Kappa Kappa Psi Alpha Chapter
Constitution
Revised 1/11/2009

Article I
Identification

1.1 This organization, chapter one of Kappa Kappa Psi National Honorary Fraternity for College Bandmembers, located at Oklahoma State University shall be named Alpha as assigned by the National Council of Kappa Kappa Psi.

1.2 Reference to “chapter” or “the chapter” shall hereby refer to the Alpha Chapter of Kappa Kappa Psi.

1.3 Further, it is also the intent of this organization to abide by the rules and regulations established in the “Kappa Kappa Psi National Constitution.” Should any conflict between the documents arise, the policies of the National Organization shall take precedence.

Article II
Purpose

2.1 This chapter of Kappa Kappa Psi Honorary Band Fraternity has been formed in order to provide service and assistance to Oklahoma State University Bands. It is the intent of this organization to abide by pertinent State, OSU and Department of Campus Life regulations. Further, it is also the intent of this organization to abide by the rules and regulations established in the “Kappa Kappa Psi National Constitution.”

2.2 Be it known that Kappa Kappa Psi, National Honorary Fraternity for College Bandmembers, is an organization operating exclusively in the field of the college and university bands, and for the following several purposes:

1. To promote the existence and welfare of the college and university bands and to cultivate at large a wholesome respect for their activities and achievements.
2. To honor outstanding bandmembers through privilege of membership extended as a reward for technical achievement and appreciation for the best in music.
3. To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band for gracious conduct, good taste and unswerving loyalty.
4. To foster a close relationship between college bands and promote a high average of attainment by the performance of good music and the selection of worthwhile projects.
5. To provide a pleasant and helpful social experience for all engaged in the college band and to cooperate with other musical organizations in any manner consistent with the purposes of the institution at which chapters are located.

**Article III**

**Officers**

**Section 1: Types**

3.1.1 The officers of the chapter shall be: Sponsor/Advisor (ex officio), President, Vice-President, Chancellor, Membership Educator, Correspondence Secretary, Treasurer, Historian, Alumni Secretary, and Parliamentarian. The officers shall serve for a term not to exceed one year and shall not be compensated.

**Section 2: Requirements for Officers**

3.2.1 Must have at least a 2.5 GPA each school session while in office.
3.2.2 Shall be an Active member of the chapter in good standing at the time of election.
3.2.3 Shall be capable of representing the chapter under all normal conditions.
3.2.4 Shall have the best interests of this organization at heart.
3.2.5 Shall be willing and able to devote the necessary time and effort to the execution of the office.
3.2.6 Shall be enrolled as a full time student at Oklahoma State University as prescribed by the statutes and requirements of OSU.

**Section 3: Elections**

3.3.1 Elections shall be held at the final regularly scheduled meeting of the spring semester.
3.3.2 Nominations shall be made at least two weeks prior to the election meeting.
3.3.3 All nominations must be seconded and the member nominated must accept in order to be considered for office.
3.3.4 Elections shall be run by the current Chapter President.
3.3.5 The order of election shall be: President, Vice-President, Chancellor, Membership Educator, Correspondence Secretary, Treasurer, Historian, Alumni Secretary, and Parliamentarian.
3.3.6 A nominee not elected to his/her nominated office may choose to run for any other office(s).
3.3.7 Elections shall be held by secret ballot.
3.3.8 Absentee ballots must be turned in to the Chapter President before the election meeting.
3.3.9 Officers shall be elected by a simple majority vote of the entire voting membership of the organization.
3.3.10 In the case of a lack of majority vote, a re-election shall be held between the candidates with the two highest numbers of votes.
3.3.11 The results of the elections shall be made known to the membership at the end of the meeting in which the elections are held.
3.3.12 The new officers’ terms shall begin immediately after they take the Oath of Office.

Section 4: Special Elections
3.4.1 In the event that an officer position becomes vacant, a special election shall be held.
3.4.2 Nominations shall be held during the meeting at which the special election occurs.
3.4.3 Elections shall be held at the meeting following the nominations.
3.4.4 The term of a specially elected officer begins immediately following the election.
3.4.5 The specially elected officer shall serve for the remainder of the term of the officer being replaced.

