



Alpha Theta Chapter

Constitution

Revised Monday, April 10, 2017



Tau Beta Sigma - Constitution

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TAU BETA SIGMA MISSION STATEMENT

Tau Beta Sigma National Honorary Band Service Sorority provides exceptional service to collegiate bands and promotes equality and diversity, including empowering women in the band profession. We cultivate leadership, educational achievement, music appreciation and community development.

PREAMBLE (To The Alpha Theta Chapter Constitution Of Tau Beta Sigma National Honorary Band Sorority)

This constitution is hereby presented to be used in addition with the national constitution. This revised constitution supersedes all previous chapter constitutions set forth by the chapter at this time.

ALPHA THETA CHAPTER CONSTITUTION

This chapter shall be named the Alpha Theta Chapter, after its founding at North Dakota State University in 1951. The Alpha Theta Chapter is part of the Midwest District of Tau Beta Sigma.

Chapter Membership

- I. **National Qualifications:** All persons seeking and maintaining membership into Tau Beta Sigma shall meet all qualifications set forth by Article 6, Section 6 of the National Constitution.
- II. **Chapter Qualifications:** In addition to the National Qualifications, the Alpha Theta Chapter must adhere to the NDSU Student Government Congress of Student Organizations (CSO) Guidelines.
- III. **Types of Membership.** Article 6, Section 6, Subsection 1 of the National Constitution states: Chapter membership shall consist of seven types of membership: Active, Conditional, Inactive, Associate, Honorary, Alumni, and Lifetime (membership shall not be recognized by the chapter until all initiation fees have been paid and all initiation ceremonies complete in accordance with the National Constitution for descriptions on each type of membership).
 - A. **Active:** University student enrolled and actively participating in one of the following bands (1 semester per year): Gold Star Marching Band, Wind Symphony, University Band, or other suitable bands as discussed with the chapter advisor. Active members have paid their current membership dues, and are eligible to vote, hold office, serve on committees, and take part in business and social affairs of the chapter.
 - B. **Conditional:** University student unable to complete the requirements for active membership who still wishes to maintain membership in the sorority. Conditional status may be maintained for up to one academic year by a formerly active member in good standing. Conditional membership must be requested from the chapter, sponsor, and director of bands. Conditional members cannot hold an elected office or vote on chapter business, but must pay dues. A conditional member is not required to adhere to the chapter attendance policy and may attend ritual. Should a conditional member wish to have a Little, the chapter will discuss the matter in the absence of the member, followed by a secret vote.
 - C. **Inactive:** University members who are enrolled in school, but do not pay member dues and/or fulfill all qualifications for membership. Inactive members are not considered in good standing.
 - D. **Associate :**Associate Membership is granted to members of Kappa Kappa Psi who transfer to a college or university which does not have an active Kappa Kappa Psi chapter and meet the requirements as defined in the national transfer policy. Before becoming eligible for Associate Membership, the potential Associate member must be educated in the Ritual and traditions of Tau Beta Sigma. Associate members may vote and hold office.
 - E. **Honorary:** In recognition of outstanding ability, accomplishment, or devotion to the best interest of the Sorority, a person can be given Honorary Membership by a chapter. This shall be the highest honor which can be conferred by a chapter. Undergraduates are ineligible for this recognition.
 - F. **Alumni:** Active, Associate, or Conditional members become Alumni members of the sorority when they complete their education or terminate their affiliation with their college or university. Active, Associate, and Conditional members may elect to become Alumni members upon completion of undergraduate education. 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 elect to have Alumni status, with Chapter and Sponsor approval. Should an inactive member choose to return as alumni status, said member must request, in writing, reinstatement from the National Council. Upon review of the inactive member's written request, the inactive member must receive a majority vote of the National Council. The individual must make payment of all financial obligations to the national organization, and the chapter if the National Council deems it necessary, in order to be granted privileges of membership.

- G. **Life Membership:** Upon graduation an honorary or alumni member may apply for life membership via the Online Member Reporting System. Life members must pay membership fees.

