

Kappa Kappa Psi

Mu Kappa Chapter

Constitution

MISSION STATEMENT

The Mu Kappa chapter of Kappa Kappa Psi, in its devotion to the five purposes of the fraternity, strives to simultaneously develop the character of its members, promote the advancement of Grand Valley State University Bands, and engage the music community at large, through:

- providing meaningful leadership opportunities, facilitating the development of holistic personal musicianship, and implementing worthwhile service projects for the entire band program in its diverse and ever-changing needs;
- promoting intimate fellowship amongst musicians of all fields of academic study; and
- upholding an honorable representation of the brotherhood;
- All the while guided by an everlasting commitment to the love and appreciation of music; the value of brotherhood; the equal importance of all band members; a diverse musical experience; an unwavering professional attitude; and effective, passionate leadership; for the benefit of its members and society.

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● NATIONAL POLICY ON DISCRIMINATION

- The Kappa Kappa Psi Fraternity expressly prohibits discrimination by any component part of the Fraternity and Sorority or by any person acting on behalf of the organizations on the basis of race, national origin, gender, religion, handicap, sexual orientation, or marital status.

● DISSOLUTION CLAUSE

- If for any reason the Mu Kappa Chapter of Kappa Kappa Psi is disbanded, all leftover assets are to be donated to the Grand Valley State University

Band Program.

- **PREAMBLE**

- This Constitution, in accordance with the Constitution of Kappa Kappa Psi, Honorary Band Fraternity for College and University Bands, establishes the Mu Kappa Chapter of said fraternity to promote, serve, and support the band program at Grand Valley State University in Allendale, MI.

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- **ARTICLE I**

- **GENERAL**

1. All procedures and regulations for membership laid forth in the National Constitution, including all anti-discrimination, controlled substance and hazing policies shall be adhered to.
2. The Chapter shall follow all University policies in the RSO handbook
3. All active and prospective members must be an active member of a Grand Valley State University band (Symphonic Wind Ensemble, Concert Band, University Band, Marching Band, Pep Band, Jazz Ensemble) each semester (fall and winter), and maintain at minimum a 2.0 cumulative grade point average.
 - a. Ensemble requirement may be waived due to extraordinary circumstances upon written approval of the sponsor.
4. The Chapter shall not recognize membership until all initiation fees have been paid and the initiation, as prescribed in ritual, has been completed.

ARTICLE II

COMMITTEES

1. The following committees shall be standing:
 - a. Executive
 - i. Plans and determines agenda, direction, and goals for chapter at a meeting prior to general chapter meeting.
 - ii. Membership shall include President, Executive Vice President, Treasurer, General Secretary, and any members or committee

chairs, upon discretion of President. Chaired by President.

iii. Upon the annual election of officers, the new Executive Committee shall meet to determine the Chapter's tentative meeting time, dues, direction, and goals for the upcoming school year.

a. This plan must be approved by two-thirds (2/3) of the active membership before the end of winter semester. Active members may offer amendments to the plan.

b. Once the plan is approved by the chapter, the Executive Committee will send out an annual report within one week's time.

b. Membership

i. Oversees all membership operations, including education, recruitment activities, etc. for Chapter.

ii. Chaired by Executive Vice President.

c. Service

i. Plans and executes all service activities for Chapter.

ii. Chaired by Vice President of Service.

iii. Under the direction of the Vice President of Service and the Service Committee, the Chapter shall plan and perform at least one (1) service project per semester. All service projects must be approved by a majority of the Chapter's active membership at a regular meeting.

a. This requirement may be waived for the current semester by a vote of two-thirds (2/3) vote of the active membership.

a. Social

i. Plans and executes all social activities for Chapter.

ii. Chaired by Vice President of Activities.

iii. Under the direction of the Vice President of Activities and the Social Committee, the Chapter shall plan and perform at least one (1) social activity per semester. All activities must be approved by a majority of the Chapter's active membership.

