

Nu Kappa Epsilon Constitution

Last revised March 10th, 2008

Nu Kappa Epsilon was established in the Spring of 1994 at the college of William and Mary to promote the growth and development of musical activities and appreciation on campus and in the community where chapters have been formed and to develop in the member the best qualities of character through music.

Article I – Name

- A. The name of this organization shall be Nu Kappa Epsilon Music Sorority.

Article II – Objectives

- A. The objectives of this organization shall be to promote the growth and development of musical activities and appreciation on the campus and in the community where each chapter has been formed, and to develop in the members the best qualities of character through music.

Article III – Membership

- A. Only female students in good standing with the respective institution who demonstrate a strong interest in music may be members of this organization. A sister may be an active or associate member. Each semester she must notify the president and secretary of her status before dues are due.
- B. An active member fulfills the attendance requirements of the sorority, as defined by the Constitution and her chapter's Bylaws.
- C. An associate sister is one who is unable to attend regular meetings due to class conflict or other circumstances. She is excused from meetings and committee credit, but is responsible for attending all other mandatory functions, as defined by the Constitution and her chapter's Bylaws. Associate sisterhood may only be maintained for two semesters during a sister's membership except in exceptional circumstances as reviewed by the appropriate chapter's Executive Board.
- D. An inactive sister is defined as a sister who chooses to withdraw her membership from the sorority. She must notify the president and secretary with a written statement declaring her inactive status. She may rejoin only at the discretion and majority vote of the sisterhood. A sister may not wear her NKE pin if she is inactive.
- E. If a sister does not pay her dues and does not declare her status for an entire semester, she may be declared inactive by the Executive Board.

F. All active and associate sisters who have fulfilled their financial and attendance obligations to the sorority are considered to be in good standing with the sorority.

G. Prospective new members who successfully complete the rush process are eligible to receive an invitation to membership from the sorority.

H. The list of mandatory functions includes but is not limited to Bid Night, Retreat, Recital, and Initiation.

Article IV – Dues

A. Chapter dues will be paid by each member once each semester.

B. The amount and the date by which chapter dues must be paid will be set the previous semester. The amount may be changed the preceding semester by a majority vote of the sisterhood. The due date for chapter dues will be set by the officer board.

Article V – National Dues

A. All sisters of Nu Kappa Epsilon are obligated to pay national dues. This includes active and associate sisters and NKE pledges at every chartered NKE chapter. Sisters who are not in residence at their college or university due to study abroad programs are exempt from paying National Dues.

B. Each sister shall pay \$10 per semester for National Dues.

C. All National Dues will be kept in a checking account to be managed by the Treasurer of the Alpha Chapter. The Alpha Chapter Treasurer is responsible for reporting the balance of the National Dues account to each chapter at the beginning and end of each semester.

D. National Dues are to be received by the Alpha Chapter by November 1 for the fall semester, April 1 for the spring semester.

E. Each NKE chapter should collect National Dues with its chapter dues. The chapter Treasurer should then submit a single check representing the chapter's national dues to the Alpha Chapter Treasurer via mail. Each chapter must also submit a current roster of active, associate, and pledging sisters with the chapter dues.

F. National Dues are to be used to support the expenses of NKE national expansion or to support a national NKE conference. Any other use of national dues must be approved by vote of all NKE chapters, following the voting procedure of Article XII. Such a vote requires majority vote to pass.

G. The amount of National Dues may only be changed by Constitutional amendment following the procedure in Article XIV.

H. During the founding semester of a new chapter, National Dues are waived for all of that chapter's pledges. These pledges instead pay a National Founding Fee of \$25 per person to the National Dues account. The only exception to this is the founding of the Beta Chapter when the National Founding Fee will be paid to the Alpha Chapter.

I. If a chapter is late in paying its National Dues, the chapter will be assessed a \$10/week penalty.

Article VI – Meetings

A. The regular weekly meetings shall be held at the same time each week during the academic year. This time and day will be determined the previous semester. The president may change the time of the regular meeting under special circumstances, provided notice is given to the membership.

Article VII – Pins

A. The Nu Kappa Epsilon sorority pin serves as an emblem of the Sisterhood. Only members of the sisterhood may wear the Nu Kappa Epsilon pin. If a sister becomes inactive as defined by her chapter, she forfeits the right to wear the pin. The pin will be worn right-side up, over the heart. Pins are not to be worn with jeans, sweatshirts, t-shirts, or clothing in poor repair.

