

Nu Kappa Epsilon  
Beta Chapter  
By-Laws to the Constitution  
Updated for the 2023-2024 School Year

I. Membership Eligibility

- a. Students who are not cisgendered men in good standing with the university and have at least one more semester at the university by the time they are/will be initiated are eligible for membership.
- b. Members standing will be checked at the beginning of each semester to make sure they are in good standing with the university.
  - i. If a member is not in good standing with the university they will be placed on a probationary period with the sisterhood.
  - ii. While they are on probation they will still be considered an active sister but will need to work to make sure they are put back on good standing with the university the following semester.
  - iii. If a sister is on probation, the Eboard will determine the following on a case-by-case basis: the allowance of voting rights, running for Eboard positions, and taking a little.
  - iv. A sister may not be on probation for more than 2 semesters.
  - v. If a sister has to be put on probation for more than 2 semesters their membership will be terminated.

II. Membership Status

- a. There are three sister statuses: Full Sister, Associate Sister, and Inactive Sister. All statuses must be requested within the first two weeks of the semester by contacting the Secretary through a letter. The secretary will exclude names on the letter and present the request to the executive board for anonymous review. After a sister is granted a new status, the President, Vice President, or Secretary will meet with the sister to discuss their new responsibilities.
- b. A sister's status may be changed at any point in the semester, but will still be subject to their respective, original sister status dues if the letter is delivered after the first two weeks of the semester. For example, if a sister requests to be Associate within the first two weeks, but requests to become Inactive after the first two weeks, they will still be subject to Associate dues.
- c. Associate Sisters
  - i. Associate sister statuses are "part-time" and are granted to need-based sisters. This option is ideal for sisters in other organizations that have time conflicts between organizations or have higher requirements during the semester that restrict their availability. Associate status should not be requested with the intent to avoid full sister dues, have more personal free time, or avoid responsibilities.
  - ii. Associate status may be granted to a maximum number or percentage of the sisterhood at the discretion of the secretary at the beginning of the semester.
  - iii. Sisters that would like to become Associate Sisters must qualify according to Article III part C (Dues) in the Bylaws and Constitution.
  - iv. After the anonymous executive board discussion has taken place, those

sisters approved to become associates through a vote of the executive board will have a one-on-one meeting with the President, Vice President, or Secretary.

1. In this meeting, sisters agree to and sign the Associate Sister Contract, outlining all of their responsibilities as an Associate sister.
- v. A new sister must be active for a full semester before gaining associate sister eligibility. However, new sisters with extenuating circumstances will be considered on a case-by-case basis after the sister submits their letter to the Secretary.
  1. Sisters have to be sisters for a full academic year before requesting Sister Associate Status
- vi. Associate Sisters are still required to come to mandatory events, which include but are not limited to Recruitment Week, Bid Night, Retreat, Open Mic Night, Formal chapter, and Initiation.
- vii. An associate sister must still complete their 2 hour music, 2 hour non-music service hours.
- d. Inactive Sisters
  - i. An inactive sister is a sister who chooses to temporarily withdraw their active sister membership due to circumstances that inhibit them from performing their sisterly duties outlined in both the Constitution and Chapter Bylaws. An inactive sister has the intention to rejoin the sisterhood the following semester, to follow the procedures in the Constitution under Article III part D.
  - ii. Sisters that would like to withdraw must qualify according to Article III part D. in the Constitution.
  - iii. Inactive status must be requested within the first two weeks of the semester to be exempt from active sister status dues.
  - iv. Inactive sisters may not wear the sisterhood pin but may wear letters and other apparel. Inactive sisters may keep their sisterhood pin in their possession until they are ready to return to the sisterhood.
  - v. A sister may only go inactive for one semester in their college career
- e. Voluntary Termination of Membership
  - i. Voluntarily terminating membership means that a sister chooses to permanently terminate membership in the sisterhood. They are no longer a sister and are no longer eligible to rejoin the sisterhood.
    1. A sister who decides to terminate their membership voluntarily recognizes that this is a decision that has the status equivalent to their membership being terminated involuntarily; therefore, they must follow Beta Chapter Bylaws Article XIII, part b, subsection iv.
    2. Their sisterhood pin and unity letters must be returned to the sisterhood.
- f. Alumna
  - i. A sister becomes an alumna when they complete their time at the university.

