

TAU BETA SIGMA
NATIONAL HONORARY BAND SORORITY
BETA SIGMA CHAPTER - PURDUE UNIVERSITY
CHAPTER CONSTITUTION
RATIFIED THIS 25TH DAY OF MARCH, 2009
EFFECTIVE AUGUST, 2009

PREAMBLE

Be it known that the purposes of the Beta Sigma Chapter are:

- I. To promote the existence and welfare of the Purdue University Bands program and to cultivate a respect for its activities and achievements;
- II. To honor outstanding members in the band through privilege of membership in recognition of musical achievement, demonstrated leadership, and passion for band activities;
- III. To develop effective leaders in the band program and strengthen those traits essential to responsible band membership;
- IV. To provide a meaningful and worthwhile social experience for all engaged in collegiate band work, and to cooperate with other musical organizations and societies in every manner consistent with our mutual purposes and those of Purdue University;
- V. To select and execute beneficial projects which support the advancement of Purdue Bands.

THE BETA SIGMA CHAPTER OF TAU BETA SIGMA SHALL PROMOTE TRAITS OF SERVICE, SCHOLARSHIP, MUSICIANSHIP, GOOD CITIZENSHIP, FRIENDSHIP, AND SCHOOL SPIRIT AMONG MEMBERS AND WITHIN THE ENTIRE PURDUE UNIVERSITY BAND DEPARTMENT.

01. GENERAL

- 01.01. The name of this organization shall be the Beta Sigma Chapter of Tau Beta Sigma, National Honorary Band SorORITY for College and University Band Members and will be referred to as the "Chapter" throughout this document. The National Organization will be referred to as the "SorORITY" throughout this document.
- 01.02. This document shall serve as the rules for the functions and operations of all component parts of the Chapter.
- 01.03. The Beta Sigma Guidelines shall be a wholly separate document which supports the activities of the Chapter. It shall contain items such as the Attendance Policy, the Order of Business, Guidelines for Membership Selection, etc.

- 01.04. The current edition of *Roberts Rules of Order Newly Revised* shall govern the deliberations of all component parts of the Chapter assembled in meeting unless otherwise specified in this document.
- 01.05. The Chapter will operate under the supreme authority of the Director of Bands who is responsible for governing and monitoring the daily activities and affairs of the Chapter. The Director of Bands may choose to appoint an individual to serve in the role of Chapter Sponsor and delegate these duties to that individual.
- 01.06. This Constitution shall in no way conflict with or receive priority over the rules and regulations of Purdue University or the National Constitution of Tau Beta Sigma.
- 01.07. The Chapter recognizes and respects the Gamma Pi Chapter of Kappa Kappa Psi as an equal affiliated organization with similar purposes, functions, and roles in the Purdue University Band Department.
- 01.08. Any active member of the Chapter may propose an amendment to the Constitution, at a regularly called meeting. The amendment is to be read aloud to the Chapter and immediately tabled by the chair until the next regularly called meeting. Amendments to the Beta Sigma Constitution shall be made by a two-thirds (2/3) vote of a Chapter quorum. All amendments are subject to the approval of the Sponsor and the Dean of Students.
- 01.09. If a favorable vote on a proposed amendment is less than two-thirds (2/3), yet there is still a majority vote, the proposed amendment shall be tabled until the next regularly called meeting of the Chapter.
- 01.10. An article of this constitution may be temporarily suspended by a two-thirds (2/3) vote of a Chapter quorum.
- 01.11. The attendance policy shall be proposed by the Vice President of Operations and passed by a simple majority of quorum within the first 30 days of classes each fall semester. The attendance policy will be considered part of the Beta Sigma Guidelines.

02. MEMBERSHIP

- 02.01. Membership in Tau Beta Sigma may be offered to students enrolled and actively participating in Purdue Bands. They should possess unusually good character, and they should be outstanding persons of leadership on the campus.
- 02.02. Candidates for Active Membership of the Chapter shall meet either:
 - 02.02.01. A cumulative graduate index of 2.5 on a 4.0 scale, or
 - 02.02.02. A 2.0 cumulative graduate index with a semester index of 2.5 on a 4.0 scale for the semester before candidacy.