B. The pledge pin is to be worn by the pledges at all times during their pledge period. It will be worn right-side up, over the heart. Pledge pins are not subject to the same dress code restrictions as the Nu Kappa Epsilon sorority pin.

Article VIII – Officers and Duties

The officers of this organization shall be: President, Vice President, Secretary, Treasurer, Rush Chair, Philanthropy Chair, Fundraising Chair, Ritual Chair, Merchandise Chair, Social Chair, and Historian. Each officer shall give a written report of the outcome of major events of her office, to be kept in her notebook and passed on to the succeeding officer. The specific duties of the officers are as follows:

A. The President is responsible for running all official meetings and overseeing all sorority activities. She also serves as representative of Nu Kappa Epsilon at official events.

B. The Vice-President serves as music chair or delegates this responsibility to a qualified sister. She is also responsible for assisting the President with her duties

and aiding in the management of the committees. She serves as liaison to other chapters. The Vice-President runs official meetings when the President is unavailable.

C. The Secretary is responsible for taking attendance at every meeting and mandatory events, reporting absences to the President or Vice-President after these meetings and events, and taking minutes at regular meetings and officers' meetings.

D. The Treasurer keeps finances in order and ready for inspection at all times, collects dues, pays bills when due, writes checks for donations when appropriate, reports income and expenditures for the past month at the first meeting of each month, keeps bank statements, and keeps a budget for the current semester.

E. The Rush Chair organizes and runs at least six rush events during the semester in which rush occurs. She additionally serves as Pledge Educator, running all pledge meetings and helping the pledges fill the pledge requirements. She also plans retreat and sister dinners.

F. The Philanthropy Chair provides opportunities for community service at least twice a semester and is responsible for organizing donations of funds to on campus and in community venues.

G. The Fundraising Chair is responsible for organizing at least one major event each semester. She is responsible for giving reports before, during, and after the planning and execution of an event, and makes written recommendations for improvements for these events.

H. The Ritual Chair is responsible for ritual upkeep, pin attire enforcement, and set-up and coordination of rituals.

I. The Merchandise Chair is responsible for purchasing pins and other NKE merchandise.

J. The Social Chair is responsible for planning at least one social event a month.

K. The Historian is responsible for maintaining the NKE scrapbook, keeping a record of family trees, and maintaining a history of events. She maintains the chapter's website or delegates the responsibility to the qualified sister. She will also serve as alumnae secretary. She will maintain contact with NKE alumnae.

L. Additional positions fulfilling the needs of individual chapters may be created and terminated at the discretion of the chapter's officer board.

Article IX – Officer Board

A. Officers' meetings will be held in the interim between meetings of the sisterhood and will be attended by all officers listed in Article VIII.

Article X – Executive Board

A. The Executive Board shall consist of: President, Vice-President, Secretary, Treasurer, and Rush Chair.

B. The Executive Board is responsible for reviewing sisters' status.

C. The Executive Board will meet when appropriate.

Article XI – Elections, Terms, Vacancies

A. Elections will take place in one of the last four sister meetings of the calendar year. The date of elections is to be set in a chapter's Bylaws, and may only be changed at the discretion of the chapter's executive board in case of a conflict.

B. Nominations will be held at the meeting prior to elections. Nominations will also be taken at the elections meeting, prior to beginning elections. Once nominations have been closed and elections have begun, no further nominations are permitted. At both meetings, nominations for offices will take place in the order of officer listing in Article VIII, such that nominations begin with President and end with Historian. A sister may nominate herself or be nominated by another sister. All nominations require a second. The sister must be present to accept her nomination and must be present at elections, except with prior permission from the executive board. She may only be considered for three offices.

C. The officers shall be elected in the order listed in Article VIII.

D. Quorum must be present for elections to occur. An officer shall be elected by receiving a plurality of the votes.

E. The officers shall be elected for a term of one calendar year. No officer may serve in the same capacity for more than two terms.

F. Should a vacancy occur in the office of President, the Vice-President will temporarily fulfill Presidential duties. The announcement of the vacancy must be made at the first meeting after the President leaves office.

