



# **Tau Beta Sigma**

## **National Constitution**

Revised 2005



# **Preamble**

## **To the National Constitution of Tau Beta Sigma National Honorary Band Sorority**

**B**e 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.

## **Tau Beta Sigma Mission Statement**

Tau Beta Sigma National Honorary Band Sorority provides service to collegiate bands, encourages the advancement of women in the band profession, and promotes and enriches an appreciation of band music through recognition, leadership development, and education of its members.

# Tau Beta Sigma

## National Constitution

### I. Organization and Structure

1.101 The name of this organization shall be Tau Beta Sigma, National Honorary Band Sorority for College and University Band Members. Tau Beta Sigma Sorority was incorporated under the laws of the Sovereign State of Oklahoma as of March 26, 1946.

1.102 For the purpose of administration, the Sorority shall be divided into the following component parts: (1) Corporation; (2) National Chapter; (3) Districts; (4) Chapters, (5) Alumni.

1.103 The National Headquarters of the Sorority shall be the same as the National Headquarters of Kappa Kappa Psi, subject to the approval of the National Council.

1.104 Tau Beta Sigma recognizes Kappa Kappa Psi as an equal affiliated organization with a parallel purpose, function, and role in the college and university band setting.

1.105 Tau Beta Sigma recognizes that the National Alumni Association of Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority is a separate entity within the corporation, and is responsible for National Alumni Association activities.

1.106 The National Executive Director shall be employed by the National Officers of the Sorority as the Administrative Officer of the Sorority, and shall be paid a monthly salary as recommended by the National Officers and approved by the Convention. The National Executive Director shall be employed jointly by the Councils of Tau Beta Sigma and Kappa Kappa Psi. The National Executive Director shall be a nonvoting member of the National Council and of all committees except the Nominating Committee of which she/he cannot be a member. The National Executive Director shall be responsible for the production and distribution of all publications of the Sorority. The National Executive Director shall be in complete charge of the National Headquarters and shall maintain, therein, files of all members of the Sorority by chapter. The National Executive Director shall maintain individual chapter records of monies received and disbursed and shall receive all chapter reports and correspondence and shall prepare and issue all necessary forms and stationery for the transactions of all business of the Sorority. The National Executive Director shall be the Sorority's representative in all contacts with the official

jeweler and as such shall receive and have charge of requisitions for jewelry and membership shingles received from individual members and chapters. The National Executive Director shall issue all checks for disbursement, all chapter membership shingles, documents of business, and shall prepare and send to each National Officer a monthly report of income and expense of the Sorority in addition to a written report stating the condition of the Sorority for presentation at each regularly called National Convention.

1.107 Tax deductible contributions to Tau Beta Sigma may be made by members and nonmembers. The amount is to be distributed at the discretion of the National Council, unless otherwise specified by the contributor.

1.108 The current version of Robert's Rules of Order, Newly Revised, unless otherwise specifically stated in this Constitution, shall govern the deliberations of all component parts of the Sorority assembled in meeting.

1.109 Each member of the Board of Trustees and National Council, their heirs, executors, and administrators, may be indemnified by the Sorority against the expenses reasonably incurred by such person in connection with any action, suit, or proceeding to which the member may be made a party by reason of serving or having served as a member of the Board or Council, so long as such person is found to have acted in good faith and within the scope of her/his office. Any such indemnification must be first approved by the National Chapter assembled at a National Convention. Such expenses shall include the cost of reasonable settlement made with a view to curtailment of litigation and reasonable expense incurred in the preparation and trial of the litigation. The foregoing right of indemnification shall not be exclusive of other rights to which such persons may be entitled as matter of law.

1.110 The Tau Beta Sigma Sorority neither approves of nor is responsible for actions of members of local chapters (commonly referred to as "hazing") which may result in injury to persons or damage to property. Hazing is defined as any action taken or situation created, intentionally or through negligence, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

1.111 The Tau Beta Sigma Sorority expressly prohibits discrimination by any component part of the Sorority on the basis of race, national origin, sex, religion, handicap, sexual orientation, or marital status. Rather it is the policy of this Sorority to foster a spirit of mutual understanding and respect among all people, especially those involved with college and university bands, remembering that music is the universal language.

1.112 Proposed amendments to this Constitution shall be presented in writing at regularly called National Conventions of the Sorority, and shall be referred at once to the Committee on Jurisdiction. Said Committee shall report thereon at the same National Convention. If two-thirds (2/3) of the votes cast by the National Convention are favorable, the proposed amendment shall be declared adopted, and from and after such adoption, it shall become operative and effective immediately, unless otherwise stated in the amendment.

1.113 If the favorable vote on the proposed amendment is less than two-thirds (2/3), yet there is a majority vote, the proposed amendment shall be tabled until the next regularly called National Convention of the Sorority. During the interim between conventions, it shall be published in the minutes of the National Convention at which it was proposed under the caption: "Proposed Amendment to the Constitution." If at the next regularly called National Convention it shall receive two-thirds (2/3) of the votes cast, it shall be declared adopted, and from and thereafter such adoption it shall become operative and effective immediately unless stated in the amendment. If a favorable two-thirds (2/3) vote is not obtained, the amendment shall be declared defeated

and shall not again be proposed for consideration.

1.114 Under extraordinary circumstances between regularly called National Conventions and upon recommendation of the National President, approved unanimously by the National Council, a proposed amendment to the Constitution may be submitted in writing to the chapters of the Sorority for ratification. If two-thirds (2/3) favorable vote of all chapters in good standing is received, the proposed amendment shall be declared adopted, and after such adoption it shall become operative and effective immediately, unless otherwise stated in the amendment.

1.115 This Constitution, as revised and amended, shall be reprinted following each regularly called National Convention and shall supercede all previous Constitutions.

1.116 The effect of the National Constitution upon an individual chapter may be altered to conform to any college or university-wide regulations to which this chapter is subject. Any such alterations must be incorporated as an integral part of the chapter constitution and bylaws, which are subject to review by the National Executive Director and National Council. The National Executive Director and National Council shall not approve any such alterations until they have received proof that the contested part of the National Constitution does in fact conflict with official college or university-wide regulations to which this chapter is subject.

## II. Corporation

2.101 The Corporation shall have jurisdiction over all component parts of the Sorority and shall represent them and approve all decisions in matters of national policy, alumni, public relationship, legal action, and controversy which may be referred to its Board of Trustees by the National Chapter or National Council. The decision of the Board of Trustees shall be final in all cases.

2.102 The Corporation shall be represented in all matters by a Board of Trustees comprised of ten (10) members.

2.103 The National President and immediate past National President shall serve as nonelected members of the Board of Trustees by virtue of their office. They will serve a term of two (2) years, from the end of one National Convention through the end of the next National Convention.