1. A sister who transfers to another school without an NKE chapter present may choose to go alumna.
- ii. A sister that must leave the university due to personal circumstances (e.g. mental health) and was in good standing with the university and sorority is an alumna.
- iii. All alumna sisters may keep their pin, hard letters, and any other apparel/merchandise associated with the sisterhood. Alumna sisters are considered “sisters for life” and are permitted to attend any sisterhood event or ritual.
  1. An alumna sister may be asked to pay dues up to the amount of \$15 for attendance at numerous events that utilize the chapter's resources. Payment of dues will be left to the discretion of the treasurer with permission of the Executive board.

g. Sisters Studying Abroad

- i. A sister who is studying abroad will still be considered an active sister but will not be subjected to financial and attendance obligations until they return to the university.

### III. Dues

- 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 \$5 fine will be assessed each week until the dues are paid.
- c. Dues are to be paid to the Treasurer in full by the date they set at the beginning of each semester
  - i. The price of dues for the entire academic year shall be set and announced by the Treasurer at the last formal meeting of the Spring Semester.
  - ii. That price shall be the definitive price of dues for the following academic year and shall not change.
  - iii. At the request of the sisterhood, the Treasurer can provide an explanation for a change in the price of dues.
- d. Failure to Pay Fines
  - i. If a sister does not pay their fines by the date set by the Treasurer, the sister will be considered in poor financial standing with the sisterhood. As a result, their sisterhood status shall be re-evaluated by the Executive Board. The sister shall be considered on probation until the issue is resolved.

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### IV. Meetings

- a. Attendance will be taken at all regular meetings and events designated as mandatory.
  - i. Attendance at specified philanthropic events, fundraisers, concerts, recruitment, and new member events are 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.

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- b. An excused absence is one that has been approved by the Secretary prior to the event. An excused absence is defined by the secretary and can include: illness, religion, death/family crisis, work that cannot be covered or changed, or other such incidents. The secretary must be notified 24 hours in advance in order to approve of the absence, unless there are extenuating circumstances. Unexcused absences cannot be pertained to homework conflicts, not notifying the secretary 24 hours in advance, being out of town and other such incidents.
- c. After two unexcused absences in a semester, a sister will receive a warning that their absence from meetings and mandatory events could lead to a review of their sisterhood.
  - i. Formal chapters and mandatory events do not have allowed unexcused absences.
  - ii. 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
    - 1. Unless the sister writes a letter to the executive board explaining their case, it will be handled on a case to case basis.
- d. If a Sister goes over the allotted unexcused absences:
  - i. At this time the Executive Board may withhold voting rights.
  - ii. After five absences in a semester, the Executive Board will review a sister's membership.
  - iii. The Executive Board must notify the sister of the review at least one week ahead of time.
  - iv. The sister will be allowed to defend their absences to the Board.
  - v. The Executive Board will vote on the option to revoke or continue the sister's membership.
  - vi. If membership is not revoked, the case remains open to review by the Executive Board, and the sister will be placed on probation.
  - vii. Being placed on probation means the sister's voting rights have been revoked, and they will still be assigned to a committee.
- e. The first meeting of every month shall be a formal meeting. Pins are to be worn to this meeting with the appropriate attire.
  - i. Appropriate attire defined below.
  - ii. This meeting will be run according to the established formal meeting ritual.
  - iii. If a sister comes to a formal meeting not wearing the appropriate attire they will be asked to change and come back or pay the fine of \$10 for a missed formal chapter
- f. All active sisters are expected to serve on one committee of their choice each semester.
  - i. Committees are to be held in informal processes if the current active status sisterhood membership is less than 15 people.

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## V. Dates

- A. The Executive Board will set up all dates for meeting times and major events (including recruitment, new member period, fundraisers, and major philanthropic events) the first month of classes or as they occur whenever possible. Other events may be planned as the need arises or if conflicts come up during the semester.
- B. All mandatory dates will be set within the first month into the semester. If there is a date set past the first month that is mandatory then this date must be voted on by the entire sisterhood and be passed by a majority vote, multiple dates can be proposed to ensure a date can satisfy the sisterhood needs.
  - a. Any event the Executive Board, Eboard, or sisterhood wishes to make mandatory (that will cost all individuals money, which is not included in sister dues, not in the Nu Kappa Epsilon budget) shall be voted on by the sisterhood at least four weeks prior to the proposed mandatory event date. The sisterhood must be notified of the exact cost, date, and time of this event at the time of voting and the vote must pass with a two-thirds majority of all those present.
    - i. This, however, will exclude NKE philanthropic events, as those are always mandatory.
- C. 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.
- D. Bonding events that are not specifically sisterhood events will also be added to this calendar (celebration night, midnight madness, homecoming, etc.)

