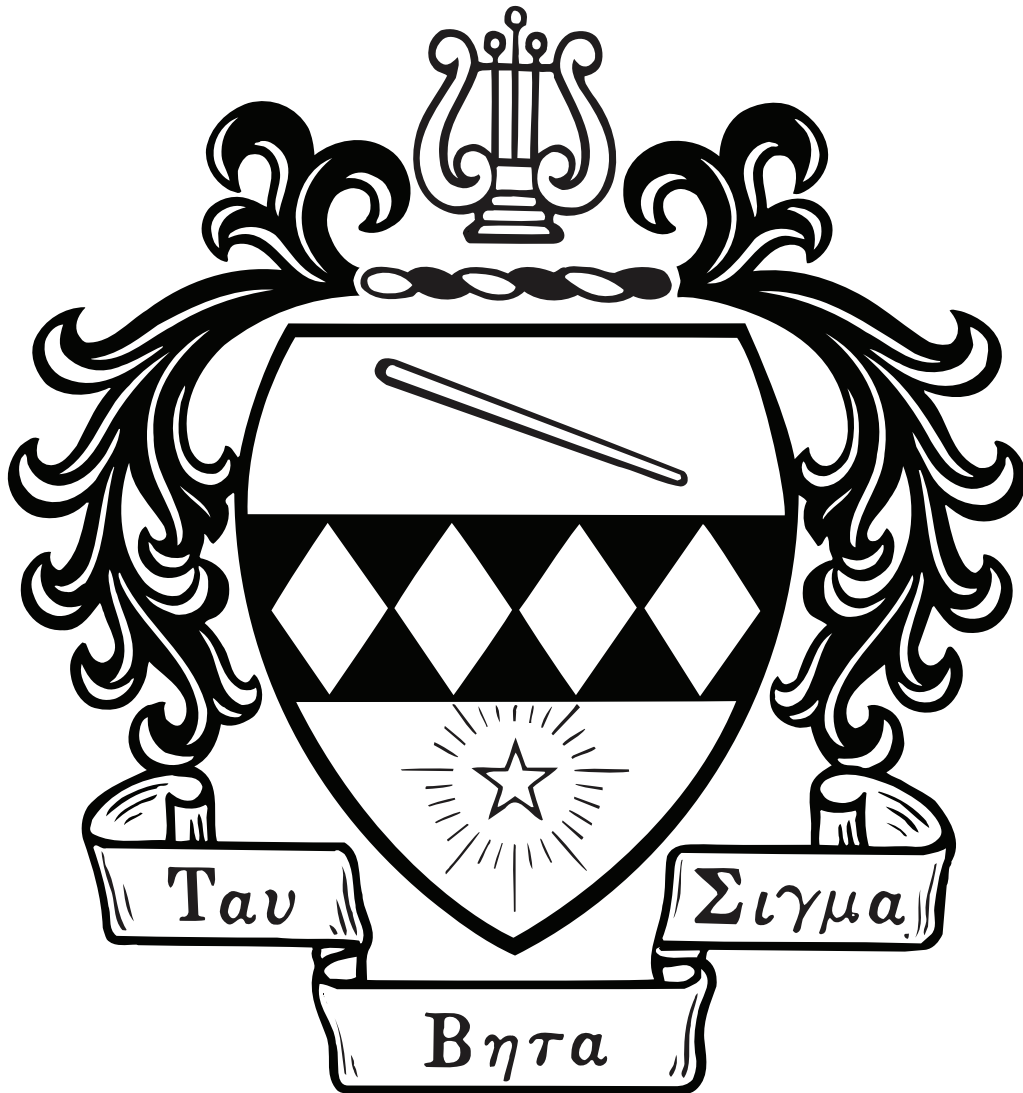


# TAU BETA SIGMA NATIONAL CONSTITUTION



TAU BETA SIGMA NATIONAL HONORARY BAND SORORITY  
2019-2021 EDITION

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# **PREAMBLE**

## TO THE NATIONAL CONSTITUTION OF **TAU BETA SIGMA** NATIONAL HONORARY BAND SORORITY

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

1. To promote the existence and welfare of the collegiate bands and to create a respect and appreciation for band activities and achievements among the listening public everywhere.
2. To honor outstanding members of the band through privilege of membership, in the sisterhood, extended in recognition of musical achievement, demonstrated leadership, and an enthusiastic approach to band activities.

