

Mu Nu Chapter

KAPPA KAPPA PSI

NATIONAL HONORARY BAND FRATERNITY



Mu Nu Constitution



Mu Nu Chapter of Kappa Kappa Psi

Christopher Newport University

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Constitution of Kappa Kappa Psi

Christopher Newport University

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Constitution of Kappa Kappa Psi

Christopher Newport University

Preamble

The fraternity of Kappa Kappa Psi was founded on the basis of service to the university bands and to the Brotherhood. This document was established to dictate the rules and regulations under which the Mu Nu Chapter, located at Christopher Newport University, operates.

I. General

- 1.1 This document establishes and prescribes the authorized regulations pertaining to the functions and operations of the Mu Nu Chapter.
- 1.2 This document shall not conflict with nor receive priority over the rules and regulations of Christopher Newport University, hereafter referred to as CNU, and it shall in no way conflict with the National Constitution of Kappa Kappa Psi or the Northeast District Constitution of Kappa Kappa Psi.
- 1.3 Kappa Kappa Psi will adhere to University policies and all local, state, and federal laws.
- 1.4 Kappa Kappa Psi neither approves of nor is responsible for the actions of members which may result in injury to persons or damage to property (commonly referred to as "hazing"). Hazing is defined as any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such actions and situations include: paddling in any form, creation of excessive fatigue, physical and psychological shock, scavenger hunts after dark, one-way road trips which leave an individual to find their own return transportation, wearing apparel at any time or at any location which is not in good taste, required engagement in public stunts or buffoonery, morally degrading games or humiliating activities, compulsory consumption of any alcoholic beverages or controlled substances, and any other activities which are not consistent with the regulations and policies of the sheltering institution.

II. Purpose

2.1 The purposes of the Mu Nu Chapter shall be:

1. to promote the mission and values of CNU and the university bands,
2. to exemplify the spirit of service, musicianship, leadership, and brotherhood,
3. to provide service to and uphold the traditions of the university bands,
4. to provide a pleasant social atmosphere for all involved in university bands,
5. to set a positive example for other band members to follow.

2.2 The National Preamble of Kappa Kappa Psi is:

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

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

III. Membership Candidates

3.1 The minimum Grade Point Average (GPA) required to be considered as a Membership Candidate shall be a cumulative 2.4 on a four-point grading scale.

3.2 As per requirements set by Christopher Newport University, interested band members must be degree seeking at the institution of the chapter to be considered for a bid.

See also in Amendments Section:

11.18 As per the Kappa Kappa Psi National Constitution 6.503, "A band member may be offered entry into the National Membership Education Program: The Road to Wisdom of the Fraternity after the satisfactory completion of one (1) term as a member of the college or university band unless an exception is made by the Chapter Sponsor. The band member shall possess unusually good character and demonstrate leadership potential."

3.3 Active, Conditional, and Associate Brothers will hold a special Chapter meeting, called Bid Discussion, at the end of recruitment week. The purpose of this meeting shall be to discuss Interested Band Members. The date and time of this meeting must be determined at least one week in advance. In addition, the methods of discussion shall be as follows:

1. Each Brother will have 3 minutes total to present their thoughts on each Interested Band Member, 2 minutes going one way around the circle, and 1 minute going back the other way around the circle.
2. All Interested Band Members, whether they meet the eligibility requirements or not, shall be discussed individually and voted upon in the order they were discussed.
3. After revealing the voting results all at once, Band Members who did not receive enough votes to be extended a bid may be brought back up for discussion only by a Brother who originally voted no for that Band Member during the first round of voting.
4. The second round of discussion and voting shall follow the same procedure as the first round of discussion and voting. Band Members who do not meet the eligibility requirements cannot be brought back up for discussion a second time.
5. After the conclusion of the meeting, the contents of the discussion and the results shall not be discussed.

3.4 The process of extending a bid shall be done in the following manner:

1. Each Band Member shall be considered, discussed, and voted upon individually.
2. This vote shall be done by secret ballot.
3. A 75 percent affirmative vote of present, eligible voting members for each Band Member is required to extend a bid.
4. The results shall be revealed by the President to all Active, Conditional, and Associate members after all Band Members have been voted upon.
5. The results shall only be distributed to the Band Members by the Vice President of Membership, the President, and/or the Chapter Sponsor.

