDIA LIAISON shall be responsible for posting on all social media sites on behalf of the chapter and keeping up with National and District social media challenges when applicable. The Social Media Liaison may also hold another role within the Chapter if desired.

8.3.i. MEMBER-AT-LARGE. If desired, the President may appoint a Member-at-Large to serve on an as-needed basis; this position is neither elected nor chosen from an application, but rather assigned at the discretion of the President. The Member-at-Large shall serve in an assistive capacity by fulfilling any tasks delegated to them. The Member-at-Large may serve on any committee

in need of assistance, and may be delegated tasks to assist other Officers and Chairpersons as needed.

## **Article 9. Finances**

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

9.2. All monies of the Chapter shall be handled by the Chapter Treasurer. Expenses for purchases outside of the itemized budget shall require authorization via a simple majority vote of Active members.

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

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

## **Article 10. Delegates and Proxies**

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

10.2. 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 days prior to the opening date on the Convention. The election of Chapter delegates to the National Convention shall be held at least sixty days prior to the opening date of the Convention.

10.3. Chapter Delegate Requirements

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

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

10.3.c. Arrive at Convention having previously evaluated candidates and bids for Convention.

10.3.d. Vote as the Chapter majority would vote, keeping all personal conflicts with the Chapter's decision aside.

10.3.e. Make all necessary arrangements to be in attendance at each session of the Convention.

### **Article 11. Ritual and Regalia**

11.1. A secret Ritual, as set forth by the National Chapter, shall be to initiate all prospective members into Chi Chapter. A special Ritual shall also be prescribed for the installation of Officers.

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

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

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

## **Article 12. Method of Adoption and the Constitution**

12.1. This Constitution is a revised form of the original Constitution of the Sorority and was officially adopted at the 04/19/2023 meeting of Chi Chapter.

12.2. Any and all previous Constitutions, Regulations, Bylaws, or Amendments shall become void and are superseded by this Constitution henceforth.

12.3. The Recording 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.

12.4. This Constitution is to be reviewed annually by a voluntary Jurisdiction Committee which shall be headed by the Recording Secretary. It is preferred that at least one member of each class be on the Jurisdiction Committee.

12.5. Proposed amendments to the Constitution shall be presented in writing to the Officer Board. 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. 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.