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#### VI. Dress Code (see Sec. job)

- A. Pin Attire
  - a. Pin attire is attire appropriate for a business setting. This includes, but is not limited to:
    - i. Business pants, capris, and formal leggings.
    - ii. Dresses and skirts that fall just above the knee or longer.
  - b. While wearing your pin, it is inappropriate for a sister to wear clothes that are:
    - i. Transparent, cut, torn, tight, and/or revealing. A sister's mid-section, upper thighs, or undergarments should not be openly displayed.
    - ii. No sister should be drinking or inebriated in their pin regardless of whether or not they are of legal drinking age.
- B. Letters and Crest
  - a. While wearing Letters in public, a sister may only wear nice leggings, jeans or better that are not cut or torn, or professional skirts of appropriate length.
    - i. It is inappropriate to wear gym shorts or leggings that would be considered workout clothes in letters.
    - ii. Letters and the crest will not be worn to practices or any situation where the sister could theoretically be sweating heavily.
    - iii. No sister should be drinking or inebriated while wearing hard letters or clothing that displays the sisterhood crest.
- C. Bid Night
  - a. Each Bid Night, sisters will wear all black, with accent if applicable, pin attire, unless otherwise specified by the Rush and Ritual Chair.
    - i. Please see Article II, section A for more clarification on pin attire.
- D. Events

- a. For any event, mandatory or non-mandatory, the head of the event may instill a dress code. However, the dress code must be approved by the Secretary.

## VII. Officer Duties

- A. 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 their notebook and pass 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

- i. The President will:

- 1. Promote positive communication skills within the sorority to promote problem solving and mediation between parties.
    - 2. Serve as a liaison between Nu Kappa Epsilon and the Music Department, administration, and campus.
    - 3. Meets with Faculty Advisor periodically.
    - 4. Update the Compass at the start of each semester.
    - 5. Be responsible for scheduling rooms for events and tables for fundraisers created by E-Board members and approved by the sisterhood when the Vice president is unavailable.
    - 6. Organize an Executive Board meeting prior to the start of each semester to discuss roles and expectations.

- b. Vice President

- i. The Vice President will:

- 1. Chair the Expansion Committee, dedicated to forming new chapters of Nu Kappa Epsilon at other colleges and universities.
    - 2. Be responsible for scheduling rooms for events and tables for fundraisers created by E-Board members, and approved by the sisterhood. In addition, the Vice President will schedule virtual meetings and events for the chapter.
    - 3. Be the head of the Legislative Committee
      - a. The Legislative Committee is designed to view the Bylaws in a constant state of repair. This Committee will meet twice a month (once a fortnight) under the Vice President to discuss Bylaw improvement. Meetings will be open to the sisterhood.
      - b. Sisters may send the committee requests to create solutions for specific problems they find.
      - c. The committee will provide a report to the sisterhood during chapter of what they discussed during their committee meeting. This may include having a sisterhood vote on proposed legislation changes.
      - d. When the Legislative Committee proposes their changes, the sisterhood will discuss the proposal and vote on the changes at the following chapter. This allows time for sisters to think about the effects of the changes.
      - e. Any proposed changes will be presented to the sisterhood

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for a vote one week before voting. Changes will be approved by a quorum.

- f. There will be a cap of major changes as decided by the Vice-President at the beginning of every semester.
  - g. When the Legislative Committee is commissioned, Bylaw Review and Bylaw Voting will no longer be sisterhood events and Article X (Faculty Advisor/Alumni Advisor) will be omitted from Bylaws.
- 4. Review all other committees to ensure that they are being productive and effective.
  - 5. Conduct a Big Class in tandem with the Rush and Ritual Chair to explain the importance of being a good big, what differentiates a big from a supportive big, and responsibilities that fall under being a big.
    - a. All potential Bigs must attend Big Class and Speed Dating. If a potential Big cannot attend these events, an alternative solution must be discussed with the Rush and Ritual Chair.
    - b. 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.
  - 6. Check to make sure all sisters are meeting membership eligibility at the beginning of each semester.

c. Secretary

- i. The secretary will:
  - 1. Serve on the Executive Board.
  - 2. Will oversee Historian and PR committees.
  - 3. Take notes at chapter and send out weekly chapter notes.
  - 4. Will send out chapter minutes by Monday night, so long as the rest of the eboard inputs their help.
  - 5. Will keep attendance of all mandatory events and chapters.
  - 6. Will give sisters warnings about absences.
  - 7. Will be in charge of upholding the dress code and sending sisters home in the instance of a dress code violation.
  - 8. Monitor Sister Statuses and handle information regarding sisters studying abroad.
    - a. 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.
  - 9. 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.).
  - 10. Will make opportunities for service hours that are required

d. Treasurer

i. The treasurer will:

