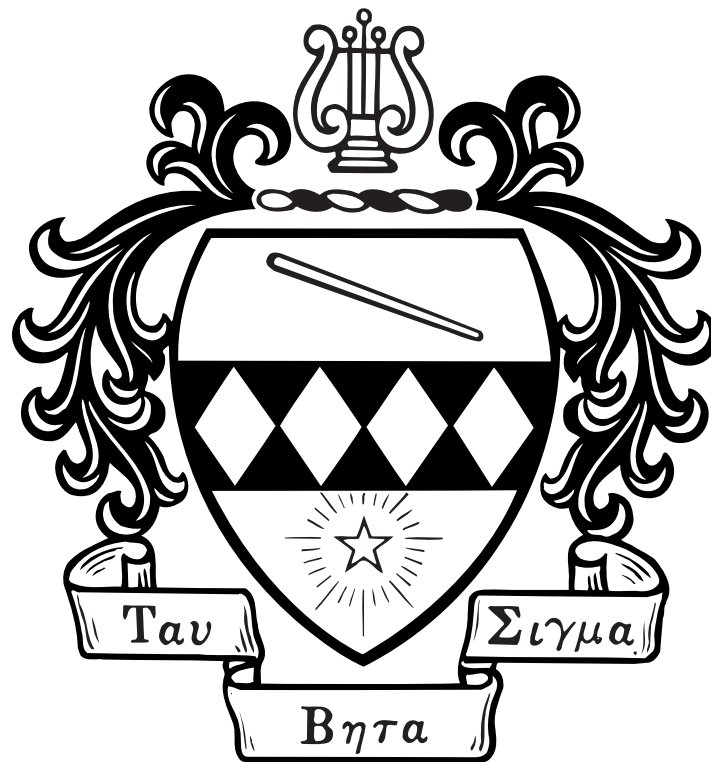


OFFICIAL

# CHAPTER OPERATIONS HANDBOOK



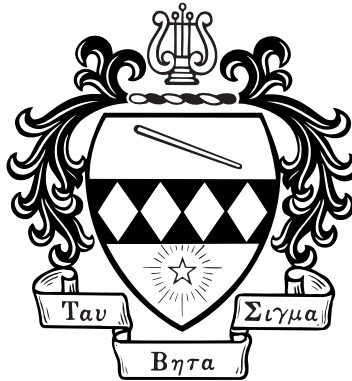
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**TAU BETA SIGMA NATIONAL HONORARY BAND SORORITY**  
**2017-2019 EDITION**

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KAPPA KAPPA PSI & TAU BETA SIGMA NATIONAL HEADQUARTERS  
PO BOX 849 • STILLWATER, OK • 74076-0849  
TELEPHONE: (405) 372-2333 • FAX: (405) 372-2363 • KKYTBS@KKYTBS.ORG  
WWW.TBSIGMA.ORG

# FOREWORD



The CHAPTER OPERATIONS HANDBOOK was developed as a tool for chapters, chapter officers, and chapter sponsors. Review this handbook carefully, as it contains valuable information. Previous editions of this book should be discarded.

All reports submitted to National headquarters must be processed through the Online Membership Records System (OMRS), available at <http://online.kkytbs.org>.

Your first function as chapter officers should be to meet as an executive team with your sponsor to read through and discuss the materials contained in the handbook. It is a must that the handbook be retained in an accessible place and referred to frequently during the year. Additional copies of the handbook may be purchased from the National Headquarters or downloaded from the national website. When questions arise which are not answered by information in the handbook, please consult with your sponsor.

If your sponsor cannot answer your question, contact the National Headquarters at 1-800-543-6505.

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# OFFICER'S CHECKLIST

One of the rockiest times for a chapter is during leadership transitions from year-to-year. Chapter issues can often be traced back to a time when an outgoing officer or committee head has graduated/left school or completely disappeared with pertinent information to that office. As a chapter, you can start official notebooks that are updated each year with all of the basic information needed to run a particular office.

As a best practice, your outgoing officers should provided an updated Officer notebook or thumb drive to the new officer and go over the information within it with the new officer. An additional safeguard to physical notebooks is to develop a chapter Dropbox, or Google Drive where all of your documents can be stored and accessed by appropriate officers.

Officer notebooks aide in officer transition, and should include information such as:

The current national constitution, chapter constitution, national requirements for each office(can be found within this document), list of duties for each office, event and project ideas, templates and advice on taking minutes and maintaining a chapter budget, Contact information for local vendors or points of contact on your campus, and anything else you can think!

**The following checklist should be used as a reminder and as a guide. It is designed to assist you as a chapter officer.**

- ❑ **NATIONAL HEADQUARTERS FORMS:** Proper use of the National Headquarters forms which require an accompanying check will make your job much easier. Sample copies of these forms and instructions for their use are included in this manual. The actual forms must be downloaded from the National Headquarters website.
- ❑ **DATED MATERIALS AND FILES:** Outdated national forms and price lists only cause wasted time and added correspondence. PLEASE DISCARD ALL OUTDATED FORMS AND ANY PREVIOUS EDITIONS OF THIS MANUAL.
- ❑ **FEES AND DUES:** The Chapter Personnel Report and Annual Chapter Fee should be submitted as early as possible and should be accompanied by membership dues for each member. If submitted to the National Headquarters by SEPTEMBER 30, your chapter meets a basic National requirement and is eligible to apply for a Service Certificate. The National Headquarters does not accept half-year membership dues or dues for a person who is not listed on your master roster. Transfer students and/or other name changes should be explained to prevent any delay in processing your active member cards. Every person who participates as a member of the chapter must have an active membership card. Failure to report by the September 30 deadline will result in a 25% late fee and the chapter being placed on probation (see "Chapter Personnel Update," pages 24-25).
- ❑ **INITIATE REPORTING:** The proper registration of new members requires timely reporting. Failure to report new members within 30 days of the date of initiation will result in a 25% penalty being assessed and delays proper recognition of new members. Accurate and complete paperwork, including initiation date, is required to process new member materials.
- ❑ **OTHER REPORTS:** Two (2) reports must be submitted to the National Headquarters each year. The chapter president has responsibility for submitting the Fall Activity Report no later than DECEMBER 1, and the Chapter Summary Report no later than JUNE 1.
- ❑ **OFFICIAL CHAPTER E-MAIL ADDRESS:** The National Headquarters has created a free and permanent e-mail account for each chapter. Make sure you have claimed your official e-mail address, and use this account for all e-communications with National Headquarters. See page 4 for further details.
- ❑ **OFFICER AND CHAPTER UPDATE:** Each time new officers are elected and installed, the National Headquarters should be notified through use of the Officer and Chapter Update Form in OMRS. It is the responsibility of the chapter president to see that this information is

# OFFICER'S CHECKLIST

submitted to the National Headquarters. Please brief the new officers on chapter operations and be sure they are familiar with OMRS.

❑ **NATIONAL CHAPTER DIRECTORY:** Directory information is collected throughout the year in order to update the online National Chapter Directory. Please inform the National Headquarters of all changes of mailing addresses, e-mail addresses, and telephone numbers using the Officer and Chapter Update in OMRS as soon as possible. The Directory will be only as current as the information submitted.

❑ **NATIONAL PUBLICATION:** The PODIUM provides your chapter an opportunity to have your articles published in a national magazine. Articles worthy of publication are personality profiles, outstanding projects or activities, editorial comments and articles on specific topics related to the band member experience. Copy deadline dates are December 1 and May 1. The PODIUM is delivered to your chapter in a bulk shipment by UPS (United Parcel Service). UPS requires a physical address for delivery and cannot deliver to a US Postal Service box. Make sure you have a correct UPS mailing address on file at the National Headquarters to insure proper delivery. When The PODIUM is delivered to your chapter, PLEASE be sure that copies are distributed to all members.

❑ **NATIONAL AWARDS:** Nominations for awards may be submitted throughout the year to the National Headquarters. Specific information on awards is located on pages 48-49; additional information can be found in the Guide to Membership.

❑ **CHAPTER MINUTES:** Minutes should be typed and kept both as a hard copy and in an electronic filing system for future reference. Place the hard copy in the chapter binder or some other permanent file. Minutes do not need to be sent to the National Headquarters.

❑ **CORRESPONDENCE:** Date all correspondence originating from your chapter and be sure to retain a copy for your files. This is especially important with all reports and correspondence filed with the National Headquarters. Copies may be needed when you are asked to verify a report

or track down missing correspondence. Be sure to retain a copy of all forms submitted to National Headquarters for your files.

❑ **SUPPLIES:** Check your supply of materials provided by the National Headquarters. If you need any items, please notify your Treasurer so she/he may order them. Allow 2-3 weeks for delivery.

❑ **TREASURER REPORTS:** A report of the chapter treasurer should be given at each meeting. Be sure to report what you have accomplished and not what you intend to accomplish. Your report to the chapter does not need to be lengthy; it could be as simple as the following:

Balance of Last Report    \$ \_\_\_\_\_  
Deposits                            \_\_\_\_\_  
Checks Written                    \_\_\_\_\_  
Current Balance of                \$ \_\_\_\_\_

Please be sure to retain a copy of every financial transaction. It is important to stay current and to be prepared to assist your successor when your term of office has ended.