- a. This requirement may be waived for the current semester by a vote of two-thirds (2/3) of the active membership.

a. Finance

- i. Plans and implements all fundraisers, collects all funds including dues, fees, etc., and distributes all necessary payments required for the chapter.
- ii. Chaired by Treasurer.
- iii. Under the direction of the Treasurer and Finance Committee, the chapter shall plan and perform at least one (1) fundraiser per semester.
 - a. All fundraisers must be approved by a majority of the chapter's active membership. This requirement may be waived for the current semester by a vote of two-thirds (2/3) vote of the active membership.
- iv. Determines the budget at first committee meeting of each semester.
 - 1. The budget must be submitted to the Chapter within the first month of the semester.
- v. Administers and oversees all financial policy set by chapter in Article VIII.

b. Records

- i. Collects and stores all records of the Chapter functions, including but not limited to: minutes, correspondence, member/alumni information, and event literature; also to submit Chapter articles to National and North Central District Publications and produce a Chapter newsletter to be sent to all Alumni and Honorary Members still in contact with the Chapter.
- ii. Chaired by General Secretary.

c. Musicianship

- i. Teaches fraternity and school songs
- ii. Responsible for musicianship activities and musicianship month

- iii. Promotes musicianship within chapter and community
- 2. The Chairpersons of the Service, Social and Musicianship committees shall be elected by a majority vote of the chapter.
- 3. All active members of the Chapter must serve on at least one (1) standing committee.
- 4. At any time, a standing committee chairperson may install temporary subcommittees (with a chairperson), responsible to their respective standing committee and within the outlined jurisdiction, that must be reappointed each semester.
- 5. In case of a controversy of mixed jurisdiction for a project, the Executive Committee may determine the chair for a temporary joint committee for that project.
- 6. Upon a majority vote of the Executive Committee, the Executive Vice President or General Secretary may act as chair of one or more of the following committees if size of active chapter membership should dictate: Service, Social and Musicianship.
- 7. The Membership, Service, Social, Finance, Records, and Musicianship Committees shall meet at least once a month upon discretion of respective chairs.
 - a. This requirement may be waived for the current month by a majority vote of the respective and executive committee.
- 8. All standing committees must present a verbal report of their work at least once a month to be accepted by the active membership at a regularly scheduled meeting, upon discretion of the President.
- 9. The chapter may choose to form these, among other, sub-committees to enhance chapter function, efficiency, and programming: Musicianship, Ritual, Strategic Planning and Goals.
- 10.
 - a. These subcommittees may be chaired by an existing officer or a chair may be elected as a non-Executive board officer.
- 11.

ARTICLE III

OFFICERS

1. The following officers shall serve and be elected by the chapter:
 - a. President
 - i. Presides at all meetings of the chapter.
 - ii. Maintains and may suggest revisions to chapter mission statement and oversees development and implementation of short, medium, and long term goals for the chapter.
 - iii. Member ex officio of all chapter committees.
 - iv. Signs all checks for monies disbursed and shall sign all contracts and other instruments of business involving the chapter if the sum exceeds that of fifty (50) dollars.
 - v. Designated as the official representative of the chapter whenever such representation shall be required and shall prepare and send all reports to the National Headquarters of the Fraternity.
 - vi. Oversees performance of chapter officers and enforce fraternity policies on hazing, discrimination, etc.
 - vii. Must be aware of and able to maintain parliamentary procedure when needed
 - a. Executive Vice President
 - i. Chairs Membership Committee and responsible for Membership Education, recruitment, and retention.
 - ii. Presides at meetings of the chapter in absence of the President.
 - iii. Oversees the planning and execution of Rituals
 - iv. Must create a typed plan for Prospective member class and for the active Brothers.
 - v. These plans must be approved by the chapter.
 - vi. Advances the purposes of the Fraternity as stated in the Preamble of the National Constitution by ~~promoting the work of the chapter as performed by its several officers and committees.~~ educating the chapter and Prospective Member class.
 - vii. Stays in contact with President about chapter goals and direction in order to base the Membership Education Plan appropriately.

a. General Secretary

- i. Records and distributes the minutes of all meetings of the chapter, including attendance and chapter rosters.
- ii. Informs members in writing within one (1) week of missing their second function of the semester of possible suspension if absence continues.
- iii. Signs all contracts and other instruments of business incurred by the chapter.
- iv. Maintains a permanent record of each member of the chapter including name, address, telephone number, chapter roster number, and instrument played.
- v. Responsible for all chapter correspondence **including making announcements on listserv, presenting announcements from other chapters/GV orgs., developing relationships with other chapters/groups, social media**
- vi. **Submits articles to Podium, Kadenza, Max when appropriate.**
- vii. **Creates and sends out chapter newsletter to alumni/honoraries still in contact with the chapter.**
- viii. **MK representative to MK alumni association.**
- ix. Chairs Records Committee.