1. Will oversee the bank account.
2. Report income and expenditures for the past month at the first meeting of each month, if the sisterhood so desires.
3. 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.
4. Funds may not be used to purchase alcohol under any Circumstance.
5. Will be in charge of all purchases for the chapter
  - a. The chapter members will fill out Check Requisition Form before spending money from NKE
6. Charge fees to sisters as needed see:
  - a. IV. Meetings, Item D, sub-item ii [Article II part f section iii subsection 1, Article III part b, Article IV. part f section ii, Article IV. Vice President part e section iii, Article VII Vice President part i section b subsection i sub-subsection 5 sub-sub-subsection b] )

e. Design Chair

i. The Design Chair will:

1. Make sure that all new sisters and current sisters have pins and have the option of guards and dangles when appropriate.
2. Order new Nu Kappa Epsilon merchandise (t-shirt, hat, etc.) at the request and discretion of the chapter (decided on a semester basis)
3. Distribute merchandise to alumni when necessary.
4. Coordinate the Senior Gifts with the Historian committee.
5. Be responsible for ordering unity letters each semester at least two weeks before initiation.

f. Historian

i. The Historian will:

1. Take pictures at all events.
2. Oversees the Historian Committee
3. Maintain and share a record of family trees, new member classes, and graduating seniors with alumni on Facebook and the website.
4. Coordinate the Senior Gifts with the Merchandise Chair.
5. Maintains the Alumna Facebook page and keeps Alumna up to date with schedules, pictures, and announcements.

g. Public Relations Chair

i. The Public Relations Chair will:

1. Get word out for all activities through scheduling and creation of graphics for Facebook and Instagram, table tents, flyers around campus, television shout-outs, and daily digest emails. These forms of marketing should be requested well in advance to ensure availability on given media platforms, be it social media, table tents, or television shout-outs.

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2. Oversees the Public Relations Committee.
  3. Posts engaging content on social media platforms through multiple pages (class pages, organization pages).
  4. Send invitations to other organizations through the OSA
- h. Fundraising Chair
- i. The Fundraising Chair will:
    1. Oversee the Fundraising Committee
    2. Create engaging fundraisers to provide income to the sisterhood. Fundraisers may also include restaurant hosted fundraisers.
    3. Communicate scheduling needs to the Vice President at the start of the semester.
    4. Only use funds for sorority events, Nu Kappa Epsilon sponsored activities and philanthropies.
  - i. Rush and Ritual Chair
    - i. The Rush and Ritual Chair will:
      1. Communicate scheduling needs to the Vice President at the start of the semester.
      2. Oversee the Rush and Ritual Committee who will assist the Chair to:
        - a. Make and deliver door signs for new members.
        - b. Schedule, plan, and execute Recruitment week with help from committee members and other available sisters.
        - c. Develop Rituals and Maintain the book of Rituals and Procedures
        - d. Not be eligible to take a little(s)
        - e. Runs PNM class
  - j. Philanthropy Chair
    - i. The Philanthropy Chair will:
      1. Communicate scheduling needs to the Vice President at the start of the semester.
      2. Oversee the Music/Philanthropy Committee alongside the Music Chair
      3. Oversee the planning and execution of the Relay for Life table and activities as the captain of the Nu Kappa Epsilon Team.
      4. Oversee the planning and execution of the Playing for Change Benefit Concert.
      5. Collaborate to help plan and execute the Soundscapes benefit concert.
  - k. Sisterhood Chair
    - i. The Sisterhood Chair will:
      1. Communicate scheduling needs to the Vice President at the start of the semester.
      2. Organize an end of the semester party for the graduating seniors.
      3. Organize Retreat and Rose Ball once a year.
      4. Create bonding activities and mixers with other organizations
  - l. Music Chair