❑ **JOIN THE NATIONAL LISTSERVE:** The email address you provided in OMRS is tied to our National Listserve. Please make sure that this is an email address you check regularly as announcements and important updates from your National Leadership will be shared via the National Listserve.

❑ **FOCUS ON FIVE CAMPAIGN:** This is the yearly campaign designed to encourage each chapter's participation in Tau Beta Sigma National Programs. At the beginning of each school year, chapters should appoint a Focus On Five Liaison. This person will be responsible for keeping up with the campaign that year and will serve as the representative in all matters pertaining to Focus On Five. This person will be required to join the Tau Beta Sigma Focus On Five Facebook Group.

# SPECIAL HINTS

# CHAPTER E-MAIL

1. Whenever you send money to the National Headquarters, there will be a receipt issued in return.
2. ALLOW THIRTY (30) WORKING DAYS (SIX CALENDAR WEEKS) FOR RECEIPT OF SUPPLIES OR MEMBERSHIP MATERIALS (PINS, CARDS, AND CERTIFICATES). If you do not receive your order within thirty (30) working days, please notify the National Headquarters.
3. Please be sure to file all reports on time and respond promptly to all requests for information from the National Headquarters. NO RESPONSE MEANS DELAYS.
4. During the academic year, you can expect to hear from the National Headquarters on a regular basis. Please post and pass along all information to the membership.
5. Accurate record keeping is the key element to success.
6. Be absolutely certain to stay current and to retain copies of every financial transaction, every report, and every mailing.
7. When in doubt, write, telephone, or email the National Headquarters at:  
Kappa Kappa Psi & Tau Beta Sigma National Headquarters  
Post Office Box 849  
Stillwater, OK 74076-0849  
(405) 372-2333  
kkytbs@kkytbs.org
8. All orders must be accompanied by full payment. No shipments will be made without payment included, unless the chapter has verified with National Headquarters that there is money in your account. Telephone or fax orders will be accepted with credit card information. Please be sure all necessary information is included with your fax. Forms requiring signatures will only be accepted by mail or fax ---do not attempt to email this information.

**NEVER SEND CASH THROUGH THE MAIL.**

In order to facilitate communication between chapters and the National Headquarters and to help chapters who are not able to create their own e-mail address, an official e-mail account has been created for every chapter. This account is free and permanent, with an easy-to-remember address, and because it belongs to the chapter and not to a particular individual, your chapter will not have to change its e-mail address when personnel or officers change. Your official chapter e-mail address is simply the name of your chapter spelled as one word in lower case letters, followed by “@tbsigma.org” (for example, “iota@tbsigma.org”).

You must activate your account in order to use it. To activate it, simply e-mail [feedback@tbsigma.org](mailto:feedback@tbsigma.org) and inform them that you wish to activate your official chapter email account. You will be given instructions on how to activate it and change the password.

We suggest that the account be claimed by the Chapter President, although it can be claimed by any officer. We also strongly recommend that you create a new password for your account and record it for safe-keeping.

Once you have activated your e-mail account, please notify National Headquarters so that the address can be listed in the on-line Chapter Directory.

You can use your existing e-mail application with this account. You can also check your chapter e-mail from any computer anywhere with a web browser, simply by going to the Tau Beta Sigma E-mail page on the National Headquarters web site (<http://www.kkytbs.org>) and entering your user ID and password (your user ID is the first part of your e-mail address). Be sure and record your password in a safe place so that future officers can access the account after your term of office expires!

# SPONSOR

The sponsor should be the liaison between the chapter and the college or university music/band faculty. The sponsor acts as an advisor to the Chapter President and members of the chapter concerning operations and activities of the chapter. They should be familiar with all of the local institution regulations and policies as well as those of the national organization. On some campuses the sponsor can be legally liable for any actions incurred by the organization.

## KEY AREAS OF RESPONSIBILITY

### Chapter Operations

- Attend meetings and functions of the chapter.
- Work closely with the chapter president and other officers.
- Be aware of all activities: social, ritual, service, membership education, or prospective member recruitment.
- Sign all checks for monies disbursed. To protect your chapter's funds, be sure your chapter's checking account has at least two people designated to sign all checks. The chapter may choose to have the chapter president, chapter treasurer and the chapter sponsor as authorized signatures.
- Review the chapter financial statements on a regular basis.

### Communications

- Communicate regularly with President.
- Communicate regularly with Executive Council.
- Communicate regularly with membership.
- Communicate regularly with Director of Bands and/or university faculty.
- Communicate regularly with District Counselors and District Council.
- Communicate when needed with the National Council and Headquarters.

### Membership Education Program

- Approve dates of prospective member recruitment.
- Review and approve Membership Education Program activities.
- Advise in the membership selection process.
- Attend rituals.

### Reports

- Review and endorse the following reports:
  - Chapter Personnel Report (due 9/30)
  - Fall Activity Report (due 12/1)
  - Chapter Summary Report (due 6/1)

- Initiate Registration Form (due within 30 days following initiation)

### Goals

- Set annual and long-range goals for the chapter with chapter officers and members.

## FROM THE NATIONAL CONSTITUTION

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.

# PRESIDENT

As the highest elected official of your chapter, you have taken on a great opportunity and challenge for the coming year. Because of your leadership abilities, the members of your chapter have chosen you to help mold their projects and activities into successful and rewarding events. Be prepared to lend the necessary spark and to coordinate talents when needed. It is also your duty to see that each of your chapter officers is doing her/his job. If this is accomplished, you may be assured that your chapter is maintaining a positive working relationship with the National Headquarters and is an asset to your band program.

There will be times you must put your real leadership abilities to work — patience, perseverance, and the ability to forgive. You must try to remember that the most important thing is to correct the problem and then move on to better things. Continue to work, to grow, to remain active, and to inspire those who are looking to you for leadership.

The National Headquarters Staff is interested in you and is prepared to help whenever necessary. We would like you always to feel that there is a direct communication line between you and the National Headquarters. This line of communication can be no stronger than you wish to make it. If we may be of some special assistance to you during your term of office, please be sure to e-mail, write, or call.

## KEY AREAS OF RESPONSIBILITY

### Chapter Meetings

- Develop agenda for meetings.
- Preside at chapter meetings.
- Know and use Parliamentary Procedure.
- Keep chapter sponsor very well informed.
- Appoint all standing and special committees.
- Be ex officio member of all committees.
- Sign all contracts and other instruments of business incurred by chapter.
- Provide leadership and assistance to all chapter activities.

### Leadership

- Enforce the Policy on Hazing during the membership process, and throughout the school year.
- Enforce the Policy on Alcohol & Controlled Substances at all organizational functions and activities.

- Uphold the Policy on Discrimination to promote inclusion in the chapter.
- Keep an up to date and accurate notebook or electronic records to be handed down to next president during officer transition.

### Goals

- Set annual and long-range goals for the chapter with chapter officers, sponsor, and chapter members.
- Follow up on progress in attaining goals.

### Communication

- Communicate regularly with Sponsor.
- Communicate regularly with Director of Bands.
- Communicate regularly with Kappa Kappa Psi president if they are on your campus.
- Communicate regularly with chapter officers.
- Communicate as needed with District Officers.
- Communicate as needed with National Officers.
- Insure that all officers are fulfilling the responsibilities of their office.

### Reports

- Submit the Chapter Personnel Report, along with all required dues and fees, to the National Headquarters by SEPTEMBER 30.
- Submit the Fall Activity Report to the National Headquarters by DECEMBER 1.
- Submit the Chapter Summary Report to the National Headquarters by JUNE 1.

## REVIEW YOUR CHAPTER CONSTITUTION FOR ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES.

### FROM THE NATIONAL CONSTITUTION

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.



# VICE PRESIDENT

Your election to the office of Vice President makes you responsible for two of the most important areas in a sorority: coordinating the chapter membership education program and being in charge of the Ritual and its presentation.

Your actual duties start right after the chapter decides when to select its prospective members. Several pressing issues face you. Whom shall we select as prospective members? How many? How do we identify and notify our candidates? What is the proper procedure for carrying out a Membership Education Program? How are Ritual arrangements made?

Your chapter is required to create and maintain a Membership Education Program Manual that is submitted annually for approval by your District Counselors. Your Chapter MEP will include your chapters philosophy on membership intake, the activities in the recruitment and education process, and all items of the education process including tests, service activities, and sisterhood activities. For a list of all of the items required in the MEP visit the Guide to Membership Education. The MEP must be updated and approved by your district counselors prior to any membership intake. Failure to submit a MEP or conducting membership activities prior to approval will result in you chapter being placed on probation.

Many years of experience have proven that the way in which your prospective members are handled will determine the future of your chapter. Therefore, great thought and care must be given to determine the purpose of the Membership Education Program and to construct a practical philosophy towards inducting candidates into your society. Equal care must be given to scheduling and programming membership education activities so that your candidates, as well as the active members of the chapter, know what is expected of them.