a. Treasurer

- i. Controls and keeps copies of all chapter receipts and disbursements of all monies of the chapter,
- i. Submits recommendations concerning the financial policies of the chapter as may be required.
- ii. Signs all checks or monies disbursed
- iii. Prepares and responsible for keeping records of all chapter finances.
- iv. Presents financial report to chapter at least once a month.
- v. Represents chapter in assigned Student Life Funding Board and chairs Finance Committee.

a. Parliamentarian

- b. i. Responsible for Enforcing Robert's Rules

- i. **Fulfills the role of Risk Manager for the University.**
- ii. Oversees performance of chapter officers.
- iii. Supervises committee work and attendance at committee meetings.
- iv. Required to attend all standing committee meetings at least once every month.
- v. Shall meet weekly with President to report committee work and ensure direction and goals are met.
- vi. Meets with Officers and President before the general meeting.

1. The chapter, if applicable, may also elect:

~~a. Historian~~

- ~~i. Responsible for maintaining a written and pictorial record of Chapter events.~~
- ~~ii. Shall serve on Records Committee and reports to General Secretary.~~
- ~~iii. If office is not standing, General Secretary shall fulfill these duties.~~

a. Vice President of Activities

- i. Chairs Social Committee and responsible for promoting the brotherhood through events and interaction.
- ~~ii. Represents chapter in Greek Music Council.~~
- iii. Shall serve on the Tri-Greek Council, if in existence.**
- iv. If office is not standing, Executive Vice President or General Secretary shall fulfill these duties.

a. Vice President of Service

- i. Chairs Service Committee and promotes the ideals of service to others, the university, and the community.
- ii. If office is not standing, Executive Vice President or General Secretary shall fulfill these duties.

~~a. Corresponding Secretary/Alumni Relations Officer~~

- ~~i. Responsible for all chapter correspondence including making announcements on listserv, presenting announcements from other chapters/GV orgs., developing relationships with other chapters/groups, social media~~
- ~~ii. Submits articles to Podium, Kadenza, Max when appropriate.~~
- ~~iii. Creates and sends out chapter newsletter to alumni/honoraries still in contact with the chapter.~~
- ~~iv. MK representative to MK alumni association.~~
- ~~v. If office is not standing, general secretary fulfills duties~~

a. Ritual Chair

- i. Chairs Ritual SubCommittee, if standing.
- i. Assigns ritual parts, acquires supplies, plans and executes rehearsals in cooperation with the Executive Vice President.
 - 1. If office is not standing, Executive Vice President fulfills duties
- ii. Responsible for maintaining a written and pictorial record of Chapter events.
- iii. Shall serve on Records Committee and reports to General Secretary as well as serving on the Membership Committee and reporting to the Executive Vice President.
 - 1. If office is not standing, General Secretary shall fulfill these duties.

~~b. Strategic Planning/Goals Chair~~

- ~~i. Chairs Strategic Planning/Goals Sub-Committee, if standing.~~
- ~~ii. Maintains and may suggest revisions to chapter mission statement and oversees development and implementation of short, medium, and long term goals for the chapter.~~
- ~~iii. If office is not standing, President fulfills duties~~

c. Technology Chair

- i. Manages the Mu Kappa website
- ii. Delegates website content
- iii. In charge of the University's determined professional website

- iv. Serves on Records Committee
 - d. Musicianship Chair
 - i. Responsible for musicianship month and all musicianship activities and events throughout the year
 - ii. Represents chapter in Greek Music Council.
 - iii. ~~Organizes music related events throughout the year~~
 - iv. Responsible for the teaching and maintaining of the Fraternity Hymn and Fraternity Song.
 - v. Heads Musicianship committee
 - vi. Promotes musicianship throughout the chapter, campus and community
 - e. Public Relations Chair
 - i. Responsible for the publicity and promotion of any event applicable to the fraternity, as requested by an officer.
 - ii. *The officer that is utilizing this chair is responsible for content involved.*
 - iii. Administrates any social media outlets for Mu Kappa.
 - iv. If office is not standing, Vice President of Activities fulfills these duties.
2. ~~The President must appoint for a Sergeant-At-Arms to serve as parliamentarian. This person shall serve under the same tenets as regular officers. Otherwise, the Executive Vice President shall be Parliamentarian.~~
- a. ~~If desired, the President may have the office of Parliamentarian nominated and voted upon by the chapter.~~
3. In case of controversy over jurisdiction, an officer may file grievance with the Executive Committee who will appoint a neutral third party, acceptable to both officers involved, to mitigate the claims.
4. The above officers shall fulfill all duties and responsibilities laid out in this Constitution, the National Kappa Kappa Psi Constitution and the National Guide to Membership.
- 5.