3. To develop leadership through active participation with the band, and through it, to strengthen those traits of conduct, thought, and idealism which characterize the responsible membership of the band.

4. To encourage a close relationship between collegiate bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.

5. To provide a meaningful and worthwhile social experience for all engaged in collegiate band work, and to cooperate with other musical organizations and societies in every manner consistent with our mutual purposes and those of the institution at which chapters are located.

## **TAU BETA SIGMA MISSION STATEMENT**

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

# **Tau Beta Sigma**

# **National Constitution**

## **I. Organization and Structure**

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

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

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

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

1.105 The National Executive Director shall be employed by the National Officers of the Sorority as the Administrative Officer of the Sorority, and shall be paid a monthly salary as recommended by the National Officers and approved by the National Convention. The National Executive Director shall be employed jointly by the Councils of Tau Beta Sigma and Kappa Kappa Psi. The National Executive Director shall be a nonvoting member of the National Council and of all committees except the Nominating Committee of which they cannot be a member. The National Executive Director shall be responsible for the production and distribution of all publications of the Sorority. The National Executive Director shall be in complete charge of the National Headquarters and shall maintain, therein,

files of all members of the Sorority by chapter. The National Executive Director shall maintain individual chapter records of monies received and disbursed and shall receive all chapter reports and correspondence and shall prepare and issue all necessary forms and stationery for the transactions of all business of the Sorority. The National Executive Director shall be the Sorority's representative in all contacts with the official jeweler and as such shall receive and have charge of requisitions for jewelry and membership shingles received from individual members and chapters. The National Executive Director shall issue all checks for disbursement, all chapter membership shingles, documents of business, and shall prepare and send to each National Officer a monthly report of income and expense of the Sorority in addition to a written report stating the condition of the Sorority for presentation at each regularly called National Convention.

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

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

1.108 Each member of the Board of Trustees and National Council, their heirs, executors, and administrators, may be

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

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

1.110 The Tau Beta Sigma Sorority expressly prohibits discrimination by any component part of the 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.

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

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

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

1.114 The National Council, upon unanimous agreement, shall be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes to the governing documents of Tau Beta Sigma as may be necessary to reflect the intent of the Sorority. A record of all changes made during the biennium shall be presented to the Jurisdiction Committee at the subsequent National Convention.

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

1.116 The effect of the National Constitution upon an individual chapter may be altered to conform to any college or university-wide regulations to which this chapter is subject. Any such alterations must be incorporated as an integral part of the chapter constitution and bylaws, which are subject to review by the National Executive Director and National Council. The National

Executive Director and National Council shall not approve any such alterations until they have received proof that the contested part of the National Constitution does in fact conflict with official college or university-wide regulations to which this chapter is subject.

## II. Corporation

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

2.102 The Corporation shall be represented in all matters by a Board of Trustees comprised of nine (9) members.

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

2.104 Mrs. Janet West Miller, past National President, shall be a permanent honorary member of the Board of Trustees of the Sorority, but shall not have a vote on the Board.

2.105 The National Council shall carefully investigate the eligibility of members for election to the Board of Trustees. They shall nominate the appropriate number of candidates to serve as members of the Board of Trustees and present a list of all candidates and the National Council's recommendations to the

list of Life members as of June 1 in odd-numbered years. The National Council shall oversee the voting process.

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

2.107 Each elected member of the Board of Trustees shall be a Life member of the Sorority in good standing and at least thirty (30) years of age at the time of election. They shall possess outstanding business or professional ability and shall be capable of representing the Corporation and Sorority under all circumstances. National Officers of the Sorority shall not be eligible for membership on the Board of Trustees except the National President.

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

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

statement approved by the Chairperson of the Board of Trustees.

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

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

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

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

2.114 The presence of four (4) voting members of the Board of Trustees, one of whom shall be the Chairperson or Vice

Chairperson, shall constitute a quorum at all meetings.

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

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

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

2.118 A member of the Board of Trustees may be removed from the Board by a unanimous vote of the Board of Trustees, not including the member in question and the non-voting members, and a three-fourths (3/4) vote of the National Council. The vacancy shall be filled in accordance with Section 2.111.

### **III. National Chapter**

#### **1. General**

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

3.102 The administrative body of the Sorority shall be the National Council, composed of all National Officers. The

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

3.103 The National Council shall have jurisdiction over all component parts of the

Sorority except the Corporation and shall represent them and approve all decisions in ordinary matters of National Policy, public relationship, legal action, and controversy which may be referred to the National Council. The National Chapter is supreme in all matters pertaining to its affairs while in the convention and, through the National Council, has the sole right to superintend and govern all chapters of the Sorority. Upon a seventy-five (75) percent favorable vote of the National Council between conventions, a matter may be referred to the Corporation's Board of Trustees for final decision and action.

