

# The Constitution of the Delta Xi Chapter of Tau Beta Sigma



Amended December 2, 2004

## ***Purpose:***

- To encourage the development of better acquaintance and fellowship within the membership of the band;
- To promote a greater interest in the field of band music;
- To foster a closer relationship and establish goodwill between university and College bands;
- To encourage a cooperative spirit of all musical organizations at the University of Missouri-Rolla.

## ***Article I: General***

### **No. 1: Name**

- 1.01 The name of this organization shall be the Delta Xi Chapter of Tau Beta Sigma, National Honorary Band Sorority for College and University Band Members.

### **No. 2: Rules of Order**

- 2.01 Robert's Rules of Order, Newly Revised, unless otherwise specifically stated in this constitution, shall govern the procedures of this chapter.

### **No. 3: Constitutional Adoption**

- 3.01 This Constitution is a revised form of the original constitution of the Delta Xi Chapter of Tau Beta Sigma on the University of Missouri-Rolla campus. It was officially adopted on December 2, 1998. A favorable seventy-five percent (75%) vote of all voting members is necessary for this constitution to be adopted.
- 3.02 This constitution shall be presented to the Chapter Sponsor, UMR Student Affairs Committee and the Academic Council or their designated representatives for approval. After such approval, it shall become operative and effective immediately.
- 3.03 Any and all previous constitutions of this chapter with any and all amendments thereto shall become void and are superseded by this constitution.
- 3.04 This constitution shall in no way conflict or receive priority over the Midwest District or National Constitutions of Tau Beta Sigma.

### **No. 4: Constitutional Amendments**

- 4.01 This constitution may be amended or revised by a two-thirds (2/3) vote of the total voting membership of the chapter, provided that the proposed change has been presented in writing at a previous regular meeting. Amendments will become effective upon approval by the Chapter Sponsor, Student Affairs Committee, and the Academic Council or their designated representatives.

### **No. 5: By-Laws**

- 5.01 The Delta Xi Chapter shall have a set of by-laws adopted by the voting members of the organization, which shall in no way conflict or receive priority over the local, district, or national constitutions of Tau Beta Sigma.

- 5.02 A favorable two-thirds (2/3) vote of the total voting membership of the chapter shall be required to ratify a by-law. This by-law shall become effective immediately upon approval by the Chapter Sponsor, Student Affairs Committee, and the Academic Council or their designated representative.

## **Article II: Structure**

### **No. 1: Officers**

- 1.01 The officers of this chapter shall be: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Historian.
- 1.02 These officers shall comprise the Executive Committee which shall be responsible for the execution and enforcement of this constitution.
- 1.03 Each officer shall be a voting member of the chapter in good standing. Good standing, as defined by the University of Missouri-Rolla, is currently enrolled in at least 6 credit hours with a grade point average from the previous semester being at least 2.0 and also a cumulative grade point average of at least 2.0. They shall possess outstanding business ability and shall be capable of representing the chapter under all ordinary conditions. Each officer shall have the best interest of the Sorority at heart and shall be willing and able to devote the necessary time to the execution of the office.
- 1.04 The President, Vice President, and Treasurer shall serve one (1) year terms.
- 1.05 The Recording Secretary, Corresponding Secretary, and Historian shall serve one (1) semester terms.
- 1.06 The voting members of the Delta Xi Chapter shall nominate the candidates for the appropriate officers at the third to last regularly scheduled meeting of the semester. Elections shall be held at the next to last regularly scheduled meeting following further nominations. Each officer will take office following the last meeting of the semester.
- 1.07 Secret ballot will be used to elect officers, and a simple majority of all votes shall be necessary to elect all officers.
- 1.08 Special elections will be held during the year as vacancies occur. Two meetings shall be necessary for this purpose, the first for nominations, the next for further nominations and elections. The President shall appoint an interim officer or, in the case of the office of the President being vacated the Vice-president shall act as interim President as well as Vice-President.
- 1.09 The President shall be designated as the Executive Officer of the Chapter and shall preside at meetings of the Chapter. She/he shall be a non-voting member of all committees and shall sign all contracts and other instruments of business of the Chapter. She/he shall appoint all standing and special committees, as well as maintain a current activity file. The President shall also be responsible for filing the Fall Activity Report and the Chapter Summary Report with the National Office. No member shall be elected to the office of President in their first year of membership.
- 1.10 The Vice-President shall advance the purposes of the sorority by promoting the work of the Chapter performed by its several officers and committees. She/he is responsible for the membership education program, training, and initiation of all new members of the Chapter. The Vice-President is also responsible for compiling and distributing Active Manuals and shall be a member of the Membership Education, Ritual and Regalia Committee. In the absence of the president, she/he shall preside at meetings of the Chapter. No member shall be elected to the office of Vice-President in their first year of membership.
- 1.11 The Recording Secretary shall record and post the minutes of all meetings of the Chapter. She/he shall maintain a permanent record of each member of the Chapter, including name, address, instrument played, and attendance at meetings and workdays. She/he shall also be responsible for notifying members of regularly scheduled meetings of the Chapter, as notified by the Executive Council.
- 1.12 The Corresponding Secretary shall be responsible for the submission of articles to all District and National publications, maintaining all alumni and honorary relations, and general correspondence with other chapters.