2.104 Mrs. Wava Banes Henry, Founder of Tau Beta Sigma, and Mrs. Janet West Miller, past National President, shall be permanent honorary members of the Board of

Trustees of the Sorority, but shall not have a vote on the Board.

2.105 The National Council shall carefully investigate the eligibility of members for election to the Board of Trustees. They shall nominate the appropriate number of candidates to serve as members of the Board of Trustees and present their names to the Convention. They shall determine the eligibility of any other candidates who are nominated from the floor.

2.106 Six members of the Board of Trustees shall be elected by the National Chapter at alternate National Conventions to serve four (4) year terms. The terms shall be staggered so that the terms of three elected members expire in one biennium and the terms of the other three elected members expire in the following biennium.

2.107 Each elected member of the Board of Trustees shall be a member of the Sorority in good standing and at least thirty (30) years of age at the time of election. They shall possess outstanding business or professional

ability and shall be capable of representing the Corporation and Sorority under all circumstances. National Officers of the Sorority shall not be eligible for membership on the Board of Trustees except the National President.

2.108 No member of the Board of Trustees shall serve more than two consecutive elected terms of office.

2.109 Members of the Board of Trustees shall serve without compensation. Expenses of each member incurred on behalf of the Corporation or Sorority when occurring incompletion of duties or when summoned by the National Council shall be paid by the Sorority upon presentation of a written statement approved by the Chairperson of the Board of Trustees.

2.110 Each member of the Board of Trustees, except the National President, shall have one vote at all meetings of the Board. No member of the Board of Trustees, except the National President, shall have a vote at meetings of other component parts of the Sorority.

2.111 In case of a vacancy on the Board of Trustees, the National Council is authorized to appoint a qualified member within sixty (60) days to fill the unfinished term. The person shall meet the requirements as stated in Section 2.105 and 2.107, subject to the approval of the remaining voting members of the Board of Trustees.

2.112 The Board shall elect a Chairperson and Vice Chairperson from the Board members elected by the National Chapter. The retiring Chairperson and Vice Chairperson shall be eligible for reelection.

2.113 Whenever possible the Board shall transact

its business by correspondence, telecommunications, or other means of communication. When necessary, a meeting may be held, after reasonable notice, at the call of the Chairperson or at the request of the National President pursuant to a sixty (60) percent favorable vote of the National Council.

2.114 The presence of four (4) voting members of the Board of Trustees, one of whom shall be the Chairperson or Vice Chairperson, shall constitute a quorum at all meetings.

2.115 The Chairperson of the Board of Trustees presiding at the meeting shall appoint one of the other members of the Board to act as Secretary. The Secretary shall record the minutes of each meeting and distribute them to each member of the Board of Trustees, each member of the National Council, and to such other parties as may be authorized by the meeting.

2.116 The order of business for each meeting of the Board of Trustees shall be determined by the Chairperson of the Board.

2.117 A complete report of the activities of the Board of Trustees for the two (2) year period between regularly called National Conventions shall be prepared by the Chairperson of the Board for presentation at each National Convention of the National Chapter. If the Chairperson of the Board is not in attendance at the National Convention, the report shall be read by the Vice Chairperson or a member designated by the Board.

### III. National Chapter

#### 1. General

3.101 The governing body of Tau Beta Sigma Sorority shall be the National Chapter, composed of all chapters of the organization meeting at a regularly called convention.

3.102 The administrative body of the Sorority shall be the National Council, composed of all National Officers. This National Council may exercise extraordinary powers in order to change the Sorority's internal construction and Constitution into compliance with Federal Statutes. The Council shall be in absolute power between regularly called conventions except as noted in Section 3.103.

3.103 The National Council shall have jurisdiction over all component parts of the Sorority except the Corporation and shall represent them and approve all decisions in ordinary matters of national policy, public relationship, legal action, and controversy which may be referred to the National Council. The National Chapter is

supreme in all matters pertaining to its affairs while in convention and, through the National Council, has the sole right to superintend and govern all chapters of the Sorority. Upon a seventy-five (75) percent favorable vote of the National Council between conventions a matter may be referred to the Corporation's Board of Trustees for final decision and action.

3.104 A sixty (60) percent favorable vote, unless otherwise specifically stated herein, shall be necessary for disposition of matters before the National Council between conventions.

#### 2. Officers

3.201 The officers of the National Chapter shall be: National President, National Vice President for Colonization and Membership, National Vice President for Special Projects, National Vice President for Communication and Recognition, and National Vice President for Professional Relations.

3.202 The National Chapter, assembled in convention, shall elect all National Officers of the Sorority except the National Vice President for Professional Relations who shall be appointed by the National President with approval of the National Council.

3.203 Each National Officer shall be a Life Member of the Sorority in good standing and at least twenty-five (25) years of age at the time of election. Each National Officer shall have completed an undergraduate degree program. Each National Officer shall possess outstanding business ability and shall be capable of representing the Sorority under all ordinary conditions. All shall be willing and able to devote the necessary time to the execution of the duties imposed by the office and shall be actively participating in or serving bands during their term of office.

3.204 Each National Officer shall serve for a period of two (2) years from convention to convention. The National Vice President for Colonization and Membership shall be advanced to the office of National President provided said officer receives a simple majority vote of the convention. The National President and Vice President for Colonization and Membership shall not be eligible for reelection.

3.205 The National President shall be designated as the Executive Officer of the Sorority and of the National Chapter and the National Council. The National President shall be a nonvoting member of all committees, except the Nominating Committee, of which she/he cannot be a member, and shall sign all charters, shingles, contracts, and other instruments of business of the Sorority. Said officer shall appoint all standing and special committees, shall be a member ex-officio of the corporation's Board of Trustees, and shall further be designated as the official representative of the National Chapter, whenever such representation shall be required. In addition, the National President shall have held at least one national office.

3.206 The National Vice President for Colonization and Membership shall, in the absence of the National President, preside at meetings of the National Council, and shall be designated as the Expansion Officer of the Sorority. The National Vice President for Colonization and Membership shall advance the purposes of the Sorority as stated in the Preamble of this Constitution by working with District Officers in the area of expansion on behalf of the Sorority. The National Vice President for Colonization and Membership shall have held at least one national office.

3.207 The National Vice President for Special Projects shall, in the absence of the National President and the National Vice President for Colonization and Membership, preside at meetings of the National Chapter and National Council. Said officer shall be designated as the Program Officer of the Sorority in charge of enforcing

the programs of the Sorority. The National Vice President for Special Projects may serve a maximum of two (2) terms.

