

MU NU CHAPTER

KAPPA KAPPA PSI

NATIONAL HONORARY BAND FRATERNITY



Mu Nu Constitution



Nu Nu Chapter of Kappa Kappa Psi
Christopher Newport University
1 Avenue of the Arts · Newport News, VA · 23606
<http://www.kkpsimn.wordpress.com>

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.

II. Purpose

- 2.1 The purposes of the Mu Nu Chapter shall be:
 - a. to promote the concepts and values of CNU and the university bands,
 - b. to exemplify the spirit of service, musicianship, and Brotherhood,
 - c. to provide service to and uphold the traditions of the university bands,
 - d. to provide a pleasant social atmosphere for all involved in university bands,
 - e. to set a positive example for other band members to follow.

III. Membership Candidates

- 3.1 The minimum Grade Point Average (GPA) required to be considered as a Membership Candidate shall be 2.4 on a four-point grading scale.
- 3.2 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 potential Membership Candidates. The date and time of this meeting must be determined at least one week in advance. In addition, the methods of discussion shall be determined by the Chapter prior to Bid Discussion.

- 3.3 The process of extending a bid shall be done in the following manner:
- a. Each candidate shall be considered, discussed, and voted upon individually
 - b. This vote shall be done by secret ballot
 - c. A 75 percent affirmative vote of present eligible voting members for each candidate is required to extend a bid
 - d. The results shall be revealed to all Active, Conditional, and Associate members after all candidates have been voted upon.
- 3.4 The Chapter will evaluate each Membership Candidate individually during the Continuance Approval Meeting; this meeting must occur before Third Degree. To continue the membership education process, a Membership Candidate must receive a seventy-five (75) percent affirmative vote of present eligible voting members.
- 3.5 Upon due cause, a candidate may be officially removed from the membership education process by a seventy-five (75) percent affirmative vote of the present eligible voting members. Upon removal, the former Membership Candidate shall return all education materials to the Vice President of Membership.
- 3.6 A motion to remove a candidate from the membership education process 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 Executive Board (the President, Vice President of Service, Vice President of Membership, Secretary, Treasurer, Parliamentarian, and Historian) who will then vote on whether or not this should be voted on by the other active members of the Chapter. If a majority of the Executive Board votes to bring the matter before the entire active Chapter, it will be voted on by the Chapter at the next meeting.
- 3.7 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.
- 3.8 Kappa Kappa Psi shall not haze any prospective or current member for the purpose of admission into or affiliation with the organization. Members of Kappa Kappa Psi are free to leave or dissociate without fear of retribution or harassment. Kappa Kappa Psi shall not discriminate based on race, creed, color, sex, gender, age, national origin, disability, or sexual orientation.

IV. Active Membership

- 4.1 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.

- 4.2 If an active Brother fails to participate in and pass academically at least one CNU band program in an academic year, then said Brother will be relegated to conditional status.
- 4.3 Conditional status shall not be maintained for more than two (2) consecutive semesters.
- 4.4 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. Point 4.2 above does not apply to the students in this program.
- 4.5 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).
- 4.6 Honorary membership shall be granted upon favorable vote of seventy-five (75) percent of the present eligible voting members.
- 4.7 Honorary membership is available to those who are not necessarily enrolled at CNU. 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.

V. Officers

- 5.1 The officers of this Chapter shall be the President, Vice President of Service, Vice President of Membership, Vice President of Music, Secretary, Treasurer, 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 each office shall be made from the floor of a meeting announced at least one week in advance. The duties of these offices shall be read at that time.
- 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 Service, Vice President of Membership, Vice President of Music, Secretary, Treasurer, 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.
- 5.5 Installation of officers shall be held prior to the end of the spring semester in which they were elected.
- 5.6 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.

- 5.7 The Vice President of Service, in the absence of the President, shall preside at Chapter meetings. 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.
- 5.8 The Vice President of Membership shall be responsible for 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.
- 5.9 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.
- 5.10 The Secretary shall record the minutes of all meetings of the Chapter, maintain an accurate record of all members, and record attendance. The Secretary shall be responsible for all the Chapter's correspondence. The Secretary shall also work with and promote alumni activities, including dispensing Life Membership applications.
- 5.11 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 automatically head the Fundraising Committee.
- 5.12 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.
- 5.13 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 once every year.
- 5.14 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.
- 5.15 An officer may resign from office by written notification to the Chapter.
- 5.16 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.

- 5.17 If an office is vacated, the president will assume the duties and responsibilities of the vacated office until an election is held in accordance with guidelines established in Point 5.3 and Point 5.4. In extenuating circumstances, the President and Chapter Sponsor may temporarily appoint (a) Brother(s) to that office(s) until an election is held in accordance with the guidelines established in Point 5.3 and Point 5.4.
 - a. If the president office is vacated, then the above actions will be taken by the Chapter Sponsor alone.
- 5.18 If the office of the President is vacated, the Vice President of Service shall immediately assume the duties and responsibilities of the President until such time as a new President is elected.
- 5.19 Each delegate and alternate delegate for District and National Conventions must meet the same qualifications for holding an officer position.

