

Nu Kappa Epsilon

Beta Chapter

By-laws to the Constitution

I. Meetings and Attendance^[1]_{SEP}

- A. Attendance will be taken at all regular meetings and events designated as mandatory.
 - i. Attendance at specified philanthropic events, fundraisers, concerts and Rush and pledging events is expected, unless prior approval is obtained from the Secretary. Mandatory events will be announced at least two weeks in advance.
 - ii. All events requiring mandatory attendance will be taken by the Secretary
- B. Sisters who are studying abroad or who are withdrawing from the University are excused from financial and attendance obligations to the sorority for the duration of their absence. A letter shall be submitted to the President before leaving the University.
- C. An excused absence is one that has been approved by the Secretary prior to the event. An excused absence is illness, religion, death/family crisis or other such incidents. The secretary must be notified 24 hours in advanced in order to approve of the absence. Unexcused absences cannot be pertained to homework conflicts, not notifying the secretary 24 hours in advance, being out of town and other such incidents.
- D. After two unexcused absences in a semester, a sister will receive a warning that her absence from meetings and mandatory events could lead to a review of her sisterhood.
 - a. Formal chapters and mandatory events do not have allowed unexcused absences.
 - b. For every chapter missed over the two unexcused absences the sister will have a fine of \$5 and for every unexcused absence from mandatory events and formal chapters the sister will have a fine of \$10
 - i. Unless the sister writes a letter to the executive board explaining her case, it will be handled at a case to case basis.
- E. If a Sister goes over the allotted unexcused absences
 - a. At this time the Executive Board may withhold voting rights.
 - b. After five absences in a semester, the Executive Board will review a sister's membership.
 - c. The Executive Board must notify the sister of the review at least one week ahead of time.
 - d. The sister will be allowed to defend her absences to the Board.
 - e. The Executive Board will vote on the option to revoke or continue the sister's membership.
 - f. If membership is not revoked, the case remains open to review by the Executive Board, and the sister will be placed on probation.

- g. Being placed on probation means the sister's voting rights have been revoked, and she will still be assigned to a committee.
- F. The first meeting of every month shall be a formal meeting. Pins are to be worn to this meeting with the appropriate attire.
 - a. Appropriate attire constitutes a professional dress or pants with pin over the heart.
 - b. This meeting will be run according to the established formal meeting ritual.
 - o Pin attire is not blue jeans, yoga pants, sweatpants or sweatshirts. If a sister comes to a formal meeting not wearing the appropriate attire she will be asked to change and come back or pay the fine of \$10 for a missed formal chapter
- G. All active sisters are expected to serve on one committee of their choice each semester.
- H. Associate Sisters^[L]_[SEP]

1. Sisters that would like to become Associate Sisters must qualify according to Article III part C. in the Constitution and must write a letter within the first two weeks of the semester and give it to the Executive Board to look over and discuss.
2. After the discussion has taken place, those approved to become associates will have a one-on-one meeting with the President to find a way to make sure they still stay active in the Chapter activities.
3. A new sister must be a sister for a full semester before choosing to go associate; unless the sister has extenuating circumstances then it will be held at a case-by-case basis with the sister submitting a letter to the executive board.
4. Associate Sisters are still required to come to ALL mandatory events, which include but not limited to Bid Night, Retreat, Recital, Open Mic Night, Formal chapter, and Initiation
5. This must be done within the first two weeks of the semester

H. Sisters wishing to deactivate or drop^[L]_[SEP] letters

1. Sisters that would like to with-draw^[L] must qualify according to Article III part C. in the Constitution and must write a letter within the first two weeks of the semester and give it to the Executive Board to look over and discuss.
2. This must be done within the first two weeks of the semester

II. Dates^[1]_{SEP}

- A. The Executive Board will set up all dates for meeting times and major events (including Rush, pledge period, fundraisers and major philanthropic events) the semester before they occur whenever possible. Other events may be planned as the need arises or if conflicts come up during the semester.
- B. These dates decided upon by the Executive Board will be given in a calendar format (hard copy or otherwise) to everyone by the first meeting for each semester.
- C. Musical events that sisters are involved in will also be added to this calendar
- D. Bonding events that are not specifically sisterhood events will also be added to this calendar (celebration night, midnight madness, homecoming, etc.)

III. Election of Officers

A. Nominations

- 1. Nominations will be taken at the meeting prior to and again directly before election in reverse order as they are listed in Article VI of the Constitution. Once closed, nominations may only be reopened in the event that all candidates for an office have been elected to other offices.
- 2. Nominations must be accepted in person or given in writing to the President, Vice President or Secretary beforehand. Each sister may accept nominations for a maximum of three offices. A sister may withdraw herself from consideration of an office at any time.
- 3. A senior may only be nominated for an officer position if and only if there is no one else running for that position. This is to decrease the number of random elections throughout the year.

