

Constitution
Kappa Kappa Psi – Eta Delta Chapter
Eastern Illinois University
Revised 2/9/2012

Article I – General

- 1.01 The name of this organization shall be the Eta Delta chapter of Kappa Kappa Psi, National Honorary Band Fraternity. It shall be located at Eastern Illinois University in Charleston, Illinois.
- 1.02 The object and purposes of the Eta Delta chapter shall follow the purposes and guidelines established by the National Constitution of Kappa Kappa Psi.
- 1.03 This document establishes and prescribes the rules and regulations pertaining to the functions and operations of the Eta Delta chapter.
- 1.04 This document shall in no way conflict or receive priority over the National Constitution, By-laws, or policy; or the North Central District Constitution, By-laws, or policy.
- 1.05 This document makes many references to the National Constitution and should be reviewed by the jurisdiction committee whenever the National Constitution is revised.

Article II – Membership

- 2.01 Throughout the course of the membership process, prospective members can be re-examined by the chapter prior to activation. If enough evidence is found that could cause instability for the prospective member class and/or the active chapter, then the chapter can vote whether or not to let the prospective in question continue with the membership process.
- 2.02 All Brothers, both active and prospective, must hold a minimum Grade Point Average of 2.50.
 - I. Failure to fulfill this requirement shall result in said active being placed on probationary status for the remainder of the current academic semester.
 - A. If the grade requirement is not fulfilled at the end of one (1) semester of probation, said active shall be suspended, following a favorable vote of seventy-five (75) percent of the chapter's eligible voting members, in accordance to article 6.521 of the National Constitution.
 - B. Officers must maintain a GPA of 2.75.
 - 1. Prior to running for an office, an active must have a current GPA of 2.75.
 - C. Failure to do so shall result in the officer vacating their office.
 - D. The vacant office shall fall to the next officer in the officer-chain, in accordance to article 3.15 of the chapter constitution.
 - II. Grades shall be submitted to the Chapter Sponsor no later than the end of the first week of classes of every academic semester.
 - A. This is because it is illegal of any student to request another student's grade.

- 2.03 All chapter members must be enrolled in at least twelve (12) university hours per semester (full-time status) in order to hold active status.
- I. Failure to do so for the fall semester shall result in a title of inactive status until said member is enrolled in twelve (12) university hours.
 - II. Failure to do so for the spring semester shall result in a title of conditional status until said member is enrolled in twelve (12) university hours.
 - III. A member must have twelve (12) credit hours when grades and credits are due to the chapter sponsor. A member may drop classes, but may not go below nine (9) credit hours for the semester.
 - i. A chapter member's academic standing and progress is considered priority over maintaining active status in the chapter. If the academic standing and/or progress of a chapter member becomes a concern, he or she is encouraged to change his or her status to conditional.
- 2.04 The Attendance policy for the Eta Delta chapter shall read as follows:
- I. Attendance to rituals, service projects, business meetings, committee meetings, informationals, socials, and educational events is considered mandatory of all active members in the chapter.
 - A. Absence may be permitted if
 1. Being absent is absolutely necessary given the case.
 2. An "excused absence" from mandatory chapter events shall be:
 - i. Granted in the following areas:
 - a. Family emergencies
 - b. Health emergencies
 - c. All other emergency situations that are beyond a member's control
 - d. Classes and/or anything educational that is directly related to a member's academic major or minor
 - e. The chapter president's discretion
 - ii. If a member was originally excused from a mandatory chapter event in order to attend a non-chapter event, and said event was canceled, said member shall no longer be excused from the aforementioned mandatory chapter event.
 3. A member informs either the Chapter President or the Officer/Committee Head in charge of said activity with a reason for being absent to said activity within 24 hours before the activity.
 - i. If the Chapter President is unable to attend an activity, it is their responsibility to inform the Vice President of their absence or the Officer/Committee Head in charge of said activity.
 - ii. If informing the presiding Officer or Committee head, it is then their duty to inform the Chapter President of the active's absence and reasoning.
 - iii. The President of the chapter has the sole right to grant or revoke absence. However, it is the President's responsibility to remain fair to both the chapter and the absentee in granting or revoking absence.