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.

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. Mustravaganzas
 - c. Reading and approval of the minutes
 - d. Officer reports
 - e. Committee reports

- f. Membership Class report
 - g. Old business
 - h. New business
 - 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.

VIII. Attendance

- 8.1 Attendance shall be required at regularly scheduled Chapter meetings, rituals, and other events deemed mandatory by the Chapter.
- 8.2 The Secretary will record attendance figures, including number of excused and unexcused absences and tardies, and any punishments incurred.
- 8.3 For an absence to be considered excused, a Brother must submit a written excuse to the Secretary within seven (7) days before or after the absence explaining their reasoning for missing the event. A Brother is allowed two (2) excused absences per semester. The Executive Board must vote to determine whether or not an absence is excused. This vote will be by secret ballot.
- 8.4 A valid excuse for missing a Kappa Kappa Psi event would be a conflict that was uncontrollable by the Brother, including, but not limited to:
- a. A musical performance
 - b. Illness
 - c. Family emergency
 - d. Religious events
 - e. School-sponsored trip
 - f. Class/lab conflicts

- 8.5 An unexcused absence is:
- a. Any absence over the allowed two (2) excused in one semester
 - b. Any instance in which a Brother misses a meeting or event and either fails to submit a letter of explanation within 7 days before or after
 - c. Any instance in which the Executive Board decides that a submitted letter does not present an acceptable reason for absence because it does not fall within the accepted guidelines stated in Point 8.3.
- 8.6 Once a letter has been submitted, the Executive Board will determine if the absence is excused or unexcused based on Point 8.3 and Point 8.4.
- 8.7 If a Brother has more than the allowed two (2) excused absences or any unexcused absences the Brother may be subject to probationary sanctions as decided by the Executive Board and the Chapter Sponsor.
- 8.8 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:
- a. The Chapter Sponsor will suspend the Brother immediately and determine the terms of suspension
 - b. 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.
 - c. In the event that the Brother is not suspended, no further actions will be taken on this matter.
- 8.9 In order for a Brother to be relieved of their probation or suspension they must fulfill the sanctions designated by the Chapter Sponsor.
- 8.10 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.
- 9.2 Special committees may be appointed and dissolved by the President or the Chapter Sponsor as needed.
- 9.3 After each election of the Chapter officers, the newly elected President shall determine the membership of any committees.

- 9.4 For the placement of Brothers in committees, each committee shall be explained by the President in the first Chapter Meeting of each semester. At the conclusion of the explanations, each Brother, on a sheet of paper, shall rank their preferences for placement on committees. 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.
- 9.6 The heads of all committees shall be active members of the Chapter. To become a committee head, with the exception of the Service, Membership, and Music 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 the Chapter President by a date to be determined by the Chapter President. The date shall not be sooner than a week after the need for a committee head is announced.

X. Role of The Chapter Sponsor

- 10.1 The sponsor shall work closely with the organization in coordinating activities to insure 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.

XI. Amendments

- 11.1 Amendments shall be made to the constitution of this Chapter by a request in writing to the President.
- 11.2 Once the request is received by the President, a meeting with the Executive Board to approve the amendment will be called that week. If the Executive Board feels the amendment is necessary in helping the Chapter carry out the purposes stated in the

Preamble to the Kappa Kappa Psi National Constitution, the amendment will be approved.

- 11.3 If the request is approved by the Executive Board, it will be introduced at the next Chapter meeting, where the Chapter will vote on the amendment.
- 11.4 Amendments must receive a favorable vote of seventy-five (75) percent of the eligible voting members to gain ratification.
- 11.5 During the meetings in which elections take place, all potential candidates for that position will step outside and have the opportunity to come in to give an optional speech in front of the Chapter one-by-one. Following the speech, there will be an optional Q&A (max 5 minutes; all names still on the board will have the opportunity to have their question answered at the conclusion of 5 minutes). After all speeches are concluded for that position then the Chapter will hold a discussion (max of 12 minutes) about the potential candidates, with the candidates still outside. Following the discussion the potential candidates will come back and voting will take place. Repeat for next position.
- 11.6 If in the event of the absence of the President and Vice President of Service, then the officer of the Chapter who is highest on the following list shall preside over meetings: Vice President of Membership, Vice President of Music, Secretary, Treasurer, Historian, and Parliamentarian.
- 11.7 In the event that there is the only 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.
- 11.8 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.
- 11.9 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.
- 11.10 If an officer is absent from a mandatory meeting or event, then the officer will submit a note to the Sponsor for him/ her to determine if the absence is excused or unexcused based on Point 8.3 and Point 8.4.
- 11.11 The secretary and parliamentarian will be the only ones responsible for counting ballot votes.
- 11.12 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.

- 11.13 Secretary- shall summarize online discussions and record votes from online voting in the minutes
- 11.14 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.
- a. If the President is the officer in question, then the above actions will be taken by the Chapter Sponsor alone.
- 11.15 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 9.6.