3.208 The National Vice President for Communication and Recognition shall be designated as the Recording and Credentials Officer of the Sorority and shall record, publish, and distribute the minutes of all meetings of the National Chapter and of the National Council. The National Vice President for Communication and Recognition will make summaries of all National Council meetings available through the National Headquarters. The National Vice President for Communication and Recognition shall sign all charters, shingles, contracts, and other instruments of business. The National Vice President for Communication and Recognition may serve a maximum of two (2) terms.

3.209 The National Vice President for Professional Relations shall serve as a liaison for Tau Beta Sigma with the music profession. The National Vice President for Professional Relations shall be appointed by the National President with approval of the National Council and shall serve a term of two years. In addition, said Officer shall be at least thirty (30) years of age at the time of appointment.

3.210 Members of the National Council shall serve without compensation. National Officers shall be reimbursed for actual travel expense incurred. Expenses incurred on behalf of the Sorority shall be paid upon presentation of a written statement to the National Executive Director subject to approval by the National President.

3.211 Each National Officer shall have one vote at all meetings of the National Chapter and National Council, except the National President. The National President shall vote when her/his vote will affect the result or if the vote is by ballot. The National Executive Director shall have no vote. National Officers shall not be eligible to serve as chapter proxies at conventions.

3.212 If a vacancy occurs in the office of National President, the National Vice President for Colonization and Membership shall become National President if there is more than one year remaining prior to the next National Convention. If there is less than one year remaining prior to the next National Convention, the office of National President shall remain vacant, but the National Vice President for Colonization and Membership shall assume the duties of the President. If a vacancy occurs in the office of National Vice President for Colonization and Membership, the National Vice President for Special Projects shall become the National Vice President for Colonization and Membership. Should a vacancy occur in any other office, the National President, with the approval of the National Council, may choose to appoint a replacement, though she/he will not be required to do so.

3.213 Should the National Vice President of Colonization and Membership choose not to advance to the office of National President, or in the case of a vacancy in the office of Vice President for Colonization and Membership at the National Convention, both a National President and a National Vice President for Colonization and Membership shall be elected at the National Convention.

3.214 A National Officer may be removed from office by a unanimous vote of four (4) National Officers and a seventy-five (75) percent favorable vote of the Board of Trustees.

### 3. Finances

3.301 All monies of the National Chapter shall be received and expended by the National Executive Director. The National Executive Director shall supervise the implementation of the budget approved at biennial National Conventions. Sorority funds shall at no time be used to purchase alcohol.

3.302 The National Executive Director and all National Headquarters employees shall be covered by a blanket bond by a surety company selected by the National Council. The bond premiums shall be paid by the National Chapter.

3.303 The fiscal year for the National Chapter shall be from June 1 to May 31. The National Executive Director shall institute a continuous audit to have the financial records of the National Chapter audited by a Certified Public Accountant. Copies of the audit shall be submitted to the Chairperson of the Board of Trustees and to each member of the National Council.

3.304 Between conventions, the financial policies of the National Chapter shall be governed by a seventy-five (75) percent favorable vote of the National Council.

3.305 Income of the National Chapter shall be derived from three (3) principal sources: charter fees received from new chapters at the time of installation, annual national chapter fees, and annual national membership fees. Chapters who are unable to meet their financial obligations will be automatically placed on probation.

3.306 Chapters who do not pay chapter fees and dues on time will be assessed late fees. Chapters who fail to attend prearranged visits with the Chapter Field Representative will be assessed a penalty fee in order to compensate the Sorority for expenses incurred.

### 4. Meetings

3.401 A regularly called convention of the National Chapter shall be held once every two (2) years during the odd numbered year. Each district is encouraged to provide input to the National Executive Director, the National Council of Kappa Kappa Psi and the National Council of

Tau Beta Sigma regarding potential host chapters and locations for the convention. All dates and contracts of the proposed convention sites shall be negotiated by the National Executive Director and approved by the National Council of Kappa Kappa Psi and the National Council of Tau Beta Sigma. National Conventions shall be held where active chapters of the Fraternity and/or Sorority are located or where host chapters will be able to adequately support the convention and National Intercollegiate Band requirements. The National Convention shall be at the same time and place as Kappa Kappa Psi National Conventions.

3.402 Special Conventions of the National Chapter may be called upon a favorable vote of seventy-five (75) percent of the chapters in good standing or upon recommendation of the National President, approved by a (75) percent vote of the National Council.

3.403 A one hundred twenty (120) day written notice prior to the dates of all National Conventions shall be given to all National Officers, District Counselors, District Presidents, Chapters, and NAA Directors by the National Executive Director.

3.404 Official Delegates or Proxies from a majority of the chapters in good standing, together with at least three (3) National Officers, shall constitute a quorum at all Conventions.

3.405 Tau Beta Sigma recognizes the use of Joint meetings with the Kappa Kappa Psi National Chapter to adopt programs, procedures, and policies. Any such joint program, procedure, or policy adopted in a joint meeting must have a majority vote of the Tau Beta Sigma delegates in order to be binding on Tau Beta Sigma.

3.406 In general, the order of business for all Conventions shall be:

- a. Invocation
- b. Seating of Delegates
- c. Appointment of Committees
- d. Report of National Officers
- e. Report of Districts
- f. Unfinished Business
- g. New Business
- h. Report of Committees
- i. Presentation of Convention Site
- j. Installation of Officers
- k. Closing Ceremonies

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

### 5. Membership

3.501 New chapters shall be admitted to the National Chapter of the Sorority upon submission of a petition by the petitioning group prepared in accordance with the instructions and provisions furnished by the

National Chapter or National Council. A nonrefundable fee must accompany the application for colonization. A nonrefundable charter fee and initiate dues, as determined by the National Chapter, must accompany the application for colonization.

3.502 A petition shall be reviewed and approved by the National Executive Director before a charter is issued to a colony, a chapter designation assigned, and the installation performed. The National Vice President for Colonization and Membership will grant final approval for the installation of the colony.

3.503 New chapters will be installed, after the approval of their Petitioning Document, by a National Officer, a past National Officer, a District Counselor, or by a member appointed by the National Vice President for Colonization and Membership. A Pre-Installation visit will take place within forty-five (45) days following the approval of the petitioning document. The Installation will take place after the pre-installation visit occurs. The National President must grant any exceptions.

3.504 In recognition of outstanding ability, accomplishment, or devotion to the best interests of the Sorority, any member of the Sorority may be voted a National Honorary Life Member by a seventy-five (75) percent favorable vote of the National Chapter. This shall be the highest honor which can be conferred upon a member of the Sorority.