3.5 Prior to the completion of third degree with ample time for preparation, each Membership Candidate will be given a chapter nickname. Nicknames will not be of an inappropriate nature, will in some way reflect the Candidate, and will be selected through the following process:

1. Each Candidate nickname shall be considered, discussed, and voted upon individually.
2. The Big Brother of the Candidate being considered will give a list of nickname preferences and identify their favorite.
3. A majority vote will determine the Candidate's chapter nickname.
4. The new Brothers' nicknames will be presented individually to them by their Big Brothers upon the completion of Third Degree.
5. Brothers will be able to request a nickname change at any time until they have graduated or terminated affiliation with CNU or the Mu Nu Chapter.

3.6 Upon due cause, Candidate(s) may be officially removed from the Membership Education Process (MEP) by a 75 percent affirmative vote of the present eligible voting members. Upon removal, the former Membership Candidate(s) shall return all education materials to the Vice President of Membership.

3.7 A motion to remove a Candidate from the MEP must be made by a written letter to the Chapter Vice President of Membership. Once a letter is received, the Vice President of Membership will meet with the active member who feels the Candidate should be removed in order to discuss reasons behind the motion. If there is a legitimate reason for the motion, it will be brought to the attention of the elected Executive Board (President, Vice President of Membership, Vice President of Service, Vice President of Music, Vice President of Brotherhood, Secretary, Treasurer, Fundraising Chair, Historian, and Parliamentarian) who will then vote on whether or not this motion should be voted on by the other Active Members of the Chapter. If a majority of the elected Executive Board votes to bring the matter before the entire Chapter, it will be voted on by the Chapter at the next meeting.

3.8 All votes pertaining to the status of a Membership Candidate shall be performed by a secret ballot. No proxy votes or absentee ballots will be allowed when voting on Candidate status.

3.9 Kappa Kappa Psi shall not haze any Interested Band Member, Membership Candidate, or any member for the purpose of admission into or affiliation with the organization. Members of Kappa Kappa Psi are free to leave or disassociate without fear of retribution or harassment. Kappa Kappa Psi expressly prohibits discrimination by any component part of the Fraternity or by any person acting on behalf of the organization on grounds that include but are not limited to race, ethnicity, color, national origin, sex, ability status, religion, age, marital status, veteran status, gender identity or expression, or sexual orientation.

IV. Active Membership

- 4.1 Chapter membership shall consist of ten (10) types: Active, Associate, Conditional, Inactive, Alumni, Life, Honorary, Probationary, Suspended, and Expelled Membership. All Active, Associate, and Conditional memberships expire September 30.
- 4.2 Active and associate members shall be registered members of the CNU band program who have been formally initiated after the completion of the Membership Education Program of the Fraternity. They must also retain a cumulative GPA of at least 2.4 on a four-point grading scale.
- 4.3 Associate membership is available to any active member in good standing of Tau Beta Sigma who transfers to another school with only a Kappa Kappa Psi chapter. The student may request associate status with the Kappa Kappa Psi chapter. To be eligible to request associate status, the student shall be enrolled in the band program. Following such a request, the student shall complete an orientation program not to exceed thirty (30) days, during which time the chapter will assist the student in becoming familiar with the principles, purposes, and policies of Kappa Kappa Psi and the operations of the local chapter. Upon the successful completion of the orientation program and approval of the chapter sponsor, the chapter shall vote on the request for associate status. The student must receive a favorable vote of seventy-five (75) percent of the eligible voting membership and pay the year's national dues as determined by the National Chapter (refundable if not initiated) to the Chapter Treasurer who shall forward it immediately to the National Headquarters.
- 4.4 Conditional status in the Fraternity may be requested by an active or associate member when that member cannot, without undue hardship, continue to meet the requirements for active or associate status, respectively. A request to change from or to conditional status shall be in writing and shall state the specific reasons for requesting conditional status. To become effective, the member shall have paid national member dues for the current academic year. After the written request is read aloud, the Chapter shall engage in a discussion of the request for no longer than ten (10) minutes while the brother in question remains outside of the room. After the time limit is reached, any names remaining in the queue of speakers will be given an opportunity to speak. The request shall be approved by a majority vote of the chapter, with approval of the Sponsor/Director of Bands. Conditional status shall not be maintained for more than one (1) year. After one (1) year, a request must be submitted to maintain Conditional status.
 - 4.4.1 If an active Brother fails to participate in and pass at least one CNU Band program in an academic year, then said Brother will be relegated to conditional status.
 - 4.4.2 Active members involved in the cooperative education program (study abroad) shall be deemed conditional during their absence. They will automatically

receive active status upon their return and the completion of the cooperative education program. Point 4.4.1 above does not apply to the students in this program.

