

**KAPPA KAPPA PSI
ALPHA OMEGA CHAPTER CONSTITUTION**

Adopted: January 25, 1996
Amended: February 24, 2008

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1 – GENERAL

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| 1.1) The name of this organization shall be the Alpha Omega chapter of Kappa Kappa Psi, National Honorary Band Fraternity for College and University Bandmembers, at the University of Pittsburgh. | became effective subject to approval by the Alpha Omega Sponsor. |
| 1.2) This constitution establishes and prescribes the authorized regulations pertaining to the functions and operations of the Alpha Omega chapter of Kappa Kappa Psi. | 1.5) Any and all previous Constitutions of the Alpha Omega chapter, together with any and all amendments thereto, shall become void and are superseded by this Constitution. |
| 1.3) The Chapter Constitution shall be amended or rewritten at least every two years. It shall be done after the revised National Constitution is received. | 1.6) All references to gender apply to both sexes. |
| 1.4) This Constitution was officially adopted at the special session held on January 25, 1996. After adoption, it | 1.7) The voting membership of this organization shall be limited to active members of the Alpha Omega chapter who are students of the University of Pittsburgh or any other college or university and enrolled within the music community, and active or associate members of Kappa Kappa Psi. |

1.8) All purchases in the name of the Alpha Omega chapter of Kappa Kappa Psi must be signed and countersigned by two of the following: The

President, the Treasurer, or the Sponsor.

1.9) All materials purchased with Chapter funds are the property of the Alpha Omega chapter of Kappa Kappa Psi.

2 – AMENDMENTS TO THE CONSTITUTION

2.1) Amendments to the constitution may be proposed by any member of the Chapter possessing active status.

2.2) An active member must motion to accept an amendment and amendments must be tabled for a period of at least one week when requested by any member possessing active status.

2.3) Seventy-five percent of a quorum of active members is necessary to amend the constitution.

2.4) Once an amendment is passed, an official documentation of the amendment shall be submitted to the required University entity within two weeks, or the designated time frame.

2.5) All amendments to the constitution are subject to the approval of the sponsor.

3 – BY-LAWS (listed at the end of the Chapter Constitution)

3.1) Any motion that has a standing effect passed by the members of the Alpha Omega chapter by simple majority or greater shall be considered a by-law.

3.2) A by-law shall be effective until amended or repealed. A by-law shall be

amended or repealed by a simple majority or a proposal enacted by a simple majority which supersedes it.

3.3) A list of by-laws shall be maintained by the Historian.

4 – EXECUTIVE BOARD

4.1) The governing body of the Alpha Omega chapter of Kappa Kappa Psi shall be the Executive Board. It shall consist of the President, Executive Vice President of Service, Vice President of Membership, Secretary, Treasurer, and Historian. Any additional officers shall not sit on the Executive Board.

4.2) The Rank order of officers shall be:
a) President
b) Executive Vice President of Service
c) Vice-President of Membership
d) Secretary
e) Treasurer
f) Historian

4.3) The highest ranking officer present shall call all votes.

4.4) Executive Board meetings can be called by the Sponsor or any member of the Executive Board.

4.5) Seventy-five percent of the Executive Board must be present to hold an Executive Board meeting.

4.6) The Executive Board will meet at least once every two weeks.

5 – OFFICERS

5.1) The officers of the Alpha Omega chapter shall be President, Executive Vice President of Service, Vice President of Membership, Secretary, Treasurer, and Historian.

5.2) To be elected to office, a Brother must have been initiated one full semester prior to the semester in which the election is taking place. This does not include the summer term.

5.3) To be elected as President, a Brother must have served for at least one full semester as an officer or committee chair of the Alpha Omega chapter.

5.4) The duties of President shall be defined by the duties listed in the National Constitution and the Chapter Operations Handbook.

5.5) The duties of the Executive Vice President of Service shall be:

- a) To serve as the acting president when he is not available.
- b) To arrange and coordinate all service projects.
- c) To chair the Service committee.
- d) To promote the ideals of the Fraternity with regards to service among the brotherhood.
- e) To collect monthly reports from all committees to deliver to the Executive Board.