3.505 The retiring and past National Presidents of the Sorority may be voted a National Honorary Life Member in recognition of the past service to the Sorority by a seventy-five (75) percent favorable vote of the Delegates at a regularly called National Convention.

## 6. Delegates and Proxies

3.601 Each Chapter of the Sorority shall be represented at National Conventions by an Official Delegate, Alternate Delegate, or Proxy. Each Chapter shall file the official delegate form with the National Headquarters. A Life Member may represent her/his own chapter at National Convention if there is no Delegate from that chapter present.

3.602 Each Delegate or Proxy must have a current membership card, a life membership card, or be properly vouched for by the Credentials and Resolutions Committee. In the absence of an Official Delegate, the chapter shall be represented by a Proxy, according to the rules governing the distributions of Proxies. Each Delegate or Proxy will be officially seated when all National Convention registration procedures have been completed.

3.603 In the absence of a Delegate and an Alternate Delegate to a National Convention, each chapter may designate the Alternate Delegate of another chapter in attendance at the Convention to serve as its Proxy. The

written proxy must be submitted to and approved by the National President one week prior to the opening session of the Convention. The chapter issuing the proxy and the chapter designated as the proxy holder must be active and in good standing with the National Headquarters. All Proxies not meeting the above requirement are void. All seats of chapters in good standing with the National Headquarters that are vacant after seating of delegates and designated proxies shall be filled alphabetically with Proxies from the chapters present. This shall be done according to the alphabetical listing of chapters beginning with the next chapter after the last one seated at the prior convention. Alumni members may not sit as a written Proxy Delegate for an undergraduate chapter.

3.604 Proxies shall be distributed in such a manner that a chapter shall have no more than one vote over the chapter with the next highest number of proxies.

3.605 Each District President shall be seated and have a vote at all Conventions. In the absence of the District President, the District Vice President shall represent the District. In the event the District President and Vice President shall both be absent, the remaining District Officers shall be eligible in rank of succession. If no District Officers are in attendance, a District caucus may be called to elect a voting delegate at the Convention site. In the event that there is no representation from a specific District, the seat shall be left vacant.

3.606 Each Official Delegate or Proxy shall have one vote at regularly called Conventions. Each Official Delegate or Proxy shall serve for the duration of the Convention to which appointed.

## 7. Committees

3.701 The Standing Committees of the National Chapter shall be: Committee on Nominations, Committee on Jurisdiction, Committee on Colonization and Membership, Committee on Programs, Committee on Ways and Means, Committee on Credentials, Committee on History and Traditions, Committee on Publications, Committee on Ritual and Regalia, and Committee on Sisterhood and Spirit.

3.702 The Special Committees of the National Chapter shall be any other Committees, such as the Committee on Appeals, as may be considered necessary by the National Chapter and National Council.

3.703 All Committees shall be appointed by the National President and shall consist of the number of members deemed advisable by the National President. Delegates, Proxies designated by the chapter, and District Presidents or their representatives shall be appointed before undesignated Proxies. All Committees, with the exception of the Nominations, History and Traditions, and Ritual and Regalia, should consider the possibility of

holding at least one joint meeting with its Kappa Kappa Psi counterpart. The two Committees should exchange ideas and coordinate activities and decisions if feasible. No chapter shall have more than one member, including proxies, on each committee. Members of all Committees shall serve until relieved of their appointments by the National President.

3.704 The Committee on Nominations shall carefully investigate the eligibility of candidates for election to National Office. The committee shall nominate one person for President, one person for Vice President for Colonization and Membership, one person for Vice President for Special Projects, and one person for Vice President for Communication and Recognition, presenting those names to the National Convention. They shall determine the eligibility of any other candidates who are nominated from the floor.

3.705 The Committee on Jurisdiction shall examine, recommend, and submit to the National Chapter or National Council all propositions, revisions, and alterations amending the Constitution.

3.706 The Committee on Colonization and Membership shall examine, recommend, and submit to the National Chapter or National Council all propositions related to expansion and membership of the Sorority.

3.707 The Committee on Programs shall examine, recommend, and submit to the National Chapter and National Council all propositions related to the Programs of the Sorority.

3.708 The Committee on Ways and Means shall examine the biennial budget proposed and drawn up through the efforts of the National President, National Vice President for Colonization and Membership, National Executive Director, and the National Headquarters auditor/accountant. It will be the responsibility of the Committee to review the budget proposals and to submit their recommendations to the National Chapter for approval. The committee will review current funding/fund-raising programs and any new proposals for programs designed to increase revenues.

3.709 The Committee on Credentials and Resolutions shall examine, recommend, and submit to the National Chapter all credentials of National Officers, Official Delegates, and Proxies to the National Chapter assembled in Convention. Said Committee shall determine the recipients of:

1. Janet West Miller Tau Beta Sigma Delegate Distance Award
2. Chapter Distance Award
3. Chapter Participation Award
4. District Participation Award

The Committee shall also submit to the National

Chapter and National Council all propositions related to resolutions for the consideration of the Sorority.

3.710 The Committee on History and Traditions shall examine, recommend, and submit to the National Chapter or National Council all propositions related to the history and traditions of the Sorority.

3.711 The Committee on Sisterhood and Spirit shall examine, recommend, and submit to the National Chapter and the National Council all propositions related to projects that promote Sisterhood and Spirit.

3.712 All Special Committees shall examine, recommend, and submit to the National Chapter or National Council all propositions related to the special work assigned to them respectively by the National President.

## 8. Reports

3.801 A report of the activities conducted during the biennium shall be submitted by each National Officer, the Board of Trustees Chair, each District President, and the National Chapter Field Representative at each regularly called Convention of the National Chapter. Each Chairperson of a Standing or Special Committee shall submit a report of the activities of the Committee, together with the Committee's recommendations, at each convention of the National Chapter. All reports shall be typewritten and submitted in triplicate. One copy of all reports shall be filed at the National Headquarters by the National Executive Director.

## 9. Publications

3.901 All publications of the National Chapter shall be edited, published, and distributed by the National Executive Director.

3.902 The name of the National Publication will be *The PODIUM*.

3.903 *The PODIUM* shall be published two (2) times during the school term.

3.904 *The PODIUM* shall be restricted to articles, editorials, and news items of general interest to the Sorority. Advertisements may be sold at rates determined by the National Executive Director.

3.905 Distribution of publications shall be limited to all members of the Sorority in good standing and to such other parties as may be determined by the National Executive Director and the National Council.