Start planning today! If you don't have the answers after reading the following information, visit with former officers of your chapter and meet with your sponsor. It is impossible to over emphasize the importance of your position as the coordinator of the Membership Education Program and the need for membership education activities that stress both leadership and service. The National Organizations cannot condone or accept activities that deviate from those which are aimed at constructive membership education

and instruction. This handbook instructs you to seriously consider the planned activities of your Membership Education Program, to inform your chapter sponsor of these activities, and to secure her/his approval of these activities. It is your responsibility to have your Membership Education Program approved by your District Counselors each year before you begin membership intake.

## FROM THE NATIONAL CONSTITUTION

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.

## VICE PRESIDENT OF MEMBERSHIP AND EDUCATION KEY AREAS OF RESPONSIBILITY

- Preside at chapter meetings in the absence of the Chapter President.
- Keep in contact with Chapter President about Chapter goals.
- Know and be able to use parliamentary procedure.
- Create and Maintain chapter Membership Education Program and Manual.

### Membership Education Program

- Outline goal of membership education clearly.
- Outline membership education activities to meet these goals.
- Understand fully the sorority's policies on hazing, controlled substances, and discrimination.
- Learn and understand the policies on hazing, controlled substances, and discrimination set by your school and your state.
- Attend and supervise all Membership Education Program meetings and activities.
- Report prospective member progress to the chapter regularly.
- Oversee the continuing membership education of active members.

### Ritual

- Oversee the upkeep and safety of all chapter Ritual and Regalia materials.
- Coordinate the practice and performance of all chapter Rituals.

# VICE PRESIDENT

## OTHER TYPES OF VICE PRESIDENTS

While each chapter can elect to have more than one vice president, the first vice president should be the Vice President of Membership. Other Vice Presidents that a chapter can have include the Vice President for Special Projects, or others that you feel your chapter needs.

## VICE PRESIDENT OF SPECIAL PROJECTS KEY AREAS OF RESPONSIBILITY

### Service Projects

- Coordinate Band and Community service projects for your chapter
- Create budget for service projects
- Communicate with chapter members, officers, and Sponsor and Director of Bands to plan and execute events

### Special Projects

- Work with Focus on Five liaison to create events and complete projects for participation with National Programs
- Develop and execute any special projects your chapter may be asked to create or complete

### Sisterhood/Social Events

- Plan and facilitate Sisterhood events for your chapter

# SECRETARY

As the Secretary of your chapter you are the connecting link between your chapter and the National Headquarters. Chapter members will look to you for information concerning activities, projects, membership status, and information from the National Headquarters. If you are performing the duties of your office in an efficient manner, then your chapter will maintain a position of stability and growth.

If the National Headquarters can be of assistance to you, please feel free to contact us. Our function is to make your work as easy and enjoyable as possible. Prompt communication will ensure a positive working relationship, and should require a minimum amount of time. In some chapters there is a recording secretary and a corresponding secretary. In other instances, there is just one secretary. The following are recommendations for individual recording and corresponding secretaries.

## FROM THE NATIONAL CONSTITUTION

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.

### **RECORDING SECRETARY KEY AREAS OF RESPONSIBILITY**

- Record minutes of chapter meetings.
- Type and distribute minutes according to chapter constitution regulations.
- Take attendance at all activities and events.
- Compile and distribute chapter roster or membership directory.
- Maintain a permanent record of each member of the chapter. Include name, school and home addresses, chapter number, and instrument played.

### **CORRESPONDING SECRETARY KEY AREAS OF RESPONSIBILITY**

- Communicate with other chapters, especially those in your district.
- Submit articles to The PODIUM (see page 35).
- Submit articles to district publications.
- Be sure that those in your chapter wishing to submit articles to The PODIUM, or district publications are aware of all deadlines (see page 35).
- Prepare and submit the new officers' list immediately following new officer installation. Use the OMRS (<http://online.kkymb.org>) to update any chapter information.

# TREASURER

Handling money is always a tremendous responsibility, but handling other people's money represents an even greater responsibility. By electing you, your fellow members are implying that you are one person they feel would be punctual, persistent, and fair in collecting, disbursing, maintaining and accounting for their funds. It cannot be emphasized enough that the treasurer must stay current with the bookkeeping procedures she/he has agreed to undertake. You must post receipts and disbursements on a regular basis. You must assist the president in collecting and submitting your membership dues and chapter fees on time in order to avoid a 25% late fee. Your chapter is not activated for the year until your Chapter Fee and Member Dues have reached the National Headquarters. Chapters are placed on probation by the National Headquarters for failure to pay Chapter Fee and Member Dues by the SEPTEMBER 30 deadline.

As Treasurer your responsibility and the obligations of your office cannot be over-emphasized. The following suggestions are made in an attempt to assist you with your many responsibilities. When in doubt, ask other chapter officers and/or your chapter sponsor for advice.

## KEY AREAS OF RESPONSIBILITY

### Chapter Operations

- Create and maintain annual chapter budget with Chapter Officers.
- Once the chapter budget has been created for the year, all chapter treasurers are required to send it to their District Counselors.
- Control the receipts and disbursements of all monies of the chapter.
- Submit recommendations concerning the financial policies of the chapter as may be required.
- Sign all checks for monies disbursed. To protect your chapter's funds, be sure your chapter checking account has at least two people designated to sign all checks. You might choose to have the chapter president, chapter treasurer, and chapter sponsor as authorized signatures.
- Although most banks will allow you to apply for ATM cards, do not apply for them in order to ensure the safety of your chapter funds.
- Be responsible for keeping records of all chapter finances.
- Retain a copy of every financial transaction.
- Provide the chapter financial report at each meeting.

- Contact your University Accounting Services early enough to requisition funds (where applicable) before deadline.

### National Operations

- Submit the annual Chapter Fee and Membership Dues by SEPTEMBER 30. Failure to submit dues within 30 days of deadline will result in a 25% late fee.
- Submit the Initiate Registration Form with Initiate Fees within 30 days of initiation. Failure to submit dues within 30 days of deadline will result in a 25% late fee.
- Properly use all National Headquarters forms and retain a copy for chapter files.
- Prepare supply orders. Be sure to include the full payment with order.
- Make sure all forms submitted to National Headquarters have the proper signatures.

## FROM THE NATIONAL CONSTITUTION

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.

# APPOINTED POSITIONS

# STANDING COMMITTEES

The following positions, while not required, may be helpful to the efficient operation of your chapter and are the most common among current chapters. Each position is appointed by the chapter president and are not elected officials.

## **HISTORIAN**

The duties of this office include maintaining a written and pictorial record of the activities of the chapter and band. In some instances, the historian may submit articles for The PODIUM and district publication.

## **ALUMNI SECRETARY**

This officer position should coordinate alumni activities with the chapter, keep updated files of alumni, and assist the Tau Beta Sigma Alumni Association (TBSAA) and their local affiliates as necessary.

## **PARLIAMENTARIAN/SERGEANT-AT-ARMS**

The officer holding this position should be familiar with and able to implement Roberts' Rules of Order and know the proper way to conduct a meeting.

## **WEBMASTER**

This officer shall be responsible for maintenance of the Chapter Website and for keeping up with the information posted to the National & District websites.

## **FOCUS ON FIVE LIAISON**

This person will be responsible for keeping up with the campaign that year and will serve as the representative in all matters pertaining to Focus On Five. This person will be required to join the Tau Beta Sigma Focus On Five Facebook Group.

Standing committees are vital tools for managing the work of your chapter and providing leadership training opportunities for your members. Mandatory standing committees as listed in the National Constitution (6.401) are:

- Service
- Membership
- History
- Ways and Means
- Ritual and Regalia

Other Committees may be established as deemed necessary by the needs of the chapter; some possibilities include:

- Alumni
- Fundraising
- Publications
- Scholarship
- Public Relations
- Social
- Sisterhood and Spirit

This list is not complete or all-inclusive, nor is every committee listed, except for those mandated by the National Constitution, necessary for efficient chapter operations. These are simply the most commonly used standing committees. Your president can decide which are necessary. She/he should also appoint the chairperson for each standing and special committee.

Remember to provide balance and good leadership training opportunities for the active members of your chapter. One suggestion is to let members, other than officers, serve as committee chairs. In addition, committee members (even the chapter's newest members) can be assigned a lead role on specific committee projects. Committees are great training grounds for future chapter leaders.

# SUGGESTED SERVICE PROJECTS

Prior to planning any recruitment activities or social projects for your chapter, please review the Guidelines for Off Campus Activities provided by the Sorority, as well as your University. To ensure the safety of your members and event attendees make sure that your recruitment and social events are held in a neutral space(not someone's private residence), and provide guidance for transportation to and from events.