- iv. The President of the chapter must reply in due time to the request in order for the member to arrange his or her affairs.
 - B. Each active is given only one “Freebie” (missing a service project without a valid excuse) per semester. An active member may not miss more than two (2) service projects a semester without a valid excuse.
 - C. Attendance to half of all socials is required of all chapter members. Social functions must be open to every active member in the chapter.
 - D. Attendance to committee meetings is mandatory and only cases of family and health emergencies are excused and allowed absence without penalty.
 - E. An active is allowed two (2) excused absences from meetings and one (1) unexcused absence from meetings per semester.
 - F. Rituals shall include
 - 1. First, Second, and Third degrees
 - 2. Big Brother and Sister ceremonies
 - 3. Candidate Recital
 - 4. Officer Installation
 - 5. Going Away
 - 6. Paddle Exchange
 - 7. Formal Meeting
 - i. A member is not allowed to miss any ritual without an accepted excuse to be absent.
 - G. All service projects are mandatory for all actives throughout each semester.
 - 1. Each member may not miss more than two (2) service projects per semester without a valid excuse.
 - 2. Each member shall be allowed one unexcused absence per semester from service projects.
 - H. All joint Kappa Kappa Psi/Tau Beta Sigma events are mandatory.
- II. Attendance Records
 - A. Attendance shall be kept track of in writing.
 - B. Attendance shall be taken by whichever Officer/Committee Head is in charge of a respective event. Following each event the attendance shall be turned into the Secretary for the purpose of tracking unexcused absences. This does not apply to events, such as Business Meetings, where the Secretary is in charge of taking attendance.
 - 1. If an active says they shall be at a said activity, that active is responsible for being there.
 - i. If an active cannot be at an activity, it is that active’s responsibility to inform the Chapter President or the Officer/Committee Head in charge.
 - 2. If at any time during the semester and active notices that another active is not participating as much as they agreed to or is not showing up to any activities, that active may bring this before the Chapter at any Business Meeting.
 - i. If the active does not want to confront the chapter on another active’s absence, they can inform the Chapter President. It is then

the job of the Chapter President to discuss with the active in question why they have not been participating.

- ii. When brought up before the chapter, the active in question has the opportunity to defend themselves with valid reasons why he or she has not been participating.
 - a. If the Chapter President has been made aware of said active's absences and has approved these absences, there shall be no discussion.
 - i. If the Chapter President is the active in question, aforementioned duties of the Chapter President in the case of attendance shall fall on the Vice President.
 - b. If the Chapter President has not been made aware of these absences and did not approve them, there can be a discussion amongst the chapter.
 - i. In the case that the Chapter President is the active in question, the Vice President shall follow the duties of the Chapter President as pertaining to attendance.
 - ii. Upon the chapter's digression and an approval by seventy-five (75) percent of the chapter's eligible voting members, disciplinary consequences can be taken.

III. Disciplinary Consequences

- A. If approved by the seventy-five (75) percent of the chapter's eligible voting members and with the approval of the Chapter Sponsor, an active that is in violation of the attendance policy shall be placed on probation until 30 minutes of service is completed.
 - B. The service project for absentees shall be determined by the jurisdiction committee with the approval of the Chapter President.
 - C. The service hours must be completed by the next scheduled business meeting.
 - D. Refusal to complete service hours shall result in suspension, with the approval of seventy-five (75) percent of the chapter's eligible voting members and with approval from the Chapter Sponsor.
 - E. If the member holds suspension status after his or her graduation from Eastern Illinois University that member shall be considered expelled and shall no longer be associated with the Eta Delta Chapter of Kappa Kappa Psi.
 - F. If upon further review by the chapter, the chapter can hold a hearing of expulsion.
 1. A member of the Fraternity may be expelled following a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership and approval of the chapter sponsor.
 - G. All disciplinary consequences shall adhere to and follow those set forth in the National Constitution of Kappa Kappa Psi.
 1. Disciplinary status can be found in the *National Constitution 6.519-6.524*
- 2.05 An active may not partake in alcohol or illegal substances while wearing fraternal regalia. Examples include, but are not limited to: Letters and pins. Punishment for this offense

shall be handled on a case-by-case basis with possible punishment being probationary status of said active in violation.

- 2.06 All active members must participate in a minimum of one semester in one of the required ensembles, per academic year. Exceptions shall be made at the sole discretion of the Chapter Sponsor(s) and/or the Director of Bands. Acceptable ensembles are to be determined by the Chapter Sponsor(s) and/or Director of Bands.