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- i. The Music Chair will:
  - 1. Coordinate all music practices with the sisterhood.
  - 2. Oversee the Music/Philanthropy Committee alongside the Philanthropy Chair
  - 3. Forms relationships between the other music Fraternities and Sororities on campus with the President.
  - 4. Acts-as a second liaison to the advisor in the music department.
  - 5. Coordinates any musical event the sisterhood chooses to have such as: Open Mic Night, caroling, etc.
  - 6. Coordinates all music practices in chapter for a minimum of 30 minutes.
    - a. Music chapter is still considered chapter, and as such, the same attendance policy applies for chapter and music chapter. The music chair must be notified of your absence in addition to the secretary.
  - 7. Teach sisters at least one choir song for sisters to perform at events per semester.
  - 8. Coordinate recurring meetings with their committee in order to prepare any member for the potential of being the next Music Chair.
  - 9. Serve as delegate alongside the President at all Music Committee meetings.
- m. Collapsing/Expanding the E-Board
  - i. If the executive board views the sisterhood too small for a full e-board (or becomes large enough to restore previously collapsed positions) they have the right to propose a vote to “collapse/expand” the e-board positions to the sisterhood.
    - 1. The Executive Board will notify both e-board and the sisterhood before voting to collapse/expand so the active sisterhood may suggest ideas or opinions on the collapsing or expanding.
    - 2. The entire active sisterhood will vote.
    - 3. The manner in which the positions collapse/expand is up to the discretion of the executive board and will present the new arrangement of e-board positions before the vote takes place prior to nominations.
    - 4. The executive board will meet before nomination each year to discuss the potential of collapsing or expanding. Any non-officer sister may present their opinion on the matter to the executive board as they see fit before nominations.
  - ii. In the case that the E-Board needs to be consolidated, the E-Board needs to consist of a minimum of President, Vice President, Treasurer, and Rush and Ritual Chair.
- n. E-Board Transparency
  - i. Meetings of the e-board shall be open for all sisters wishing to attend; however, e-board reserves the right to ask attendees to leave in order for them to discuss private matters. If private matters need to be discussed,

this shall be done at the end of e-board meetings. The scheduled time and place of e-board meetings shall be announced at the beginning of each semester.

#### VIII. Committees

- a. All active status sisters are required to participate in at least one committee per semester.
  - i. If current sisterhood membership is under 15 active status members, then committees will exist under Eboard discretion and will be evaluated at the beginning of every academic year or every semester if necessary. Sisters will also not be required to participate in a committee.
- b. Each member of the E-board that is responsible to head a committee as defined in Beta Chapter Bylaws: Article V Subsection A (Dates) must hold a monthly meeting of some form to communicate the needs and goals of the committee members.
- c. The Vice President will be responsible for overseeing that committees are being used and running efficiently.
  - i. Officers are to use chapter notes to update the sisterhood on the progress their committee is making. Chapter notes serve as their report to the Vice President and describe what action steps are being taken by the committee. The committee head is responsible for informing the Vice President of any internal issues of the committee so that they may be handled accordingly to Bylaw procedures.
- d. Outline of All Committees:
  - i. Legislative (See Article VII Subsection A Sub-Subsection b (Vice President))
  - ii. Fundraising:
    1. Chaired by Fundraising Chair
    2. Help organize all past documentation (if unorganized)
    3. If wanted by members, help teach NKE members how to work with the business aspect of the organization, i.e. the financial process, the fundraising paperwork to work with CNU's policies, and how to work with the corresponding bank that Beta Chapter of NKE works with
  - iii. Music/Philanthropy:
    1. Chaired by Music and Philanthropy Chairs
    2. Plans Philanthropy Concerts
    3. Narrows down choices for music
    4. Finds Arrangements for songs
  - iv. Rush & Ritual:
    1. Chaired by Rush & Ritual Chair
    2. Chooses recruitment themes to be voted on by the chapter
    3. Plans recruitment activities
    4. Helps execute recruitment events
    5. Assists rush and ritual chair with delivering door decks and getting supplies for bid day and initiation
    6. Plans initiation and assists with initiation execution

7. Assists rush and ritual chair with anything they need for recruitment, bid day, and initiation

v. **Historian**

- vi. Public Relations
  1. Chaired by PR Chair
  2. Helps gather information and photos of Sisters during events
  3. Helps the PR chair in creating, choosing, and sharing information.
- vii. Expansion
  1. Chaired by Vice President
  2. Focus on development of Beta Chapter before finding new chapters.

IX. Election of Officers (Vote for new officers to shadow current ones will be held during the fall semester, these sisters will be part of the shadow eboard designed to learn about the current responsibilities of the eboard and allow for a smoother transition of power)

A. Nominations

- a. Nominations will be taken at the meeting prior to and again directly before election in reverse order as they are listed in Article VIII of the Constitution. Once closed, nominations may only reopen in the event that all candidates for an office have been elected to other offices.
- b. 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 from consideration of an office at any time.
- c. A senior may only be nominated for an officer position if they are able to complete a full term, defined as a full academic year. If a senior is graduating during a term they can be nominated only if there is no one else running for that position. This is to prevent special elections throughout the year.