## SUMMER/FALL

- Coordinate a Parent's Day event for your band (i.e. football game, basketball game, major concert of the year, etc.)
- Provide water for summer band camp
- Provide social activities for band camp (band picnic, swim night, ice cream social, etc.)
- Assist with band registration (making name tags, passing band material, uniform check out, etc.)
- Write or assist band director in writing drill and arrangements for marching band
- Organize and provide a band directory for all band members
- Help move band members in and out of dorms at the beginning of school terms
- Conduct marching band historical forum (to help new members learn the band history)
- Help with drill field set-up and tear-down (yard markers, painting lines on field, setting up podium, etc.)
- Load and unload all band equipment at all events
- Distribute and care for marching band uniforms
- Take uniforms to cleaners for band members
- Build or purchasing marching band tower
- Repainting marching band tower
- Seat covers for stands on game days
- Provide a first aid kit for all band practices and game day events
- Sponsor and assist with Homecoming and alumni events
- Provide first aid bus kits for away trips
- Provide instrument repair kit at all practices and game days
- Work in the music/band office

(assisting with mailings, music, drill copying, etc.)

- Work in the music/band Library
- Clean up the music/band room
- Clean instrument storage facility
- Provide water for practices
- Make game day wake-up calls
- Provide water, fruit, Cokes®, Gatorade®, PowerAde®, sandwiches, etc. for game day activities
- Provide snacks, water, Cokes®, Gatorade®, etc., for visiting bands
- Build or purchase a new podium (marching or concert band)
- Sort music for marching season
- Provide flip folders for all band members
- Provide water, Cokes®, Gatorade®, coffee, donuts, bagels, sandwiches, snacks, etc., for away trips
- Stock and sell band supplies on campus to band members
- Clean of the press box weekly after games
- Purchase or make banners for parades, buses when traveling, etc.
- Coordinate fall dance for marching band
- Coordinate and work at a marching band festival
- Sponsor and assist with band festival
- Sponsor a marching/concert band banquet

## WINTER/SPRING

- Mail band recruiting videos to area high schools for all university music ensembles
- Purchase new instruments for the band/music department
- Resurface chairs for concert hall
- Host a Women in Music Speaker
- Provide new sound equipment for band/music department
- Sponsor and organize a reading

- band to give student conductors practice
- Assist in music/band office (student auditions, mailings, etc.)
- Assist band director in recruiting letters for music department
- Assemble pep band folders
- Clean the orchestra pit
- Clean brass instruments
- Repair instruments for band members
- Usher for concerts
- Distribute and collect folders at concerts
- Help the band office move to a new location
- Host receptions for concerts
- Paint the music/band building or offices
- Clean and maintain band student lounge
- Organize, manage, and usher a jazz, concert, or ensemble festival
- Coordinate and usher solo and ensemble contests (or other music festivals and contests)
- Assist with auxiliary, drum major tryouts
- Repaint music stands
- Clean music chairs and lockers

## COMMUNITY SERVICE PROJECTS

- Play with high school marching, pep, or basketball bands at their games and other events
- Conduct instrument workshops at elementary/middle school/junior high schools
- Assist Girl scouts and Boy Scouts with obtaining their Music Badges
- Play seasonal music for nursing homes, orphanages, band/music Faculty
- Provide pep bands for area public schools, nursing homes, orphanages, band/music faculty, university day care

- Campus-wide community clean-up
- Give blood during blood drives
- Volunteer for YMCA special events
- Clothing drive

- Host an instrument petting zoo at a children's outreach center or after school program
- Donate to Project Save-the-Music

## SUGGESTED FUNDRAISING PROJECTS

### \$0-1000 POSSIBLE EARNINGS

#### SUMMER TO EARLY FALL

- Band birthday cakes and balloons (from parents for members of the band that are far from home)
- Band camp survivor kits (a.k.a Spirit Bags ordered by parents to give to new band members)
- March-A-Thon or March-A-Spot
- Selling donuts, coffee, juice in the band/music office or lobby (this can be done all throughout the year)
- Selling parent sweatshirts and other merchandise for Parent's Day
- Selling corsages and boutonnieres for band parents
- Selling lunches for Parent's Week band members on their birthday)
- Goody boxes for bus trips
- Sell Gatorade © , Cokes © , lemonade, etc., for hot practices
- Pumpkin carving raffles
- Hemming sessions for marching uniforms
- Penny wars
- Car washes
- Food and Coke sales for away game trips
- Movie nights
- Stadium cleanup
- Snack packs for game days

#### FALL TO MID-WINTER

- Sell band videos for the end of marching season
- Work at sporting events on campus (basketball, baseball, etc.)
- Play at high school football games
- Sell band jackets
- Bake sales
- Craft sales
- Picture frame sales for holidays

- Sell cookbooks
- Work at a book fair
- Sell candles
- Breakfast sale
- Coin drive
- Spaghetti dinner

#### WINTER TO SPRING

- Photo sales (sell a full marching/concert band picture and section pictures)
- Silent auction at a band contest
- Usher at concerts
- Valentine Grams
- Roses for Valentine's Day
- Step shows (hosted and sponsored by your chapter and/or jointly with Kappa Kappa Psi)
- Talent shows (hosted and sponsored by your chapter and/or jointly with Kappa Kappa Psi)
- Lip sync contest (hosted and sponsored by your chapter and/or jointly with Kappa Kappa Psi)
- "Pie-In-The-Face" at a major concert or sporting event
- "Direct the Band" contest at band concert
- Sell or raffle a signed football, basketball, baseball, etc.
- Sell or raffle a DVD Player, quilt, tickets to a major art or sporting event, etc.
- Spring Flings
- Help with inventory at a major store (Nordstrom, Dillard's, Kohl's, etc.)
- Host Dance-a-thon
- Fashion show
- Work for a student body election
- Taco sales
- Car hop at a "Classic 50's" drive-in
- Hot dog sales
- Pizza sales
- Sell Coke © , Dr. Pepper © , etc. at workshops, precincts, block

meetings, conventions, etc.

### \$1000+++ POSSIBLE EARNINGS

#### THROUGHOUT THE YEAR

- Selling band merchandise: Marching band shirts, shorts, marching shoes, caps, flip folders, towels, key rings, name tag holders, I.D. holders, personal water coolers, duffel bags, wind suits, band jackets, band windbreakers, sweatshirts, warm-ups, bumper stickers
- Sell merchandise at district and national conventions: T-shirts, sweatshirts, boxer shorts, mesh shorts, hats, caps, towels, pencils/pens, picture frames, handbags, checkbook covers, I.D. holders, key rings, mugs, glass containers, note pads/stationery, coverlets/blankets, bumper stickers
- Sell band/school coverlets/blankets (with band logo, school logo, mascot, etc., to parents, students, faculty, etc.)
- Sell recordings of marching and/or concert band (CD's or tapes)
- Host a solo and ensemble contest
- Host a marching band contest
- Sell t-shirts at either contest
- Working concessions at either contest
- Work for an all-region or honor band contest
- Paid musical gigs (small ensembles, pep bands, etc.)
- Work a major sporting event with concessions or sell programs (baseball games, football games, men and women's college basketball games, etc.)

# SUGGESTED RECRUITMENT AND SOCIAL PROJECTS

## SUMMER/FALL

- Summer retreats (water parks, lakes, rivers, beaches, national state parks, etc.)
- Band Picnic/Cookout/BBQ
- Freshman or Band Mixer
- Welcome Back Bash
- Putt Putt/Miniature Golf
- Camping
- Ice Cream Social
- Swimming Party
- Movie Nights
- Game Nights
- Band Olympics
- Fall Ball/Formal
- Band Banquet
- Roller Skating
- Holiday Parties
- Bowling
- Pizza Parties
- Potluck Meals (Breakfast, Lunch, Dinner)
- Going out to Dinner as a Chapter
- Halloween Booth on Campus
- Hayride/Cookout
- Bandswomen Night Out and/or Bandsmen Night Out
- Formal Tea for Prospective Members
- Trip to the Fair or Carnival
- Singing Practice for Sorority Songs
- Chapter Participate in Talent Show
- Band Slide Show
- Have Yearly Pen Pals With Other Chapters

## WINTER/SPRING

- Attending Art Events (musical concerts, plays, musicals, recitals, etc.)
- Ice Skating
- Activities During Sisterhood Week (Dinner as a Chapter, Bowling Night, Movie Night, etc.)
- Big Sis/Lil' Sis, Big Brother/Lil' Brother Dinner
- Valentine's Day Dinner or Anti-Valentine's Day Dinner
- Softball
- Parent's Weekend (or a Mom's Day, Dad's Day)
- Spring Retreat
- Camping
- Hiking
- Canoeing
- Water Rafting
- Horseback Riding
- Road Trips to other Tau Beta Sigma & Kappa Kappa Psi Chapters
- Laser Tag

- Participate or Attend Step Shows
- Spring Dances
- Scrapbook Parties
- Joint Activities with Kappa Kappa Psi, Sigma Alpha Iota, & Phi Mu Alpha (picnics, softball games, retreats)
- Volley Ball
- Amusement Park Trips (Six Flags, Sea World, Disney World/Land, Cedar Point, etc.)
- Coordinate Bridal & Baby Showers for Members & Alumni
- Sister's Night Out
- Trips to the Zoo
- Attend Athletic Games
- Attend District Workshops, Precincts, Block Meetings, Conventions, District Days, etc.



