

Nu Kappa Epsilon  
Beta Chapter  
By-Laws to the Constitution

I. Meetings and Attendance

- 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.
  - 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
    - a. 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
  - 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 her 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 Being placed on probation means the sister's voting rights have been revoked,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 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.
  - 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 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
  - i. 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.
  - ii. After the 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 a member of the executive board to find a way to make sure they still stay active in the Chapter activities.
    - a. In this meeting sisters looking to go associate will be required to go over the Associate sisterhood handbook entitled “How to be an Associate Sister” located on the website under documents.
  - iii. 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.
  - iv. 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
  - v. This must be done within the first two weeks of the semester to be exempt from active sister dues.
- I. Sisters wishing to inactivate or drop letters
  - i. Sisters that would like to with-drawl must qualify according to Article III part D. 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.
  - ii. This must be done within the first two weeks of the semester to be exempt from active sister dues.
  - iii. An inactive is a sister who chooses temporarily to withdraw their membership due to circumstances that inhibit them to perform their sisterly duties outlined in both the Constitution and Chapter Bylaws. An inactive sister holds the

intentions to rejoin the sisterhood in the following semester, to follow the procedures in the Constitution under Article III part D.

- iv. A sister who chooses to drop letters and permanently withdraw their membership from the sorority. They are not eligible to rejoin the sisterhood.
  - a. A sister who decides to drop letters recognizes that this decision is the voluntary equivalent of being stripped of letters therefore she must follow Beta Chapter Bylaws: Article XII. part B subsection iv. Their sisterhood pin and unity letters must be returned to the sisterhood.

## II. Dress Code

### A. Pin Attire

- i. Pin attire is attire deemed appropriate in a business setting. This includes, but is not limited to:
  - a. Business pants and capris
  - b. Dresses and skirts that fall just above the knee or longer
- ii. While wearing your pin, it is deemed inappropriate for a sister to wear articles of clothing that are:
  - a. Transparent, cut or torn, too tight, or too revealing. A sister's chest, mid-section, or upper thighs should not be openly displayed.
- iii. No sister should be seen drinking or inebriated in her pin regardless of whether or not she is of legal drinking age.

### B. Letters and Crest

- i. While wearing Letters in public, a sister should only wear nice leggings, jeans or better that are not cut or torn, or professional skirts of appropriate length.
  - a. It is deemed inappropriate to wear gym shorts or leggings that would be considered workout clothes in letters.
  - b. Letters and the crest will not be worn to practices or any situation where the sister could theoretically be sweating heavily.
  - c. No sister should be seen drinking or inebriated while wearing hard letters or displaying the sisterhood crest

## III. Dates

- 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.
  - i. All mandatory dates will be set before seven weeks into the semester. If there is a date being set past the seven week period 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.

- 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.)

#### IV. Election of Officers

##### A. Nominations

- i. 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 be reopened in the event that all candidates for an office have been elected to other offices.
- ii. 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.
- iii. A graduating 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

- i. Each candidate is given the opportunity to give a speech and answer questions from the sisterhood.
- ii. 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.
- iii. 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.
- iv. 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.
- v. Elections are to be held in November, before exam week.
- vi. Unopposed Candidates
  - a. Should a candidate run unopposed; she must receive a simple majority vote of confidence.
  - b. 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.
  - 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 H 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.

## V. Officer Duties

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

- i. Serve as a liaison between Nu Kappa Epsilon and the Music Department, administration and campus.
- ii. Meet with Faculty Advisor periodically.
- iii. Run the Nu Kappa Epsilon table at the fall activities fair in cooperation with the Rush Chair.

### B. Vice President

- i. Chair the Expansion Committee, dedicated to forming new chapters of Nu Kappa Epsilon at other colleges and universities.
- ii. Review and signs off on all transaction performed by the Treasurer.
- iii. Vice President edits the By-Laws
- iv. A Big seminar will be held and organized, explaining what a big is and the explicit duties of a Big's role
  - a. All potential Bigs must attend this seminar as well as an event with the potential littles such as speed dating or a bake sale.
  - 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

### C. Secretary

- i. Will oversee the committees of Historian and PR. These two committees consist of Historian and PR chair, but are under Secretary's jurisdiction.
- ii. Takes notes at chapter and sends out weekly updates.
- iii. Will keep attendance of all mandatory events and chapter.
- iv. Will give sisters warnings about absences.
- v. Will be in charge of upholding the dress code and sending sisters home in the instance of a dress code violation.

D. Treasurer

- i. Will oversee the bank account.
- ii. 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.
- iii. Nu Kappa Epsilon funds shall not be used to purchase alcohol for any event.

E. Merchandise Chair

- i. Make sure that all new sisters and current sisters have pins and have the option of guards and dangles when appropriate.
- ii. Have the new Nu Kappa Epsilon merchandise (t-shirt, hat, etc.) order at least once a semester.
- iii. Make sure that a composite is made annually.
- iv. Distribute merchandise to alumnae when necessary.
- v. Coordinate the Senior Gifts with the Historian committee.
- vi. Responsible for ordering unity letters each semester at least two weeks before initiation.

F. Historian

- i. Take pictures at all major events.
- ii. Maintain a record of family trees, pledge classes, and graduating seniors.
- iii. Coordinate the Senior Gifts with the Merchandise Chair.
- iv. Maintains the Alumnae page and keeps in contact with Alumnae.

G. Public Relations Chair

- i. Delegated contact for Alumnae, Faculty Advisor and Associate Sisters.
- ii. Responsible for getting word out for all activities.
- iii. Maintains all forms of social media and internet presence

H. Fundraiser Chair

- i. Creates Fundraisers such as bake sales, raffles, etc.
- ii. Nu Kappa Epsilon funds shall be used for sorority events, Nu Kappa Epsilon sponsored activities and philanthropies.