Non-Discrimination Statement:

North Dakota State University does not discriminate on the basis of age, color, disability, gender identity, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Direct inquiries to the Office of Equal Opportunity, Old Main 201, (701) 231-7708. As addressed in the Rights and Responsibilities of Community: A Code of Student Behavior: hazing is a broad term encompassing any action or activity that inflicts or intends to cause physical or mental harm or anxieties; that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation, on or off campus premises, that intentionally or unintentionally endangers a student for admission into or affiliation with a student organization or group. Such activities and situations may include, but are not limited to: paddling in any form; creating excessive fatigue; forced consumption of any substance; forced road trips; morally degrading, demeaning unsanitary, humiliating games, or stunts; harassment, ridicule or other activities prohibited by law or University policy; treasure hunts, scavenger hunts, road trips and any other activities carried on outside the confines of the chapter house; wearing, publicly or privately, apparel which is conspicuous and not normally in good taste; engaging in public stunts or buffoonery; late work sessions which interfere with scholastic activities; any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution. It is the responsibility of the fraternity/sorority chapters and primarily its leaders to protect its new members, associate members, members or other individuals from hazing activities, ceremonies or practices. Each chapter must conduct an annual review of their national policy and the University policy on hazing. In addition, any pledge or associate member shall participate in a chapter educational program on hazing. Compliance with this policy will be verified every year through the Student Activities Office. Chapter Meetings, Committees, and Activities.

Chapter Meetings

- I. **Meetings:** Chapter meetings shall be held once a week. This time shall be determined by the chapter prior to the start of the semester.
- II. **Special Meetings:** Special meetings shall be called at the discretion of the Chapter President and/or Chapter Sponsor.

Chapter Committees:

Should the president and/or overall membership decide that a committee should be formed for whatever purpose, it shall be chaired by a non-first-year member or an officer. Should the chair be unable to perform her/his duties, the Executive Board shall appoint another committee member as chair that meets the requirements.

- A. **Apparel Committee:** The apparel committee's role is to design, order, and distribute apparel for the band and chapter as a whole. The committee shall coordinate with the company creating apparel to design and order all band apparel. Apparel shall be sold at band events, including check-in and the band parent's breakfast. The apparel chair shall also be in charge of maintaining the online apparel store.
- B. **Constitution Committee:** The constitution committee shall convene every two years to review and propose changes to this constitution. All proposed changes shall be presented to and voted upon by the chapter. The president shall serve as chair of the constitution committee.
- C. **Events Committee:** The events committee shall be in charge of planning events for the chapter, such as the Women in Music speakers and Band Dance. The events committee may coordinate with the service and fundraising committees for special events.
- D. **Fundraising Committee:** The fundraising committee shall oversee the raising of funds by and for the chapter. The fundraising chair shall oversee all fundraising events, and ensure the proper collection and distribution of all monies. The fundraising committee shall consist of at least three people.
- E. **Outreach Committee:** The outreach committee shall coordinate efforts to serve the Challey School of Music outside of marching band. The outreach committee shall seek out opportunities to serve faculty and music groups, including, but not limited to the Wind Symphony, Jazz ensembles, University band, and other instrumental ensembles.
- F. **PM Project:** The PM Project is a service project to be completed by the Prospective Members of the sorority before the Second and Third Degree Rituals of initiation. The Vice President shall serve as chair of the committee, but the project shall be completed by the Prospective Members.
- G. **Service Committee:** The service committee shall seek out and coordinate service opportunities for the chapter. The service committee should make an attempt to organize service events that align with the ideals of the sorority. All chapter members shall be expected to contribute five service hours during the year. The service committee chair shall report all service hours to the secretary.
- H. **Uniform Committee:** The uniform committee shall be in charge of all activities related to the distribution, maintenance, and collection of all uniforms; including, but not limited to, keeping contact with the band

director, keeping files on who has uniforms, and maintenance of the uniform storage location(s). The uniform committee chair shall serve as the main contact person for uniform concerns and shall coordinate with the secretary for uniform activities.

- I. **Ways and Means Committee:** The ways and means committee shall convene once every year to review and assess the previous year's budget. The committee shall present a revised budget for chapter approval for the following year. The committee is also responsible for activities related to the Chapter Scholarship. The treasurer shall serve as chair of the ways and means committee.

(note: removed Chapter Activities heading; covered under attendance policy)

Attendance

Comprehensive attendance policy attached below. Policy to be signed and returned by each member at the start of the fall semester or upon initiation.

Chapter Officers.

The officers of the Alpha Theta Chapter are listed in descending order listed on the page(s) following this one. The chapter officers shall be advised by the Chapter Sponsor. The chapter officers shall be in charge of maintaining chapter ritual and regalia, appointing committee chairs, and nominating members for district and national awards.