Section 5: Recall Elections
3.5.1 In the event that an officer is not performing his/her duties as stated in this Constitution, any Active member may make a motion to recall that officer.
3.5.2 Following a second to the motion, a secret ballot shall be held to determine if the officer should be recalled. The officer in question cannot vote.
3.5.3 If a seventy five percent vote is obtained, the officer is recalled from office, and a special election shall be held immediately to fill the vacancy.

Section 6: Qualifications and Duties of the Sponsors
3.6.1 Shall be a member of the teaching or administrative faculty or staff and shall be approved in advance by the Director of Bands.
3.6.2 Shall, along with the chapter, operate under the supreme authority of the Director of Bands.
3.6.3 Shall act as a consultant to the chapter and assist the group in its growth and development.
3.6.4 Shall provide direction through advice, understanding, and clarification.

Section 7: Qualifications and Duties of the Officers
1. President
   3.7.1.1 Shall have served as an active member of the chapter for a period of at least two (2) semesters.
   3.7.1.2 Shall preside at all meetings of this organization.
   3.7.1.3 Shall be an ex officio member of all chapter committees.
   3.7.1.4 Shall sign all contracts and other instruments of business involving the chapter.
   3.7.1.5 Shall be responsible for filing all chapter forms to the National Executive Director of the Fraternity.
   3.7.1.6 Shall be responsible for chapter correspondence.
3.7.1.7  Shall be designated as the official representative of the chapter whenever such representation shall be required.
3.7.1.8  Shall vote only when his/her vote will affect the result or when the vote is by ballot.
3.7.1.9  Shall appoint all officers and committees as needed to make the chapter run smoothly.

2. Vice-President
3.7.2.1  Shall, in the absence of the Chapter President, preside at meetings of the chapter.
3.7.2.2  Shall advance the purposes of the Fraternity as stated in the preamble of the Kappa Kappa Psi National Constitution in the manner prescribed by the National Constitution.
3.7.2.3  Shall chair the Activities Committee.
3.7.2.4  Shall be an ex officio member of all chapter committees.

3. Chancellor
3.7.3.1  Shall be responsible for the preparation and execution of the Rituals.
3.7.3.2  Shall be responsible for and maintain Ritual regalia.
3.7.3.3  Shall work in coordination with the Membership Educator.
3.7.3.4  Shall chair the Rituals Committee.
3.7.3.5  Shall have served as an Active member for at least a period at least of two (2) semesters.

4. Membership Educator
3.7.4.1  Shall be responsible for the rushing, training, and initiation of all prospective members.
3.7.4.2  Shall have served as an Active member for a period of at least two (2) semesters.
3.7.4.3  Shall chair the Membership Committee.

5. Recording Secretary
3.7.5.1  Shall record the minutes of all meetings of the chapter.
3.7.5.2  Shall sign all contracts and instruments of business involving the chapter.
3.7.5.3  Shall have all minutes typed and presented to the chapter at the next chapter meeting.
3.7.5.4  Shall keep a current membership roster with names, school addresses, instrument played, school phone numbers, parents’ addresses, phone numbers, e-mail addresses, and birthdays for each Active member.
3.7.5.5  Shall be responsible for the chapter correspondence sent by the chapter.
3.7.5.6  Shall be responsible for taking attendance at any and all chapter functions/meetings.
3.7.5.7 Shall inform the chapter when a member has failed to meet the attendance requirements.
3.7.5.8 Shall chair the Publications Committee.

6. Treasurer
3.7.6.1 Shall control the receipt and disbursement of all monies of the chapter.
3.7.6.2 Shall submit recommendations concerning the financial policies of the chapter as may be required.
3.7.6.3 Shall sign all disbursement authorizations for monies disbursed.
3.7.6.4 Shall prepare and be responsible for keeping records of all chapter finances.
3.7.6.5 Shall chair the Ways and Means Committee.

7. Historian
3.7.7.1 Shall be responsible for maintaining a written and pictorial record of the activities of the chapter and the Oklahoma State University bands.
3.7.7.2 Shall be responsible for preserving and maintaining all historical documents and artifacts of the chapter.
3.7.7.3 Shall chair the History Committee.