5.6) The Vice-President of Membership shall be responsible for the educating, training, and initiation of all members as outlined in the National Constitution and will act as the advisor of the Brotherhood committee.

5.7) The duties of the Secretary shall be:

- a) To record and prepare the meeting minutes.
- b) To maintain the attendance policy and records.
- c) To sign all contracts and other instruments of business incurred by the Chapter.
- d) To compile and distribute a roster or membership directory.
- e) To communicate with other chapters, especially within the Northeast District.
- f) To submit articles to the *Podium* and *Northeast Notes*.
- g) To prepare and submit the new officers' list immediately following new officer elections.
- h) To prepare and distribute a Chapter phone chain.
- i) To provide information and appropriate forms to all graduating Brothers who will attain Alumni status.

5.8) The duties of the Treasurer shall be:

- a) To control the receipts and disbursements of all monies of the chapter.

- b) To keep a running ledger of the chapter's bank account.
- c) To provide a financial report at each meeting that entails the previous week's balance, income, expense, and the new balance.
- d) To prepare an annual budget of the chapter's bank account for the chapter's reference and for the Student Government Allocations Committee.
- e) To provide the necessary materials to the newly-elected Treasurer so they may perform an annual audit on the chapter's bank account at the end of his term.

5.9) The duties of the Historian shall be:

- a) To keep a written and pictorial history of the Chapter and Band.
- b) To present a Chapter history report at the end of the year.
- c) To communicate with Alumni of the Alpha Omega Chapter.
- d) To maintain the alumni database.
- e) To maintain the by-laws and take on Parliamentary duties.
- f) To collaborate with historians in the other Pitt Band Organizations
- g) To maintain a database of previous reports that may have been given by past officers, delegates, and committee chairs.

5.10) A Brother may not hold the same office for more than four academic terms, not including the summer term or the term in which they are elected.

5.11) Elections shall take place after the initiation of the spring class. If there is no

spring class, elections shall be no later than the first Sunday of April.

5.12) Each Chapter officer shall be an active member of the fraternity at the time of election and a regularly enrolled full-time student at the University of Pittsburgh or another university or college. Officers shall maintain these requirements throughout their period of office.

5.13) An officer may not be on academic or disciplinary probation during their term of office.

5.14) If at any time a current officer no longer fulfills the requirements of 5.12 and 5.13, that officer is to step down from office. Then the election procedure will be held to fill the vacancy.

5.15) Active members cannot occupy two offices at the same time.

5.16) If the President's position becomes vacant, the Executive Vice-President of Service shall accept the responsibilities of the vacated position until another election for President is held. This election process will be held as soon as possible. Then other elections will be held for other offices if needed.

5.17) All officers shall be charged with supplying newly-elected officers with all documents and charges pertinent to the respective office before the end of the spring term. If the officer was removed from office he will surrender all materials to the Sponsor of the Chapter immediately.

6 – ATTENDANCE

6.1) At the beginning of every meeting and mandatory functions, the secretary shall be responsible for taking roll.

6.2) A general member may be absent for two Chapter meetings for any reason during one term. If a general member misses any degree or bid meeting, it counts as two absences. After two absences, an excuse for each meeting missed must be provided by the member and must be submitted to the University of Pittsburgh Director of Bands, the Sponsor, President or Secretary of the Alpha Omega Chapter within seven days starting the day missed. Failure to do so will result in an irreversible unexcused absence.

6.3) Validity of excuses will be determined by the Executive Board of the Alpha Omega Chapter. A favorable vote of seventy-five percent is required for an excuse to be considered valid.

6.4) Officers shall present an excuse for every Chapter meeting, including Degrees and executive board meetings at which they were absent. The validity of an officer's excuse shall be determined by a favorable vote of seventy-five percent of the general membership in attendance at the meeting at which the excuse is brought up for discussion. This meeting will be the next meeting after the absence.