I. President

The president shall preside at all meetings of the chapter and shall be a nonvoting member of all chapter committees. The president is responsible for filling out all necessary paperwork to maintain active chapter status, retaining important files and records, and checking the chapter mailboxes on a regular basis. She/he shall be in contact with the Chapter Sponsor on a regular basis. The president should be familiar with the policies and procedures of the chapter and is responsible for enforcing such policies. In addition, the President shall be designated the official representative of the chapter whenever such representation shall be required. The President, in absence of a Treasurer, may sign checks for monies disbursed.

II. Vice President

The Vice President shall be responsible for recruitment, initial and continuing education, training, and initiation of all members into the chapter. The Vice President shall maintain and update the Membership Education Packet. During official chapter meetings, Robert's Rules of Order will act as the final reference on all procedures within the meetings. The Vice President shall act as parliamentarian in observing those rules. Additionally, the Vice President shall, in the absence of the President, preside at meetings of the chapter. She/he shall aid in assisting the President as requested. The Vice President shall serve as chair of the PM project.

III. Secretary

The secretary shall record the minutes of all meetings of the chapter and post them on the Blackboard page for the chapter. She/he shall maintain a permanent record of each member of the chapter, including attendance and service hours. The Secretary shall also maintain chapter correspondence through all available mediums. The Secretary shall work in collaboration with the uniform committee chair and the service chair. The secretary shall also collect and maintain chapter files for historical purposes.

IV. Treasurer

The Treasurer shall control all receipts, including, but not limited to, maintaining a file of all money disbursements from the past school year. Additionally, the Treasurer will be in charge of disbursements of all monies of the chapter. She/he shall sign all checks for monies disbursed. In addition, the Treasurer shall be responsible for the collection of the monies for membership dues. The treasurer shall serve as chair of the Ways and Means committee.

V. Public Relations

The Public Relations Officer shall be responsible for maintaining social media accounts and an online presence. She/he will also maintain a chapter scrapbook. She/he shall also submit a chapter scrapbook to the district scrapbook if desired. The Public Relations Officer shall also maintain both the Tau Beta Sigma bulletin boards in the band room. Additionally, she/he shall attend Midwest District Advisory Council meetings and report Focus on Five activities.

Officer Eligibility (note: chapter officer attendance section removed; covered under attendance policy)

Each chapter officer shall be an active member of the sorority and in good standing at the time of election and during her/his term of office. A member is eligible to serve as a chapter officer if they have been initiated into the chapter and completed at least one year of school at North Dakota State University. An officer should maintain a 2.5 semester GPA each semester during her/his term in office.

Chapter Officer Hierarchy

Should any of the officers listed above cease to be in their elected position, the person holding the office directly below shall take over the duties of the vacant office and maintain the duties of their elected office until a replacement can be elected by the chapter. In the case that the Treasurer's office becomes vacant, the President shall temporarily oversee the office.

Chapter Officer Elections

I. Nominations.

Nominations for chapter officers shall take place a week prior to the date of elections.

II. Election Process.

The date of elections shall be determined by the chapter; however, new officers must preside over a minimum of two meetings before the end of the current academic term. Elections shall take place in the order of hierarchy. All nominated members will be presented with a question regarding their desired position at least one week before elections. The member will then be asked the question in front of the chapter and given two minutes to answer. After all nominees have spoken, the chapter will have a three minute discussion time before voting. After voting, all non-elected nominees will have the option to run for any of the positions below the office they were nominated for.

III. Voting.

All officers must be elected by a simple majority of those voting and shall be done by secret ballot.

Chapter Sponsor

- I. The Sponsor shall be a faculty member or full-time staff member of your school. The Student Chapter Sponsor shall be generally responsible for the activities of the Chapter. Specifically, the Sponsor helps provide continuity from year to year as student leadership and personnel change; promotes good student-faculty relationships; helps maintain university standards in all activities of the Chapter; and exercises financial supervision, if necessary, by promoting prompt payment of bills and collection of dues and overseeing the settlement of all accounts in the event of dissolution of the Chapter.
- II. The Chapter Sponsor to the Alpha Theta Chapter of Tau Beta Sigma should be a member of the NDSU Music Faculty or staff. The Director of Bands selects the Chapter Sponsor
 - A. The Chapter Sponsor serves as the primary assistant to the Director of Bands in providing institutional oversight over the activities of the chapter.
 - B. The Chapter Sponsor shall assist officers and members in accomplishing the purpose of the organization.
 - C. The Chapter Sponsor shall review all service project events; the status of all administrative and financial obligations of the chapter to the national sorority; and shall review all submissions as prepared as part of the Tau Beta Sigma Online Management Reporting System.
 - D. The Chapter Sponsor shall regularly review the financial record for the organization and provide regular reports to the Director of Bands.
 - E. The Chapter Sponsor shall regularly attend chapter activities, rituals and meetings; serving primarily in an advising capacity when required. The Chapter Sponsor shall provide regular reports to the Director of Bands on all activities and events of the chapter, including recruitment of new members; selection of new chapter officers; and the operational health of the Chapter.