See also in Amendments Section:

11.7 At the beginning of every semester it is every Brother's responsibility to turn in their cumulative GPA via their unofficial transcript to the Chapter Sponsor as to ensure that all Brothers are meeting the GPA requirement set forth in the Constitution. The Chapter Sponsor will deal with anyone who does not turn in their transcript.

- 4.5 Former active or associate members who are enrolled in school but do not pay member dues shall be classified as inactive members. Inactive members have no privileges of Fraternity membership, and may not participate in any Fraternity business, projects, or activities. To obtain privileges of membership, said member must request, in writing, reinstatement by the chapter. Upon review of the inactive member's written request, the inactive member must receive a vote of seventy-five (75) percent of the eligible voting membership, the approval of the chapter sponsor, and payment of all financial obligations to both the chapter and the Fraternity in order to be granted privileges of membership.
- 4.6 A Brother may receive alumni status once the member no longer has any ties to the university (such as receiving a degree, dropping out, transferring schools, etc).
- 4.7 Any Alumni or Honorary member may receive Life Membership status upon payment of the Life Membership fee, an amount to be set by the National Chapter, and by submitting an application to the National Headquarters.
- 4.8 Honorary membership is the highest honor which can be conferred upon those who are not necessarily enrolled at CNU. In order to preserve the integrity of this membership, the Mu Nu Chapter should consider other methods of recognition for those providing outstanding service and support to the college bands. An honorary membership candidate must possess the same general qualifications of an active member. They shall be outstanding in their field or have performed outstanding service for the university bands and/or the fraternity. Honorary membership shall be granted upon favorable vote of seventy-five (75) percent of the present eligible voting members.

See also in Amendments Section:

11.16 Voting and discussion of extending a bid to an honorary member shall be done in the same style as Bid Discussion. Refer to Point 3.2 for an outline of this process.

- 4.9 Upon due cause, a member of the Fraternity may be placed on probation following a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership

and approval by the chapter sponsor. A member placed on probation shall be informed, in writing, of the following:

1. The reasons for the probation.
2. A specified time period in which to make restitution.
3. The obligations needed to be fulfilled within the aforementioned time period.

Upon fulfillment of all obligations within the specified time period, said member shall be returned to their previous membership status. Fulfillment of all obligations shall be approved by the chapter sponsor and by a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership. Failure to complete all obligations is just cause for either an extension of the probationary term or for the initiation of suspension proceedings.

- 4.10 Upon due cause, a member of the Fraternity may be suspended following a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership and approval from the chapter sponsor. Suspended members may not participate in any Fraternity business, projects, or activities. A member placed on suspension shall be informed, in writing, of the following:

1. The reasons for the suspension.
2. A specified time period in which to make restitution.
3. The obligations needed to be fulfilled within the aforementioned time period.

Upon fulfillment of all obligations within the specified time period, said member shall be returned to their previous membership status. Fulfillment of all obligations shall be approved by the chapter sponsor and by a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership. Failure to complete all obligations is just cause for either an extension of the suspension term or for the initiation of expulsion proceedings.

- 4.11 Upon due cause, a member of the Fraternity may be expelled following a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership and approval of the chapter sponsor. Such expulsion must conform to the rules and regulations of Christopher Newport University. The member will be given a hearing before the motion is voted upon. The vote will be held by secret ballot, and the member will be informed of the vote totals. Having been expelled, the member shall return to the chapter all regalia and property of the Fraternity being held, and the name shall be stricken from the Master Chapter Roster at the National Headquarters.

V. Officers

- 5.1 The officers of this Chapter shall be the President, Vice President of Membership, Vice President of Service, Vice President of Music, Vice President of Brotherhood, Secretary, Treasurer, Fundraising Chair, Historian, and Parliamentarian.
- 5.2 Nominations and the election of officers shall be held prior to the end of the spring semester.
- 5.3 Nominations for officer positions shall be held annually at a regularly scheduled Chapter meeting and shall be announced at least one Chapter meeting in advance. Nominations shall be held at least 1 week prior to elections. At the time of nominations, the duties of each officer position shall be read aloud. Afterwards, nominations shall be taken from the floor for each position in Constitutional Order. A nomination must be seconded and accepted to be added to the ballot.
- 5.4 Elections shall be held at least one week after nominations. The order of business for each office shall be: additional nominations, move to close the floor for nominations, and election of officers. Officer elections shall be held in the following order: President, Vice President of Membership, Vice President of Service, Vice President of Music, Vice President of Brotherhood, Secretary, Treasurer, Fundraising Chair, Historian, and Parliamentarian. A majority of all votes cast shall be necessary for election. No proxy/ absentee votes will be allowed for the election of officers.