- 02.03. A two-thirds (2/3) vote of the Chapter shall be required to grant candidacy for Active Membership. Such business is clarified in the Beta Sigma Guidelines.
- 02.04. Membership and participation are free from discrimination based on race, religion, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or military service.
- 02.05. Before becoming eligible for Active Membership, a candidate must complete a Membership Education Program. If a membership candidate fails to meet the requirements of the Chapter or Sorority, her/his candidacy may be terminated for that academic term by a two-thirds (2/3) vote of eligible voting Chapter membership.
- 02.06. Membership of the Chapter shall consist of the following types: Active, Conditional, Inactive, Honorary, Alumni, and Life. The Chapter shall not recognize membership until all initiation fees have been paid and the initiation, as prescribed by ritual, has been completed.
- 02.06.01. **ACTIVE.** All active members of the Chapter shall be Purdue University students who are enrolled and actively participating in Purdue Bands and have paid their current membership dues for the year. In the event a member of the Chapter is unable to enroll and actively participate in band, the person may continue as an active member for the academic term with approval of chapter and the sponsor. Any additional exceptions must be approved by the National President. Active members may vote, hold office, serve on committees and take part in all business and social affairs of the chapter. Active members must also maintain at least a 2.0 graduate index on a 4.0 scale.
- 02.06.02. **CONDITIONAL.** Conditional status in the Chapter may be maintained for up to one (1) academic year by a formerly active member in good standing. Conditional status may be requested in writing by an Active member from the chapter when conflicts arise because of work or class schedules. The request must be approved by the Sponsor and Director of Bands. Conditional members may attend all meetings and functions; however, they are ineligible to hold office or vote. Members who meet these criteria shall be granted Conditional status contingent upon payment of the current year's Member Dues. If after one (1) year the member has not reclaimed active status or become an Alumni or Life Member, the member will be classified as inactive with the chapter. However, if the member requests more than one (1) year of Conditional status, a letter of recommendation will be required from the Chapter Sponsor and the Director of Bands, and must be approved by the National Council.
- 02.06.03. **INACTIVE.** Former active members who are enrolled at Purdue University but do not pay Membership Dues and do not elect to accept Alumni status if applicable will be classified as inactive members. Inactive members are not considered in good standing and therefore, have no active membership privileges.
- 02.06.04. **HONORARY.** In recognition of outstanding ability, accomplishment, or devotion to the best interest of the chapter or Purdue Bands, a person can be given Honorary Membership by the Chapter. This shall be the highest honor which can be bestowed by Beta Sigma. Undergraduates are ineligible for this recognition. Candidates for Honorary Membership may be nominated from the floor and must be elected by a two-thirds (2/3) vote of a quorum.

- 02.06.05. ALUMNI. Active, Associate, or Conditional members may become Alumni members of the sorority when they complete their undergraduate education or terminate their affiliation with Purdue University. A person may not hold active and alumni status in the Chapter simultaneously. An alumni member cannot vote, but may serve on committees. If a member's collegiate education continues past four years, and she/he is unable to meet Active, Associate, or Conditional requirements, she/he may request Alumni status, with Chapter and Sponsor approval. If an alumni member wishes to reactivate, the alumnus must be a student enrolled in Purdue University Bands and meet the requirements for active membership. They must petition to be reinstated, which must be approved by a two-thirds (2/3) vote of quorum.
- 02.06.06. LIFE. Alumni or senior members, upon payment of Life Membership fees together with an application to the National Headquarters shall be entitled to Life Membership privileges in the Sorority providing their addresses are available at the National Headquarters. If application for Life Membership is requested within two (2) years of graduation, it must have Chapter approval. Purchase of a Life Membership by a senior does not exempt a person from payment of annual membership dues during the senior year as the Life Membership will take effect upon graduation.

03. OFFICERS

- 03.01. The major offices shall be President, Vice President of Operations, Vice President of Membership and Treasurer.
- 03.02. The minor offices shall be Corresponding Secretary, Recording Secretary, Klostet Coordinator(s), Webmaster, and any special appointed officers.
- 03.03. Each officer of Beta Sigma shall:
- 03.03.01. Be an active or candidate member of the Chapter for at least two semesters prior to fulfilling the major offices, or be an active or candidate member of the Chapter for at least one semester prior to fulfilling the minor offices.
 - 03.03.02. Achieve a 2.5 cumulative graduate index on a 4.0 scale and a 2.0 graduate index in the semester in which she/he is elected.
 - 03.03.03. Possess more than ordinary business ability and be capable of representing the chapter under all ordinary conditions. They shall have the best interest of Tau Beta Sigma at heart and shall be willing and able to devote the necessary time to the execution of their office.
 - 03.03.04. Have full intention to remain a member of the Purdue Bands and a member of the Chapter for the complete term of the office.
- 03.04. The term of office shall be one year for major offices, and one semester for the minor offices. The term of office for the President, Vice President of Operations, and Vice President of Membership shall begin in the fall semester whereas the term of office for the Treasurer shall begin in the spring semester.