3.906 The official printer shall be selected by the National Executive Director and approved by the National Council.

## 10. Ritual and Regalia

3.1001 A confidential ritual shall be prescribed for the introduction of all membership candidates and their

subsequent induction in the Sorority. A special ritual shall also be prescribed for the installation of National Officers, District Officers, and Chapter Officers into their respective offices. The safekeeping of these rituals shall be the responsibility of the highest ranking officer in each of the component parts of the Sorority.

3.1002 The various rituals of the Sorority may be revised only by a favorable seventy-five (75) percent vote of the Delegates and Proxies present at a regularly called National Convention of the National Chapter.

3.1003 All regalia of the Sorority, including ritual equipment, jewelry, charters, and membership shingles, shall be prescribed by the National Chapter.

3.1004 Official jewelry of the Sorority shall be manufactured and sold under the terms of a contract made with a reputable manufacturer and signed by the National President and National Vice President for Communication and Recognition, exclusively. The various items of jewelry shall include a coat of arms (Recognition Pin), badge, membership candidate pin, recognition bar, monogram pendant, and alumni guard.

3.1005 Official jewelry of the Sorority may be purchased through the National Headquarters by using the appropriate form supplied by the National Headquarters.

Special item orders will be forwarded to the official jeweler by the National Headquarters.

3.1006 At the completion of her/his term of office, the National President shall be presented with a National President's ring by the National Chapter of the Sorority in recognition of the office and work for the Sorority.

## IV. National Intercollegiate Band

4.101 The Tau Beta Sigma and Kappa Kappa Psi National Intercollegiate Band(s) are accepted as a functional part of the National Conventions.

4.102 The National Intercollegiate Band(s) shall be open to all college band members, college band directors, and members of the Sorority.

4.103 The expense for the sponsorship will be made a part of the Biennial Convention Budget.

4.104 The National Intercollegiate Band(s) shall

play one concert for the convention and be the official convention band and play such other concerts as convenience and good business shall dictate. The choice of music will be left up to the discretion of the guest conductor.

4.105 No activity of the National Intercollegiate Band(s) shall be scheduled so as to conflict with the regular business meetings of the Sorority.

## V. Districts

### 1. Organization and Membership

5.101 The Sorority shall be divided into seven (7) geographical areas to be known as "Districts." The Districts shall be labeled according to their geographic regions and shall comprise the following states or areas:

#### Midwest District

Colorado	Montana
Iowa	Nebraska
Kansas	North Dakota
Minnesota	South Dakota
Missouri	Wyoming

#### North Central District

Illinois	Michigan
Indiana	Ohio
Kentucky	Wisconsin

#### Northeast District

Connecticut	New York
Delaware	Pennsylvania
Maine	Rhode Island
Maryland	Vermont
Massachusetts	Virginia
New Hampshire	West Virginia
New Jersey	District of Columbia

#### Southeast District

Alabama	Mississippi
Florida	North Carolina
Georgia	South Carolina
Tennessee	

Southwest District

Arkansas	New Mexico
Louisiana	Oklahoma
Texas	

Western District

Alaska	Nevada
Arizona	Oregon
California	Utah
Hawaii	Washington
Idaho	

International

All chapters outside the U.S.A.

5.102 Each District shall be comprised of all the chapters located within its state or areas, and those recognized pursuant to 5.103.

5.103 Any chapter desiring to participate in the activity of another District can petition the National Council and be assigned to the neighboring District on a majority vote of the National Council. The transfer would grant them the same rights and privileges as any chapter in the District.

2. District Counselor

5.201 Each District shall be under the jurisdiction of the District Counselor(s). The District Counselors shall be appointed by the National President and be approved by the National Council. Each District Counselor shall serve a term of two (2) years with up to three consecutive terms at one time. Terms begin at the end of district conventions on even-numbered years. Each District Counselor shall be a Life Member/and or Honorary at least twenty-five (25) years of age at the time of appointment. District Counselors shall serve without compensation. Expenses incurred on behalf of the Sorority shall be paid upon presentation of written statement to the National Executive Director, subject to approval by the National President.

5.202 The District Counselor shall be the Administrative Officer of the District and shall be a nonvoting member of all District Committees which the District President shall appoint. The District Counselor shall act in an advisory capacity to the National Council, the District, and to the Chapters in the assigned District. The District Counselor shall be designated as the official representative of the District whenever such representation shall be required and shall, when requested by the National

Council, act as the Official Inspecting Officer of the Sorority of all chapters within the District.

5.203 If a vacancy occurs in any of the District Counselor positions, the National President, with the approval of the National Council, will appoint a replacement. A District Counselor may be removed from the position by unanimous vote of the National Council.

5.204 The District Council and District Counselor will be notified prior to the addition or replacement of a District Counselor.

3. Officers

5.301 Each District shall have a District President, District Vice President, and District Secretary-Treasurer or other Officers as deemed advisable by the District Counselor. These Officers shall be elected by the chapters assembled at District Convention. The District Officers shall serve from District Convention to District Convention.

5.302 Each District Officer shall be at least a sophomore student and an active member of the Sorority in good standing, at the time of election. Officers elected during their final year of college may serve out their current term of office, provided that they are a Life Member. Each District Officer shall have more than an ordinary business or professional ability and shall be capable of representing the Sorority and District when called upon to do so. Each District Officer shall have the best interest of the Sorority at heart and be willing and able to devote the necessary time to execution of the duties imposed by the office and shall be actively participating in or serving bands during their term of office. All District Officers shall serve without compensation.

5.303 A Committee on Nominations at each District Convention shall carefully investigate the eligibility of candidates for election. The committee shall nominate one member for each office and present the names to the Convention. Additional nominations may be made from the floor of the Convention by Official Delegates. The Nominations Committee shall determine the eligibility of any other candidates who are nominated from the floor. A majority of all votes cast shall be necessary for election.

5.304 The District President shall preside at all meetings of the District and shall be a nonvoting member of all District Committees, with the exception of the Nominations Committee which she/he shall appoint, and shall render all possible assistance to the District Counselor. In the absence of the District Counselor, the District President may be designated as the official representative of the District whenever such representation shall be required.

5.305 The District Vice President shall, in the ab-

sence of the District President, preside at the meetings of the District. The District Vice President shall also be in charge of expansion within the District as set forth by the guidelines of the District Expansion Committee.

5.306 The District Secretary-Treasurer shall record, publish, and distribute to all chapters in the District, the District Counselor, all members of the National Council, and the NAA Directors representing the District, the minutes of all meetings of the District and shall, as necessary, control the receipt and disbursement of all monies of the District.

5.307 District Officers shall not have a vote, except the President whose vote shall only be counted to break a tie.

5.308 Should a vacancy occur on the District Council, the remaining District Officers and the District Counselor shall determine the appropriate procedure to fill the office.