Article III – Officers

- 3.01 The *Sponsor* must abide by paragraph 6.206 of the National Constitution.
- 3.02 The *President* must abide by paragraph 6.207 of the National Constitution.
- 3.03 The *Vice-President of New-Membership and Ritual* (VPNM/R) shall focus his/her office on the recruitment efforts of future Prospective Members, and teaching prospective members the history and traditions of Kappa Kappa Psi and is responsible for all rituals and ceremonies within the chapter.
- 3.04 The *Vice-President of Current-Membership* (VPCM) shall focus his/her office on the continuing education for all members of the chapter. The *Vice-President of Current-Membership* shall also focus on all bonding activities related to the chapter.
- 3.05 The *Secretary* must abide by paragraph 6.209 of the National Constitution and shall conduct communication between our chapter and other chapters, and also be responsible for submitting articles to Kappa Kappa Psi publications and shall record the minutes to every meeting and keep track of chapter attendance.
- 3.06 The *Treasurer* must abide by paragraph 6.210 of the National Constitution.
- 3.07 The *Historian* shall abide by paragraph 6.211 of the National Constitution. The *Historian* shall also focus on all Alumni activities and abide by Article 6.212 of the National Constitution.
- 3.08 The *Service Coordinator* shall focus on heading the service projects for the chapter.
- 3.09 The *Sergeant-at-Arms* shall ensure that all meetings abide by Robert's Rules of Order and be an authority on all constitutional matters for the chapter.
- 3.10 The offices of the Eta Delta chapter shall be those set forth in Article VI, Section 2 of the National Constitution of Kappa Kappa Psi. As specified in paragraph 6.201, additional offices may be added. Any active may propose the addition of another office and must pass the motion by a three-fifths (3/5) vote of all active members.
- 3.11 Officers shall be elected during the month of November, at the discretion of the executive committee as long as they abide by paragraph 6.204 of the National Constitution. A "Lame Duck" period, in which all retiring officers shall still hold office, will continue through the last meeting of the fall semester. Upon the conclusion of the "Lame Duck" period, installation of officers shall be held and all materials, of said offices, shall be turned over to the officers-elect for the beginning of their new term.
- 3.12 Officer elections shall be conducted over two meetings. The first shall be nominations and the second elections.
- I. Nominations - individuals are nominated and have a week to think about accepting the nomination. Only members who have been active for at least one full semester can be nominated. When an active is nominated for an

- office, said active is also nominated for all offices that come after the original office, in the order of elections.
- II. Elections - All accepting nominees shall be voted on. If a person is not nominated, they may not run for said office unless there are no nominations for that office, at which time nominations shall be accepted from the floor.
- 3.13 The President shall tender control of elections to the Sergeant-at-Arms (SAA). At this time, the President shall become a voting member and the SAA shall only vote if there is a tie. This shall be the order of elections:
- I. Elections shall begin with the President and shall follow the list order until the SAA. The current President shall preside over the election if the SAA is nominated for an office.
 - II. Candidates for the same office shall leave the room for individual election speeches that shall be no longer than three (3) minutes in length. The chapter shall then have a question and answer session with each candidate.
 - III. The voting procedure will be up to the chapter's discretion on an individual case basis.
- 3.14 The removal of an officer may be accomplished if the chapter feels an officer is not fulfilling the duties of said office by using the following means:
- I. Any active member may at any time make a motion for the dismissal of an officer from office. The chapter shall decide by a majority vote to proceed.
 - II. After the decision to proceed is made, written notification must be sent to said officer within forty-eight (48) hours. This notification should clearly identify the situation to the officer and allow the officer one (1) week to satisfactorily fulfill the duties of said office.
 - III. If after the one-week period the chapter feels the officer is still not performing the duties of the office, they may then decide to dismiss the officer by a three-fourths ($\frac{3}{4}$) vote.
- 3.15 In the event that an officer should need to step down from their office, the responsibilities of said office shall temporarily fall to the next officer in the officer chain. If the next officer chooses not to perform the duties of said empty office, an emergency election shall be held within seven (7) days of the resignation of said office.