03.05. In the event that an officer fails to meet the grade requirements for her/his office, that officer must immediately vacate the office and notify the active members of Chapter. A special election will be held at the next business meeting to fill the vacant office.

03.06. The President shall:

03.06.01. Preside at meetings of the Chapter and conduct business according to the current edition of *Robert's Rules of Order Newly Revised*,

03.06.02. Decide on all questions of order, subject to appeal; enforce rules relating to debate; and respond to points of order, information, or personal privilege,

03.06.03. Interpret and enforce the rules of order outlined in the national, district, and Beta Sigma constitutions and guidelines,

03.06.04. Submit all required reports and forms to the National Office,

03.06.05. Serve as the official representative of the Chapter at all events where it should be required,

03.06.06. Serve as a non-voting member of all committees except the Nomination Committee,

03.06.07. Serve as chair of the Executive Board,

03.06.08. Oversee and support the major elected officers of the Chapter,

03.06.09. Appoint or dismiss other special officers and committees as needed.

03.07. The Vice President of Operations shall:

03.07.01. Preside at meetings when the President is absent or unsuited to chair a motion,

03.07.02. Oversee and support all committees except the Executive Board and serve as a non-voting member of these committees,

03.07.03. Advise the President on business and motions to be brought before the Chapter,

03.07.04. Collect committee preferences from the membership of Chapter and submit committee assignments to the Executive Board for approval,

03.07.05. Oversee and support the minor officers and committee chairs of the Chapter,

03.07.06. Design, submit for Chapter approval, and enforce an attendance policy for the year of office. This document shall be a portion of the Beta Sigma Guidelines,

03.07.07. Review the Beta Sigma Constitution and Guidelines yearly as prescribed by the needs of the current operation of Chapter and the Sorority and propose amendments when necessary,

03.07.08. Ensure that each officer and committee chair maintains the Chapter calendar,

03.07.09. Resolve issues pertaining to event scheduling conflicts, jurisdiction of officers/committees, and attendance.

03.08. The Vice President of Membership shall:

03.08.01. Preside at meetings when the President and Vice President of Operations are either absent or unsuited to chair a motion,

03.08.02. Serve as a voting member of the Membership Committee,

03.08.03. Educate, train, and initiate candidate members of the Chapter,

03.08.04. Be responsible for the continuing education and training of active members of the Chapter,

03.08.05. Be responsible for creating and/or updating the Candidate Manual, Active Manual, and the Membership Education Program, and presenting them to the Membership Committee for approval,

03.08.06. Resolve issues pertaining to membership status, personal conflicts, and eligibility in accordance with this document.

03.09. The Treasurer shall:

03.09.01. Control the receipts and disbursements of all monies of the Chapter as outlined in the budget or approved by special motion,

03.09.02. Report monthly account balances and recommendations concerning financial status to the Chapter,

03.09.03. Serve as a voting member of the Ways & Means Committee,

03.09.04. Keep accounts, deposit the organization's funds, and make expenditures in a manner approved by the Business Office for Student Organizations.

03.10. The Corresponding Secretary shall:

03.10.01. Inform the chapter of the events of the district and national chapters which would be of interest or importance to Beta Sigma,

03.10.02. Inform and coordinate with our brother chapter, Gamma Pi of Kappa Kappa Psi, of events of interest or importance to Beta Sigma,

03.10.03. Share the activities of Beta Sigma with the district and national chapters through notifying respective mailing lists and working with the History & Alumni Committee to submit articles to The Kadenza and The Podium,

03.10.04. Maintain the *Chapter Guide to the District*,

03.10.05. Assist the President with District and National submissions, including but not limited to award applications, required reports, and form submissions.

03.11. The Recording Secretary shall:

- 03.11.01. Establish and maintain a roster of active, conditional, sponsor, advisor and candidate members on campus,
- 03.11.02. Take minutes at all Chapter meetings, submit them for approval to the Chapter, and make them available to all members.

03.12. The Kloset Coordinator(s) shall:

- 03.12.01. Serve as voting member(s) of the Ways & Means Committee,
- 03.12.02. Stock and set prices for merchandise to be sold at the Band Kloset,
- 03.12.03. Submit monthly merchandise sales reports to the Business Office for Student Organizations and ensure Band Kloset operations are conducted in a manner consistent with their policies,
- 03.12.04. Establish work-shifts and set attendance requirements with the Vice President of Operations,
- 03.12.05. Submit plans for inventory levels, projected income, and expenditures for the semester to the Ways & Means Committee for approval.