## **2. Officers**

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

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

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

3.204 Each National Officer shall serve for a period of two (2) years from convention to convention. The National Vice President for Colonization and Membership shall be advanced to the office of National President

provided said officer receives a simple majority vote of the convention. The National President and Vice President for Colonization and Membership shall not be eligible for reelection.

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

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

3.207 The National Vice President for Special Projects shall, in the absence of the National President and the National Vice President for Colonization and Membership, preside at meetings of the National Chapter and National Council. Said officer shall be designated as the Program Officer of the Sorority in charge of enforcing the programs of the Sorority. The National Vice President for Special Projects may serve a maximum of two (2) terms.

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

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

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

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

3.212 If a vacancy occurs in the office of National President, the National Vice President for Colonization and Membership shall become National President if there is more than one year remaining prior to the next National Convention. If there is less

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

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

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

### **3. Finances**

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

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

3.303 The fiscal year for the National Chapter shall be from June 1 to May 31. The National Executive Director shall institute a



continuous audit to have the financial records of the National Chapter audited by a Certified Public Accountant. Copies of the audit shall be submitted to the Chairperson of the Board of Trustees and to each member of the National Council.

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

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

3.306 Chapters who do not pay chapter fees and dues on time will be assessed late fees. Chapters who fail to attend pre-arranged chapter visits with a member of the National Leadership Team will be assessed a penalty fee in order to compensate the Sorority for expenses incurred.

#### **4. Meetings**

3.401 A regularly called convention of the National Chapter shall be held once every two (2) years during the odd numbered year. The National Convention shall be at the same time and place as the Kappa Kappa Psi National Convention. All dates and contracts of the proposed convention site shall be negotiated by the National Executive Director and approved by the National Council of Kappa Kappa Psi and the National Council of Tau Beta Sigma. The National Conventions shall be held where the National Chapter will be able to adequately support the convention and National Intercollegiate Band requirements.

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

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

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

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

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

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

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

#### **5. Membership**

3.501 New chapters shall be admitted to the National Chapter of the Sorority upon submission of a petition by the petitioning group prepared in accordance with the instructions and provisions furnished by the National Chapter or National Council. A nonrefundable fee must accompany the application for colonization. A nonrefundable charter fee and initiate dues, as determined by the National Chapter, must accompany the application for colonization.

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

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

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

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

## **6. Delegates and Proxies**

3.601 Each Active chapter of the Sorority shall be represented at National Conventions by an Official Delegate, Alternate Delegate, or Proxy. Each chapter shall file the official Delegate form with the National Headquarters. A Life Member may represent their own chapter at National Convention if there is no Delegate from that chapter present. Chapters on Administrative Hold shall be represented by a Proxy, but may not send a Delegate unless authorized by the

National Council. Chapters on Probation may have a Delegate dependent upon the terms of the Probation status. Inactive and Suspended chapters shall have no representation.

3.602 Each Delegate and Proxy must have a current membership card. If a membership card cannot be presented, the Delegate or Proxy to be seated must have their convention badge and provide a Student or government-issued photo ID. In the absence of an Official Delegate, the chapter shall be represented by a Proxy, according to the rules governing the distributions of Proxies. Each Delegate or Proxy will be officially seated when all National Convention registration procedures have been completed.

3.603 All seats of chapters in good standing with the National Headquarters that are vacant after seating of Delegates and designated proxies shall be filled alphabetically with proxies from the chapters present. This shall be done according to alphabetical listing of chapters beginning with the next chapter after the last one seated at the prior convention. Alumni members may not sit as a written Proxy Delegate for an undergraduate chapter. Once all rounds of seating via proxy and alphabetical seating have concluded, proxies and alternate delegates have all rights and privileges as delegates and may not be unseated by the tardy arrival of a chapter delegate.

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

3.605 Each District President shall be seated and have a vote at all National Conventions. In the absence of the District President, the District Vice President shall represent the District. In the event the District President and Vice President shall both be absent, the remaining District Officers shall be eligible in the rank of succession. If no District Officers are in attendance, a District caucus may be called

to elect a voting Delegate at the National Convention site. In the event that there is no representation from a specific District, the seat shall be left vacant.

