

**Constitution of the Beta Rho Chapter of Kappa Kappa Psi
University of Toledo
Last Revised: April 7, 2014**

**Article I
Organization and Structure**

Chapter One - Name

This chapter shall be known as the Beta Rho Chapter of Kappa Kappa Psi, National Honorary Band Fraternity for College and University Band Members (hereafter referred to as “Beta Rho”).

Chapter Two - Governing Documents

Beta Rho shall be organized and function in accordance with the National Constitution of Kappa Kappa Psi, this Constitution, and any documents and regulations deemed applicable by the National Fraternity, the North Central District, or the University of Toledo.

Chapter Three - Non-Discriminatory Policy

Beta Rho shall not exclude from membership any qualified bandsman on the basis of race, national origin, gender, religion, handicap, sexual orientation, marital status, gender identity or expression.

Chapter Four - Risk Management Policies

Beta Rho shall abide by all applicable risk management policies of the National Fraternity, the North Central District, and The University of Toledo.

Chapter Five - Parliamentary Rules

Beta Rho shall adopt Robert’s Rules of Order as their standardized rules of order which shall be followed in meeting deliberations except where otherwise stated in national, provincial, or chapter governing documents.

**Article II
Membership**

Chapter One - Membership Types

Chapter membership shall consist of seven (7) types: Active, Associate, Conditional, Inactive, Alumni, Life, and Honorary Membership.

Chapter Two - Band Program

Participation in the University of Toledo Band Program shall be defined as participating in: Wind Ensemble, Symphonic Band, Symphony Orchestra, Communiiversity Band, Jazz Band,

Rocket Marching Band, Varsity Band, or participating in additional ensembles as determined by Beta Rho with the approval of the chapter sponsor. All members shall be required to participate in the University of Toledo Band Program at least two (2) ensembles per year. If a member is on conditional status for half a year under professional leave (student teaching, co-op, internship, study abroad etc) they shall only be held to one required band during their active semester. Rocket Marching Band auxiliary members who cannot play another instrument are only held to Rocket Marching Band and excused from the second band requirement.

Chapter Three - Active Membership

Section One – Definition

Active Members shall be registered students and members of the University of Toledo Band Program who have been formally initiated after the completion of the Membership Education Program of Beta Rho. Active members shall participate in the band program as defined in Article II, Chapter Two as well as hold at least a 2.0 cumulative GPA. All annual dues and fees must be paid in full to maintain active membership in the Fraternity.

Section Two – Rights and Privileges

Active Members shall have the right to hold office, propose candidates for membership, introduce business, vote on any matters, act in the capacity of a big brother and attend all fraternal functions, events, and meetings. Additionally, Active Members shall have the right to purchase and wear fraternal regalia.

Section Three – Duties

It shall be the duty of each active member to attend all meetings of Beta Rho; to pay promptly all financial obligations to both Beta Rho and the Fraternity; to become acquainted with the National Constitution, District Constitution, the Beta Rho Constitution, and the history of Kappa Kappa Psi; to support the efforts and purposes of Beta Rho and The Fraternity; and to attend at least one district event per academic year. Each active brother must submit a copy of his or her work schedule, class schedule to the date of submission to the Secretary-Treasurer by the end of the first week of each academic semester. These reports shall be computer generated and printed either from the University of Toledo website or a copy of the schedule sent from the Registrar's office.

Section Four- Waiving Requirements

Under special circumstances, any of the above requirements may be waived with a seventy-five (75) percent favorable vote of the chapter's total active membership with Sponsor approval.

Chapter Four - Associate Membership

Section One – Definition

Associate membership is available to any active member in good standing of Tau Beta Sigma who transfers to The University of Toledo. The student may request associate status with Beta Rho. To be eligible to request associate status, the student shall be enrolled in the University of Toledo Band Program as set forth in Article II, Chapter Two, and complete an orientation program not to exceed thirty days in order to familiarize any associate member candidate with the purposes, principles, and policies of Kappa Kappa Psi.

Section Two – Rights and Privileges

Associate Members shall possess the same rights and privileges of Active Members as stated in Article II, Chapter Three, Section Two of this Constitution. In the event of one or more subsequent transfers to other schools, Associate member status may continue unless member transfers to an institution with an active Tau Beta Sigma chapter.

Section Three – Duties

The duties of Associate Members shall be the same as Active Members as stated in Article II, Chapter Three, Section Three of this Constitution.