See also in Amendments section:

11.19 It is recommended for members to hold one officer position at a time, however members may hold up to two positions if necessary.

- 5.5 Elections for officer positions shall be held annually. Elections must occur at least one week following the nominations process (Point 5.4). Immediately before elections, Brothers may propose final nominations.

Elections shall be conducted in constitutional order. For each office, all candidates for the position must remove themselves from the meeting room. Candidates will submit a three (3) minute speech to a drive made by the chapter president prior to the date of elections. On the day of elections, newly nominated candidates will give their three (3) minute speech in-person. All candidates will have an in-person five (5) minute question and answer session with chapter. The question and answer portion will be conducted by all chapter members submitting questions into a form created by the Parliamentarian or any other retiring chapter officer. The questions will be read by the Parliamentarian or other chapter officer. After the time limit for the question and answer session is reached, the form will close, and any questions remaining in the form will be read aloud. After all candidates have spoken, the Chapter shall engage in a discussion of all candidates for no longer than ten (10) minutes while the candidates remain outside of the room. After the

time limit is reached, any names remaining in the queue of speakers will be given an opportunity to speak.

At the conclusion of the discussion, all candidates may return to the meeting room and the Chapter will vote to elect an officer via secret ballot. The election of a candidate to an officer position requires a favorable majority vote using an appropriate voting method. No proxy voting will be permitted.

- 5.6 Installation of officers shall be held prior to the end of the spring semester in which they were elected.
- 5.7 The President shall preside at all meetings of the Chapter and shall be a member ex-officio of all chapter committees. The President must cosign all checks and contracts of business concerning the chapter. The President shall also prepare all reports that must be sent to The National Headquarters of Kappa Kappa Psi. The President shall be responsible for all duties of the Chapter left untended by Executive Board members.
- 5.8 The Vice President of Membership, in the absence of the President, shall preside at Chapter meetings. The Vice President of Membership shall be responsible for recruitment events as well as the training, education, and initiation of all members. The Vice President of Membership will also handle intra-fraternal relations. The Vice President of Membership shall automatically head the Membership Committee. The Vice President of Membership along with the Membership Committee shall be responsible for setting a spending budget for potential big brothers.
- 5.9 The Vice President of Service shall be responsible for all the Chapter's service events. The Vice President of Service shall automatically head the Service Committee.
- 5.10 The Vice President of Music shall be responsible for furthering the Chapter's involvement in musical activities, both on and off campus. The Vice President of Music shall automatically head the Music Committee.
- 5.11 The Vice President of Brotherhood shall be responsible for all events that promote the socialization between brothers within the fraternity, as well as with other organizations. The Vice President of Brotherhood will provide opportunities for brothers to bond with each other and coordinate all Chapter social events. The Vice President of Brotherhood will automatically head the Social committee.
- 5.12 The Secretary shall be responsible for recording the outcomes of chapter votes, the minutes of all meetings of the Chapter, maintaining an accurate record of all members, recording attendance, Chapter's correspondence with alumni, other chapters, and any other organizations. The Secretary shall be responsible for all Chapter publications. The Secretary shall also maintain a calendar-based record of all events and activities relevant to the operations and interests of the Chapter.

See also in Amendments Section:

11.11 The Secretary shall summarize online discussions and record votes from online

voting in the minutes

- 5.13 The Treasurer shall control the receipts and disbursements of all monies of the Chapter and shall submit all recommendations of the financial policies of the Chapter as necessary. The Treasurer shall cosign all checks for monies disbursed and shall prepare and be responsible for keeping records of all Chapter finances. The Treasurer shall propose chapter dues.
- 5.14 The Fundraising Chair shall be responsible for all the Chapter's fundraisers. This includes coordinating fundraiser events while keeping track of monies made during said events. The Fundraising Chair shall automatically head the Fundraising Committee.
- 5.15 The Historian shall be in charge of maintaining a written and pictorial history of the Chapter. The Historian shall also maintain and update the Kappa Kappa Psi bulletin board, social media platforms, and the chapter website. All public branding shall be passed through the Historian first, who will delegate at their discretion.
- 5.16 The Parliamentarian shall be responsible for knowing and enforcing Robert's Rules of Order. The Parliamentarian shall also be responsible for reviewing the Constitution at least twice every year.