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

## 7. Committees

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

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

3.703 All Committees shall be appointed by the National President and shall consist of the number of members deemed advisable by the National President. Delegates, Proxies designated by the chapter, and District Presidents or their representatives shall be appointed before undesignated Proxies. All Committees, with the exception of the Nominations, History and Traditions, and Ritual and Regalia, should consider the possibility of holding at least one joint meeting with its Kappa Kappa Psi counterpart. The two Committees should exchange ideas and coordinate activities and decisions if feasible. No chapter shall have more than one member, including proxies, on each committee. Members of all Committees shall serve until relieved of their appointments by the National President.

3.704 The Committee on Nominations shall carefully investigate the eligibility of candidates for election to National Office. The Committee shall nominate one person for President, one person for Vice President for Colonization and Membership, one

person for Vice President for Special Projects, and one person for Vice President for Communication and Recognition, presenting those names to the National Convention. They shall determine the eligibility of any other candidates who are nominated from the floor.

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

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

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

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

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

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

The Committee shall also submit to the National Chapter and National Council all propositions related to resolutions for the consideration of the Sorority.

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

3.711 The Committee on Ritual and Regalia shall only convene at conventions where the ritual is not under moratorium. The Committee shall also convene under the discretion of the National President.

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

## **8. Reports**

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

## **9. Publications**

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

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

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

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

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

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

## **10. Ritual and Regalia**

3.1001 A confidential ritual shall be prescribed for the introduction of all membership candidates and their subsequent induction in the Sorority. A special ritual shall also be prescribed for the installation of National Officers, District Officers, and Chapter Officers into their respective offices. The safekeeping of these rituals shall be the responsibility of the highest-ranking officer in each of the component parts of the Sorority.

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

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

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

3.1005 Official jewelry of the Sorority may be purchased through the National Headquarters by using the appropriate form supplied by the National Headquarters. Special item orders will be forwarded to the official jeweler by the National Headquarters.

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

## IV. National Intercollegiate Band

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

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

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

4.104 The National Intercollegiate Band(s) shall play one concert for the

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

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

## V. Districts

### 1. Organization and Membership

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

#### Midwest District

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

#### North Central District

Illinois	Michigan
Indiana	Ohio
Kentucky	Wisconsin

#### Northeast District

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

#### Southeast District

Alabama	Mississippi
Florida	North Carolina
Georgia	South Carolina
Tennessee	

#### Southwest District

Arkansas	New Mexico
Louisiana	Oklahoma
Texas	

## **Western District**

Alaska            Nevada  
Arizona           Oregon  
California        Utah  
Hawaii            Washington  
Idaho

## **International**

All chapters outside the U.S.A.

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

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

## **2. District Counselor**

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

5.202 The District Counselor shall be the Administrative Officer of the District and shall be a nonvoting member of all District Committees which the District President shall appoint. The District Counselor shall act in an advisory capacity to the National Council, the District, and to the Chapters in

the assigned District. The District Counselor shall be designated as the official representative of the District whenever such representation shall be required and shall, when requested by the National Council, act as the Official Inspecting Officer of the Sorority of all chapters within the District.

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

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

## **3. Chapter Visitation Assistant**

5.301 The Chapter Visitation Assistants shall be appointed by the National President and be approved by the National Council. Each Chapter Visitation Assistant will serve at the discretion of the National President. Each Chapter Visitation Assistant shall be a Life Member, have completed an undergraduate degree, and be at least twenty-five (25) years of age at the time of appointment. Chapter Visitation Assistants shall serve without compensation. Expenses incurred on behalf of the Sorority shall be paid upon presentation of written statement to the National Executive Director, subject to approval by the National President.

5.302 The Chapter Visitation Assistant(s) shall have no jurisdiction over the day to day functioning of the District or District Council. Chapter Visitation Assistant(s) will coordinate with the District Counselor(s) of the District of the chapter they are visiting. Chapter Visitation Assistant(s) shall assist only with routine chapter visits and investigations. Other visits that are deemed necessary for other reasons will be conducted by the District Counselor(s).

5.303 If a vacancy occurs in any of the Chapter Visitation Assistant positions, the National President, with the approval of the

National Council, may appoint a replacement. A Chapter Visitation Assistant may be removed from the position by unanimous vote of the National Council.

5.304 The District Council and District Counselor(s) will be notified prior to the addition or replacement of a Chapter Visitation Assistant.