- 1.13 The Treasurer shall control the receipts and reimbursements of all money of the Chapter and shall make recommendations concerning financial policies of the Chapter. She/he shall be responsible for the collection of all money for the ordering of regalia from the national Office; and be a member of the Ways and Means Committee.
- 1.14 The Historian shall have the responsibility of maintaining a current written and photographic history of the Chapter, its activities, and achievements. These records shall be kept intact. She/he shall also be a member of the History Committee.
- 1.15 Each officer shall be required to submit a written report at the close of her/his term of office.
- 1.16 The officers shall serve their terms of office without compensation.
- 1.17 Each officer, except the President, shall have one vote at all meetings of the Chapter. The President shall vote only in the case of a tie.

## **No. 2: Committees and Appointed Positions**

- 2.01 The standing committees of the Chapter shall be formed at the beginning of each academic year. They shall be: Service; History; Jurisdiction; Ways and Means; Social; Membership Education, Ritual, and Regalia; and Web.
- 2.02 Each Active or Associate member of the Chapter shall be required to serve on at least one standing joint and one standing separate committee as assigned by the Chapter President.
- 2.03 Committee members are required to attend all meetings of the committee(s) on which they serve.
- 2.04 A member will be excused from a committee meeting if notification of such absence is given to the committee chairperson and is approved by the Chapter President and the Committee Chairperson.
- 2.05 Special committees shall be appointed as deemed necessary by the Chapter President.
- 2.06 The Service Committee shall be responsible for all programs and necessary activities pertaining to service of the UMR Bands. The committee shall also maintain a file of all service projects conducted, or worthy ideas conceived by the service committee.
- 2.07 The Jurisdiction Committee shall be responsible for all matters concerned with updating the Chapter Constitution and By-Laws to reflect changes at the national and/or district level and the changing needs of the Chapter. The Chair of the Jurisdiction Committee is to act as the Parliamentarian during meetings. The Parliamentarian is responsible for making appropriate recommendations to the President regarding the application of Robert's Rules of Order.
- 2.08 Ways and Means Committee shall be responsible for researching and planning possible money making projects for the Chapter.
- 2.09 The Social Committee shall be responsible for planning and carrying out at least two social activities per semester for the Chapter.
- 2.10 The Membership Education, Ritual and Regalia Committee shall be responsible for prospective member education (in association with the Vice President), membership retention education, and maintaining ritual regalia in good order. In addition, they shall arrange rehearsals and practices for ritual.
- 2.11 The History Committee shall consist of the Historian. If she/he believes that they will need assistance in completing their duties, they may request that the President assign member(s) to the Committee.
- 2.12 The Web Committee shall be responsible for maintaining and updating all Chapter related web pages.
- 2.13 The Student Council Representative shall represent the Chapter at all Student Council meetings and committee meetings assigned by the Student Council, or find a substitute as needed. She/he will be responsible for voting in the best interest of the chapter at Student Council meetings and associated committee meetings. The Student Council Representative shall be appointed by the Executive Committee, and may hold an elected office.

- 2.14 All committee chairs and holders of appointed positions shall be required to submit a typewritten report of their activities to the Chapter President at the last separate meeting of the semester.

### **No. 3: Meetings**

- 3.01 Regular meetings shall be held fortnightly throughout the academic year of the University of Missouri-Rolla as scheduled by the membership. The first meeting of each semester shall be called by the President.
- 3.02 Special meetings may be called by two-thirds (2/3) of the Executive Committee, with at least two (2) days posted notice, or upon proper notification of each voting member.
- 3.03 Fifty percent (50%) of all voting members in the Chapter, together with at least three (3) elected chapter officers, shall constitute a quorum.
- 3.04 In general, the order of business for all meetings shall be-
- a) Opening Ceremonies
  - b) Reading of the minutes of the previous meeting
  - c) Reports of the Chapter Officers
  - d) Reports of Committees
  - e) Open Discussion
  - f) Unfinished Business
  - g) New Business
  - h) Announcements
  - i) Closing Ceremonies

When deemed advisable, the general order of business may be changed by the Chapter President.

- 3.05 All voting members are required to attend all regular meetings, special meetings, rituals, and ceremonies of the Chapter and her/his respective committee meetings.
- 3.06 A member will be excused from a meeting if notification of such absence is given to the President and the Recording Secretary, and such absence is approved by both the President and Recording Secretary. Any member not meeting this minimum requirement of attendance will be subject to Article II, Section 4 of the constitution.