B. Election Procedure

- a. Each candidate is given the opportunity to give a speech and answer questions from the sisterhood.
- b. Discussion regarding the qualifications of each candidate will take place after their speeches. All candidates for that office will be excused from the meeting during discussion.
- c. 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.
- d. After each officer is elected, each unelected candidate may choose to nominate themselves for any other office, unless they have already been nominated for two other offices.
- e. Elections are to be held in the **Spring (Fall)** semester, before exam week.

C. Unopposed Candidates

- a. Should a candidate run unopposed; they must receive a simple majority vote of confidence.
- b. In the event that they do not obtain a simple majority, they are removed from

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consideration for that office for the remainder of the semester.

- c. Nominations for this office are immediately reopened following the vote of no confidence.
- d. After the second set of nominations, elections for that office will proceed according to standard election procedures.
- e. Should no one accept a nomination for the position, nominations will occur again at each meeting until the vacancy is filled.
- f. The vacancy will be filled temporarily in accordance with the procedures outlined in **Article XI part II** of the Constitution.
- g. An eligible sister not already holding a position will be considered for the position. Elections take place at the next meeting.

#### X. Faculty Advisor/Alumni Advisor

##### A. Faculty Advisor

- a. A member of the music department faculty shall be chosen by the sisterhood to be the sorority's Faculty Advisor.
- 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.

##### B. Alumni Advisor

- a. Be a resource to active sisters on how to run and facilitate certain positions within the sorority.
- b. They will serve for one year, then a new alumni will be elected.
- c. Gets elected at the conclusion of the academic Spring semester. during the Spring election among outgoing sisters. Those who graduate during the fall semester can be nominated for the following Spring semester.

#### XI. Mister Sister

- A. In the fall of each academic year, sisters will nominate a young, cisgendered man attending CNU who they feel is a large part of the NKE community and would not only support the sisterhood but also be a good representative of the characteristics NKE prides itself on having. This is similar to a Fraternity Sweetheart.
- B. Nominations are taken near the beginning of the fall semester.
  - a. 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.
  - b. Voting for mister sister shall be done by anonymous voting and the results will only be shared with the executive board. The results will be presented at the fall semester Open Mic Night.
- C. 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.
- D. Anyone who is chosen to be NKE's Mister Sister will hold the title for a full academic year.
- E. Anyone staying at CNU for more than their four year tenure (including Masters programs) is eligible to be nominated for Mister Sister.

#### XII. Recruitment and New Member Process

- A. At least six functions will be held during each semester during which Recruitment takes place.

- B. If quota of new members is reached during Fall Recruitment, the sorority may decide not to hold Spring Recruitment. Quota is determined by the sisterhood before fall recruitment and is based upon the number of sisters graduating and desired growth of the sorority.
  - C. Each Potential New Member must attend a specified number of Recruitment functions to be considered for sisterhood. The number of required Recruitment events will be set prior to Recruitment, by majority vote of the sisterhood, when quota is set. Expectations to this attendance requirement may be made at the discretion of the sisterhood.
  - D. Active status sisters must come to 3 recruitment events including the final formal interviews unless excused by the Executive board.
    - a. Associate sisters must come to 3 recruitment events including the final formal interviews, unless excused by the Executive board and the secretary is notified at least 24 hours prior.
  - E. The new member requirements determined by the sisterhood include: attending a philanthropy and social event, music education, and completing new member education. After completing requirements, the new member is eligible for initiation.
  - F. The sorority reserves the right to not initiate any new member with a vote of two thirds of the active voting members, voting will be held anonymously.
  - G. The sister shall set the amount of dues prior to starting Recruitment in any given semester. New member dues are to be collected by the treasurer. The sisterhood reserves the right to make the new member dues higher than sister dues in order to cover higher pledging costs. As of Fall 2018, dues for new members shall be set and announced by the Treasurer at the last formal meeting for the Spring Semester and shall be the price of dues for the following full academic year.
  - H. The Rush and Ritual Chair will keep record of potential new member attendance at all Recruitment events.
  - I. All new members must learn about each committee during the new member process.
  - J. No new members are permitted to be an officer until they have been in the sisterhood for at least a semester if numbers permit.
  - K. Prior to voting on potential new members, the potential new members have to conduct interviews discussing sisterhood and music.
    - a. These interviews will be conducted the week after recruitment week between Monday and Friday. (Unless it is mixed with the final event)
    - b. A vote will be done on the potential new members after interviews. Then bid night will occur the following Sunday.
  - L. New Member Pin
    - a. New Members receive their white rose pin on Bid Night. They will be requested to wear this pin according to the ritual.
    - b. If a New Member does not feel comfortable wearing the pin because they believe it is hazing they are protected by Article XIV.
- XIII. Philanthropy and Service
- 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 have 2 hours of music service and 2 hours of community service each semester which should be completed by the last chapter of each semester.
      - i. If a sister does not complete their service hours before voting, that sister