#### **4. Officers**

5.401 Each District shall have a District President, District Vice President for Membership, District Vice President for Special Projects and District Secretary-Treasurer. These Officers shall be elected by the chapters assembled at District Convention. The District Officers shall serve from District Convention to District Convention.

5.402 Each District Officer shall be at least a sophomore student and an Active member of the Sorority in good standing, at the time of election. Officers elected during their final year of college may serve out their current term of office, provided that a complete Life Membership application, including all fees, is filed with National Headquarters prior to the student's graduation. Each District Officer shall have exceptional business or professional ability and shall be capable of representing the Sorority and District when called upon to do so. Each District Officer shall have the best interest of the Sorority at heart and be willing and able to devote the necessary time to execution of the duties imposed by the office and shall be actively participating in or serving bands during their term of office. All District Officers shall serve without compensation.

5.403 A Committee on Nominations at each District Convention shall carefully investigate the eligibility of candidates for election. The committee shall nominate one member for each office and present the names to the District Convention. Additional nominations may be made from the floor of the District Convention by Official Delegates. The Nominations Committee shall

determine the eligibility of any other candidates who are nominated from the floor. A majority of all votes cast shall be necessary for election.

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

5.405 The District Vice President for Membership shall, in the absence of the District President, preside at the meetings of the District. The District Vice President for Membership shall also be in charge of membership within the District as set forth by the guidelines of the District Membership Committee.

5.406 The District Vice President for Special Projects shall be in charge of implementing the National and District programs as set forth by the guidelines of the Programs Committee.

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

5.408 Each District Officer shall have one vote at all meetings of the District Council, except for the District President. The District President shall vote only in case of a tie or if the vote is by ballot.

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

5.410 If a District Officer's chapter is placed on Suspension or Administrative

Hold, the officer's status will be reviewed by the District Counselor. Any action will be recommended by the District Counselor and reviewed by the National Council. The District Council and Counselor must be notified within ten (10) days of any action.

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

5.412 A District Officer may be removed from office by a unanimous vote of the remaining members of the District Council and approval by the District Counselor. Upon removal from office, the National Headquarters and the National President shall receive notification of the removal within ten (10) days.

## **5. Finances**

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

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

## **6. Meetings**

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

5.602 All chapters bidding to host a District Convention must adhere to the

National Guidelines for Bidding and Hosting a District Convention. Each bid submitted must contain at least two (2) available dates. The National Officers in attendance at the convention must approve any exceptions.

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

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

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

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

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

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

## **7. Delegates and Proxies**

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

5.702 All proxies not meeting the above requirements are void. All seats of chapters in good standing with the National Headquarters that are vacant after seating Delegates and written proxies shall be filled alphabetically with proxies from the



Chapters present, beginning in the alphabetical listing of chapters with the chapter following the last one seated at the prior convention. Alumni members may not sit as written Proxy Delegates for undergraduate chapters. Once all rounds of seating via proxy and alphabetical seating have concluded, proxies and alternate delegates have all rights and privileges as delegates and may not be unseated by the tardy arrival of a chapter delegate.

5.703 Each Delegate and Proxy must have a current membership card. If a membership card cannot be presented, the Delegate or Proxy to be seated must have their convention badge and provide a Student or government-issued photo ID. In the absence of an Official Delegate, the chapter shall be represented by a Proxy, according to the rules governing the distributions of Proxies. Each Delegate or Proxy will be officially seated when all National Convention registration procedures have been completed.

## **8. Committees**

5.801 The Standing Committees of the District shall be: Committee on Nominations, Committee on Convention Site, Committee

on Membership, and such other Committees as may be considered necessary by the District Counselor or by the District President.

5.802 All Committees shall be appointed by the District Counselor or District President and shall consist of the number of members deemed necessary. Members of all Committees shall serve until relieved of their appointment by the District Counselor or District President.

## **9. Reports**

5.901 All reports of District Officers and committee chairpersons shall be typewritten and submitted in a hard copy format and an electronic format to the District Secretary-Treasurer. The District Secretary-Treasurer shall forward one copy of the complete convention minutes to the National Executive Director, National President, and National Vice President for Communication and Recognition.