5.309 If a district officer's chapter is placed on suspension, the officer's status will be reviewed by the District Counselor. Any action will be recommended by the District Counselor and reviewed by the National Council. The district council and counselor must be notified within ten (10) days of any action.

5.310 Any District Officer who leaves the District permanently during the term of office shall automatically resign, and other District officers shall follow District constitutional procedure to fill the vacancy.

#### 4. Finances

5.401 District revenue shall be derived from a per capita allotment provided by the National Organization. The National Active Membership Dues will include an additional fee which will be returned to the District.

5.402 Money delegated for District accounts shall remain in the National account until requested by the District Counselor and the District Secretary-Treasurer. The request shall be in writing, signed by both aforementioned representatives of that District. Each District shall set its own guidelines regarding the use of District funds.

#### 5. Meetings

5.501 A regularly called meeting of the District shall be held on a yearly basis. The exact date is to be determined by the host chapter subject to approval of the majority of the District Counselor and Governors. In the absence of a decision by the close of the convention, the District Counselor and Governors will determine the location for the next convention.

5.502 All chapters bidding to host a district convention must adhere to the National Guidelines for Bidding and Hosting a District Convention. Each bid submitted

must contain at least two (2) available dates. The National Officers in attendance at the convention must approve any exceptions.

5.503 Special Conventions of the District may be called upon a favorable vote of seventy-five (75) percent of the chapters of the District in good standing or upon recommendation of all the District Officers.

5.504 A ninety (90) day written notice prior to the date of all District Conventions shall be given to all National Officers, District Counselors, District Officers, the NAA Directors representing the District, and Chapters in the District by the National Executive Director and the District Secretary-Treasurer.

5.505 Official Delegates or Proxies from a majority of the chapters of the District in good standing together with at least two (2) of the District Officers shall constitute a quorum at all District Conventions.

5.506 In general, the order of business of all District Conventions shall be:

- a. Invocation
- b. Seating of Delegates
- c. Appointment of Committees
- d. Report of District Officers
- e. Report of Chapters
- f. Unfinished Business
- g. New Business
- h. Report of Committees
- i. Selection of Convention Site
- j. Installation of Officers
- k. Closing

The general order of business may be changed by the District Counselor or District President.

#### 6. Delegates and Proxies

5.601 Each active chapter of the District shall be represented at regularly called District Conventions by an Official Delegate.

5.602 In the absence of a Delegate and an Alternate Delegate to a District Convention, each chapter may designate the Alternate Delegate of another chapter in attendance at the Convention to serve as its Proxy. The written proxy must be submitted to and approved by the District President prior to the opening session of the Convention. The chapter issuing the proxy and the chapter designated as the proxy holder must be active and in good standing with the National Headquarters. All Proxies not meeting the above requirement are void. All seats of chapters in good standing with the National Headquarters that are vacant after seating of delegates and written proxies shall be filled alphabetically with proxies from the Chapters present, beginning in the alphabetical listing of chapters with the chapter following the last one seated at the prior convention. Alumni members may not sit as written Proxy Delegates for

undergraduate chapters.

5.603 Each Official Delegate or Proxy must have a current membership card and shall have one (1) vote at District Conventions. Each Official Delegate shall serve the duration of the District Convention to which appointed.

## 7. Committees

5.701 The Standing Committees of the District shall be: Committee on Nominations, Committee on Convention Site, Committee on Colonization and Membership, and such other Committees as may be considered necessary by the District Counselor or by the District President.

5.702 All Committees shall be appointed by the District Counselor or District President and shall consist of the number of members deemed necessary. Members of

all Committees shall serve until relieved of their appointment by the District Counselor or District President.

## 8. Reports

5.801 All reports of District Officers and committee chairpersons shall be submitted typewritten in triplicate to the District Convention. One copy of each report shall be forwarded to the National Executive Director by the District Secretary-Treasurer to be included in the minutes of the convention.

5.802 A report of the activities of the office held shall be submitted in triplicate by each District Delegate at regularly called National Conventions.

# VI. Chapters

## 1. General

6.101 Chapters of Tau Beta Sigma Sorority shall be established throughout the general jurisdiction of the Sorority at academically accredited colleges and universities and shall operate under the supreme authority of the Director of Bands. The Director of Bands is responsible for governing and monitoring the daily activities and affairs of the local chapter. The Director of Bands may choose to appoint an individual to serve in the role of chapter sponsor. The National Council shall recognize the authority of the chapter sponsor appointed by the Director of Bands; however, the Director of Bands has ultimate authority in matters pertaining to the chapter. The sponsor and Director of Bands are *ex officio* members of all chapter committees.

6.102 Chapters shall be named after letters in the Greek alphabet. After the alphabet has been exhausted, the chapters shall be named by prefixing each letter with the first letter of the alphabet and again reusing the alphabet. After again exhausting the alphabet, the chapters shall be named by prefixing each letter with the second letter of the alphabet and so on as chapter names are needed. Alphabet letters shall be assigned consecutively as chapters are named.

6.103 The chapter shall have jurisdiction over all its members at the college or university where the chapter is located.

6.104 Each chapter shall have its own constitution that shall be approved by the Chapter Sponsor. The chapter constitution shall in no way conflict with or receive priority over the National Constitution, except as specified in Section 1.116.

6.105 PROBATION. Any chapter, which becomes delinquent in any obligation(s) to the National Sorority shall be placed on probation. Likewise, any chapter which displays conduct in violation to the policies of the National Organization may also be placed on probation. The National President, in consultation with the National Council and the National Executive Director, shall contact the chapter and prescribe such terms and conditions as necessary and appropriate to correct the deficiency and/or failures of the chapter and ensure observance of Sorority obligations. Said chapter's Chapter Sponsor, District Counselor, and District President shall be notified within ten (10) days of disciplinary action.

6.106 SUSPENSION. Upon receiving information that a chapter is not following the policies and procedures of the Sorority, the National Council shall discipline said chapter by placing it on disciplinary suspension. Chapters will automatically be placed on financial suspension for failure to pay chapter fee or member dues. All chapter functions and activities shall be suspended pending an investigation by a representative of the National Organization who shall make a written report to the National Council within ten (10) days following the conclusion of the investigation. The National Council, after reviewing the report and the chapter's response and any other information provided to them, may take appropriate action to discipline the chapter. All meetings of the chapter under suspension must be approved by the Chapter Sponsor and the National President and be attended by the Chapter Sponsor. 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.

6.107 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.

6.108 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.

6.109 INACTIVE. If a chapter becomes so small that it is unable to function the chapter may be placed on 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.