## **POLICY ON HAZING**

Each chapter is required to host or attend a hazing and risk management workshop prior to September 30th of each school year (October 15th for schools on the quarter system), in order to review these policies. The chapter shall also host a hazing workshop with all Membership Candidates prior to conducting the Ritual of the First Degree.

No chapter, colony, student member, membership candidate or alumnus of Kappa Kappa Psi or Tau Beta Sigma shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense.

Hazing activities are defined as:

“Any action taken or situation created that produces mental or physical harm, discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, line ups for the purpose of intimidation, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, unnecessary road trips, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic or musical achievement; Kappa Kappa Psi/Tau Beta Sigma law, ritual or policy; or the regulations and policies of the educational institution, band program, or applicable state law.”

The chapter shall hold a hazing workshop prior to First Degree. This workshop will inform prospective members of the hazing policy, the chapter membership education program, and a line of communication to follow if the prospective members feel hazing may be occurring. A recommendation for the line of communication is to first contact someone in the prospective member’s chapter (i.e. chapter vice president in charge of the Membership Education Program or big sibling, etc.), followed by the sponsor and director of bands, then the district governor or counselor. The National Headquarters will be made aware of any reports of hazing and will act appropriately. The chapter should understand that their charter will be revoked if hazing is found to be occurring.

## **POLICY ON ALCOHOL AND CONTROLLED SUBSTANCES**

Recognizing its responsibility for the social well-being and welfare of its members; and with the objective that the social atmosphere and environment of its chapters be one in harmony with the spirit and ideas of these fraternal organizations; Kappa Kappa Psi Fraternity and Tau Beta Sigma Sorority adopt this policy related to fraternity and sorority events.

1. The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES during a Kappa Kappa Psi or Tau Beta Sigma event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the organization(s) must be in compliance with any and all applicable laws of the state, province, county, city, institution of higher education, and band program and must comply with the Social Event Third Party Vendor Checklist. [Download Checklist here]
2. No alcoholic beverages may be purchased through or with Kappa Kappa Psi or Tau Beta Sigma funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter (i.e. pass the hat or collection). The purchase or use of a bulk quantity or common source(s) of alcoholic beverage (i.e. kegs, cases, or open bars) is prohibited. Also, Kappa Kappa Psi or Tau Beta Sigma chapters are prohibited from hosting BYOB events.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity or sorority, without specific invitation, where alcohol is present, are prohibited. All social events with alcohol must have an enforced guest list.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale, or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES during any Kappa Kappa Psi or Tau Beta Sigma event or at any event that an observer would associate with the organization(s) is strictly prohibited.
6. Kappa Kappa Psi or Tau Beta Sigma chapters may not have any alcoholic beverages at any chapter business meeting or service event. Chapters may not provide alcohol for any fundraising event. Chapters

may not promote any non-Kappa Kappa Psi or Tau Beta Sigma event where alcohol is being provided or uses alcohol as an incentive to promote any events. This includes using social events/parties as fundraisers where alcohol is present.

7. No chapter(s) of Kappa Kappa Psi or Tau Beta Sigma may co-sponsor an event with a tavern (tavern defined as an establishment generating more than one-half of annual gross sales from alcohol) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at, or on the property of a tavern as defined above for purposes of fundraising. However, the chapter(s) may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

8. No chapter(s) of Kappa Kappa Psi or Tau Beta Sigma may co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.

9. All recruitment activities or new member events associated with any chapter(s) of Kappa Kappa Psi or Tau Beta Sigma will be non-alcoholic. No recruitment activities or new member events associated with any chapter may be held at or in conjunction with a tavern, as defined in this policy.

10. No member or prospective member/membership candidate shall permit, tolerate, encourage, or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor, or alcoholic beverages; the practice of consuming shots equating to one’s age; “beer pong;” “century club;” “dares;” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the rapid consumption of alcohol.

11. No alcohol shall be present at any prospective member/membership candidate activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities / “big sister – little sister” events or activities, “family” events, or initiation.

## **POLICY AGAINST DISCRIMINATION**

The Kappa Kappa Psi Fraternity and the Tau Beta Sigma Sorority expressly prohibit discrimination by any component part of the Fraternity or Sorority or by any person acting on behalf of the organizations on the basis of race, ethnicity, color, national origin, sex, ability status, religion, age, marital status, veteran status, gender identity or expression, or sexual orientation.

## **POLICY ON MEMBERSHIP CANDIDATE TERMINOLOGY**

At the 1991 National Conventions of Kappa Kappa Psi and Tau Beta Sigma, the national Chapters decided to no longer recognize the word “pledge” or any form thereof as a term to refer to the prospective members of the Membership Education Program. The decision was made at the same time that the Membership Education Programs of the Fraternity and Sorority were revised to promote the positive education of all prospective members throughout the process. In doing so, information within the programs that had any negative connotation suggesting hazing was removed, including any references to the word “pledge.” It is therefore imperative to remove any references to the word “pledge” from all chapter documents, including Membership Education Programs, Constitutions, and any other handbooks on policies and procedures in order to fully comply with the current standards of the National Organizations.

## **POLICY ON SEXUAL MISCONDUCT**

Kappa Kappa Psi and Tau Beta Sigma do not tolerate or condone any form of sexual misconduct on the part of its members, whether physical, mental or emotional. This includes any actions, activities or events, whether on university premises or offsite locations, which are demeaning to a person regardless of their sex or gender expression, including but not limited to verbal harassment, sexual discrimination, and sexual assault.

Chapters and members will operate in such a manner as to exhibit respect, care, and concern. No chapter or any member should encourage, support, or participate in any action which in any manner demeans, belittles, or damages another person.

1. A chapter will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its

members, whether physical, mental, or emotional. This includes any actions that are demeaning to an individual, ranging from assault to harassment or the objectification of individuals.

2. A chapter will not sponsor or participate in any activity, including competitive games, community service, or philanthropic endeavors, activities associated with recruitment, social events, or events that are abusive or demeaning or could be perceived to be abusive or demeaning to others.

3. All chapters will educate its members on this policy each year as part of its review of all Risk Management Policies.

What is sexual misconduct?

Sexual misconduct encompasses unwanted or unwelcome conduct of a sexual nature. Anyone can be a victim or perpetrator of sexual misconduct, regardless of their sex, sexual orientation or gender expression. Sexual misconduct can involve conduct that occurs on campus, off-campus, or via electronic means, including online, by social media, or by text.

Sexual misconduct may include, but may not be limited to, the following:

- Adverse treatment of an individual, including ridicule, based on sex, gender, or gender expression, rather than individual merit.
- Unwelcome verbal, nonverbal or physical conduct of a sexual nature. This can occur in a context of relationship of unequal power.
- Physical sexual acts committed when consent is not received, a person is physically forced, intimidated or coerced into a sexual act, or when a person is physically or mentally unable to give consent. Consent must be freely given. Consent must be the presence of “yes” not the absence of a “no.” Finally, someone who has consumed alcohol or is intoxicated is not able to give clear consent.
- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer emotional distress.

Sexual Misconduct can manifest in a variety of behaviors and it exists on a continuum.

Verbal abuse or sexist behavior may include but is not limited to:

- whistling

- humor and jokes about sex or individual specific traits
- suggestive or insulting sounds
- sexual innuendoes about your or someone else’s personal appearance
- sexual innuendoes about your or someone else’s sexual activities
- demands for sexual favors accompanied by implied or overt threats

Physical abuse may include but is not limited to:

- any inappropriate touching, pinching or patting
- brushing against someone else’s body
- Sexual acts without the consent of the other party
- Sexual acts when the other party is physically or mentally unable to give consent

### **STANCE ON BRANDING/SCARIFICATION**

Branding/Scarification is the modification of the human body through burning, cutting or other types of abrasion to the human skin and other areas. Branding/Scarification has increased risk of infection, slow healing third degree burns, internal injury, unintended permanent disfiguring deformities, and other medical issues. It is seen as causing “physical harm and discomfort” or providing a “physical shock” as outlined in the hazing policy.

The practice of Branding/Scarification or other forms of body modification that are associated with Kappa Kappa Psi/Tau Beta Sigma in an unlicensed environment are “not consistent with academic or musical achievement; Kappa Kappa Psi/Tau Beta Sigma law, ritual or policy; or the regulations and policies of the educational institution, band program, or applicable state law.”

Consequently, those who engage in the act of branding/scarification or other forms of modification in relation to Kappa Kappa Psi/Tau Beta Sigma could be found in violation of Kappa Kappa Psi/Tau Beta Sigma policy and are subject to action from the National Council. This includes forced or coerced body modification at licensed establishments.

Always remember that willingness to consent to behavior is not a defense for hazing.

### **CONVENTION ATTENDANCE POLICY**

As Kappa Kappa Psi and Tau Beta Sigma have moved forward, both organizations have had to confront the realities of risk management. Among those realities is the need to make sure that everyone who

takes part in the offerings of our active organizations must be sharing in the cost of insurance, and registering as a participant who follows our policies, just as our active members must do for their participation. From this point forward, for all six districts' conventions and the National Convention, alumni attending conventions must have either a Life Membership or a current National Kappa Kappa Psi Alumni Association or National Tau Beta Sigma Alumni Association membership.