See also in Amendments Section:

11.9 The Secretary and Parliamentarian will be the only ones responsible for counting ballot votes.

11.10 In the case of a secret ballot, the Secretary and Parliamentarian will count the votes and the results will be stated orally and in the minutes.

- 5.17 The Executive Board shall meet as necessary during the semester. Necessary reasons for meeting include but are not limited to, a need to discuss how efficiently the meetings are running, a written motion is received by the President to add an amendment to the constitution, etc.
- 5.18 An officer may resign from office by written notification to the Chapter.
- 5.19 Upon due cause, an officer of the Chapter may be removed from office by a seventy-five (75) percent vote by the present eligible voting members. The officer will be given a hearing before the motion is voted upon. The vote will be by a secret ballot at the next regularly scheduled meeting. The officer's duties and responsibilities shall be suspended until a verdict is reached.
- 5.20 If an office is vacated, the president will assume the duties and responsibilities of the vacated office until an election is held at the closest chapter meeting in accordance with guidelines established in Point 5.3 and Point 5.4, except for the time restraint of 1 week which may be suspended to allow for a quicker election. In the situation of a failed election, the President will maintain the responsibilities of the vacated office while

continuing to advocate for a member to fill the office. When interest is met, an election may be held again at any point in the semester.

5.19.1 If the President office is vacated, then the above actions will be taken by the Chapter Sponsor alone.

5.21 If the office of the President is vacated, the Vice President of Membership shall immediately assume the duties and responsibilities of the President until such time as a new President is elected.

5.22 Each delegate and alternate delegate for District and National Conventions must meet the same qualifications for holding an officer position.

5.23 A vote to create a new elected position may only be proposed by the President, and shall only pass with a seventy-five (75) percent affirmative vote. The term for positions created in this manner shall be until the end of the academic year. Nomination, electoral, resignation, and impeachment procedures shall be the same as those prescribed to officers as mentioned in points 5.5, 5.16, 5.17, and 5.18.

See also in Amendments Section:

11.12 In the event that there is a reason to impeach an officer, the person(s) will meet with the President and the Chapter Sponsor about the issue(s). The person(s) will then write a letter to be presented at the next Chapter Meeting anonymously, if the matter is deemed important by the Chapter Sponsor and the President. The officer in question will be informed beforehand regarding impeachment. A hearing will be conducted with the Executive Board and the Chapter present. The following Chapter Meeting, the officer will present their case to the Chapter followed by the Executive Board asking all their questions first. Submissions by Brothers would be required to be sent to the Executive Board before that meeting. There will then be a twelve minute timed discussion, with the officer in question outside of the room, followed by a vote on whether the Officer should be impeached. An officer can be impeached with a favorable vote of seventy-five (75) percent of the present eligible voting members, with no proxy or absentia voting. During this process, the officer in question will not be responsible for their duties and responsibilities. If the officer is impeached, they will step down from the position, but remain an Active Brother.

11.12.1 If the President is the officer in question, then the above actions will be taken by the Chapter Sponsor alone.

VI. Finances

- 6.1 In order for the fraternity to enter into a financial agreement where the total cost is over seventy-five dollars (\$75) with another organization, a written contract must be signed by the duly charged representatives of both parties. It must also receive a favorable vote of seventy-five (75) percent of the eligible voting membership.
- 6.2 In the event that the Chapter's financial account is off campus, all checks used must be signed by the President and Treasurer of the Chapter.
- 6.3 The chapter shall vote on a budget proposed by the Treasurer at the first chapter meeting of the academic year. This budget shall reflect the expected income and expected expenditures for the academic year, as well as the expected income, the actual income, the expected expenditures, and the actual expenditures from the year before.
- 6.4 All reimbursements need to be accompanied by a corresponding receipt equal to the amount requested and can only be approved for purchases that relate to Kappa Kappa Psi purposes.
 - 6.4.1 The treasurer will keep all receipts that are dated within two years of the current date for bookkeeping purposes and reference for future budgets.
 - 6.4.2 Reimbursements must be completed by the treasurer within a month of receiving an approved receipt; the form of reimbursement will be decided by the involved parties on a case by case basis.
- 6.5 The only names that should be linked to the off-campus account are the Chapter Sponsor, President, and Treasurer. The names on the off-campus account should be changed immediately following elections or any change of office among the President, Treasurer, or Chapter Sponsor.