B. Election Procedure^[1]_{SEP}

- 1. Each candidate is given the opportunity to give a speech and answer questions from the sisterhood. ^[1]_{SEP}
- 2. Discussion regarding the qualifications of each candidate will take place after their speeches. All candidates for that office will be excused from meeting during discussion. ^[1]_{SEP}
- 3. The votes shall be confidential. The candidate with a simple plurality of votes will be elected. The two highest officers present who are not being considered for that office count votes. In the case of a tie, the highest office counting votes will vote.
- 4. After each officer is elected, each unelected candidate may choose to nominate herself for any other office, unless she has already been nominated for two other offices.
- 5. Elections are to be held in November, before exam week.
- 6. Unopposed Candidates
 - i. Should a candidate run unopposed; she must receive a simple

- majority vote of confidence.
- ii. In the event that she does not obtain a simple majority, she is removed from consideration for that office for the remainder of the semester.
- iii. Nominations for this office are immediately reopened following the vote of no confidence.
- iv. After the second set of nominations, elections for that office will proceed according to standard election procedures.
- v. Should no one accept a nomination for the position, nominations will occur again at each meeting until the vacancy is filled.
- vi. The vacancy will be filled temporarily in accordance with the procedures outlined in Article XI part H of the Constitution.
- vii. An eligible sister not already holding a position will be considered for the position. Elections take place at the next meeting.

IV. Officer Duties^{[L][SEP]}

All Officers should attend weekly officer meetings unless prior permission has been given from the Secretary and the President. Each officer shall give a written report of the success of major events to be kept in her notebook and passes on to the succeeding officer. In addition to the duties outlined in Article VIII of the Constitution, officers must fulfill the following responsibilities:

A. President^{[L][SEP]}

1. Serve as a liaison between Nu Kappa Epsilon and the Music Department, administration and campus. ^{[L][SEP]}
2. Meet with Faculty Advisor periodically. ^{[L][SEP]}
3. Run the Nu Kappa Epsilon table at the fall activities fair in cooperation with the Rush Chair.

B. Vice President

1. Chair the Expansion Committee, dedicated to forming new chapters of Nu Kappa Epsilon at other colleges and universities.
2. Review and signs off on all transaction performed by the Treasurer.
3. Vice President edits the By-Laws^{[L][SEP]}
4. A big seminar will be held and organized, explaining what a big is and the explicit duties of a big's role^{[L][SEP]}
 - i. All potential bigs must attend this seminar as well as an event with the potential littles such as speed dating or a bake sale.
 - ii. If a potential big drops as a big after a certain time discussed by the Vice President and the Rush and Ritual Chair then that big will have a fine of \$30 which will fuel the big fund in the NKE budget

C. Secretary^[L]_[SEP]

1. Will oversee the committees of Historian and PR. These two committees consist of Historian and PR chair, but are under Secretary's jurisdiction.
2. Takes notes at chapter and sends out weekly updates.
3. Will keep attendance of all mandatory events and chapter.
4. Will give sisters warnings about absences.

D. Treasurer^[L]_[SEP]

1. Will oversee the bank account.
2. Will produce a budget each semester. This budget will be reviewed at the beginning of each semester at the first formal chapter for all the active sisters.
3. Nu Kappa Epsilon funds shall not be used to purchase alcohol for any event.

E. Merchandise Chair

1. Make sure that all new sisters and current sisters have pins and have the option of guards and dangles when appropriate.
2. Have the new Nu Kappa Epsilon merchandise (t-shirt, hat, etc.) order at least once a semester.
3. Make sure that a composite is made annually. ^[L]_[SEP]
4. Distribute merchandise to alumnae when necessary. ^[L]_[SEP]
5. Coordinate the Senior Gifts with the Historian committee.

F. Historian^[L]_[SEP]

1. Take pictures at all major events. ^[L]_[SEP]
2. Maintain a record of family trees, pledge classes, and graduating seniors.
3. Coordinate the Senior Gifts with the Merchandise Chair.
4. Maintains the Alumnae page and keeps in contact with Alumnae.

G. Public Relations Chair^[L]_[SEP]

1. Delegated contact for Alumnae, Faculty Advisor and Associate Sisters.
2. Responsible for getting word out for all activities. ^[L]_[SEP]
3. Maintains the Facebook.
4. In charge of updating social media.