8. Alumni Secretary
3.7.8.1 Shall collect permanent address information for all brothers graduating or leaving Oklahoma State University.
3.7.8.2 Shall disburse Life Membership applications to all brothers graduating or leaving Oklahoma State University.
3.7.8.3 Shall supply Alumni information to the Kappa Kappa Psi National Headquarters and Southwest District Alumni Association.
3.7.8.4 Shall work with Alumni and promote Alumni activities.
3.7.8.5 Shall chair the Chapter Affairs Committee.

9. Parliamentarian
3.7.9.1 Shall answer all questions concerning parliamentary procedure.
3.7.9.2 Shall be responsible for the interpretation of the National and District Constitutions as well as the Chapter Bylaws and Constitution.
3.7.9.3 Shall be responsible for maintaining, amending, and revising this constitution and the chapter bylaws as necessary.
3.7.9.4 Shall serve as the Sergeant at Arms by receiving the secret knock and/or password during meetings, ceremonies, and events restricted to Alpha Chapter.
3.7.9.5 Shall chair the Jurisdiction Committee.

Section 8: Appointed Officers
1. Music Coordinator
3.8.1.1 Shall be appointed by the President.
3.8.1.2 Shall be responsible for maintaining all chapter and fraternal songs and teaching all vocal pieces necessary to the chapter.
3.8.1.3 Shall coordinate any and all music activities dealing with the chapter.
3.8.1.4 Shall be responsible for the set-up at all rehearsals and performances of all university bands.
3.8.1.5 Shall provide ushers for all performances at the request of the Dean of the Music Department.
3.8.1.6 Shall be responsible for all musical activities concerning the membership candidates.

2. Assistant Membership Educator
3.8.2.1 Shall be appointed by the Membership Educator, if he/she deems it necessary.
3.8.2.2 Shall assist the Membership Educator in any way he/she sees fit.
3.8.2.3 Shall serve on the Membership Committee.

3. Webmaster
3.8.3.1 Shall be appointed by the President.
3.8.3.2 Shall be responsible for setting up and maintaining a chapter domain and website.
3.8.3.3 Shall update the chapter website on a regular basis.
3.8.3.4 Shall serve on the Chapter Affairs Committee.

Article IV
Quorum

4.1 Business cannot be conducted unless a quorum is present.
4.2 Quorum shall be fifty (50) percent plus one of the Active membership including two officers.

Article V
Membership

Section 1: Types of Membership
5.1.1 Chapter membership shall consist of seven (7) types: Active, Associate, Conditional, Inactive, Alumni, Life, and Honorary.

Section 2: Membership Requirements and Distinctions

1. Active Members
5.2.1.1 Shall be a degree-seeking student enrolled in one class not including a performing ensemble of Oklahoma State University.
5.2.1.2 Shall be enrolled in one of the following Oklahoma State University band programs: Marching Band, Concert Band, Symphonic Band, Wind Ensemble, or Jazz Band.
5.2.1.3 Shall be formally initiated after completion of the Membership Education Program.

5.2.1.4 Shall pay all fees and dues promptly and in full.

5.2.1.5 At the discretion of the chapter and Sponsor/Advisor, be retained as Active members for a period not to exceed one (1) year although the student may actually only qualify for conditional status.

5.2.1.6 Shall maintain a 2.0 GPA.

2. Associate Members

5.2.2.1 Shall have the rights, privileges, and responsibilities associated with Active membership.

5.2.2.2 Shall be any member who has previously transferred to a Kappa Kappa Psi chapter under the Kappa Kappa Psi Transfer Policy, or who has been granted Honorary membership in lieu of the Transfer Policy.

3. Conditional Members

5.2.3.1 Shall be formerly Active members in good standing of the chapter for at least three (3) semesters (and Candidacy) before assuming Conditional status.

5.2.3.2 May, at the discretion of the chapter, attend meetings, observe Ritual, and participate in chapter activities.

5.2.3.3 Shall not hold office, propose candidates for membership, vote on any matters, act in the capacity of a big brother, or participate in Ritual.

5.2.3.4 Conditional status may be maintained for a time not to exceed two (2) semesters.

4. Inactive Members

5.2.4.1 Shall be formerly Active members who are registered with Oklahoma State University but do not pay member dues.

5.2.4.2 Shall be considered not in good standing with the Fraternity.

5.2.4.3 May not participate in Fraternity business, projects, or activities, observe Ritual, or observe meetings.

5. Alumni Members

5.2.5.1 Shall be Active, Associate, or Conditional members of the Fraternity who have completed their education or who have terminated their affiliation with Oklahoma State University.