## **GUIDELINES ON MEMBER PRESENTATION SHOWS**

In order for Kappa Kappa Psi and Tau Beta Sigma to assist chapters with the membership process and to avoid potential problems, all chapters who engage in membership presentation shows (probate shows), regardless of the membership status of the members, must adhere to the following guidelines when presenting members. These guidelines must be followed for the performance and rehearsal of any member presentation show. Please remember that these shows should reflect the mission, values, and policies of Kappa Kappa Psi/Tau Beta Sigma.

1. All Presentation Shows (Probates) must happen in accordance with proper University, Band Program and National Organization Policy and Regulations. Please contact your University Office of Student Affairs or Dean of Students Office to confirm your local campus and university policies prior to the execution of the probate.

2. The Director of Bands or Chapter Sponsor must approve the show material and must be in attendance.

3. Presentation of members must take place no more than thirty (30) calendar days after the members have been initiated into the organization or in accordance with your local university/college policy.

4. If the presentation of members includes a need for space reservations, the local chapter must coordinate with appropriate campus offices and follow all university policies for organizing such an event. This includes, but is not limited to, space/venue reservations, sound restrictions, and other local university policies.

5. All participants should not be forced to participate and must freely agree to participate in

the probate.

6. The show attire worn by the participants should not impede the ability of the participant to move, breathe, or see. (i.e., including the wearing of masks).

7. There will be no vulgarity, sexual explicit material, or profanity. This includes, but is not limited to, inappropriate attire, sexually suggestive moves, cursing, profane gestures, or any material that is not in line with values of Kappa Kappa Psi/Tau Beta Sigma.

8. There will be no verbal attacks, whether intentional or not (i.e. dissing, calling out or slamming), on another individual or organization. This is not in line with values of Kappa Kappa Psi/Tau Beta Sigma.

9. All alcoholic beverages and controlled substance laws/policies of Kappa Kappa Psi/Tau Beta Sigma, the state, province, county, city, institution of higher education, and band program must be followed during the event.

10. All portions of the show must be in line with the National Hazing Policy of Kappa Kappa Psi/Tau Beta Sigma. No abuse will be tolerated. This includes, but is not limited to, verbal abuse, emotional abuse, slapping, kicking, spitting, punching, poking, caning, etc. (canes, paddles, staffs, sticks, etc. may be used as part of the performance, but may not be used as a weapon to harm another individual.)

11. In the event of a fight or physical altercation during the presentation, those involved will be removed immediately, University Police will be contacted, and the students involved will be referred to the proper university office for disciplinary action. If a member of the presenting organization is involved, the presentation will be stopped immediately. Any issues should be reported immediately to the Director of Bands/Sponsor.

12. The duration of the presentation will be no longer than one (1) hour total. The presenting organization will be responsible for ensuring the site used is left in its original condition after use.

Chapters are encouraged to send drafts of proposed Membership Presentation Shows (probates) to their District Governors/Counselors and/or the National Council for review prior to the execution of the

probate to ensure that the show adheres to this policy and to the Kappa Kappa Psi/Tau Beta Sigma Hazing Policy.

### **POLICY ON AFFILIATE GROUPS**

It has been brought to the attention of the National Councils and the National Headquarters that some chapters have established affiliate groups who are unrecognized by Kappa Kappa Psi and Tau Beta Sigma yet act in the name of the fraternity and/or sorority. These groups, known as Love Notes, sweethearts, MIKKY Clubs, Tau Gents, and the like, have been educated and initiated by chapter's members in the name of the fraternity and/or sorority. Yet the fraternity and/or sorority do not recognize these members in any way.

Kappa Kappa Psi and Tau Beta Sigma strictly prohibit this activity. Allowing these groups to operate in the name of the fraternity and/or sorority puts the National Organizations at significant risk. Chapters who continue this practice will be subject to disciplinary action and could be dropped from the active roster.

In summary, any chapter currently using these affiliate groups should have these groups cease their activities immediately. The National Councils or National Headquarters should be immediately notified of any known instances of these affiliate groups.

## **SOCIAL EVENT THIRD PARTY VENDOR CHECKLIST**

Your chapter will be in compliance with the risk management policies of Kappa Kappa Psi/Tau Beta Sigma if you hire a third party vendor to serve alcohol at your functions WHEN you can document the following checklist items. If you do not have a completed checklist, you may not have alcohol at your event. Also, please note this is the only method available to have alcohol at any events sponsored by Kappa Kappa Psi and/or Tau Beta Sigma. Chapters are strictly prohibited from providing alcohol first hand or hosting BYOB events. Please see the Kappa Kappa Psi and Tau Beta Sigma Policy on Alcohol and Controlled Substances if you have questions or contact the National Headquarters.

THE VENDOR MUST: (Both the chapter president and vendor must initial for each item as being completed.)

1. \_\_\_\_\_ Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.
2. \_\_\_\_\_ Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, as part of his coverage, "off premise liquor liability coverage." ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.
3. \_\_\_\_\_ Agree to cash sales only, collected by the vendor, during the function.
4. \_\_\_\_\_ Assume all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - a. Checking identification cards upon entry
  - b. Not serving minors
  - c. Not serving individuals who appear to be intoxicated
  - d. Maintaining absolute control of ALL alcoholic containers present
  - e. Collecting all remaining alcohol at the end of a function (no excess alcohol - opened or unopened - is to be given, sold or furnished to the chapter).
  - f. Removing all alcohol from the premises.

THE CHAPTER MUST: (Both the chapter president and vendor must initial for each item as being completed.)

1. \_\_\_\_\_ Have a complete and final guest list for the event at least 48 hours in advance. Only individuals on the guest list will be permitted to attend. ATTACH A COPY OF THE GUEST LIST.
2. \_\_\_\_\_ Ensure that Non-Salty Food and Non-Alcohol Beverage options are available for the duration of the function.
3. \_\_\_\_\_ Not permit or encourage any form of "drinking games" or the rapid mass consumption of alcohol during the event.
4. \_\_\_\_\_ Provide sober members for the entirety of the event to help with event management.
5. \_\_\_\_\_ Must be in compliance with any and all applicable laws and policies of the state, province, county, city, institution of higher education, band program, and Kappa Kappa Psi/Tau Beta Sigma. This form must also be signed and dated by the chapter president, chapter sponsor and or the Director of Bands, and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with Kappa Kappa Psi/Tau Beta Sigma requirements. The chapter must keep a copy of this signed document and all attachments.

\_\_\_\_\_  
Chapter President's Signature & Date

\_\_\_\_\_  
Vendor's Signature/Company & Date

\_\_\_\_\_  
Chapter Sponsor Signature  
and/or Director of Bands & Date

# CHAPTER STATUS

**6.105 ADMINISTRATIVE HOLD.** Upon due cause, the National Council shall place said Chapter on Administrative Hold. All Chapter functions and activities shall be halted 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. After reviewing the report, the Chapter's response, and any other information provided to them, the National Council may take appropriate action to sanction the Chapter. The Chapter may appeal the action(s) imposed in accordance with a procedure established by the National Council to ensure due process to the Chapter within ten (10) days of the National Council's decision to sanction. Said Chapter's Chapter Sponsor, Chapter President, District Counselor(s), District President, and the appropriate college or university officials, shall be notified within ten (10) days of the sanction decision from the National Council.

**6.106 PROBATION.** Upon due cause, the National Council shall place said chapter on Probation. Probation shall be accompanied by such terms and conditions as necessary and appropriate to correct the deficiency and/or failures of the Chapter and ensure observance of Sorority obligations. Chapters who miss two consecutive report obligations to the National Chapter will automatically be placed on Probation. Any Chapter that fails to timely correct their situation may face further sanctioning from the Sorority.

**Section 6.107 SUSPENSION.** Upon due cause, the National Council shall place said chapter on Suspension. Suspension shall be accompanied by such terms and conditions as necessary and appropriate to correct the deficiency of the Chapter and ensure observance of sorority obligations. All chapter functions and activities shall be suspended. The Chapter may only meet under the supervision of the Director of Bands or her/his designee to address the conditions of the Suspension. Chapters who do not meet their financial dues obligation to the National Chapter will be placed on Suspension. Any Chapter that fails to timely correct their situation may face further sanctioning from the Sorority.

**6.108 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.

**6.109 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.

**6.110 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.

# MEMBERSHIP CATEGORIES

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 and actively participating in band and have paid their current membership dues for the year. In the event a member of the Sorority is unable to enroll and actively participate in band, the person may continue as an Active member for the academic term provided chapter members and sponsor so desire. Further, these exceptions 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 from fulfilling the requirements of Active membership. The request shall be approved by the Sponsor and Director of Bands. Chapters may add requirements to Conditional membership upon a three-fourths (3/4) vote of the chapter to add an addendum to the chapter constitution and upon the approval of the Sponsor and Director of Bands. Chapters who elect to add additional requirements must notify their District Counselor within thirty (30) days. Conditional status may not be imposed upon Actives to meet obligations.