VII. Meetings

7.1 *Robert's Rules of Order* shall govern all formal Chapter meetings, at the discretion of the Parliamentarian and the President.

7.2 Chapter meetings shall be organized as follows:

- a. Recitation of the Preamble to the National Constitution of Kappa Kappa Psi
- b. Reading and approval of the minutes
- c. Officer reports
- d. Committee reports
- e. Membership Class report
- f. Old business
- g. New business
- h. Mustravaganzas
- i. Open forum

7.3 Meetings shall be held once a week. The day and time of the weekly meetings will be decided at the beginning of every semester at the first Chapter meeting. The first Chapter meeting will occur at the same day and time as voted on in the previous semester.

7.4 A member may vote in absentia by written ballot or proxy unless otherwise stated in this document. Proxy votes will be accepted, at the discretion of the Parliamentarian and the President, only with a written statement signed by the absent member and a voting member.

7.5 Mandatory meetings required by the National Council shall be determined by the President and the Chapter Sponsor. Other Chapter meetings with required attendance may be called by a seventy-five (75) percent vote of the present eligible voting members.

7.6 Electronic devices shall not be used in meetings unless pertaining to a specific function of the meeting. The Parliamentarian has the responsibility to determine if members are using electronic devices in an appropriate manner.

See also in Amendments Section:

11.4 If in the event of the absence of the President and Vice President of Membership, then the officer of the Chapter who is highest on the following list shall preside over meetings: Vice President of Service, Vice President of Music, Vice President of Brotherhood, Secretary, Treasurer, Historian, and Parliamentarian.

*11.5 Quorum is defined as 50% of the Chapter's total active and associate members.
At least two of these members must be officers.*

11.5.1 Quorum cannot be held during officer meetings.

11.6 In the event that there is only one officer present, it is that officer's duty to alert the Chapter that there is no longer the quorum needed as prescribed in the National Constitution of Kappa Kappa Psi.

11.14 Mustravaganzas are any musical performance or presentation given by a brother at chapter meetings performed among one or more brothers at a time in accordance with standards set forth by the Vice President of Music. Mustravaganzas are a semesterly requirement of all active brothers. The Vice President of Music should feel free to change the standards of Mustravaganzas as they deem necessary, with the advice of the Music Committee and the officer notebook on a semesterly basis.

VIII. Attendance

8.1 In the case of any absence incurred by a member caused by an inflexible and/or mandatory event, the member's attendance shall be excused. Such events may include, but are not limited to:

- a. School-sponsored events
- b. Professional or academic musical ensembles
- c. Kappa Kappa Psi business
- d. Personal illness
- e. Family emergency

8.2 The Secretary will record the number of absences incurred by Brothers at mandatory events over the course of one semester. In order for an absence to be excused, a Brother must send a letter to the Secretary 24 hours in advance of the missed mandatory event explaining the nature of their absence.

8.2.1 The Secretary and the President will determine if the absence falls under the approved events as laid out in point 8.1.

8.2.2 Mandatory events include but are not limited to: Chapter meetings, Degrees, Bid Discussion, Formal Smoker, and Elections.

8.3 Should a Brother exceed two (2) unexcused absences from missing chapter meetings or two (2) unexcused absences from missing mandatory events other than chapter meetings in one semester, they will be notified by the Secretary. This does not apply to excused absences. The Secretary will then notify the President, who will then notify the Chapter Sponsor, who shall decide whether the unexcused absences are worthy of sanctions or not.

8.4 If a Brother has not completed their probationary sanctions in the allotted time designated by the Chapter Sponsor, the Chapter Sponsor shall have a meeting with the Brother in question. At this meeting, the Chapter Sponsor will decide upon the following options:

8.4.1 The Chapter Sponsor will suspend the Brother immediately and determine the terms of suspension

8.4.2 The Chapter Sponsor will extend the discussion to the next scheduled Chapter meeting in which the Chapter Sponsor will lead a discussion (all rules of this discussion will be determined by the Chapter Sponsor) to determine whether the Brother will be suspended. At the conclusion of the discussion, the Brother will be placed on suspension following a favorable vote of seventy-five (75) percent of the Chapter's present eligible voting members. The Chapter Sponsor will then determine the terms of the suspension.