5.2.5.2 Shall have all rights and privileges of Active membership except voting and introducing new business.

5.2.5.3 Must be recognized by the National Chapter as an Alumni member.

6. Life Members
5.2.6.1 Shall be formerly Active members in good standing with the chapter.
5.2.6.2 Shall have the rights and privileges of Active membership except voting and introducing new business.
5.2.6.3 Must be recognized by the National Chapter as a Life member.

7. Honorary Members
5.2.7.1 Need not be enrolled at Oklahoma State University.
5.2.7.2 Shall be outstanding in his/her field of endeavor or have performed outstanding service to the Oklahoma State University Bands or the Fraternity.
5.2.7.3 Shall, in accordance with the National Constitution, be granted the privileges of Life membership without further obligations.

Section 3: Department of Student Activities Guidelines
5.3.1 There may be no membership discrimination on the basis of race, national origin, gender, religion, handicap, sexual orientation, or marital status.
5.3.2 This organization or any of its members shall not conspire to commit any act which causes or is likely to cause, bodily danger or physical or emotional harm to any member of the campus community.

Section 4: Suspension and Expulsion
5.4.1 Guidelines for suspension and expulsion of Active members shall be in accordance with the Kappa Kappa Psi National Constitution.

Article VI
Dues

6.1 The chapter shall collect dues from the Active membership two (2) weeks prior to the National Headquarters deadline of dues.
6.2 The dues collected shall consist of two parts: The first part is that required by the National Headquarters of Kappa Kappa Psi. The amount of the second part shall be found in the by-laws and is to be set aside for the chapter’s general fund.
6.3 The full amount required of the chapter by the National Headquarters of Kappa Kappa Psi is based on the number of Active members in the chapter and shall be submitted to the National Headquarters one (1) week prior to the deadline.
6.4 Problems arising from the inability of a member to pay dues in the allotted time (not the willful non-payment of dues) shall be dealt with on an individual basis by the Chapter President, Chapter Treasurer, and the Sponsor/Advisor.

Article VII
By-Laws
7.1 A by-law may be passed at any regular meeting of the chapter provided a quorum is present.
7.2 Approval by a majority of the eligible voting membership shall pass proposed changes.
7.3 Proposed changes to the By-laws must be submitted to the chapter in hard copy and, upon approval, given to the chapter parliamentarian for incorporation.

Article VIII
Reports

Section 1: Reports to Campus Life
8.1.1 At the beginning of the fall semester, Kappa Kappa Psi shall report the name of officers and advisors to the Department of Campus Life, 060 Student Union, and shall promptly report any changes that occur during the school year.
8.1.2 At the beginning fall semester, the chapter will file with the Department of Campus Life a signed “Affirmation of Compliance.”
8.1.3 The funds of the chapter will be deposited with the university banking services and these may be audited yearly, preferably at the time a new treasurer is installed.
8.1.4 It is understood that failure to submit such materials, either through continued negligence or willful omission, may result in the suspension of the charter of this organization by the Committee on Student Organizations.
8.1.5 It shall be the responsibility of the President to complete all reports to the Department of Campus Life.

2. Reports to National Headquarters
8.2.1 All reports of the chapter shall be submitted to the National Executive Director in writing by December 1 and June 1 to the National Headquarters on forms prescribed by the National Headquarters.
8.2.2 The Chapter President shall be responsible for completing and filing all reports, and shall have all reports for that school year completed prior to leaving office.