6.5) Any member with three or greater unexcused absences shall receive notification on their standing from the Alpha Omega Secretary. If a valid excuse is not submitted within thirty days, they will be voted on for possible disciplinary actions as provided in the National Constitution.

6.6) After five or more unexcused absences in a term, the chair shall entertain a motion to suspend said member and the proceedings will follow paragraph 6.521 of the National Constitution.

7 – MEMBERSHIP

7.1) Conditional members may attend chapter meetings, District and National conventions and events, participate in Ritual, participate in chapter fundraisers and service projects, and attend Chapter social functions. Conditional members shall not hold office, introduce new business, propose candidates for membership, vote on any matters, or act in the capacity of a big brother.

7.2) An expelled member is no longer eligible for membership in the Alpha Omega Chapter of Kappa Kappa Psi.

7.3) Honorary membership shall be granted to individuals by a seventy-five percent vote of the active membership present of the Alpha Omega Chapter. Proposals for honorary membership shall be made in writing to the Vice-President of Membership and voting will take place at the next meeting under new business.

8 - DUES

8.1) Chapter member dues shall be fixed at \$15.00 above the National Membership Dues.

8.2) Chapter prospective member dues shall be fixed at \$10.00 above the National Membership dues.

8.3) Dues must be paid to the Treasurer of Alpha Omega by the date decided upon

by the Executive Board. This date shall be at least two weeks prior to the due date set by the National Chapter. Members who are not able to pay the entire amount by this date shall be placed on a payment plan, which is not to extend past the end of the semester after the payment was originally due.

9 – MEMBERSHIP EDUCATION PROGRAM

9.1) The length of the Membership Education Program shall be determined by the Vice-President of Membership with consideration from the recommendation of the entire Chapter at a regularly scheduled meeting. This length shall follow the allowed times as listed in the most recent Guide to Membership Education.

9.2) An informational meeting shall be held prior to the beginning of the Membership Education Process. This meeting will inform the prospective members on the requirements for membership. A part of this meeting will be an anti-hazing workshop as provided by the President of the Alpha Omega Chapter.

9.3) The Membership Education Program will be set according to the Vice-President of Membership's guidelines and approved by the Chapter Sponsor. This program will be open for some change, but the National guidelines shall be followed.

9.4) For the purposes of section 6.503 of the National Constitution, those members in the band in their first academic semester as freshmen are ineligible for entry into the membership education program. All other members of the band, regardless of their year in band, are eligible for entry into the membership education program as long as they meet other requirements for membership.

10 – DELEGATES

10.1) The Chapter shall elect a delegate and three alternate delegates for National Convention and a delegate and two alternate delegates for all District events with regards to District and National deadlines.

10.2) These election procedures shall be the same as in electing officers.

10.3) The delegates shall be charged with representing the best interest and opinions of the Alpha Omega Chapter at all times. The delegates shall attend all convention meetings and all appropriate committee meetings.

10.4) The delegates shall make sure that the Alpha Omega Chapter is represented and/or informed concerning all committees at convention.

10.5) After conventions, the delegates shall be responsible for compiling all pertinent information, including but not

limited to, the events that take place in general and committee meetings, and then reporting it at the next Chapter meeting.

11 – IMPEACHMENT

11.1) To begin impeachment proceedings, a petition of charges and signatures of at least fifty percent of the active members of Alpha Omega shall be presented to the President at least forty-eight hours prior to the next meeting. Impeachment proceedings will then be brought up under new business.

11.4) A seventy-five percent majority vote of the Chapter membership shall be required to remove an officer from his office.

11.2) In the event that the charges are being brought against the Chapter President, this petition shall be presented to the Sponsor and to the Executive Vice-President of Service. It will then be brought up at the next meeting.

11.5) Failure to comply with requirements stated in the Chapter Constitution and by-laws is due cause for impeachment proceedings.

11.3) The President, or Sponsor, will then inform the charged officer immediately upon receipt of this petition.