G. If the Vice-President fulfills the requirements of President and wishes to hold this office for the rest of the term, the sisterhood can vote her in through a majority vote of confidence at the meeting following the announcement of the vacancy. If the sisterhood does not give a vote of confidence, nominations can be held at that meeting, and elections take place at the following meeting. If the

Vice-President is not eligible or does not wish to run for President, then nominations will be held at the meeting following the announcement of the vacancy, and elections at the subsequent meeting.

H. If a vacancy occurs in an executive board position other than President, the responsibilities of that office will be handled by another member of the executive board as delegated by the President until an election can be carried out.

I. In case of a vacancy in the officer board outside of the executive board, the responsibilities of that office will be covered by either the President or the Vice-President in cooperation with either the Secretary or the Treasurer, as delegated by the President.

J. All vacancies shall be filled by election. The vacancy must be announced at the first possible meeting. Nominations will be taken immediately following announcement of the vacancy, and elections will be held during the next meeting.

Article XII – General Voting Procedures

A. Quorum is one half the active membership plus one. Quorum may be reduced at the discretion of the attending members of the executive board.

B. Before all votes, the sisterhood will be permitted to discuss the issue at hand. This discussion will be run by the highest officer possible.

C. Votes will be counted by the two highest officers present as listed in Article VIII.

D. For impeachment and amendments to the constitution, a two-thirds majority of the active sisterhood is required. Other issues will be passed by a simple majority of voting sisters present. Motions to be voted on require a second.

E. A sister must have fulfilled her financial and attendance obligations as defined by the chapter's by-laws in order to vote.

F. Vote by proxy is allowed on all issues, and any sister may motion for vote by secret ballot.

G. All votes and discussion are confidential.

Article XIII – Impeachment and Removal From Office

A. Any sister may recommend the impeachment of any officer.

B. Grounds for impeachment include not fulfilling the duties of the office or violating state law, federal law, or the regulations of her academic institution, as pertains to her chapter.

C. The petitioning sister must present a petition to the President, or to the next highest ranking officer listed in Article VIII that is not involved in the petition. The petition must be brought before the sisterhood at the next meeting of the sisterhood. Between presentation of the petition and the following meeting of the sisterhood, all sisters have the opportunity to make anonymous written comments, which should be submitted to the officer who originally received the petition. At the following meeting of the sisterhood, these comments and the original petition will be read aloud and the officer in question will be allowed to defend herself. She will then leave the room for a discussion of the charges. During the discussion, no new accusations may be made.

D. At the end of this period, the sisterhood will vote on the charges and a two-thirds majority of the active sisterhood is required to remove the officer in question from office.

Article XIV – Amending the Constitution

-article deleted about pre-Beta chapter amendment procedures.

A. Any member of any chapter may propose an amendment to the Constitution by submitting a written petition to the Alpha Chapter Executive Board.

B. This petition must describe the exact change proposed, and the arguments for enacting such a change. After receiving the petition, the Alpha Chapter must send a copy of this petition to all other chapters within two weeks. Each chapter must respond to the petition by a deadline, set by the Executive Board of the Alpha Chapter. This deadline will be at least two weeks from the date the Alpha Chapter Executive Board sends out the copies of the petition.

C. Each chapter's response will include that chapter's vote, including the precise number of sisters that voted to accept, reject, or abstain on the vote.

D. The voting results will be sealed in an envelope. The two officers who counted their chapter's vote must sign the seal and then mail the envelope to the chapter. All vote counts are to remain confidential. Only the Executive Board of the Alpha Chapter may examine the voting tallies from each chapter.

E. Without knowing the votes of the other chapters, and prior to the counting of other chapters' votes, the Alpha Chapter must vote on the issue. If the Alpha Chapter does not accept the proposal with a two-thirds vote, the Alpha Chapter's vote is considered a veto. If the Alpha Chapter vetoes the proposal, then a two-thirds majority of the entire sorority is needed to override the veto. If the Alpha

Chapter accepts the proposal, a simple majority of the entire sorority is needed to accept the proposal.

F. The Vice-President of the Alpha Chapter must send a written statement regarding the outcome of the voting to all chapters. If the Alpha Chapter vetoes the proposal, then the reasons for this veto must be outlined in the Vice-President's correspondence.

G. If the Alpha Chapter vetoes the proposal, a revised proposal may be submitted for consideration the following semester.

This shall be the final Constitution for Nu Kappa Epsilon. From this day, March 10th, 2008, forward, changes shall only be made as per Article XIV.