Chapter Five - Conditional Status

Section One - Definition

Conditional status in the Fraternity may be requested by an active or associate member when that member cannot, without undue hardship, continue to meet the requirements for active or associate status. Members of the organization who will be gone on co-op, student teaching, or any other type of professional leave, shall automatically be granted conditional status, if they so desire. These members will be granted active status automatically upon their return

Section Two – Procedure

To be considered for conditional status, the member shall have paid National Member dues for the current academic year. The request shall be made to the chapter in writing and shall state the specific reason for requesting conditional status. The request must be approved by a majority vote of the chapter and the approval of the Sponsor. Conditional status shall not be maintained for more than one year. After one year, a request in writing must be submitted to maintain Conditional status

Section Three – Rights and Privileges

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, propose candidates for membership, introduce business, vote on any matters, or act in the capacity of a big brother.

Section Four – Duties

While on conditional status, members shall not be required to attend chapter meetings and events. Members on conditional status must continue to support the efforts and purposes of Beta Rho and the Fraternity.

Chapter Six – Inactive Membership

Section One – Definition

Former active or associate members who are enrolled at The University of Toledo but do not pay member dues shall be classified as inactive members.

Section Two – Rights and Privileges

Inactive members shall have no privileges of Fraternity membership. Inactive members may not participate in any Fraternity business, projects, or activities.

Section Three – Reinstatement

To obtain privileges of membership, an inactive member must request, in writing, reinstatement by the chapter from which said member became inactive. Upon review of the inactive member's written request, the inactive member must receive a favorable vote of seventy-five (75) percent of the eligible voting membership, the approval of the chapter sponsor, and payment of all financial obligations to both the chapter and the National Fraternity in order to be granted privileges of membership.

Chapter Seven – Alumni and Life Membership

Section One - Definition

Alumni members of the Fraternity shall be those Active, Associate or Conditional members of the Fraternity who have completed their education or who have terminated their affiliation with The University of Toledo. Any alumni member upon payment of a Life Membership contribution, the amount to be set by the National Chapter, and the completion of an application to the National Headquarters, shall be entitled to Life Membership.

Section Two – Rights and Privileges

Alumni and Life Members shall have the right to: attend Chapter meetings, participate in Ritual, participate in Chapter fundraisers, and attend Chapter social functions. Alumni and Life members shall not hold office, propose candidates for membership, introduce business, vote on any matters, or act in the capacity of a big brother.

Section Three – Duties

Alumni and Life Members shall have no formal duties in Beta Rho. They shall continue to support the efforts and purposes of Beta Rho and the Fraternity.

Chapter Eight – Honorary Membership

Section One – Definition

Honorary Members shall possess the same general qualifications as active or associate members except that they shall not necessarily be regularly enrolled at The University of Toledo nor possess any qualifications as musicians. They shall be generally recognized as outstanding in their field of endeavor or shall have performed outstanding service for the University of Toledo Bands or Beta Rho.

Section Two – Rights and Privileges

Honorary Members shall possess the same rights and privileges of Life Members as stated in Article II, Chapter Seven, Section Two of this Constitution.

Section Three - Duties

Honorary Members shall have no formal duties in Beta Rho. They shall continue to support the efforts and purposes of Beta Rho and the Fraternity.

Chapter Nine – Probation

Section One – Definition

Upon due cause, any active, associate, or conditional member may be placed on probation. Reasons for probation include, but are not limited to: failure to attend meetings of

Beta Rho; conduct unbecoming a member of Kappa Kappa Psi; other actions as determined by the members of Beta Rho. Brothers on probation cannot vote on any business, participate in Ritual, act as a Big Brother, attend District and/or National events and/or meetings, or propose candidates for membership.

Subsection One – Probation resulting from inappropriate behavior

Any active, associate, conditional, and prospective members of Beta Rho bearing the name Kappa Kappa Psi, the letters KK, the name Beta Rho, or the letters BP are not permitted to partake in the use of alcohol or illegal controlled substances. Any brother found in violation of this rule shall be subjected to probation proceedings and may be subject to due process of law.

Section Two – Procedure

A member may be recommended for probation at any business meeting with a motion and a second. After a favorable vote of seventy-five (75) percent of eligible voting membership and the approval of the chapter sponsor, the member shall be notified in writing of the following: the reasons for probation; a specified time period in which to make restitution; and the obligations needed to be fulfilled within that time period.

Subsection One – Probation resulting from failure to uphold attendance policy

Upon Member's second unexcused absence, Member will be placed on probation pending an appeal. A letter informing the Member of their change in status, and requirements for restitution will be typed and given to the Member. The Member has one week to appeal. If the Member does not appeal, or appeal is denied by a seventy-five (75) percent favorable vote of all eligible voting members, the Member is considered on probationary status.