03.13. The Webmaster shall:

- 03.13.01. Maintain and update Beta Sigma's website and electronic mailing list,
- 03.13.02. Train and assist chapter members in using the website, mailing list, and other online tools to increase communication and efficiency.

03.14. The Delegate shall:

- 03.14.01. Travel to the North Central District Convention or National Convention as elected,
- 03.14.02. Represent Beta Sigma through voting as a member of the Convention Delegation and vocally expressing the desires of the Chapter as needed,
- 03.14.03. Plan and chair the Chapter's caucus to discuss officer candidates and convention bids,
- 03.14.04. Present a report of the convention at the first regularly called business meeting following the convention.

03.15. The Sponsor shall:

- 03.15.01. Be a member of the Purdue Bands Staff and shall serve by appointment of the Director of Bands,
- 03.15.02. Communicate regularly with the President of Beta Sigma and with other officers as needed,

- 03.15.03. Review and endorse required reports and forms to the National Office.
- 03.16. The Advisor(s) shall:
 - 03.16.01. Have the best interest of Beta Sigma and Purdue Bands at heart,
 - 03.16.02. Be willing and able to devote the necessary time to the execution of the office,
 - 03.16.03. Advise Chapter members and officers in all facets of Chapter operation.
- 03.17. Upon vacancy of an office, a general election shall be held as soon as possible to fill the vacant position. The President may appoint someone to carry out the duties until a new officer is elected. Upon the resignation of the President, the Vice President of Operations shall assume the duties of the President until a general election can be held.
- 03.18. If an officer, after a period of one month, does not meet the duties of the office, the officer should be relieved of office. A general election shall be held to fill the position. A motion to relieve a person from office must be passed by a two-thirds (2/3) vote of the active chapter before it can be effective.

04. COMMITTEES

- 04.01. The Standing Committees of the Chapter shall be the Service Committee, the Membership Committee, the Ways & Means Committee, and the History & Alumni Committee,
- 04.02. The Auxiliary Committees of the Chapter shall be the Ritual & Regalia Committee, the Executive Board, and the Nominations Committee.
- 04.03. Special Committees of the Chapter shall be appointed as needed by the President or by majority vote of a quorum and shall be disbanded when no longer needed.
- 04.04. Each Active member and candidate for Active Membership of Chapter shall serve as a voting member of exactly one committee. Standing Committees shall fulfill this obligation, and Special Committees may fulfill this obligation as determined by the Executive Board. Auxiliary Committees shall not fulfill this obligation. Any member may choose to serve as a non-voting member of any number of additional committees beyond their requirement as subject to approval by the Committee Chair and the Vice President of Operations. Committee members shall serve for a full semester.
- 04.05. Quorum of each committee shall consist of the Committee Chair and half of the other committee members.
- 04.06. Each Committee Chair of Beta Sigma shall:
 - 04.06.01. Be an Active member or candidate for Active Membership of the Chapter for at least one semester,

- 04.06.02. Have a 2.5 graduate index on a 4.0 scale and a 2.0 semester index in the semester in which they are appointed,
- 04.06.03. Possess more than ordinary business ability and shall be capable of representing the chapter under all ordinary conditions. They shall have the best interest of the Sorority at heart and shall be willing and able to devote the necessary time to leading their committee.

04.07. The Service Committee shall:

- 04.07.01. Design and execute service projects benefiting Purdue Bands, the university as a whole, and the community,
- 04.07.02. Coordinate ushering for departmental concerts and all receptions designated to the Chapter,
- 04.07.03. Work with their counterparts in the Gamma Pi chapter of Kappa Kappa Psi to improve the quality of the Purdue Bands program through joint service.

04.08. The Membership Committee shall:

- 04.08.01. Organize fall recruitment functions and spring sisterhood activities,
- 04.08.02. Assist the Vice President of Membership with the recruitment and education of new members, and with revising and approving the Candidate Manual, Active Manual, and Membership Education Program,
- 04.08.03. Work with the Gamma Pi chapter of Kappa Kappa Psi to promote inter-chapter relations through social functions,
- 04.08.04. Coordinate one Sisterhood Retreat in each semester when business meetings are held as a required function to all members,
- 04.08.05. Organize social activities and functions which benefit the members of Purdue Bands.

04.09. The Ways & Means Committee shall:

- 04.09.01. Design and organize fundraising projects as deemed necessary for chapter operations,
- 04.09.02. Assist the Treasurer with compiling and reviewing the chapter budget at the beginning of each semester. The budget must be approved by the Ways & Means Committee prior to being presented to chapter,
- 04.09.03. Assign annual dues in accordance with National dues and the needs of the chapter, pending approval of the Executive Committee,
- 04.09.04. Assist the Kloset Coordinator(s) in developing pricing and finding suppliers for Band Kloset merchandise.