### **No. 4: Discipline**

- 4.01 Upon the instance of the second unexcused absence, a member shall be required to perform one (1) hour of service to the band or chapter as assigned by the Executive committee.
- 4.02 Upon the instance of the third and subsequent unexcused absence, a member of the Chapter may be suspended indefinitely by a three-fourths (3/4) vote of the Chapter's total voting membership. The member will be given a hearing before said motion is voted on. If a member is tardy three times to a meeting without contacting the Recording Secretary or the President in advance, these tardies shall constitute one absence.
- 4.03 Disciplinary action of a member may consist of probation, suspension, or expulsion. Any such disciplinary action shall be left to the discretion of the chapter and Chapter Sponsor.
- 4.04 A member who becomes delinquent in any obligation(s) to the chapter or who displays conduct in violation of National, District, or Chapter policies may be placed on probation. The chapter Executive Committee shall consult with the Chapter Sponsor before placing a member on probation. A member may be placed on probation by a majority vote of the chapter's Executive Committee. A member of the Executive Committee shall inform the member of the probationary status and prescribe the terms and conditions (as prescribed by the Executive Committee) 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.

- 4.05 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 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.
- 4.06 A suspended member who does not successfully meet the obligations specified pursuant to Section 4.05, 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 at National Headquarters.

## **No. 5: Membership**

- 5.01 Chapter membership shall be of seven (7) types: Active, Alumni, Associate, Conditional, Honorary, Inactive, and Life. Membership shall not be recognized by the Chapter until all initiation fees have been paid and the initiation, as prescribed by ritual, completed.
- 5.02 Each Active member of Tau Beta Sigma shall be a student of UMR, actively participating in at least one university band program per semester; and shall have paid their membership dues for the year. Active members are eligible to hold office, serve on committees, and take an active part in all business and social affairs of the Chapter. Individual students may retain Active status for a period not to exceed a semester if not a member of a band, upon majority vote by the Chapter, approval by the Chapter Sponsor, and approval by National Headquarters.
- 5.03 Alumni members shall be those Active members in good standing with the local chapter who have completed their education or have terminated their collegiate affiliation. An Alumni member may serve as a non-voting member of any active chapter committee.
- 5.04 Associate membership to Delta Xi shall be granted to members of Kappa Kappa Psi who transfer to the University of Missouri-Rolla, if the University no longer has an Active Kappa Kappa Psi chapter, and if said members meet the requirements of the University of Missouri-Rolla's present transfer policy. Before becoming eligible for Associate membership, the potential Associate 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.
- 5.04 Conditional status in the Sorority may be maintained for year by a formerly Active member in good standing. Conditional status must be requested in writing from the chapter when conflicts arise because of work or class schedules and thus prevent the student from being a member of any approved bands. Members who meet these criteria shall be granted Conditional status upon payment of the current year's membership dues. After one year, if the member has not claimed Active, Alumni, or Life membership, he/she will be classified as inactive with the chapter.
- 5.06 Honorary members of Tau Beta Sigma shall not necessarily be regularly enrolled in the University nor possess any qualification as musicians. They must be recognized as outstanding in their field of endeavor or shall have performed outstanding service for the University Bands or Tau Beta Sigma. Undergraduates are ineligible for this recognition.
- 5.07 Former Active members who are enrolled in school but do not pay membership dues will be classified as inactive. Inactive members are not considered in good standing, and therefore have no active membership privileges.

- 5.08 Alumni or senior members (Active members with University status of senior), upon payment of the Life membership fee together with the submission of an application to the National Headquarters, shall be entitled to Life membership privileges in the Sorority providing their addresses are available at the National Headquarters. Purchase of a Life membership by a senior member does not exempt a person from payment of annual membership dues during the senior year. A Life member shall have voting privileges provided he/she has paid the annual active membership dues. These dues include national and local dues for senior members or local dues only for those in graduate school.
- 5.09 Only Active and Associate members shall have voting privileges.
- 5.10 The Director of Bands or her/his designated representative shall be the Chapter Sponsor.

## **No. 6: Membership Education**

- 6.01 Before being eligible for Active membership, a candidate must complete a Membership Education Program as prescribed by the Chapter. Prospective membership in Tau Beta Sigma may be offered to any active participant of any university band or an active participant of a university band the preceding Winter Semester. They shall possess qualities of leadership and good character, and shall not be on academic probation at the time of membership education.
- 6.02 A positive seventy-five percent (75%) vote by the total voting membership is required to extend an invitation to become a prospective member of Tau Beta Sigma. Vote shall be by secret ballot.
- 6.03 Prospective members shall be required to satisfactorily complete a prospective member project, a prospective member fundraiser, a prospective member plaque, all prospective member quizzes, and interviews, as detailed in the Delta Xi Active Manual, in order to be eligible for initiation. The minimum score on the prospective member quizzes shall be eighty percent (80%).
- 6.04 A prospective member who is ineligible for initiation will be allowed, upon approval by majority vote, to become a prospective member during the subsequent prospective membership period.

## **No. 7: Finances**

- 7.01 In the event a member owes payment and does not have sufficient funds. A promissory note, to be signed by the President, Treasurer, and the member involved, can be issued.
- 7.02 If the promissory note has not been fully paid by the agreed time, one extension may be granted. If the funds have not been paid by the end of the extension, she/he will become suspended until such time payment is made.