8.4.3 In the event that the Brother is not suspended, no further actions will be taken on this matter.

8.5 In order for a Brother to be relieved of their probation or suspension they must fulfill the sanctions designated by the Chapter Sponsor.

8.6 The President and Chapter Sponsor shall deal with extenuating circumstances, not covered in Section VIII, on a case-by-case basis.

IX. Committees

9.1 The standing committees shall be: Service, Membership, Music, Fundraising, and Social.

9.1.1 The Service committee will be headed by the Vice President of Service and shall oversee the organization and planning of all chapter service projects.

9.1.2 The Membership committee will be headed by the Vice President of Membership and shall prepare the Road to Wisdom, assist the Membership Candidates in any way deemed fit, and oversee intra-fraternal relations.

9.1.3 The Music committee will be headed by the Vice President of Music and shall oversee the organization and planning of all chapter music projects.

9.1.4 The Fundraising committee will be headed by the Fundraising Chair and shall oversee the organization and planning of all chapter fundraising projects.

9.1.5 The Social will be headed by the Vice President of Brotherhood and shall oversee the organization and planning of all chapter and joint organization social events.

9.2 Special committees may be appointed and dissolved by the President or the Chapter Sponsor as needed. Special committees do not have a consistent meeting time or regular members in attendance. The regularly held special committees are the Constitution committee and Ritual Committee as defined below.

9.2.1 The Constitution committee will be headed by the Parliamentarian and will review and amend the constitution before it is brought to chapter meetings.

9.2.2 The Ritual Committee will be headed by the Vice President of Membership who will organize and properly observe all rituals in the chapter. The ritual committee is responsible for setting up and tearing down rituals. The Ritual committee will ensure all rituals are performed properly and in a manner consistent with guidelines set forth by the chapter ritual books and National guidelines. The Ritual committee will ensure all memorabilia given by the chapter is identical.

9.3 The heads of all committees shall be active members of the Chapter. To become a committee head, with the exception of the Service, Membership, Music, Social, and Fundraising Committees, an interested Brother must submit a written request to the President. The Chapter President will then decide on the respective committee heads. Any request must be received by a date to be determined by the Chapter President. The date shall not be sooner than 48 hours following the conclusion of the Chapter meeting in which the need for a committee head is announced.

See also in Amendments Section:

11.13 The term for a committee head that is not an elected officer shall be one academic

year (fall semester through spring semester). After their term is over, they may reapply, or others may apply as outlined in Point 9.3.

- 9.4 For the placement of Brothers in committees, each committee shall be announced by the President no later than the first Chapter Meeting of each semester. The President will base committee membership off of Brother preferences.
- 9.5 Each Standing Committee shall have a regular meeting time and place decided by the committee head. Special committees shall meet as necessary.

X. Role of the Chapter Sponsor

- 10.1 The sponsor shall work closely with the organization in coordinating chapter activities and events to ensure that they are conducted in compliance with CNU policies and the laws of The United States of America, the Commonwealth of Virginia, and the City of Newport News.
- 10.2 The sponsor of the Chapter shall be the Director of Bands or any faculty member appointed by the Director of Bands.
- 10.3 The Chapter Sponsor of Kappa Kappa Psi shall be a member of the CNU faculty.
- 10.4 The Chapter Sponsor of Kappa Kappa Psi should help provide support, counseling, and guidance in all situations.
- 10.5 The Chapter Sponsor of Kappa Kappa Psi should attend as many meetings as possible and provide advice to the organization.

See also in Amendments Section:

11.8 In the event that a Brother's actions, or lack thereof, prevent the Chapter following through on a motion voted upon in a Chapter meeting, the Chapter Sponsor has the responsibility to bring sanctions upon said Brother when they deem necessary.