04.10. The History & Alumni Committee shall:

- 04.10.01. Organize senior retreats and create senior boards as needed,
- 04.10.02. Capture and record the continuing activities of the Chapter,
- 04.10.03. Maintain and develop the chapter scrapbooks and archives,
- 04.10.04. Educate the Chapter about past events and share historical knowledge,
- 04.10.05. Maintain correspondence between Beta Sigma and our local and national Alumni Associations,
- 04.10.06. Update and maintain the alumni database, including historical record of membership status of each semester,
- 04.10.07. Support activities and operation of the Beta Sigma Alumni Association, when applicable,
- 04.10.08. Inform the alumni of Beta Sigma of current activities within the chapter,
- 04.10.09. Publish the alumni newsletter at the close of each semester.

04.11. The Ritual & Regalia Committee shall:

- 04.11.01. Maintain the ritual equipment for the rituals prescribed by chapter,
- 04.11.02. Prepare for and conduct rituals necessary to the activities of chapter,
- 04.11.03. Review and update ritual ceremonies,
- 04.11.04. Educate active chapter about the qualities outlined in our ritual and their application to daily life,
- 04.11.05. Coordinate one Lava Lamp meeting in every semester in which business meetings are held as a required function for all members.

04.12. The Executive Board shall:

- 04.12.01. Consist of the major officers, the Corresponding Secretary, and Members-At-Large,
- 04.12.02. Approve the membership of each committee for a term of one semester while taking into account the preferences of the membership,
- 04.12.03. Address major concerns and opportunities facing the Chapter,
- 04.12.04. Advise the major officers when faced with complex situations,
- 04.12.05. Have general supervision of the affairs of the Chapter between its business meetings, yet none of its acts shall conflict with action taken by the Chapter.

04.13. The Nomination Committee shall:

- 04.13.01. Consist of active seniors graduating in the semester of election or members who are terminating their association with the university, retiring officers not seeking office for the semester of election, and one representative from each candidate class.
- 04.13.02. Present a slate of prospective officer nominations at the beginning of the regular business meeting where elections will take place.
- 04.13.03. Meet once per election.

05. ELECTIONS & APPOINTMENTS

05.01. Election of Officers:

- 05.01.01. The active members of a chapter shall elect its officers at a regularly called meeting of the Chapter.
- 05.01.02. Each member shall have one vote. The President shall only vote when the vote is cast by secret ballot, or when his/her vote will affect the result. Votes shall be counted by the chapter sponsor, advisor, President, and/or non-voting member.
- 05.01.03. Officers shall be elected by a majority of the total votes cast.

05.02. Appointment of Officers:

- 05.02.01. The newly elected major officers and Corresponding Secretary shall appoint the Members-At-Large to the Executive Board. Any active member is eligible to become a Member-At-Large. The membership of the Executive Board shall not exceed one-third (1/3) of active Chapter.
 - 05.02.02. The Committee Chairs and Webmaster shall be appointed by the Executive Committee in full for the following semester and will serve a term of one semester.
- 05.03. A delegate election is to be held no later than one month prior to the convention at which they will serve.
- 05.04. An advisor may be nominated from the floor and must be approved by a two-thirds (2/3) vote of a quorum. This person must be an Honorary, Life, or Alumni member of the Sorority.

06. FINANCES

- 06.01. All received and expended monies of the Chapter shall be approved by the Treasurer.
- 06.02. The fiscal year for the Chapter shall be determined by the term of the Treasurer and filed in the National Headquarters.
- 06.03. The financial policies of the Chapter shall be governed by a budget proposed by the Ways & Means Committee and adopted by a simple majority of quorum within the first 30 days of each semester in which business meetings are held.

- 06.04. Income of the Chapter shall be derived from annual dues assessed each active member and fundraising projects conducted by the chapter. Dues shall be determined by the Chapter but shall include all annual national membership fees as determined by the National Chapter and payable to Tau Beta Sigma on a date set by the Treasurer.
- 06.05. Active members who fail to pay the specified dues shall lose all office holding power and voting privileges until arrangements are made with the Treasurer to pay the amount owed.

07. MEETINGS

- 07.01. A regularly called meeting of the Chapter shall be held at least once per month during the regular academic school year, and may be called more frequently as decided by the President. Unless due to emergency, all meetings of the Chapter must be announced at least five days prior to the meeting date.
- 07.02. A quorum of Chapter shall consist of more than half of Active Membership and two major officers.
- 07.03. Changes in the regular order of business must be approved by a simple majority of quorum.