6. ARTICLE IV

ELECTIONS

1. All officer terms will begin and end on April 18th, MK Day, unless acquired during special election.
2. The calendar window for nominating and electing chapter officers and committee chairs shall be the second half of March until MK Day (April 18th).
3. Before the chapter nominates candidates for office, it must vote on a list of officers/committee chairs to carry for the new term. The chapter may add or subtract from this list of standing officers/committee chairs at any time with majority vote.
4. Nominations for all positions shall be taken and recorded by the General Secretary at least one (1) regularly scheduled meeting prior to elections at a general meeting of the chapter.
5. The chapter may choose to divide the nominations and elections of officers into two meetings for purposes of time.
6. Voting shall be by secret ballot. Ballots shall be prepared, passed out, and counted by the acting General Secretary.
7. Election tallying shall follow all National and North Central District rules.
8. If one (1) candidate does not receive a majority vote or there is a tie, a run-off vote shall be taken between the two (2) leading candidates until a winner is chosen,
9. Officers shall be installed at the last regularly scheduled meeting of the winter semester.
10. If a vacancy occurs in any elected office except President during the term of office, Chapter members shall nominate candidates to fill vacancy at a regularly scheduled meeting.
 - a. The election shall follow normal voting procedures.
 - b. The new officer shall finish the unexpired term of office.
11. In case of a vacancy in the chapter Presidency, the Executive Vice President shall temporarily assume the President's duties immediately until a new

President is elected.

12. The President and Executive Vice President shall be active members for at least one year prior to their term of office;

a. This restriction may be waived for one year by a majority vote of present active members at a meeting and with the approval of the sponsor.

b.

c.

13. Recall of Officers:

a. A written petition signed by a majority of total active membership must be presented to the general membership at a regular meeting of the chapter for consideration of a recall.

b. A vote for recall shall be taken at the next regularly scheduled meeting after the submission of the recall petition.

c. A recall shall be enforced by a two-thirds (2/3) vote of present active members.

d. The recalled officer may be nominated to rerun for their office.

e.

f. **ARTICLE V**

g.

h. **MEETINGS**

i.

1. Regular meetings shall be scheduled in the Executive Committee annual planning report discussed in this Constitution.

2. Meetings shall be bi-monthly when possible, but no less than once per month during the academic year.

3. Parliamentary procedure and Robert's Rules of Order shall be observed in meetings of the Chapter.

4. Fifty percent (50%) plus one (1) of all active members and two (2) officers shall constitute a quorum at all meetings and is required for any chapter business to take place.

5. A regularly scheduled meeting may be canceled by three-fourths (3/4) vote

of active members, or by the President and a majority of the remaining Executive Committee, unless such cancellation will violate this Constitution.

6. Special meetings may be called by a three-quarters (3/4) vote of active members, or by recommendation of the President and approval by a majority of the Executive Committee

7.

8. ARTICLE VI

ATTENDANCE

1. Attendance is required of every active member at all general membership and respective committee meetings, rituals, and fraternity events.
 - a. Attendance will not be required if the event costs an individual money.
 - b. All mandatory events must be voted on with two weeks' notice.
2. Each Chapter Member shall be responsible for contacting the General Secretary in writing concerning each absence, within a time determined by a majority vote of the Executive Committee each year, of said absence before it is considered excused. If the reason for the absence is not submitted in writing, the absence will be considered unexcused.
3. An absence shall be excused because of illness, family death, class conflict, rehearsals, performances, or other reasons acceptable to the executive board by a majority vote.
 - a. If the executive board votes against excusing an absence, the petitioning brother may protest the decision and seek a majority vote of the general membership of the chapter to overturn the ruling.
1. A member who acquires two (2) unexcused absences shall receive a letter from the General Secretary that reviews the attendance policy and the number of absences the member has.
2. A member who acquires three (3) unexcused absences in a semester shall receive a letter signed by Executive Committee of the Chapter that expresses the concern of the Chapter in regards to the member's attendance.
3. A member who acquires more than three (3) unexcused absences in a

semester is required to appear before the Executive Committee of the Chapter to examine the member's attendance record and to recommend the next course of action.