6.605 INACTIVE. Former Active members who are enrolled in school, but do not pay Member Dues and do not elect to become Alumni as per 6.608 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 a member of Kappa Kappa Psi who transfers to a college or university which does not have an Active Kappa Kappa Psi chapter. The member must 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 have all of the rights, privileges, duties, and responsibilities of Active members. 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. Active, Associate, and Conditional members may elect to become Alumni members upon completion of undergraduate education. If a member's collegiate education continues past four years, and she/he is unable to meet Active, Associate, or Conditional requirements, she/he may elect to have Alumni status, with Chapter and Sponsor approval. Should an inactive member choose to return as alumni status, said member must request, in writing, reinstatement from the National Council. Upon review of the inactive member's written request, the inactive member must receive a majority vote of the National Council. The individual must make payment of all financial obligations to the national organization, and the chapter if the National Council deems it necessary, in order to be granted privileges of membership.

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 who are enrolled and 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 two-thirds (2/3) 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, graduating senior, or honorary member, 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 address. Purchase of a Life Membership by a senior does not exempt a person from payment of annual membership dues during the senior year as the Life Membership will take effect upon graduation.

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 either the Chapter Sponsor or Director of Bands.

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 a 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 The National Council reserves the right to discipline individual members using probation, suspension, or expulsion in situations where Chapter action would be inappropriate. These situations include, but are not limited to: based on the results of an investigation for violating Sorority policy, action, or information provided by the local college or university, or individuals whose current membership status is something other than Active or Associate.

6.621 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 or Director of Bands. 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. After counting the votes, an affirmative vote for expulsion shall take effect immediately. The member shall return to the chapter all regalia and property of the Sorority in his or her possession. The Chapter Sponsor or Director of Bands shall provide written documentation of the expulsion and reasoning to the National Headquarters and National Council, and the expulsion shall be noted on the Master Chapter Roster at National Headquarters.”

6.622 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, simple majority approval of the total eligible voting membership of the new chapter, payment of chapter dues, and meeting the existing grade point requirement of the new chapter. The letter of recommendation from the candidate’s previous chapter must be sent to the new chapter and National Headquarters. 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.

# CHAPTER PERSONNEL REPORT

The Chapter Personnel Report and Annual Chapter Fee should be submitted as early as possible and should be accompanied by membership dues for each member. If submitted to the National Headquarters by SEPTEMBER 30, your chapter meets a basic national requirement and is eligible to apply for a Service Certificate and eligible to be considered a Top Chapter for the biennium. Every person who participates as a member of the chapter must have an active membership card. Failure to report by the September 30 deadline will result in a 25% late fee and the chapter being placed on probation.

• **THE CPR MUST BE POSTMARKED BY SEPTEMBER 30TH OR IT WILL BE CONSIDERED LATE. LATE IS BAD.** Being late on reports reflects badly on your chapter and automatically disqualifies you for national awards. Probation and/or suspension can result from late paperwork.

- If your school does not start until after September 15th and you postmark it by October 15th, it will still be on time. Be sure to send us documentation, including your school's starting date.
- Forms postmarked by 9/15 (9/30 for schools starting 9/15) are marked EARLY. Early chapters will receive the Early Bird Certificate!

• **IF YOUR CPR IS MORE THAN 30 DAYS LATE, PROBATION AND A 25% LATE FEE WILL BE ASSESSED.**

• This Chapter Personnel Report should have every active, associate, or conditional member recorded at National Headquarters, as of last year. Your job will be to update us on what status each member will have for the upcoming year: mark the status in the appropriate box for each member, including members who have moved to Alumni status.

• The CPR now includes a line for email addresses. If your email address is incorrect or

missing, please print it clearly. If you have any questions, contact National Headquarters.

- The page that is required is the barcode printout page from OMRS.
- Every Active, Associate, or Conditional member must sign the box next to his or her name.
  - That signature indicates that the member has read and agrees with the Policies on Hazing, Discrimination, and Controlled Substances.
  - Members should also make any needed corrections to their contact information.
  - Alumni and inactive members do not need to sign the form.
- Dues for your chapter must accompany this form. Dues consist of \$100/member as of the 2009 National Convention. There is also a chapter fee of \$75. You can also make optional donations to special projects.
- **DO NOT SEND CASH.** Instead, send a check or money order.
- If a member in your chapter is not listed, add them to the Members To Add section of the Chapter Personnel Report in the OMRS.

### **1. LOG IN TO OMRS**

### **2. SELECT CHAPTER PERSONNEL UPDATE**

### **3. VERIFY CORRECT SCHOOL YEAR SELECTED & CHAPTER OFFICERS ARE CORRECT**

If No, exit the CPR and complete an Officer & Chapter Update prior to beginning the CPR. The Officer & Chapter Update will require approval of the sponsor & DOB.

### **4. FILL OUT CHAPTER PERSONNEL REPORT**

Have each member review their information, including status, and make any corrections as needed. If changes are needed, simply have them write the new information below. Have each Active, Associate and Conditional member sign the signature box next to their name, indicating they have reviewed the national policies. Also, have them mark the month and year they will graduate. If missing or incorrect, neatly print their school (.edu) email address in the boxes provided. If someone is missing or has transferred in, download and fill out the Chapter Personnel Update form from the website and send that in too. Every Active, Associate, and Conditional member must sign the form.

### **5. CHAPTER SPONSOR THEN DIRECTOR OF BANDS LOGS INTO OMRS AND REVIEWS FORM FOR ACCURACY.**

### **6. PRINT THE CPR SUMMARY PAGE WITH BARCODE AT THE BOTTOM**

### **7. GET THE SUMMARY PAGE SIGNED**

Every Active & Conditional member, Associate member, Sponsor, and Director of Bands must sign the Summary Page. We cannot process the form without those signatures. If your Sponsor and Director of Bands are the same person, just mark that on the form.

### **8. WRITE THE CHECK OR GET THE MONEY ORDER**

Make sure to include the dues payment! However, do not send cash! (That's good advice for all the time, by the way). Send us a check if you have a checking account, get a check from your university,

or get a money order from a bank or the post office. If you're more than thirty days late, include the 25% late fee.

### **9. MAIL THE FORM TO NATIONAL HEADQUARTERS**

Mail the SIGNED form to us, and make sure it gets postmarked by the deadline! Some tips: Send it in a way that you can prove you sent it (Certified Mail is cheap and will do nicely). You don't need to Express Mail it to us – if you Express Mail it one day late, it's still late. If you send it regular mail with a return receipt the day it must be postmarked, it's on time. Send it in such a way that you can track it, but don't pay for fancy services that you don't need! Finally, if you've waited until the last minute (why?!), don't drop it in a USPS box somewhere, it may not get postmarked until the next day. Take it inside the Post Office instead and make sure they stamp it in front of your eyes. If you use a return receipt or Certified Mail, they'll hand you proof of the postmark right away.

### **FULL GUIDE:**

[HTTP://KKYTBS.ORG/FORMS/OMRS%20GUIDEBOOK%20V1.0.PDF](http://kkytbs.org/forms/omrs%20guidebook%20v1.0.pdf)

# CHAPTER PERSONNEL UPDATE

- Chapter Personnel Update is available on the OMRS.
- The Chapter Personnel Update form (see sample opposite) is to be used ONLY to report (1) additional members not listed on the computer generated Chapter Personnel Report and/or (2) late dues payments. The Chapter Fee is \$75; Member Dues are \$100. Chapter Fees and Member Dues must be postmarked no later than SEPTEMBER 30 or they are considered delinquent. Schools that begin after September 15 will have until October 15 to pay, but they must send in official proof university documentation.
- It is each chapter's obligation to submit fees for all Active, Conditional, and Associate Members of the chapter. Failure to submit dues by the September 30th Deadline will result in a 25% late fee: The Chapter Fee will increase to \$93.75 and Member Dues will increase to \$125. An additional fee of \$10 will be charged if the printed Chapter Personnel Report is not used, and your report will be considered late.
- Because of the importance of this form, the signatures are required. PLEASE DO NOT SUBMIT ANY FORMS WITHOUT PROPER SIGNATURES.
- Take an extra moment to double check your figures and have another officer proofread names for possible errors. REMEMBER: membership cards are printed from these forms.
- Be sure to retain a copy of the form for your chapter records.
- Membership cards will be returned by the National Headquarters after processing. Please check membership cards for accuracy prior to distribution to members.
- ALLOW FOUR WEEKS FOR PROCESSING. If membership cards and/or shingles have not been received by then, please notify the National Headquarters.
- Chapter Personnel Reports will not be processed unless the proper form and signatures are submitted with the correct amount of dues and fees. Failure to turn in the proper form with proper signatures will result in a delay in processing the form and NO membership cards will be sent to the Chapter until it is cleared up.
- Contact the National Headquarters at (800) 543- 6505 to confirm the correct dollar amount of the Chapter Fee and/or Member Dues if you are unsure of the amount.