Big Sisters/Big Brothers Program.

- I. Each new member shall have a mentor, or Big Sister/Brother that will assist in the membership education process of that prospective member. This Big shall be in integral part of adjusting the prospective member into the chapter. Each Big shall be an active member in good standing with the chapter, or conditional at the chapter's discretion.
- II. The process of picking the Little Sister/Brother shall be done in order of pin, or date of initiation, and then birth date. The oldest active member in the chapter shall be given the right to choose first. Identity of the Big.
- III. The Little Sister/Brother will not know the identity of the Big Sister/Brother until completion of the 1st degree ritual. Upon completion, a candle passing ceremony shall be administered.
- IV. Celebration. Upon completion of the 3rd degree ritual, a paddle passing ceremony shall be administered.
- V. Informing National Headquarters. The current President shall inform National Headquarters in the event that the chapter becomes inactive. The President shall fill out all paperwork as required by the national bylaws.
- VI. Chapter Material. It shall be the duty of the Historian to submit all chapter material to the Institute for Regional Studies so that it may be properly archived by North Dakota State University. The President shall then burn all ritual and regalia as to not reveal the secrets of the Sorority.

Membership Education

The Vice President will be in charge of the membership education process as outlined by the Membership Education Packet. The chapter must also assist at the Vice President's request.

Amendments

I. Any changes to the chapter constitution can be made by any of the active membership and the process which an amendment is to become ratified shall be done with Roberts Rules of Order.

Ratified Monday, April 10, 2017

Saidee Oberlander
President

Warren Olfert
Advisor

Revised Monday, April 10, 2017



Attendance Policy - Tau Beta Sigma

Alpha Theta Chapter



Revised March 2017

Purpose: Because Tau Beta Sigma members are ultimately responsible for the health and well-being of the chapter, this policy is intended to support and help maintain full contribution of all members at official member meetings, events, and other areas as needed.

All members and supporting parties of the organization are to receive a copy of this official attendance policy *prior* to the start of the fall semester or, as first order of business during the first meeting of the fall semester. This policy must be signed and returned to the secretary by each member before the meeting may continue. Attendance of the meeting should be largely considered nonnegotiable and only be excused, by the president, under the most extreme circumstance. Prospective members must sign prior to the start of any initiation process).

This policy is to ensure attendance obligations are upheld and as proof of policy agreement and understanding by all members. This policy shall be reviewed and or revised at minimum once per 3 years (start of the spring semester) and updated or changed as needed. The approval of at least two thirds of active members is required by vote in order to officially accept revisions made. (If / when revisions are made and accepted, the updated policy must be signed and turned in by all members as first order of business at the next closest scheduled meeting.)

A. All active members of Tau Beta Sigma are expected to attend all TBS sponsored events, as well as conduct themselves in a positive way reflective of the sororities' goals and expectations of its members.

B. Definition of a Member Attendance or Behavioral Problem

Member-attendance or behavioral problems occur if any of the following conditions exist in regard to a member's attendance and or behavior at official meetings and other University sponsored events (required or not). To clarify, no matter the event, TBS members are expected behave in a positive manner reflective of the sororities' goals and expectations even when not attending as part of TBS. (infractions of behavioral standards by members should be reported anonymously to any of the organization's elected members, either in person or via electronic message, with no fear of negative repercussions. Disciplinary actions will be dealt with in accordance with this policy as decided by the president).

Any and all absences not excused by the president in advance will be subject to repercussions of appropriate discipline 0.

Situations: notifications of planned, or unplanned, absence should be made as far in advance as possible

B1. A member has **two** un-notified* / un-excused absences either sequentially or separately within a the period of a semester.

B2. For members who accrue more than two un-notified / un-excused absences additional consequences will be determined by elected officials on a case by case basis.