Article IX
Amendments

9.1 Proposed amendments or changes to this constitution shall be presented to the chapter, in writing, at least one meeting before a formal vote is taken.
9.2 Approval by two-thirds (2/3) of the eligible voting membership at a regularly scheduled meeting shall pass a proposed change.
9.3 A copy of any alterations to this document must be filed in the Department of Campus Life, and with the National Headquarters of Kappa Kappa Psi.
Proposed changes to this Constitution must be submitted to the chapter in hard copy and, upon approval, given to the chapter parliamentarian for incorporation.
Kappa Kappa Psi Alpha Chapter
Bylaws
Revised 1/10/2009

1. Meetings
   1. General Meetings
      1.1 Shall be scheduled at least biweekly while school is in normal session.
      1.2 Business cannot be conducted unless a quorum is present.
      1.3 Quorum shall be fifty (50) percent plus one of the Active membership including two officers.
      1.4 Robert’s Rules of Order shall be referenced for all parliamentary procedures not covered in these Bylaws.
   2. Special Meetings
      2.1 May be called by any officer or by fifty (50) percent plus one of the voting members of the organization.
      2.2 All members must be given at least forty-eight (48) hours notice prior to the meeting time.
   3. Summer Session
      3.1 No official meetings shall be required during the summer session, and general meetings shall recommence in the fall.

2. Attendance
   2.1 Chapter meetings, in regard to attendance, shall be defined as all regular chapter meetings, joint chapter meetings, Rituals, and any other meeting scheduled in accordance with 1.1 and 1.2.
   2.2 An absence shall be considered excused if the absent member is prevented from attending by serious illness, a death in the family or other emergency, extraordinary circumstances, or anything else that would reasonably detain him or her from attending. All other absences are considered unexcused. The president shall have final approval as to whether an absence is considered excused or not. A member is considered tardy if he/she is not present when the meeting is called to order, but arrives before the end of new business.
   2.3 Any Active member who garners three unexcused absences shall immediately be placed on probation in accordance with section 6.518 of the national constitution of Kappa Kappa Psi.
      2.3.1 Any Active member placed on probation shall be informed of his/her probationary status, in accordance with section 5.519 of the National Constitution of Kappa Kappa Psi, and shall, within one week from the date of notification, be required to compose a formal letter, addressed to the Active brotherhood, detailing the reasons for his/her negligence and for desiring to be reinstated as
an Active member of the chapter and, upon reinstatement to active status, attend all chapter meetings for the remainder of the semester.

2.4 Two unexcused absences, beyond the three or more which brought the member into probationary status, will be grounds for that member to be put on suspension, pending a vote of the chapter, in accordance with section 6.520 of the National Constitution of Kappa Kappa Psi.

2.4.1 Any Active member placed on suspension shall be informed of his/her suspended status in accordance with section 5.521 of the National Constitution of Kappa Kappa Psi and shall, by two weeks from the date of notification, be required to compose a formal letter, addressed to the Active brotherhood, detailing the reasons for his/her negligence and for desiring to be reinstated as an Active member of the chapter.

2.5 Any member who continues to garner excessive tardies and/or absences, past those that caused the member to be suspended, shall be a candidate for expulsion, in accordance with section 6.522 of the National Constitution of Kappa Kappa Psi.

2.6 Should a member feel that his/her punishment due to tardies and/or absences is unjust, then he/she may present his/her case before the chapter. The chapter will then vote, and if a majority elects to overturn the decision of the president, that member’s tardies and/or absences will be considered excused.

3. Committees

1. Types

3.1.1 The standing committees of the chapter shall be: Activities, Rituals, Membership, Publications, Ways and Means, History, Chapter Affairs, and Jurisdiction.

3.1.2 All Active members of the Alpha Chapter are required to serve on at least one (1) committee.

3.1.3 Special committees shall be appointed by the President as required.

3.1.4 In the case of special committees, the President shall appoint the chairperson.

3.1.5 All applicable committees should serve in joint with appropriate Tau Beta Sigma committees when necessary.

2. Activities

3.2.1 Shall be chaired by the Vice-President.

3.2.2 Shall be responsible for all receptions.

3.2.3 Shall organize all social functions involving band activities and all skits, games, and entertainment pertaining to such functions.
3.2.4 Shall organize intramural athletic teams and be responsible for the procurement and upkeep of related equipment.

3. Rituals

3.3.1 Shall be chaired by the Chancellor.

3.3.2 Shall assist the Chancellor in the preparation and execution of the Ritual.

4. Membership

3.4.1 Shall be chaired by the Membership Educator.

3.4.2 Shall be responsible for the recommendation of band members and other qualified people for membership in the Fraternity.

3.4.3 Shall be responsible for the rushing, training, and initiating of the perspective members.

3.4.4 Must include at least one member from each of the previous membership classes who is an Active member in the Alpha Chapter.