Commented [12]: need to define, a violation or a large fine

Commented [13]: Unless special circumstances permit, and in that case it will be up to the discretion of the Eboard

- will have restricted voting rights until their service hours are complete.
  - b. The official sorority philanthropy is The Heartstringz Foundation.
    - i. The Heartstringz Foundation is dedicated to lifting the spirits of hospitalized kids and senior citizens with a simple four-stringed instrument.
  - c. The official chapter philanthropy is Playing for Change.
    - i. 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
    - ii. A Playing for Change concert will be held every Fall Semester.
- XIV. Bullying and Hazing (Also Look at CNU Hazing prevention)
- A. Bullying is defined as intentional, repeated, aggressive, and unwanted behavior.
    - a. This behavior includes, but not limited to: physical, psychological, or emotional harm that is intended to harm, intimidate, or humiliate the victim. This includes cyberbullying.
      - i. Cyberbullying includes but is not limited to: using information and communication technologies, such as e-mail, cell phone, text messages, instant messaging, defamatory websites or polling sites to support deliberate, hostile behavior intended to harm others.
    - b. Bullying involves a real or perceived power imbalance between the aggressor(s) and victim which occurs over a period of time or causes severe emotional trauma.
    - c. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.
  - B. Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program or rigorous physical training and initiation.
    - a. If a sister or PNM feels they are being subject to hazing at any point, they have the right to excuse themselves from the activity without any repercussions. They may meet with any member of the Executive Board or Rush and Ritual Chair (whoever they feel they can confide in about their situation).
  - C. Any sister who commits actions that fit the descriptions above will be subject to the Honor Council procedures and disciplinary actions outlined in the Bylaws under the pretense of "Unsisterly-like Conduct".
- XV. Honor Council
- A. Headed by the Vice President who acts as a neutral third party to facilitate conversation and only votes in the instance of a tie breaker.
    - a. The Vice President is responsible for handling the complaints and giving the decision to the accused
    - b. If the Vice President is the accused sister, these duties will fall to the President.
  - B. The sisterhood will nominate four sisters that are not officers and are full time sisters to sit on an honor council when an official complaint or ordeal arises.
    - i. As names of the accused are not released the Vice President, with a second from the President, has the power to veto the choices of the sisterhood if they feel that the sister selected would have any bias in the instance of the situation.
      - a. They are responsible for reviewing the complaint against the sister and a response from the accused and determining the appropriate disciplinary actions based on the Constitution and By-Laws.
      - b. Nominations will be done silently via paper submission. Any sister who believes

they cannot uphold the responsibilities of being on the council may declare their declination of any potential nomination before they take place.

- C. The Honor Council decision will be shared with sisterhood only as it pertains to the sisterhood
  - a. This decision is at the discretion of the Honor Council.
- D. The decision made by the honor council will be monitored and evaluated by the Executive board after a time limit recommended from the honor council.
- E. 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.
- F. There will be a “1, 2, 3 Warning System” used to monitor unsisterly conduct throughout a sister’s membership. This system will help hold sisters accountable for their actions. This warning system will rollover each semester a sister is a member of NKE.
  - a. In order for a sister to receive a warning a formal complaint must be submitted to the President and/or Vice President.
  - b. Warning 1: The sister in question will be contacted by the President and/or Vice President either over email or by meeting as seen necessary on a case by case basis. The context of this meeting will be to make the sister aware of the concern, give the sister a chance to explain their side and work together to find a solution to the problem. Notes will be taken in this meeting.
  - c. Warning 2: Sister will meet with both the President and Vice President in person to discuss the concern that was brought up, allow the sister to voice their side and to work towards a solution to prevent the situation from repeating. Notes will be taken in this meeting.
  - d. Warning 3: Honor Council and Eboard will be called to look over all documentations (formal complaints submitted, notes from meetings, and any other record of communication or evidence) for the sister’s case. Honor council and Eboard will be conducted as stated in previous sections A-D. This decision can result in termination of membership.
  - e. Warnings do not have to pertain to the same infraction that is repeated. It pertains to anytime a sister is not acting sisterly according to both our constitution and bylaws. (ex: Sister does one action and receives 1st warning. If they do the same thing or a new action they will move along to the 2nd warning and so forth.)
  - f. Warnings are rolled over. This means if a sister received a warning one semester, the following semester if a complaint were to be filed against them it would count as a 2nd warning, not another 1st warning.