H. Fundraiser Chair

1. Creates Fundraisers such as bake sales, raffles, etc.
2. Nu Kappa Epsilon funds shall be used for sorority events, Nu Kappa Epsilon sponsored activities and philanthropies. ^[L]_[SEP]

I. Rush and Ritual Chair^[1]_{SEP}

1. Make and deliver door signs for new pledges.
2. Prepare Nu Kappa Epsilon handbooks for all pledges.
3. Creates and runs rush week with help from committee.^[1]_{SEP}
4. Run the Nu Kappa Epsilon table at the fall activities fair, in cooperation with the President.
5. Develop Rituals
6. Maintain the book of Rituals and Procedures
7. May not take a little(s)

J. Philanthropy

1. In charge of Open Mic Night Committee^[1]_{SEP}
2. Will enforce the service hours, at least 2 hours must be done pertaining to music (CNU music department, Soundscapes, All State Band and Orchestra, etc.) and the other 2 hours can be non-music related (Relay for Life or Out of the Darkness walk, etc.).
3. Will make opportunities for service hours that are required

K. Sisterhood Chair

1. Organize an end of the semester party for the graduating seniors.^[1]_{SEP}
2. Is in charge of Retreat and Rose ball.
3. Creates bonding activities and mixers with other organizations^[1]_{SEP}
4. Sisterhood chair is responsible for communication within the sorority to promote problem solving and mediation between parties.

L. Music Chair

1. Will coordinate all music practices with the sisterhood.
2. Helps form relationships between the other music Fraternities and Sororities on campus with the President.
3. Acts as a liaison to the advisor in the music department.
4. Helps coordinate any musical event the sisterhood chooses to have such as: Open Mic Night, caroling, etc.
5. Will coordinate all music practices in chapter for a minimum of 30 minutes^[1]_{SEP}
 - a. Attendance policy for music: only 3 unexcused absences and must tell music chair
6. Teaches sisters at least one choir song for sisters to perform at events per semester.
7. The Assistant Music Chair will be elected as Music Chair after one term of being an assistant.

M. Alternate Greek Council

1. Delegates represent Nu Kappa Epsilon in the Alternate Greek Council, where they meet once a week, keep the sorority on non-social Greek events, perform face-to-face social networking, and organizes mixers and promoting the AGC.

N. Honor Council

1. Each family nominates 2 sisters (not in executive board or associate sisters) to sit on an honor council to deal with un-sisterly behavior
2. Deals with official complaints or ordeals
3. Responsible for making sure sisters have appropriate social media for a better reputation for NKE
 - a. This includes slander of NKE or other organizations, pictures with alcohol, and etc.

O. Assistant Music Chair

1. This chair would assist the music chair with anything the chair needed for one full term. This would be like a training period for them.
2. Newly initiated sisters are allowed to take on this position.
3. Voting on this position is just like any other position but once the first one is elected they will take on the music chair position during the next election
4. If they decide to not take on the music chair position, a special election will be held

V. Rush and Pledging

- A. At least six functions will be held during each semester during which rush takes place.
- B. If quota of pledges is reached during fall rush, the sorority may decide not to hold spring Rush. Quota is determined by the sisterhood before fall rush and is based upon the number of sisters graduating and desired growth of the sorority. ^[1]_{SEP}
- C. Each Pledge must attend a specified number of Rush functions to be considered for sisterhood. The number of required Rush events will be set prior to Rush, by majority vote of the sisterhood, when quota is set. Expectations to this attendance requirement may be made at the discretion of the sisterhood. ^[1]_{SEP}
- D. Each sister must come to three rush events other than ice cream social (since it is mandatory) unless the Executive board excuses it.
- E. The pledging requirements determined by the sisterhood include: philanthropy

and social event, music education, and completing pledge education. After completing requirements, the pledges will be initiated at an official ceremony.

- F. The sorority reserves the right to not initiate any pledge with a vote of two thirds of the active voting members, voting will be held anonymously. ^[L]_{SEP}
- G. The sister shall set the amount of dues prior to starting Rush in any given semester. Pledge dues are to be collected by the treasurer. The sisterhood reserves the right to make the pledges dues higher than sister dues in order to cover higher pledging costs. As of Spring 2013, dues for new members are 55 dollars.
- H. The Rush Chair will keep record of pledge attendance at all pledging events. ^[L]_{SEP}
- I. All pledges must sample each committee during the rush process. ^[L]_{SEP}
- J. No new members will be permitted to be in an officer position unless they have been in the sisterhood for at least a semester if numbers permit.
- K. Along with the already in place voting on potential new sisters before bid night on potential new members, the potential new members have to conduct condensed interviews with a certain amount of sisters that are asked questions about sisterhood and music.
 - a. These interviews will be conducted the week after rush week between Monday and Friday. (Unless it is mixed with ice cream social)
 - b. Then a vote will be done on the potential new members after interviews. Then bid night will follow that Sunday. (Details left to e-board)

VI. Dues^[L]_{SEP}

- A. The Executive Board will set the due date for dues in planning the calendar for the following semester.
- B. If dues are not paid in full, or if an agreement has not been reached with the treasurer about a payment plan for a five-dollar fine will be assessed each week until the dues are paid.
- C. Dues are to be paid to the Treasurer in full to this amount.
 - a. New members pay \$55.
 - b. Members pay \$45. ^[L]_{SEP}
 - c. Associate members pay \$25.