# INITIATE REGISTRATION FORM

- A member who has been initiated into the local chapter is not an official member of Tau Beta Sigma until her/his name appears on the official Master Roster at the National Headquarters. It is the obligation of the chapter officers to promptly and correctly report all new members to the National Headquarters.
- All initiates must be reported to the National Headquarters using the current Initiate Registration form. The form is part of the OMRS.
- Initiate Fee for Tau Beta Sigma is \$110.
- All active initiates should be reported to the National Headquarters within THIRTY DAYS after the date of initiation. Failure to submit fees within 30 days of initiation will result in a 25% penalty. After the 30 days grace period the Initiate Fee is \$137.50.
- If membership cards, recognition pins, and shingles are desired for the initiation, materials must be submitted to the National Headquarters far enough in advance to allow for processing and mailing.
- Initiate Registration Form will not be processed without the “DATE OF INITIATION.”
- Proofread completed form for possible errors. REMEMBER, membership cards and shingles are printed from these forms. It costs \$10 for each shingle that must be reprinted due to chapter error. However, the National Headquarters will correct and replace without charge any shingle improperly prepared because of office error.
- Information concerning qualifications for active membership is found in the National Constitution.
- The Initiate Registration Form will not be processed unless the proper forms and signatures are submitted with the correct amount of fees. Failure to turn in the proper forms and signatures will result in a delay in processing the forms and NO membership cards, recognition pins, or shingles will be sent to the Chapter until this is cleared up.
- If membership cards, recognition pins, and shingles have not been received within a four week period, please notify the office as quickly as possible thereafter.
- Contact the National Headquarters at (800) 543- 6505 if you have any questions or to confirm the dollar amount of the Initiate Fee.

# GRADUATING SENIOR REPORT

- All graduating seniors must be reported to National Headquarters using the Graduating Senior Report Form within 30 days.
- Log into the OMRS and select Graduating Senior Report.
- Please TYPE all information.
- Proofread completed form for possible errors.

## FALL ACTIVITY REPORT

All active chapters of Tau Beta Sigma are required to submit the Fall Activity Report. As an active affiliate of a National Organization, your chapter must assume the responsibility of properly informing the National Officers of your activities. The chapter president assumes the responsibility for filing the Fall Activity Report.

- The Fall Activity Report is a part of the OMRS and must be submitted to the National Headquarters prior to DECEMBER 1.
- Instructions on completing the Fall Activity Report can be found in the ORMS Guidebook (<http://kkytbs.org/forms/OMRS%20Guidebook%20v2.0.pdf>).
- The report will become a part of official chapter records and will be used by the National Council to determine the OUTSTANDING CHAPTERS for the biennium, which receive the Chapter Leadership Award.
- Failure to submit the Fall Activity Report on the proper form with the correct signatures will result in a delay in processing the form and may result in disqualification from National Awards.

# CHAPTER SUMMARY REPORT

All Active chapters of Tau Beta Sigma are required to submit three reports per year to National Headquarters, one of which is the Chapter Summary Report. As an active affiliate of the National Organization, your chapter must assume the responsibility of properly informing the National Officers of your activities. The chapter president assumes the responsibility for filing the Chapter Summary Report. Be sure to allow enough time to obtain your sponsor's signature before the end of the school term.

- The Chapter Summary Report is apart of the OMRS and must be submitted to the National Headquarters at the close of the academic year or prior to JUNE 1.
- The Chapter Summary Report is more comprehensive than the Fall Activity Report and requires a thorough review of the academic year. Instructions on completing the Chapter Summary Report can be found in the ORMS Guidebook (<http://kkytbs.org/forms/OMRS%20Guidebook%20v2.0.pdf>).
- The Chapter Summary Report will become a part of the official chapter records and will be used by the National Council to determine the OUTSTANDING CHAPTERS for the biennium, which receive the Chapter Leadership Award.



# JEWELRY

All officially licensed Sorority jewelry, with the exception of membership recognition pins for new initiates, must be ordered from the jeweler KDT&Company (<http://www.greekmarketplace.net>).

## TRADEMARK POLICY

The Coat of Arms, Tau Beta Sigma, TBS, and its national publication “The Podium” are all registered trademarks of Tau Beta Sigma National Honorary Band Sorority.

## MERCHANDISE

Official vendors of Kappa Kappa Psi and Tau Beta Sigma merchandise can be found at: <http://kkytbs.org/merchandise.html>.

If you are interested in becoming a licensed vendor of Kappa Kappa Psi or Tau Beta Sigma products, please contact Affinity Consultants (p: 760-734-6764, ext. 140 or [www.Affinity-Consultants.com](http://www.Affinity-Consultants.com))

## THE IRS

In letters of determination from the Internal Revenue Service dated October 5, 1976 and November 12, 1976, Tau Beta Sigma, with respective affiliate chapters, was ruled to be exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1954. This exempt status is a significant benefit to the National Organization but requires the National Headquarters to fulfill basic reporting procedures. The National Headquarters files an organizational Form 990 annually. However, chapters who have annual gross receipts of \$25,000 or more are required to file a separate Form 990. At this time, NO CHAPTER should be filing this form. Any correspondence from the Internal Revenue Service should be referred immediately, to the National Headquarters. The following also apply:

1. Tau Beta Sigma is classified as a not-for-profit organization, and has been granted group tax exemption numbers under Section 501(c)(3) of the Internal Revenue Code of 1954.

2. Each chapter has been assigned a specific Employer Identification Number (EIN) which may be obtained by writing or calling the National Headquarters. This number is required when opening or maintaining a chapter bank account.

3. This organizational exemption DOES NOT automatically exempt your chapter from payment of state and city sales tax. Chapters must check with respective State Tax Commissions to confirm their status.

4. Donations made to Tau Beta Sigma Chapters or the National Organization are tax deductible as provided by law.

5. PLEASE be sure to direct any correspondence from the IRS to the National Headquarters. We are here to assist you, but we rely on individual chapters to help maintain our tax-exempt status.

# COLONIZATION

## WHAT IS COLONIZATION?

Colonization is the expansion of the Sorority to colleges and universities across the country that do not currently have chapters of Tau Beta Sigma. Sometimes, colonization takes place on a campus that has never been affiliated with Tau Beta Sigma. Other times, a former chapter is reactivated through the colonization process. The colonization period is a probationary time during which at least seven (7) dedicated band students work together to obtain active chapter status. This group is referred to as a colony. This process, which must be completed within two (2) semesters from the date of application, allows colony members to operate as a chapter, enabling the National Organization to assess the ability of the colony to sustain a continuing effort to support its band program and maintain contact with the National Organization. More information can be found at: <https://www.tbsigma.org/potential/>

## HOW THE COLONIZATION PROCESS WORKS

Requests for colonization information should be directed from the Director of Bands to the National Headquarters:

Kappa Kappa Psi & Tau Beta Sigma  
P.O. Box 849 Stillwater, OK 74076-0849  
405-372-2333  
Email: [tbs@tbsigma.org](mailto:tbs@tbsigma.org)  
Website: [www.tbsigma.org](http://www.tbsigma.org)

This information should include letters of support from the Director of Bands and the administration of the college or university. Information is then sent from the National Executive Director to the Director of Bands at the interested school. Correspondence begins from the National Vice President for Colonization & Membership. We have found that it takes an average of almost one year for a group to form a colony. To be officially recognized as a colony of Tau Beta Sigma, a completed 'Preliminary Information Form' must be submitted to the National Headquarters. This form must be accompanied by the current Charter Fee, a typed list of colony members, and a current initiate fee for each colony member.

Once the application and fees are received by National Headquarters and approved by the

National Council, the colonization period begins. Each colony will be assigned an Advising Chapter and a Colony Advisor selected by the National Vice President for Colonization & Membership to assist the group in obtaining their quest for active chapter status. These people are the colony's first line of communication and must maintain close contact and serve as a source of information and assistance.

Throughout the colonization period, a colony is challenged to develop tools necessary to becoming a successful chapter. The colony will receive assistance from the National Chapter & Colony Education Coordinator, and Colony advisor in creating a Petitioning Document, an official request for active chapter status and pictorial history. In addition, they will complete a Chapter Constitution and Membership Education Program, file monthly reports, learn about chapter operations, fulfill National obligations, and perform service and fundraising projects for their band program.

Prior to the installation of a chapter, a representative of the National Organization will visit the campus to meet with college/university officials, sponsor and colony members. Following this meeting and after approval has been granted by the National Council, official plans for the installation of the chapter may be made. This event is closely coordinated between National, District, and local officers. Failure for a colony to complete the colonization requirements within the specified period of time will result in the colony being dropped from consideration as a chapter. Any and all fees paid will be forfeited.

## HOW CAN YOU HELP?

You can speak to your friends from high school and drum corps that are at different schools about the Sorority. Although students are welcome and encouraged to speak with other students, the real communication to get a colony off the ground should occur between the National Vice President for Colonization and Membership and the Director of Bands at the interested school. The most important thing is for students to work with students, and Director of Bands to work with his/her colleagues.