

# **Chi Chapter Of Tau Beta Sigma, National Honorary Band Sorority For College And University Band Members**

## **Student Organization Constitution**

### **ARTICLE I. NAME OF ORGANIZATION**

Chi Chapter of Tau Beta Sigma, National Honorary Band Sorority for College and University Band Members

### **ARTICLE II. ORGANIZATION PURPOSE**

Be it known that Tau Beta Sigma, National Honorary Sorority for members of the college band, is an organization operating exclusively in the field of the college and university bands, for the following purposes:

1. To promote the existence and welfare of the collegiate bands and to create a respect and appreciation for band activities and achievements among the listening public everywhere.
2. To honor outstanding members of the band through privilege of membership, in the Sisterhood, extended in recognition of musical achievement, demonstrated leadership, and an enthusiastic approach to band activities.
3. To develop leadership through active participation with the band, and through it, to strengthen those traits of conduct, thought, and idealism which characterize the responsible membership of the band.
4. To encourage a close relationship between collegiate bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.
5. To provide a meaningful and worthwhile social experience for all engaged in collegiate band work, and to cooperate with other musical organizations and societies in every manner consistent with our mutual purposes and those of the institution at which chapters are located.

### **ARTICLE III. UNIVERSITY REGULATIONS**

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

Chi Chapter Of Tau Beta Sigma, National Honorary Band Sorority For College And University Band Members *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

Chi Chapter Of Tau Beta Sigma, National Honorary Band Sorority For College And University Band Members *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and*

*Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

## **Section C. Bylaws**

*Chi Chapter of Tau Beta Sigma, National Honorary Band Sorority for College and University Band Members retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

- 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.

### **Section B. Member Selection**

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 demonstrate 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.

### **Section C. Membership Timeline**

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 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. The 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 three-fourths vote of the Chapter's total 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 membership dues have been received by National Headquarters.

## **Section D. Member Removal**

### **3.3. DISCIPLINARY ACTION.**

Disciplinary action of a member may consist of probation, suspension, or expulsion. The Chapter Sponsor and District Counselors 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 Counselors, 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. 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, Chapter Sponsor, and Director of Bands.

- At least one week prior to the expulsion hearing, the member, Chapter Sponsor, District Counselors, National Council, 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 their 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 V.    ADVISOR**

### **Section A.    Advisor Duties and Responsibilities**

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.

### **Section B.    Advisor Term**

Until removed by The Director of Bands or National Council of Tau Beta Sigma

### **Section C.    Advisor Selection**

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.

### **Section D.    Advisor Replacement**

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.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

#### **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.
- 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 FOR 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 Continuing Membership Education Programs.
- 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 FOR 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. Any person 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. The fiscal year of the Chapter, for the purpose of the Chapter Budget, is September 1 through August 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. RECORDING 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

- Take pictures at social functions of the Chapter.

- 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
  - TBDBITL Alumni Club
  - OCMEA at The Ohio State University
- Handle communications with University-affiliated stakeholders about needs for scheduling and space reservations.
- Assist the Vice President of Special Projects in coordinating with non-university affiliated stakeholders and partners.
- Ensure that all bulletin boards at the School of Music and the Steinbrenner Band Center are regularly updated with the latest activities of the Chapter.
- Coordinate any written correspondence on behalf of the chapter.
- Serve as an advisor to the History Committee

## **Section B.      Officer Eligibility**

Any Active Sister in good standing is eligible to run for Chapter Office after successfully submitting an officer packet

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 in their third year of school throughout the term of their Presidency.

## **Section C.      Officer Selection Process**

### **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, Treasurer, Recording 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 re-election shall moderate. Every candidate shall have a designated time to speak before the Chapter and a designated 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. After all candidates for the specified office have completed their presentation times, the Chapter shall deliberate until a member moves to vote.

5.3.e. 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.f. The result shall be tabulated and announced to the Chapter by two duly appointed members and the Chapter Sponsor, before proceeding to 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.g. 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." 5.3.h. All officers are eligible to run for re-election to their same office, provided they meet all requirements for eligibility.

#### **Section D. Officer Removal**

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 Executive Board and read during the President's agenda at the next regularly scheduled meeting. 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 will not be able to attend a meeting, they will report that absence to the Executive Board. The committee chairperson under the officer shall act as the officer's proxy for the meeting. The officer shall send their agenda items to the committee chairperson at least 24 hours before the scheduled meeting time unless extenuating circumstances arise.

### **ARTICLE VII. ORGANIZATION DISSOLUTION**

#### **Section A. Dissolution Requirements**

##### **6.109 SUSPENSION.**

Upon due cause, the National Council shall place said chapter on Suspension. Suspension shall be accompanied by such terms and conditions as necessary and appropriate to correct the deficiency of the chapter and ensure observance of Sorority obligations. All chapter functions and activities shall be suspended. The chapter may only meet under the supervision of the Director of Bands or their designee to address the conditions of the Suspension. chapters who do not meet their financial dues obligation to



the National chapter will be placed on Suspension. Any chapter that fails to timely correct their situation may face further sanctioning from the Sorority.

**6.110 CHARTER REVOCATION.** Upon due cause, including continued failure of a chapter to follow the policies and procedures of the Sorority, the National Council shall revoke the charter of a chapter. The National Headquarters shall take appropriate measures to effect surrender of the chapter's charter and other items of identification with the Sorority. Where appropriate, remaining collegiate members of the chapter shall also be indefinitely suspended. The chapter may appeal the disciplinary action imposed in accordance with a procedure established by the National Council to ensure due process to the chapter. Said chapter's chapter Sponsor, District Counselor, and District President shall be notified within ten (10) days of disciplinary action. The chapter shall meet to arrange its affairs under the supervision of a representative of the National Organization. These affairs include, but are not limited to, member statuses; historical artifacts; ritual; regalia; and finances. Affairs must be in order and sessions must cease within thirty (30) days of revocation.

**6.111 REINSTATEMENT.** A chapter charter which has been revoked may be reinstated after inspection by a representative of the National Organization, provided that the petitioning group meets the standards required for a new chapter and that all financial obligations accrued prior to revocation of the chapter have been settled. A chapter so reinstated shall be granted its previous chapter name.

**6.112 INACTIVE.** If a chapter is unable to function the chapter may be placed on 19 | Page Inactive status by the National Council. During this period, the chapter shall be relieved of all national obligations, which would otherwise be incurred. It shall lose all voting rights at conventions and the right to initiate members. Members of the chapter prior to Inactive status shall be transferred to alumni membership. An Inactive chapter may be reinstated to Active status, provided the petitioning group meets the standards required for a new chapter. Said chapter's chapter Sponsor, District Counselor, and District President shall be notified of these actions within ten (10) days.

## **Section B. Dissolution Procedures, including Assets and Debts**

All Procedures, including Assets and Debts, will be given to Tau Beta Sigma National Headquarters and Tau Beta Sigma National Council.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

12.1. This Constitution is a revised form of the original Constitution of the Sorority and was officially adopted at the 03/17/2025 meeting of the 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