#### XVI. Disciplinary Action

##### A. Probation

- a. A formal complaint must be lodged against an active sister.
- b. This will then call for an investigation by the Honor Council and if evidence is found they may be put on probation.
- c. This will cause the sister to lose their voting right and they will be under review for a certain amount of time decided by the board or the council. However, they



must still come to chapter.

- d. Their sisterhood status will be re-evaluated by the Executive board at the conclusion of their probation.
- e. 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 executive board or the honor council)
  - ii. Acting rude on social media towards NKE or other organizations
  - iii. Doing something that puts the organization in a bad place
  - iv. Interfering with official processes (i.e. big/little pairing)
  - v. Not paying dues after a period of time defined by the treasurer

**B. Involuntary Termination of Membership**

- a. Involuntary termination of membership is the equivalent status of voluntarily terminating your membership. Letters are taken away from a sister because of unsisterly conduct, or not upholding sister responsibilities.
- b. If a decision is made to involuntarily terminate the sister's membership, the executive board must meet and vote on the matter.
- c. The board will write a letter explaining what has happened and the offense and sign the letter.
- d. The President and Vice President will then meet with the sister and strongly encourage them to drop and if not will present the letter and at that time they will no longer be a sister.
- e. This sister will then have to turn in their sisterhood pin and unity letters and they will no longer be able to wear letters. They can sell their letters to other sisters if they would like. They are no longer a sister.

**C. Failure to Pay Fines**

- a. If a sister does not pay their fines by the date set by the Treasurer, the sister will be considered in poor financial standing with the sisterhood. As a result, their sisterhood status shall be re-evaluated by the Executive Board. The sister shall be considered on probation until the issue is resolved.

**XVII. Official Documents**

- 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.

**XVIII. Parliamentary Governance and Voting**

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of Nu Kappa Epsilon, Beta in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the sorority may adopt.

**XIX. Emergency Protocols**

**A. E-Board Consolidation**

- a. In the case of an emergency (as determined by the chapter), Nu Kappa Epsilon, Beta reserves the right to consolidate the E-Board as needed. At the minimum, the E-Board must consist of the President, Vice President, Treasurer Secretary, and Rush and Ritual Chair.

b. In the case of consolidation:

- i. The duties of the Fundraising Chair will be absorbed by the Treasurer.
- ii. The duties of Philanthropy Chair will be absorbed by the Secretary.
- iii. The duties of Sisterhood Chair will be absorbed by Ritual and Rush Chair.

B. Elections

- a. In the case of an emergency (as determined by the chapter), Nu Kappa Epsilon Beta can have emergency elections either in Fall or Spring semester to establish a temporary E-Board. In this case, any member, regardless of tenure in Nu Kappa Epsilon, can run for any officer position. These elections will be temporary and be held for one semester until a permanent E-Board can be established.

C. Recruitment

- a. In the case of an emergency (as determined by the chapter):
  - i. The number of Recruitment Events will be determined by the chapter on a semester basis.
  - ii. The number of required events for active status sisters and associate status sisters will be determined by the chapter on a semester basis.
  - iii. The nature of any and all Recruitment events will be determined by the chapter on a semester basis.

D. Service

- a. The number of service hours to be completed by all active status sisters each semester will be determined by the Secretary and voted on by the chapter in the case of an emergency as determined by the chapter.

E. Philanthropy

- a. The annual Playing for Change benefit concert, held every Fall semester, shall be held if current conditions as determined by the university and the state permit.

XX. Bigs/Littles:

- A. Limited to two littles unless in an emergency state (see XIX (Emergency Protocols))
- B. Adoption is possible with consent with R&R, Pres, and VP on a case-by-case basis

XXI: Fines & penalties:

- A. Loss or destruction of music \$5
- B. Failure to be respectful in a public place (more than 3 complaints) (TBD)
- C. Lying on excused absence form \$5

Updated: Fall 2022

Commented [14]: - add violation fines  
- add physical health exceptions