VII. Philanthropy and Service Hours^[L]_{SEP}

- A. Each sister is required to take part in four service hours a semester in any way, see Philanthropy Chair duties for details.
 - a. Each sister must has 2 hours of music service and 2 hours of community service each semester which should be completed by the last chapter of each semester.
- B. The official sorority philanthropy is Songs for Kids
 - a. The mission is to enrich the lives of children suffering from illness and hardship through music

- C. The official chapter philanthropy is Playing for Change
 - a. The mission is to inspire, connect, and bring peace to the world through music. As well as create a positive change through music and arts education
 - b. A Playing for Change concert will be held every September for Playing for Change day.

VIII. Faculty Advisor^{[L][SEP]}

- A. A member of the music department faculty if possible shall be chosen by the sisterhood to be the sorority's Faculty Advisor. ^{[L][SEP]}
- B. The Faculty Advisor will serve as liaison to the Music Department and the University Administration. They will serve for one year, but may be re-elected indefinitely.

IX. Bylaws Review^{[L][SEP]}

- A. These bylaws shall be reviewed by the end of each semester by the Executive Board. ^{[L][SEP]}
- B. They may also be reviewed at any other time at the discretion of the Executive Board.
- C. Any proposed changes will be presented to the sisterhood for a vote. Changes will be approved by a quorum.
- D. The by-laws proposed for review must be proposed at the chapter in which the review occurs for the sake of order and informing the sisterhood what the proposed by-law is about.

X. Official Documents^{[L][SEP]}

- A. No Officer may sign a binding agreement that will hold for longer than one year. Any exception to this rule must be approved by the Executive Board, and should be stated clearly in writing to the succeeding officer. Each document should be signed and dated by the relevant officer and the highest available member of the Executive Board. A copy of every binding agreement must be filed with the Office of Student Activities.

XI. Committees^{[L][SEP]}

- A. All sisters must be in at least one committee.
- B. Committees will be assigned a semester in advance, if able. ^{[L][SEP]}
- C. Committees will meet each meeting for fifteen minutes to touch base and discuss ^{[L][SEP]}tasks that must be done in the coming weeks. This meeting is mandatory once a month and they must send a report to the Vice President^{[L][SEP]} of attendance and a summary of what was talked about
- D. If you are in the rush/ritual committee you may not take a little(s) and this committee is based on those not taking a little(s)
 - a. If necessary, if a sister wishes to take a little that is in the committee then she will be asked to sit out of pairing and be replaced with a

senior member who is not taking a little.

XII. Disciplinary Action

A. Probation:

- a. A formal complaint must be lodged against an active sister
- b. This will then cause for an investigation by the Honor Council and if evidence is found she may be put on probation
- c. This will cause the sister to lose her voting right and she will be under review for a certain amount of time decided by the board or the council
- d. She must still come to chapter
- e. Her sisterhood status will be re-evaluated by the Executive board at the conclusion of her probation.
- f. A sister may be put on probation by the honor council or the executive board with a vote for doing the following:
 - i. Being un-sisterly (can be defined by the board or the council)
 - ii. Acting rude on social media towards NKE or other organizations
 - iii. Doing something that puts the organization in a bad place
 - iv. Messing with certain processes like rush and the big/little selection
 - v. Not paying dues after a period of time defined by the treasurer

B. Stripped of letters:

- a. If a decision is made to strip the sister of her letters the executive board must meet and vote on the matter
- b. Then the board will write a letter explaining what has happened and the offense and have the board sign the letter
- c. The President and Vice President will then meet with the sister and strongly encourage her to drop and if not will present the letter and at that time she will no longer be a sister
- d. This sister will then have to turn in her sisterhood pin and unity letters and she will no longer be able to wear letters. She can sell her letters to other sisters if she would like.

XII. Mister Sister of NKE

- A. In the fall of each academic year, sisters will nominate a young man attending CNU who they feel is a large part of the NKE community and would support the sisterhood.
 - i. Like a fraternity Sweetheart
- B. Nominations would take near the beginning of the fall semester
 - ii. Each sister can nominate someone they think would be a good candidate and must give a short, 2-3 sentence reason, as to why they think that this person would be a good representation of the sisterhood.
- C. Mister sister would be announced each fall semester at Open Mic Night

D. Mister sister would have to make an appearance at a minimum to specific sisterhood events/ fundraisers, i.e. Open Mic Night, Relay for life, etc.

Updated: November 7, 2015