I. Rush and Ritual Chair

- i. Make and deliver door signs for new pledges.
- ii. Prepare Nu Kappa Epsilon handbooks for all pledges.
- iii. Creates and runs rush week with help from committee.
- iv. Run the Nu Kappa Epsilon table at the fall activities fair, in cooperation with the President.
- v. Develop Rituals
- vi. Maintain the book of Rituals and Procedures
- vii. May not take a little(s)

J. Philanthropy

- i. In charge of Open Mic Night Committee
- ii. 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.).

- iii. Will make opportunities for service hours that are required

#### K. Sisterhood Chair

- i. Organize an end of the semester party for the graduating seniors.
- ii. Is in charge of Retreat and Rose ball.
- iii. Creates bonding activities and mixers with other organizations
- iv. Sisterhood chair is responsible for communication within the sorority to promote problem solving and mediation between parties.

#### L. Music Chair

- i. Will coordinate all music practices with the sisterhood.
- ii. Helps form relationships between the other music Fraternities and Sororities on campus with the President.
- iii. Acts as a liaison to the advisor in the music department.
- iv. Helps coordinate any musical event the sisterhood chooses to have such as: Open Mic Night, caroling, etc.
- v. Will coordinate all music practices in chapter for a minimum of 30 minutes
  - a. Attendance policy for music: only 3 unexcused absences and must tell music chair
- vi. Teaches sisters at least one choir song for sisters to perform at events per semester.
- vii. Music Chair is responsible for coordinating recurring meetings with the Assistant Music Chair in order to prepare her for holding the position of Music Chair.

#### M. Assistant Music Chair

- i. 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.
- ii. Newly initiated sisters are allowed to take on this position.
- iii. 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 The person elected will still have to run and be voted on for music chair the next election, even though they are in line for the position they will not automatically get it.
- iv. If they decide to not take on the music chair position or if the music chair feels that the assistant music chair is not ready and or fit for the position, a special election will be held
- v. The Assistant Music Chair will be elected as Music Chair after one term of being an assistant.

#### N. Alternate Greek Council

- i. 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.
- ii. Delegates are also responsible for making a presentation about AGC each semester saying what exactly AGC does to educate the sorority. In this presentation they will also present the goals of the AGC for the semester.

## VI. 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.
- 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.
- 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. <sup>[1]</sup><sub>SEP</sub>
- 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.
- I. All pledges must sample each committee during the rush process.
- 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.
  - i. These interviews will be conducted the week after rush week between Monday and Friday. (Unless it is mixed with ice cream social)
  - ii. 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)

## VII. 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 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.
  - i. New members pay \$55.
  - ii. Members pay \$45.
  - iii. Associate members pay \$25.

#### VIII. Philanthropy and Service Hours

- A. Each sister is required to take part in four service hours a semester in any way, see Philanthropy Chair duties for details.
  - i. 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
  - i. 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
  - 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 September for Playing for Change day

#### IX. Faculty Advisor

- A. A member of the music department faculty if possible 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.

#### X. Bylaws Review

- A. These bylaws shall be reviewed by the end of each semester by the Executive Board.
- 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.
- E. No member has the power to veto a By-Law proposed by the sisterhood.

#### XI. 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.

## XII. 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.
  - i. The Vice President is responsible for handling the complaints and giving the decision to the accused
  - ii. If the Vice president is the accused sister, these duties will fall to the President.
- B. Each family nominates two 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 families if they feel that the sister selected would have any bias in the instance of the situation.
  - ii. 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.
- C. The Honor Council decision will be shared with sisterhood only as it pertains to the sisterhood
  - i. This decision is at the discretion of the Honor Council.
- D. The decision made by the honor council will be monitored and reevaluated 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
  - i. 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 of their actions. This warning system will rollover each semester a sister is a member of NKE.
  - i. In order for a sister to receive a warning a formal complaint must be submitted to the President and/or Vice President.
  - ii. 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 her side and work together to find a solution to the problem. Notes will be taken in this meeting.

- iii. 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 her side and to work towards a solution to prevent the situation from repeating. Notes will be taken in this meeting.
- iv. Warning 3: Honor Council 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 will be conducted as stated in previous sections A-D.
- v. 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 she does the same thing or a new action she will move along to the 2nd warning and so forth.)
- vi. Warnings are roll over. This means if a sisters received a warning one semester, the following semester if a complaint were to be filed against her it would count as a 2nd warning, not another 1st warning.

### XIII. Disciplinary Action

#### A. Probation:

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

#### B. Stripped of letters:

- i. If a decision is made to strip the sister of her letters the executive board must meet and vote on the matter
- ii. Then the board will write a letter explaining what has happened and the offense and have the board sign the letter

- iii. 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
- iv. 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.

#### XIV. 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 not only support the sisterhood but also be a good representative of the characteristics NKE prides itself on having.
  - i. Like a fraternity Sweetheart
- B. Nominations would take near the beginning of the fall semester
  - i. 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.
  - ii. 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 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.

#### XV. Committees

- A. All active sisters are required to participate in at least one committee per semester.
- B. Each member of the E-board that is responsible to head a committee as defined in Beta Chapter Bylaws: Article V. must hold a monthly meeting of some form to communicate the needs and goals of the committee members for the month.
- C. The Vice President will be responsible for overseeing that committees are being used and running efficiently.
  - i. Officers should give a monthly report to the Vice President that describes what went on during the monthly meetings. This monthly report is also the time for the committee head to inform the Vice President of any internal issues of the committee so that they may be handled accordingly to Bylaw procedures to ensure that the sisters of the committee can run smoothly.