5. Publications

3.5.1 Shall be chaired by the Correspondence Secretary.

3.5.2 Shall be responsible for the publication of the O’Traveler in cooperation with the Alpha Chapter of Tau Beta Sigma.

3.5.3 Shall be responsible for submitting articles to the New Alto and the Podium.

6. Ways and Means

3.6.1 Shall be chaired by the Treasurer.

3.6.2 Shall be responsible for the initiation, planning, and operation of all fund-raising activities of the chapter.

7. History

3.7.1 Shall be chaired by the Historian.

3.7.2 Shall be responsible for maintaining the chapter scrapbook and displays.

3.7.3 Shall be responsible for creating District and National Convention scrapbooks and displays.

8. Chapter Affairs

3.8.1 Shall be chaired by the Alumni Secretary.

3.8.2 Shall prepare a newsletter every semester to all Active, Honorary, and Alumni members.

3.8.3 Shall be responsible for maintaining the chapter web page.

9. Jurisdiction

3.9.1 Shall be chaired by the Parliamentarian.
3.9.2 Shall assist in the revising of the Chapter Bylaws and Constitution as necessary.

10. Committee Reports

3.10.1 Each committee, whether standing or special, shall have its own chairperson who will appoint a secretary to keep the minutes and take attendance to be included in the committee report.

3.10.2 The report specified in 3.10.1 shall be turned in at the next scheduled chapter meeting and be included in the chapter minutes.

3.10.3 The committee attendance shall be recorded in the master roll book.

4. Finances

1. General

4.1.1 Funds must be administered through Oklahoma State University or approved off-campus account.

4.1.2 All expenditures must be signed by the Chapter President and Chapter Treasurer and must be reviewed by the Sponsor/Advisor.

4.1.3 All monies shall be received and expended by the Chapter Treasurer.

4.1.4 Income of the chapter shall be derived from annual dues, fund-raising projects, and donations.

4.1.5 The dues collected shall consist of two parts: The first part is that required by the National Headquarters of Kappa Kappa Psi. The amount of the second part shall be twenty dollars ($20.00) to be set aside for the chapter’s general fund.

5. Membership Education Program

5.1 The prospective member must have at least a 2.5 GPA at the time of entering the Membership Education Program provided that person is not an incoming freshman.

5.2 The prospective member shall be a band member who possesses unusually good character and demonstrates leadership potential.

5.3 A negative vote of twenty-five (25) percent or five (5) members, whichever is greater, of the eligible voting membership shall be required to prevent a person from entering the Membership Education Program.

5.4 Each prospective member will have reviewed the Policies on Hazing, Controlled Substances, and Discrimination and signed the Policies Awareness Agreement Form prior to First Degree.

5.5 Each prospective member will have been made aware of the responsibilities of membership and the expectation of them as candidates of the chapter and will have signed an agreement of their understanding of them prior to First Degree.

5.6 Before being eligible for active membership, a candidate must serve the term of the Membership Education Program.
5.7 Prior to Second and Third Degree, the Membership Candidate must receive a favorable vote of seventy-five (75) percent to continue their candidacy or to be initiated.

5.8 A candidate may be terminated from the Membership Education Program, as suggested by an Active member, at any regularly scheduled chapter meeting by a vote of seventy-five (75) percent.

5.9 The Membership Educator shall submit his/her tentative Membership Education Program, with approved and reserved dates and places, in writing to the chapter prior to the final meeting of the spring semester; at which time it shall be voted on by the membership.

6. Awards

6.1 It shall be the annual practice for the chapter to present four awards honoring the “Outstanding Graduating Senior Music Major,” “Outstanding Graduating Senior Non-Music Major,” “Outstanding Freshman Music Major,” and “Outstanding Freshman Non-Music Major.” A certificate will be presented to each recipient at the Annual Band Banquet at Oklahoma State University.

6.2 Nominations for these awards shall be decided and voted upon by the chapter. If possible, nominees shall exclude Active members.

6.3 The chapter shall provide a fifty dollar ($50.00) scholarship for the recipient of the “Outstanding Freshman Music Major” award. The recipient shall be recognized at the Annual Band Banquet at Oklahoma State University. The award will go into effect for the following spring semester.