## 2. Officers

6.201 The officers of a chapter shall be: President, Vice President, Secretary, and Treasurer, or other officers as deemed necessary by the individual chapter.

6.202 The active members of a chapter shall elect its officers at a regularly called meeting of the chapter.

6.203 Each chapter officer shall be an active member of the Sorority in good standing at the time of election and during her/his term of office. Each chapter officer shall possess more than ordinary 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. A member who has been elected to an office but does not enroll in band in the course of the term of

office is ineligible to continue as an officer of the chapter. In the event an officer cannot enroll in the band due to a class schedule of subjects required for graduation, the person elected can continue as an officer for that academic term, with the approval of the chapter. In this event, if this officer does not enroll in band the following academic term, the individual is automatically dropped as an officer.

6.204 The time of election of chapter officers shall be left to the chapter's discretion. Nominations for each office shall be made from the floor of the meeting and a majority of all votes cast shall be necessary for election.

6.205 Each chapter officer shall serve for a period of one (1) year. Chapter officers shall serve without compensation.

6.206 The President shall preside at all meetings of the chapter and shall be a nonvoting member of all chapter committees which shall be appointed by the President. The President shall sign all checks for monies disbursed and shall sign all contracts and other instruments of business incurred by the chapter. The President shall be responsible for filing a Fall Activity Report and Chapter Summary Report to the National Headquarters. In addition, the President shall be designated as the official representative of the chapter whenever such representation shall be required.

6.207 The Vice President shall, in the absence of the President, preside at meetings of the chapter and shall advance the purpose of the Sorority as stated in the Preamble of the Constitution by promoting the work of the chapter as performed by its several officers and committees. The Vice President shall be responsible for the education, training, and initiation of all members of the chapter.

6.208 The Secretary shall record the minutes of all meetings of the chapter and shall sign all contracts and other instruments of business incurred by the chapter. The Secretary shall maintain a permanent record of each member of the chapter, including name, address, phone number, and instrument played. In addition, the Secretary shall prepare and send news items to the National Executive Director and shall be responsible for all chapter correspondence.

6.209 The Treasurer shall control the receipts and disbursements of all monies of the chapter, and shall submit recommendations concerning the financial policies of the chapter as may be required. The Treasurer shall sign all checks for monies disbursed. In addition, the Treasurer shall be responsible for the collection of the monies for and ordering of all regalia from the National Executive Director of the Sorority.

6.210 Each officer, except the President, shall have one vote at all meetings of the chapter. The President shall only vote when the vote is by secret ballot, or when

her/his vote will affect the result.

### 3. Finances

6.301 All monies of the chapter shall be received and expended by the chapter Treasurer.

6.302 The fiscal year for the chapter shall be determined by the chapter and this information filed in the National Headquarters.

6.303 The financial policies of the chapter shall be governed by a budget adopted at least once per fiscal year and at a frequency determined by the chapter.

6.304 Income of the chapter shall be derived from annual dues assessed each active member and fundraising projects conducted by the chapter. Dues shall be determined by the chapter but shall include all annual national membership fees as determined by the National Chapter and payable to the Tau Beta Sigma Sorority on or before September 30 of each year.

6.305 Each chapter shall pay an annual national chapter fee as determined by the National Chapter which is payable to the Tau Beta Sigma Sorority on or before September 30 of each year.

### 4. Committees

6.401 The Standing Committees of the chapter shall be: Committee on Service, Committee on Membership, Committee on History, Committee on Ways and Means, and Committee on Ritual and Regalia. Other Committees may be established as deemed necessary by the needs of the chapter.

6.402 All Committees shall be appointed by the chapter President and shall consist of as many members as the President deems necessary.

6.403 Members of Committees shall serve until relieved of their appointment by the President of the chapter.

### 5. Meetings

6.501 A regularly called meeting of the chapter shall be held at least once each month during the regular academic school year of the college or university where the chapter is located. Meetings may be held more frequently when deemed advisable by the chapter. The exact time of the meeting shall be determined by the chapter.

6.502 Special chapter meetings may be called upon favorable vote of seventy-five (75) percent of the active members of the chapter or upon recommendation of the chapter President approved by a fifty (50) percent vote of the chapter officers.

6.503 Each chapter shall define their quorum according to the current edition of Robert's Rules of Order, Newly Revised.

6.504 In general, the order of business of all chapter meetings shall be:

- a. Opening Ceremonies
- b. Reading of Minutes
- c. Report of Chapter Officers
- d. Unfinished Business
- e. New Business
- f. Report of Committees
- g. Closing Ceremonies

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

### 6. Membership

6.601 Chapter membership shall consist of seven (7) types: Active, Conditional, Inactive, Associate, Honorary, Alumni, and Life Membership; and shall not be recognized by the chapter until all initiation fees have been paid and the initiation, as prescribed by ritual, completed.

6.602 ACTIVE. All active members of the Sorority shall be college or university students who are enrolled/actively participating in the band and have paid their current membership dues for the year. In the event a member of the Sorority is unable to enroll/actively participate in band, the person may continue as an active member for the academic term provided chapter members and sponsor so desire. An exception must be approved by the National President. Active members are eligible to hold office, serve on committees and take part in all business and social affairs of the chapter. Voting privileges will only be given to active and associate members.

6.603 A member of Kappa Kappa Psi who has ever held active status in Kappa Kappa Psi is not eligible for active membership in Tau Beta Sigma.

6.604 CONDITIONAL. Conditional status in the Sorority may be maintained for up to one (1) academic year by a formerly active member in good standing. Conditional status may be requested by an Active member, in writing, from the chapter when conflicts arise because of work or class schedules and thus prevent the student fulfilling the requirements for active membership. The request shall be approved by the Sponsor and Director of Bands. The definition and term for Conditional Status shall not be altered on the local chapter level, nor shall Conditional status be imposed upon Actives to meet obligations. Conditional members may attend all meetings and functions; however, they are ineligible to hold office or vote. Members who meet these criteria shall be granted Conditional status contingent upon payment of the current year's Member Dues. If after one (1) year, the member has not reclaimed active status or become an Alumni or Life Member, the member will be classified as inactive with the chapter. However, if the member requests more than one (1) year of Conditional status,

a letter of recommendation will be required from the Chapter Sponsor and the Director of Bands, and must be approved by the National Council.

6.605 **INACTIVE.** Former active members who are enrolled in school but do not pay Member Dues will be classified as inactive members. Inactive members are not considered in good standing and therefore, have no active membership privileges.

6.606 **ASSOCIATE.** 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.