Article IV – Meetings

- 4.01 Meetings shall be held at least twice a month, during the academic year.
- 4.02 Regular meetings shall be determined at the beginning of each semester by the Chapter President with a majority approval from the active chapter.
- 4.03 The President, with a minimum of twenty-four (24) hours notice, may call special meetings.
- 4.04 The President must send a written agenda one (1) day prior to a regularly scheduled meeting to all chapter members. Actives may post changes and additions for the President before said meeting.

- 4.05 A quorum contains one-half (1/2) of all active members with at least two (2) officers as stated in paragraph 6.403 of the National Constitution.
- 4.06 In general, the order of business of all chapter meetings shall be:
- A. Call to Order
 - B. Attendance
 - C. Reading of minutes
 - D. Report of chapter officers and committees
 - E. Old business
 - F. New business
 - G. Chapter Announcements
 - H. Adjournment
- 4.07 All reports given by officers and committee heads shall be written out and handed in, to the Secretary, for the meeting's minutes.

Article V – Finance

- 5.01 Chapter Dues: Chapter dues shall be collected at the beginning of each semester from each active member.
- 5.02 Due Amount: Chapter dues shall total \$5 for each semester and \$10 total for each year for each active member.
- 5.03 New Members: New members joining the chapter shall not have to pay chapter dues for that academic year.
- 5.04 Budget: Proposed by the Treasurer.

Article VI – Committees

- 6.01 The standing committees shall be: Membership/Ritual, Publicity, Finance, History, Jurisdiction, Service, Social, and Web. The Chapter President, as may be considered necessary, may appoint other committees.
- 6.02 All committees shall be appointed by the Chapter President and then approved by the Officer Executive Board. Each committee shall consist of a minimum of three (3) members not including the committee head(s).
- 6.03 The New-Membership/Ritual Committee shall examine and recommend all propositions related to the new-membership program of the chapter. The committee shall also be in charge of setting up, and making all necessary preparations for any and all rituals and ceremonies. The Vice-President of New Membership shall chair the committee.
- 6.04 The Publicity Committee shall be in charge of creating and posting any necessary advertisement for events of the chapter. They shall be in charge of creating and posting any and all advertisement for recruitment. The Secretary shall chair the committee.
- 6.05 The Finance Committee shall create and maintain a chapter budget each semester. This committee shall also be responsible for dealing with all financial matters that pertain to the chapter, including fundraising. The Treasurer shall chair the committee.
- 6.06 The History Committee shall be in charge of keeping the chapter informed of the History of the Bands, the National Chapter of Kappa Kappa Psi, and the Eta Delta chapter. The

- committee shall also create an annual scrapbook of the chapter's events and activities. The committee shall help the Historian focus on alumni activities in accordance with Article 6.212 of the National Constitution, including locating and contacting alumni. The Historian shall chair the committee.
- 6.07 The Jurisdiction Committee shall examine, recommend, and submit to the chapter, all provisions, revisions, and alterations for amending the Chapter Constitution and By-laws. The Sergeant-at-Arms shall chair the committee.
- 6.08 The Service Committee shall be in charge of all service projects not of a fundraising nature. The Service Coordinator shall head the committee.
- 6.09 The Social Committee shall meet to coordinate social and educational events for the purpose of brother bonding of the chapter, and also present a report to the chapter. The Vice-President of Current-Membership shall chair the committee.
- 6.10 The Web Committee shall maintain the chapter web page. This committee shall maintain all electronic materials or media, with the exception of the duties of the Secretary, and shall exist as a subcommittee to the Publicity Committee. The President shall appoint the chair.
- 6.11 The Executive Board, consisting of all officers of the chapter, shall have at least four (4) meetings a semester, or at least one (1) meeting a month, with the first such meeting occurring within the first two (2) weeks of the beginning of each semester.