11.6) It is the responsibility of the active membership to inform the rank officer, or the Sponsor, if an officer is not performing in the best interest of the Fraternity and/or not following the Constitution or by-laws.

12 – FINANCES

12.1) The position of Business Manager is defined as such: this brother will be in charge of representing the Brotherhood to the Student Government Allocations Committee and to the Student Government Board in all financial matters. All requests will be made by this individual and this individual is in charge to make sure all debts by the Brotherhood that are owed back to the University are paid back in full by the due date. The Business Manager will be responsible for keeping the brothers informed of what is in the account at the Office of Student Activities, with an update at every meeting. This includes the cash balance and the amount used and approved for use in the fiscal year.

12.2) The Brotherhood is not responsible for the late charges because of the Treasurer's inability to record expenses on time.

12.3) All debts and book keeping will be finished by the previous year's Treasurer before the new Treasurer takes office, or charges of suspension will be brought against the old Treasurer. The new Treasurer will not be responsible for the previous actions of the one before him.

12.4) The budget shall be prepared and presented to the brotherhood for approval no later than two weeks before the presentation of the budget to the Student Government Allocations Committee.

12.5) The proposed budget of Alpha Omega must be approved by three-fourths (3/4) of the Brotherhood. Failure to do so will result in a line-by-line vote on each request which must be passed by three-fourths (3/4) of the Brotherhood. Items not passed will be stricken from the budget.

12.6) Emergency Request or Budget Modifications must be passed by three-fourths (3/4) of a quorum. Failure to pass

13 – COMMITTEES

13.1) There will be five standing committees of the Alpha Omega Chapter: Service, Brotherhood, Joint, Alumni, and Fundraising. Any other committees will be appointed by the President.

13.2) Committees will consist of a group of Brothers, a Chair and an Advisor as appointed by the President. Committees will be responsible for reviewing all charges given to them by the Chapter, Executive Board, President, or Sponsor.

13.3) The Chair will be responsible for holding committee meetings, preparing weekly reports to the Chapter and the monthly written report to the Executive Vice-President of Service. The Chair is ultimately responsible for his committee.

13.4) The Advisor will be responsible for guiding the committee and acting as a resource to the Chair.

13.5) The Brothers on the committees will be responsible for attending all committee meetings.

13.6) The Service Committee will be chaired by the Executive Vice-President of Service and the Advisor will be the President

will prevent the matter from going in front of the Allocations Committee unless deemed necessary by the President and/or Treasurer of Alpha Omega. In the latter case, the President or Treasurer can approve an Emergency Request or Budget Modification.

12.7) The President and Treasurer will represent the Brotherhood at Allocations Interview during the Budget Hearings if one is requested by the Allocations Committee.

13.7) The Advisor of the Brotherhood Committee will be the Vice-President of Membership.

13.8) The Treasurer will be the Advisor for the Fundraising Committee.

BY-LAWS OF THE ALPHA OMEGA CHAPTER CONSTITUTION

- 3.1) Any act of business passed by the members of the Alpha Omega Chapter by simple majority or greater shall be considered a by-law.
- 3.2) A by-law shall be effective until amended or repealed. A by-law shall be amended or repealed by a simple majority or a proposal enacted by a simple majority which supersedes it.
- 3.3) A list of by-laws shall be maintained by the Executive Vice-President of Service.
- 3.4) Amendments must be proposed in writing by any member of the chapter possessing active status.
- 3.5) A vote of two-thirds of the present brotherhood must be achieved at least twenty-four hours prior to the admittance of any membership candidate into the fraternity.
- 3.6) Prior to membership candidates completing the membership education program and being initiated into the fraternity, they are required to complete the following charges:
1. Arrange and host a social for all membership candidates
 2. Arrange and host a social for all brothers and membership candidates
 3. Arrange and host a service project for all membership candidates
 4. Arrange and participate in a fundraising project that will benefit the brotherhood
- 3.7) All brothers must complete a minimum of three service projects throughout the fall and spring semesters. Assisting in operations will count as one-third of a service project.