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

# **VI. Chapters**

## **1. General**

6.101 Chapters of Tau Beta Sigma Sorority shall be established throughout the general jurisdiction of the Sorority at academically accredited colleges and universities and shall operate under the supreme authority of the Director of Bands. The Director of Bands is responsible for governing and monitoring the daily activities and affairs of the local chapter. The Director of Bands may choose to appoint an individual to serve in the role of chapter sponsor. The National Council shall recognize the authority of the chapter sponsor appointed

by the Director of Bands; however, the Director of Bands has ultimate authority in matters pertaining to the chapter. The sponsor and Director of Bands are *ex officio* members of all chapter committees.

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

needed. Alphabet letters shall be assigned consecutively as chapters are named.

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

6.104 Each chapter shall have its own constitution that shall be approved by the Chapter Sponsor. The chapter constitution shall in no way conflict with or receive priority over the National Constitution, except as specified in Section 1.115.

6.105 ACTIVE. All Active Chapters of the Sorority shall submit the Chapter Personnel Report and pay the chapter fee for the current academic year. The Chapter Personnel Report shall be submitted electronically to the National Headquarters Staff no later than September 30<sup>th</sup> for chapters on a semester system, and October 15<sup>th</sup> for chapters on a quarter system. All reports to the National Headquarters shall be submitted electronically through the current Online Membership Reporting System (OMRS). The Fall Activity Report shall be submitted electronically to the National Headquarters Staff no later than December 1st. The Chapter Summary Report shall be submitted electronically to the National Headquarters Staff no later than June 1st.

6.106 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 Sponsor,

President, District Counselors, District President, and the appropriate college or university officials shall be notified within ten (10) days of the sanction decision from the National Council.

6.107 OBSERVATION. Upon due cause, the National Council shall place the chapter on Observation. All chapter operations shall continue per usual. Observation shall be accompanied by terms and conditions set by the National Council. The District Counselors and District Officers shall offer additional assistance to the chapter to understand and meet the expectations and obligations of the National Council. If necessary terms and conditions are not met, further disciplinary actions shall be taken.

6.108 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 or have late submissions on 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.

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

6.110 Charter Revocation. Upon due cause, including continued failure of a

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

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

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

District President shall be notified of these actions within ten (10) days.

## 2. Officers

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

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

6.203 Each chapter officer shall be an Active member of the Sorority in good standing at the time of election and during their term of office. Each chapter officer shall possess more than ordinary business ability and shall be capable of representing the chapter under all ordinary conditions. Each officer shall have the best interest of the Sorority at heart and shall be willing and able to devote the necessary time to the execution of the office. A member who has been elected to an office but does not enroll in band in the course of the term of office is ineligible to continue as an officer of the chapter. In the event an officer cannot enroll in the band due to a class schedule of subjects required for graduation, the person elected can continue as an officer for that academic term, with the approval of the chapter. In this event, if this officer does not enroll in band the following academic term, the individual is automatically dropped as an officer.

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

6.205 Each chapter officer shall serve for a period of time determined by the local chapter. chapter officers shall serve without compensation.

6.206 The President shall preside at all meetings of the chapter and shall be a non-voting member of all chapter committees which shall be appointed by the President. The President shall sign all checks for monies

disbursed and shall sign all contracts and other instruments of business incurred by the chapter. The President shall be responsible for filing a Fall Activity Report and chapter Summary Report to the National Headquarters. In addition, the President shall be designated as the official representative of the chapter whenever such representation shall be required.

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

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

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

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

### **3. Finances**

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

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

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

6.304 Income of the chapter shall be derived from annual dues assessed each Active member and fundraising projects conducted by the chapter. Dues shall be determined by the chapter but shall include all annual national membership fees as determined by the National Chapter and payable to the Tau Beta Sigma Sorority on or before September 30 of each year. Chapter Dues shall not exceed 75% of National Dues annually per member, unless pre-approved by the National Council.

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

### **4. Committees**

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

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

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

### **5. Meetings**

6.501 A regularly called meeting of the chapter shall be held at least once each month during the regular academic school

year of the college or university where the chapter is located. Meetings may be held more frequently when deemed advisable by the chapter. The exact time of the meeting shall be determined by the chapter.

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

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

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

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

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

## **6. Membership**

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

6.602 ACTIVE. All Active members of the Sorority shall be college or university students who are enrolled 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 they are unable to meet Active, Associate, or Conditional requirements, they 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, their 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 or Director of Bands 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 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 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, National Vice President for Colonization and Membership, and National Headquarters shall be notified of the reason for the disciplinary action.

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.

## 7. Delegates and Proxies

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

6.702 The Active members of a chapter shall elect its Delegates at a regularly called meeting of the chapter.

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

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

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

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