6.607 **HONORARY.** In recognition of outstanding ability, accomplishment, or devotion to the best interest of the Sorority, a person can be given Honorary Membership by a chapter. This shall be the highest honor which can be conferred by a chapter. Undergraduates are ineligible for this recognition.

6.608 **ALUMNI.** Active, Associate, or Conditional members become Alumni members of the sorority when they complete their education or terminate their affiliation with their college or university. A person may not hold active membership in a chapter and an alumni association simultaneously. If an alumni member wishes to reactivate, the alumnus must be a student, be enrolled in the university's band, and meet the requirements as an active member of the local chapter.

6.609 All members and membership candidates must meet local campus organizational membership policies.

6.610 Membership Candidacy in the Sorority may be offered to students enrolled/actively participating in the college or university band. They shall possess unusually good character, and they shall be outstanding persons of leadership on the campus.

6.611 Any member of the Sorority shall be permitted to propose the name of a person eligible to become a membership candidate at chapter meetings. A three-fourths (3/4) vote of the total eligible voting membership shall be required to elect a person to membership candidacy.

6.612 Before becoming eligible for active membership, a membership candidate must complete a Membership Education Program as prescribed by the chapter. If a membership candidate fails to meet the requirements of the chapter or Sorority, her/his candidacy may be terminated for that academic term by a two-thirds (2/3) vote of the chapter's total eligible voting membership.

6.613 The maintenance of the fine tradition of

quality membership shall be the sole responsibility of the initiating chapter. The chapter Secretary shall be responsible for notifying the National Headquarters of all initiations by use of the "Initiate Registration Form" which must be submitted with date of initiation and current initiation fee. The candidate shall not be considered initiated until the name and proper initiation fee have been received by the National Executive Director and until it has been recorded in the Master Roster at the National Headquarters.

6.614 The national initiation fee shall be paid to the proper chapter officer who will see that it is forwarded to the National Headquarters with a properly completed initiate form. The initiation fee shall entitle the initiate to receive a membership certificate, membership card, and a gold recognition pin, all to be supplied by the National Executive Director. In addition to the above, the initiation fee fulfills national membership fee requirements during the current academic year.

6.615 The initiation fee for each honorary member initiated by a chapter shall be submitted to the National Headquarters with an "Initiate Registration Form." The National Executive Director shall provide a special membership certificate, identification membership card, and gold recognition pin. Additional jewelry for honorary members may be purchased by the chapter if deemed advisable.

6.616 **LIFE.** Alumni or senior members, upon payment of Life Membership fees together with 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. If application for Life Membership is requested within two (2) years of graduation, it must have chapter approval. Purchase of a Life Membership by a senior does not exempt a person from payment of annual membership dues during the senior year.

6.617 Disciplinary action of a member may consist of probation, suspension, or expulsion. Any such disciplinary action shall be left to the discretion of the local chapter and Chapter Sponsor.

6.618 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 Executive Board shall consult with the Chapter Sponsor before placing a member on probation. A member shall be placed on probation by a majority vote of the chapter's Executive Board. A member of the Executive Board shall inform the member of the probationary status and prescribe the terms and conditions (as prescribed by the Executive Board) 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.

6.619 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.

6.620 A suspended member who does not successfully meet the obligations specified pursuant to Section 6.619, 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.

6.621 Any member of a Tau Beta Sigma chapter who has recently been an active member of that chapter is, upon transferring to another school, eligible to become an active member of the chapter. Active membership will be granted to the candidate upon enrollment in the band program at the new school, presentation of current membership card, written recommendation from the candidate's previous chapter, a simple majority approval of the total eligible voting membership of the new chapter, payment chapter dues, and meeting the existing grade point requirement of the new chapter. If a written letter of recommendation from a member's previous chapter is not available, the new chapter's District Counselor must be contacted to research the transfer request. The District Counselor's decision will be made within thirty (30) days.

## 7. Delegates and Proxies

6.701 A Delegate, Alternate Delegate, or Proxy shall represent each chapter at each District and National Chapter Convention. In the absence of a Delegate and an Alternate Delegate to a National Convention or District Convention, each chapter may designate the Alternate Delegate of another chapter in attendance at the Convention to serve as Proxy. A written Proxy must be submitted to and approved by the Convention President no later than one week prior to the opening session of the Convention. The chapter issuing the proxy and the chapter designated as the proxy holder must be active and in good standing with the National Headquarters. All proxies not meeting the above requirements are void. All seats of chapters in good standing with the National Headquarters that are vacant shall be filled alphabetically with proxies from the chapters present.

6.702 The active members of a chapter shall elect its delegates at a regularly called meeting of the chapter.

6.703 Each chapter delegate shall be an active member of the Sorority in good standing at the time of election. Each Delegate shall possess more than ordinary business ability and shall be capable of representing the chapter under all conditions at the Convention to which delegated. Each delegate shall have the best interests of the Sorority at heart and shall be willing and able to devote the necessary time to the execution of the duties imposed.

6.704 The election of chapter delegates to the regular District Convention shall be held at least thirty (30) days prior to the opening date of the Convention. The election of chapter delegates to the National Convention shall be held at least sixty (60) days prior to the opening date of the Convention.

6.705 Each chapter delegate shall make the necessary arrangements to be in attendance at each session of the Convention to which delegated and shall be prepared to take an active part in the business of the Convention and to execute such duties as may be imposed by the Convention.

6.706 Chapter delegates shall serve without compensation. Expenses of chapter delegates, when authorized by the chapter, shall be paid by the chapter upon presentation of a written statement approved by the Chapter President and Treasurer.

## 8. Reports

6.801 All reports to the National Headquarters shall be typewritten and a duplicate copy maintained in the chapter file.

6.802 All reports of the chapter shall be submitted to the National Executive Director in writing at times

specified by the National Headquarters and on forms prescribed by the National Headquarters.

6.803 The chapter constitution and/or bylaws and Membership Education Program shall be submitted with the Chapter Summary Report during the even numbered years.

## VII. Alumni Association

7.101 The goal of the National Alumni Association is to promote the ideals set forth in the National Constitution of Tau Beta Sigma; therefore, the Alumni Associations shall not in any way interfere with the local active chapters.

7.102 All Alumni Associations will fall under the jurisdiction of the National Alumni Association and the Constitution of the National Alumni Association. The Tau Beta Sigma Board of Trustees has direct authority over

the National Alumni Association and its members.

7.103 Alumni Associations or individual alumni may not utilize the name of the Sorority in any form unless authorized by the National Council and National Alumni Association.

7.104 The Tau Beta Sigma members of the National Alumni Association Board shall be eligible to vote during the elections for the Board of Trustees at the National Convention.