Article VII – Scholarships and Awards

- 7.01 The “Harold Hillyer Scholarship” shall be awarded at the discretion of the Chapter Treasurer, citing sufficient funds at the end of every spring semester to an active member with at least a 3.0 GPA. Actives shall review the nominees before voting, and the nominee(s) with the most number of votes shall receive the \$100 scholarship.
- 7.02 The “James J. Hathaway Award for Exemplary Service” shall be awarded when deemed appropriate by the chapter. Criteria for the award are as follows:
- A. Can be given to any active member
 - B. Demonstrated outstanding leadership ability.
 - C. Exceed the normal duties expected of an active member in his/her service to the University Bands and to the Eta Delta Chapter.
 - D. Exemplified the true spirit of brotherhood the Kappa Kappa Psi seeks to promulgate.
- 7.03 The Chapter may present two awards to members of the Eastern Illinois University Bands who are not members of the Eta Delta Chapter. During the fall semester, the Chapter may present the STAR Award to a member of the Panther Marching Band; during the spring semester, the Chapter may present the Outstanding Bandsmen Award to a member of the Wind Symphony, Concert Band, or Eastern Symphonic Band (ESB).
- A. The STAR Award may be awarded to any member of the Panther Marching Band who is not a member of Kappa Kappa Psi or Tau Beta Sigma. The recipient shall be awarded \$100 and shall receive a plaque.
 - i. The recipient of this award must display leadership and accomplishment in the areas of Service, Teamwork, Attitude, and Respect as a participant of the PMB.

- B. The Outstanding Bandsmen Award may be awarded to any member of the Eastern concert bands who is not a member of Kappa Kappa Psi or Tau Beta Sigma. The recipient shall be awarded \$50 and shall receive a plaque.
 - i. The recipient must demonstrate the qualities expressed by the Purposes of Kappa Kappa Psi.
- 7.04 The Chapter may present the District Convention Award to a member of the Eta Delta Chapter who turns in an application and meets the criteria of the Purposes of Kappa Kappa Psi. The award shall equal the amount of money necessary to cover the cost of convention registration, hotel room, and one (1) convention T-shirt should the recipient want one. The Chapter shall determine the recipient of the award.
- 7.05 The Chapter may present the AEA Award each semester to an active member of the Chapter who exemplifies the five qualities as determined yearly by the Chapter. The Chapter Sponsor, Chapter President, and the Vice-President of Current Membership shall choose the recipient of the award.

Primary By-laws
Kappa Kappa Psi - Eta Delta Chapter
Eastern Illinois University

1. All By-laws can be suspended, or removed by a majority vote of the chapter.
2. For all voting purposes within the business meeting, all “Yea” votes must be “Mooed.”
3. Any vulgar expletive or inconsiderateness by a member during any chapter function shall cause that member to put 25 cents into the swear jar. This money goes directly to the chapter account at the end of the semester.
4. One night a week there shall be a practice session followed by possible trips to the hideout.
5. Public Displays of Affection (PDA) are not allowed during any official Kappa Kappa Psi functions.
6. Members in ensembles must stay after their ensemble to help tear down unless they have prior permission from the President.
7. All rules and discipline regarding laptop usage shall be:
 - a. Determined by the jurisdiction committee with a final vote from the chapter and
 - b. Enforced by the chapter president
8. All rules and discipline regarding cell phone usage shall be:
 - a. Determined by the jurisdiction committee with a final vote from the chapter and
 - b. Enforced by both the chapter president and the sergeant at arms

Secondary By-Laws
Kappa Kappa Psi - Eta Delta Chapter
Eastern Illinois University

1. Bessie the Cow shall be the official chapter mascot.
2. The Couch is the official furniture of the Eta Delta Chapter of Kappa Kappa Psi.
3. Apples to Apples shall be the official game of the Eta Delta Chapter.
4. Steak n' Shake in any town shall be the official hideout of the Eta Delta Chapter.
5. Tom Wallace is the official arranger of the Eta Delta Chapter of Kappa Kappa Psi.
6. The "Old Man" Committee shall be an unofficial 'official' committee and shall be chaired by Alan and James. The committee shall meet as deemed necessary by the committee chairs throughout the remainder of their lives. No one else shall sit on the committee, and it shall make it a two-brother committee.
7. Sharon, and only Sharon, can say "Gargamel" in place of "Moo" for any and all votes.
8. The "Old Women Committee" shall be an unofficial 'official' committee to counteract the "Old Man Committee." The committee shall meet as deemed necessary by any present number of "Old Women"—more properly called "Female Alumni"—throughout the remainder of their lives. Eligibility to sit on the committee and number of members allowed on the committee shall be determined as deemed necessary by any present number of "Old Women" holding a committee meeting.
9. Jacalyn Meisner has the right to one (1) "Get Out of Jail Free Card," redeemable through the singular or combined efforts of any brother of the Eta Delta Chapter, so long as Jacalyn Meisner is a student at Eastern Illinois University.