XI. Amendments

- 11.1 Any potential amendment to the Constitution must first receive approval from the President and the Parliamentarian before it can be proposed to the Chapter.
- 11.2 If an amendment to the Constitution receives less than a 50% vote of approval from the Chapter, it cannot be presented again until the following semester.
- 11.3 Amendments must receive a favorable vote of seventy-five (75) percent of the eligible voting members to gain ratification.
- 11.4 If in the event of the absence of the President and Vice President of Membership, then the officer of the Chapter who is highest on the following list shall preside over meetings: Vice President of Service, Vice President of Music, Vice President of Brotherhood, Secretary, Treasurer, Fundraising Chair, Historian, and Parliamentarian.
- 11.5 Quorum is defined as 50% of the Chapter's total active and associate members. At least two of these members must be officers.
 - 11.5.1 Quorum cannot be held during officer meetings.
- 11.6 In the event that there is only one officer present, it is that officer's duty to alert the Chapter that there is no longer the quorum needed as prescribed in the National Constitution of Kappa Kappa Psi.
- 11.7 At the beginning of every semester it is every Brother's responsibility to turn in their cumulative GPA via their unofficial transcript to the Chapter Sponsor as to ensure that all Brothers are meeting the GPA requirement set forth in the Constitution. The Chapter Sponsor will deal with anyone who does not turn in their transcript.
- 11.8 In the event that a Brother's actions, or lack thereof, prevent the Chapter following through on a motion voted upon in a Chapter meeting, the Chapter Sponsor has the responsibility to bring sanctions upon said Brother when they deem necessary.
- 11.9 The Secretary and Parliamentarian will be the only ones responsible for counting ballot votes.
- 11.10 In the case of a secret ballot, the Secretary and Parliamentarian will count the votes and the results will be stated orally and in the minutes.
- 11.11 The Secretary shall summarize online discussions and record votes from online voting in the minutes
- 11.12 In the event that there is a reason to impeach an officer, the person(s) will meet with the President and the Chapter Sponsor about the issue(s). The person(s) will then write a letter to be presented at the next Chapter Meeting anonymously, if the matter is deemed important by the Chapter Sponsor and the President. The officer in question will be informed beforehand regarding impeachment. A hearing will be conducted with the

Executive Board and the Chapter present. The following Chapter Meeting, the officer will present their case to the Chapter followed by the Executive Board asking all their questions first. Submissions by Brothers would be required to be sent to the Executive Board before that meeting. There will then be a twelve-minute timed discussion, with the officer in question outside of the room, followed by a vote on whether the Officer should be impeached. An officer can be impeached with a favorable vote of seventy-five (75) percent of the present eligible voting members, with no proxy or absentia voting. During this process, the officer in question will not be responsible for their duties and responsibilities. If the officer is impeached, they will step down from the position, but remain an Active Brother.

11.12.1 If the President is the officer in question, then the above actions will be taken by the Chapter Sponsor alone.

- 11.13 The term for a committee head that is not an elected officer shall be one academic year (fall semester through spring semester). After their term is over, they may reapply, or others may apply as outlined in Point 9.3.
- 11.14 Mustravaganzas are any musical performance or presentation given by a brother at chapter meetings performed among one or more brothers at a time in accordance with standards set forth by the Vice President of Music. Mustravaganzas are a semesterly requirement of all active brothers. The Vice President of Music should feel free to change the standards of Mustravaganzas as they deem necessary, with the advice of the Music Committee and the officer notebook on a semesterly basis.
- 11.15 An Act of Service is any service-related activity completed by a brother during the academic semester in accordance with standards set forth by the Vice President of Service. Completion of said service is a semesterly requirement of all active brothers. The Vice President of Service should feel free to change the amount of service hours as they deem necessary, with the advice of the Service committee and the officer notebook on a semesterly basis.
- 11.16 Voting and discussion of extending a bid to an honorary member shall be done in the same style as Bid Discussion. Refer to Point 3.2 for an outline of this process.
- 11.17 In the case the chapter has voted to “Suspend any rules within the Chapter Constitution (and/or bylaws) to allow virtual participation to meet the obligations of membership,” then all in-person events will not be counted as mandatory, and clauses 8.1, 8.2, and 8.3 will not apply. This is only to be used while the chapter is following the guidelines set by *Pivot*.
- 11.18 As per the Kappa Kappa Psi National Constitution 6.503, “A band member may be offered entry into the National Membership Education Program: The Road to Wisdom of the Fraternity after the satisfactory completion of one (1) term as a member of the college or university band unless an exception is made by the Chapter Sponsor. The band member shall possess unusually good character and demonstrate leadership potential.”
- 11.19 It is recommended for members to hold one officer position at a time, however members

may hold up to two positions if necessary.