4. If the Executive Committee recommends that a member be suspended, the matter will be presented to and voted on by active membership.
5. A tardy will be received if the brother arrives five or more minutes after the meeting is called to order.
 - a. A tardy will count as half an unexcused absence.
 - b. A tardy may be excused adhering to the same guidelines as excused absences: illness, family death, class conflict, rehearsals, performances, or other reasons acceptable to the executive board by a majority vote.

ARTICLE VII

SUSPENSION AND EXPULSION

1. Unexcused absences from more than three (3) functions during a semester constitutes due cause for suspension.
2. Failure to pay dues by the deadlines stipulated by the Chapter shall constitute due cause for suspension, unless excuse for postponement is presented prior to these dates and is accepted by the Treasurer and President.
3. Actions not in the best interest of the Chapter and the Fraternity as a whole, as determined by the Chapter members, shall constitute due cause for suspension.
4. A brother may be suspended by a 75% vote of the Chapter's active membership.
5. A suspended member loses all privileges of being a member of the fraternity.
6. A suspended member is obligated to uphold the purposes of the Fraternity.
7. A suspended member can only be in attendance at a meeting in order to discuss issues specific to their suspension.
8. A suspended member is subject to the Constitution and by-laws of the Fraternity.

9. In order to be removed from suspension, the member must submit a written petition to the chapter within sixty (60) days asking for forgiveness of the offense that caused suspension.
10. A majority vote of the active membership at a meeting is needed to approve the petition and reinstate the suspended member. The suspended member may have a chance to speak on their behalf, but may not be present for the vote. The General Secretary shall inform the suspended member of the vote results in writing within seven (7) days 24 hours. This process may occur twice within the sixty (60) day limit.
11. Failure to be removed from suspension by the end of sixty (60) days shall result in automatic expulsion.
12. An expelled member is no longer eligible for membership in this Chapter of Kappa Kappa Psi and must promptly return to the Chapter all property and regalia of Kappa Kappa Psi.

ARTICLE VIII

FINANCES

1. Income, Dues, Membership Fees
 - a. All Chapter funds shall be deposited in the primary non- university bank account, unless a majority of the active membership votes otherwise.
 - b. Alumni members shall not be charged fees or dues.
 - c. An Alumni member may pay Life Membership fees to the National Headquarters, and receive privileges outlined in the National Constitution.
 - d. Honorary member initiation fees will be paid by the Chapter and shall entitle the honorary member to Life Membership privileges in the Fraternity without further obligation.
1. Expenditures
 - a. All monetary transactions totaling fifty (50) dollars or more must be approved by a majority of the Chapter's active membership.
 - b. All monetary transactions totaling less than fifty (50) dollars must be approved by a majority of the Chapter's Executive Committee.

- c. All checks must be signed by the President and Treasurer.

ARTICLE IX

DELEGATES

1. Chapter delegates for National or North Central District Convention shall be elected as outlined in the National Constitution.
2. Delegates shall be Active members in good standing with the Chapter at the time of the election.
3. Delegates shall submit any report(s) required and shall turn over all pertinent information and materials to the Chapter.
4. If no delegate is to be sent to the Convention, the President shall submit a written request to another Chapter asking for a proxy to be seated as the representative of the Chapter, conforming to procedures outlined in the National and/or North Central District Constitutions.

ARTICLE X

ADHERENCE

This Constitution and any legislation passed by the Chapter are binding, along with and subordinate to the National Constitution and all official National and District documents of Kappa Kappa Psi; and all official language of the United States, the State of Michigan, and Grand Valley State University.

ARTICLE XI

RATIFICATION

This Constitution shall be approved and made binding by a two-thirds (2/3) vote of the active membership of the chapter and approval by the sponsor.

ARTICLE XII

AMENDMENT

- 1.** This Constitution may be amended by an approving three-fourths (3/4) vote of the chapter's present active membership, and approval by the sponsor.
- 2.** All amendments must be submitted to the active membership one (1) regularly scheduled meeting- where a quorum is present- prior to an official vote taking place.

Dates Amended:

November 16, 2008

September 27, 2009

January 31, 2010

February 10, 2011

February 19, 2012

March 11, 2012

April 1, 2012

March 10, 2013