B3. If for any reason a member excuses themselves from an official TBS meeting, activity, or other event, (before the completion of that event) except if excused, the offending member is in direct violation of this policy and appropriate

EXAMPLES OF ACCEPTABLE ABSENCES:

All absences must be verified by the President / Secretary or the absence becomes an unexcused absence subject to disciplinary actions.

- A. Personal Illness
- B. Personal Medical Appointments
- C. Funeral Services
- D. Jury Duty
- E. Employment Obligations (Less than twice, unless discussed with President at the start of Semester)
- F. Family Emergencies
- G. Medical Emergencies
- H. Class Conflicts
- I. Extenuating Circumstances
- J. Absences scheduled in advance with the president
- K. Military Obligations

EXAMPLES OF UN-ACCEPTABLE ABSENCES:

All absences must be verified by the President / Secretary or the absence becomes an unexcused absence subject to disciplinary actions.

- A. Pep Band (unless part of core)
- B. Concerts (unless required)
- C. Repeated work related absences (more than 2. Unless discussed with President before the start of the semester)
- D. Fatigue
- E. Late Arrival
- F. Hangover

Repercussions must be applied and enforced on a case by case basis as determined by the elected officials.

- Examples of events with required attendance include but are not limited to: Uniform Check-In & Check-Out, The Band Parent Breakfast, Official TBS Meetings, Football Games, and Band Camp Week activities as needed. If for any reason there is a problem with member attendance during/at any of these events refer to section C-3.

Un-notified" is defined as the member did not give prior warning ahead of time or otherwise attempt to contact the President or other elected official by the scheduled meeting(S) indicating they would be unable to attend along with a brief justification for the absence.

C. Responses to any Member Attendance or Behavioral Problem

List of Disciplinary Actions:

1. After one un-notified absence you will be contacted by the President in regards to the absence.
2. After two (or more) un-notified absences:
 1. The President or other elected official will promptly contact the member to schedule a time to meet. A face to face meeting will be required to discuss the problem(s) in depth with the offending member and to decide how the issue(s) can and will be rectified for the future. **The member's response(s) will be discussed by the elected officials to determine the course of action.**
 2. The offending member is no longer in good standing with the chapter. (**Probation**)
 3. A vote of the members (excluding the offending member) will decide what actions to take regarding the offending-member's future membership and or responsibilities within the organization. (**Suspension / Expulsion**)
3. In response to attendance issues elected officials have the option to require 'sign-in,' and 'sign-out' sheets be required for use at all member-attendance required events. To enact, elected members must create a motion before moving to vote. The vote must pass by a majority. If enacted, all members must 'sign-in' to events as well as 'sign-out' when either the event is complete or over or when the work is completed. Failure to comply will result in disciplinary actions listed above decided upon by non-offending elected officials.

D. Deciding Membership future:

1. If it is decided that a member no longer meets the goals and expectations of the chapter, or their membership / presence is a burden to the chapter, Membership Termination is required.
 - To begin the membership termination process, there shall be two voting sessions:
 - A. A vote to determine whether **to discipline** the offending party,
 - B. **To reduce** the offending parties membership status,
 - C. or **to terminate** the offending parties membership status within the chapter.

If termination of membership is agreed upon refer to section D2 for procedure

If desired, non offending members must be allowed one minute to voice their concerns, either positive or negative, regarding the offending party. (It shall be required that members wishing to speak on behalf of the offending party be allowed to speak but only for a maximum of 60 seconds)

2. C2) Elected members, headed by the president, will promptly initiate a process to begin *termination of membership*. However, in situations where the offending member's absence may be cause of significant distress to the organization, a leave of absence may be approved by the elected officials and the offending member will temporarily be barred from voting on any matter of organization business, have no say in the use of funds, resources, or plans. The offending party **will** continue to receive all official organization communications. If the member is a committee chair then a new (or temporary) chair must be appointed by nominations from the elected officials and be approved by eligible members. The President will call the member with the meeting-attendance problem, and notify the member of the chapter's decision to terminate the member's membership per the terms of the Membership Attendance Policy. **Membership termination should be exercised in only the most extreme circumstances.**

Member Name Printed

Date

Member Signature

By signing this document, you are confirming your agreement and understanding of what this policy is stating, how it affects you, and the consequences listed within. **This policy agreement is only valid one year from the date it is signed.**

Notes and Policy History:

1. The policy has been reviewed and authorized by the active members of Tau Beta Sigma - Alpha Theta Chapter
 - A. Originally proposed Monday, January 30, 2017