Section Three – Removal from Probation

Fulfillment of all obligations within the specified time period shall return said member to previous membership status. Fulfillment of all obligations shall be approved by the chapter with a seventy-five (75) percent affirmative vote and by the chapter sponsor. Failure to complete all obligations is just cause for either an extension of the probationary term or for the initiation of suspension proceedings.

Subsection One – Removal from attendance probation

To be removed from probation, Member must attend three consecutive mandatory chapter events. Probation will carry across all academic breaks. If probation carries through to the beginning of the following fall semester and Member fails to act by the date of National Dues collection (September Thirtieth), then inactive status will be assigned. Exceptions may be addressed to the chapter in writing and approved by a seventy-five percent favorable vote of all eligible voting members

Chapter Ten – Suspension

Section One – Definition

Upon due cause, a member of the Fraternity may be suspended. Suspended members may not participate in any Fraternity business, projects, or activities. Reasons for suspension include, but

are not limited to: failure to pay dues, fines, or fees in a timely manner; failure to attend meetings of Beta Rho; conduct unbecoming a member of Kappa Kappa Psi; other actions as determined by the members of Beta Rho.

Section Two – Procedure

A motion for suspension with a second may be made at any business meeting. Upon said motion, the member in question shall be notified in writing of the motion for suspension. The member shall have the opportunity to address both the Executive Board and Beta Rho before a vote on the motion is conducted. A favorable vote of seventy-five (75) percent of the chapter's eligible voting membership and approval from the chapter sponsor shall be required. Following a favorable vote, the member shall be notified in writing of the following: the reasons for suspension; a specified time period in which to make restitution; and the obligations needed to be fulfilled within that time period.

Section Three – Removal from Suspension

Fulfillment of all obligations within the specified time period shall return said member to previous membership status. Fulfillment of all obligations shall be approved by the chapter with a seventy-five (75) percent affirmative vote and by the chapter sponsor. Failure to complete all obligations is just cause for either an extension of the suspension term or for the initiation of expulsion proceedings.

Chapter Eleven – Expulsion

Section One - Definition

Upon due cause, a member of the Fraternity may be expelled. Expelled members shall have no rights or privileges of membership, shall return all regalia and property of the Fraternity, and shall be stricken from the Master Chapter Roster. Reasons for expulsion include, but are not limited to: hazing; failure to attend meetings, rituals, and events of Beta Rho, conduct unbecoming a member of Kappa Kappa Psi; failure to uphold the promises of the Ritual; other actions as determined by the members of Beta Rho.

Section Two – Procedure

A motion for expulsion with a second may be made at any business meeting. Upon said motion, the member in question shall be notified in writing of the motion for expulsion. The member shall be given a hearing before said motion is voted upon. The vote shall be held by secret ballot, and the member shall be informed of the vote totals. An affirmative vote of seventy-five (75) percent of the chapter's eligible voting membership and approval from the chapter sponsor shall be required.

Chapter Twelve – Resignation of Membership

Membership status in Kappa Kappa Psi may not be terminated by a member through resignation. However, a member may be suspended or expelled for due cause by the chapter of his/her affiliation.

Article III Officers

Chapter One- Director of Bands

The Director of Bands at the University of Toledo has supreme authority over Beta Rho. The Director of Bands is responsible for governing and monitoring the activities and affairs of this chapter. The Director of Bands may choose to appoint an individual to serve in the role of Chapter Sponsor. However, the Director of Bands has ultimate authority in matters pertaining to the chapter. The Chapter Sponsor and the Director of Bands are members *ex officio* of all chapter committees.

Chapter Two - Qualifications

Each chapter officer shall be an active or associate member of the Fraternity at the time of election and a regularly enrolled student at The University of Toledo during the term of office. The President may not hold a second office. No member may hold two Executive Offices. All officers shall serve for one (1) year.

Chapter Three - Officers

The officers of Beta Rho shall be, in order of authority: President, Vice-President of Membership, Vice-President of Service, Vice-President of Programs, Secretary-Treasurer and Parliamentarian.

Chapter Four- Officer Duties

Section One – President

The President shall preside at all meetings of Beta Rho and shall be a member *ex officio* of all chapter committees. The President shall sign all checks for monies disbursed and shall sign all contracts and other instruments of business involving the chapter. The President shall be 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. The President shall prepare each meeting's agenda and be responsible for enforcing this Constitution as necessary. He or she shall be responsible for the Jurisdiction committee, communicate regularly with the Sponsor, and ensure that all officers of Beta Rho fulfill their official responsibilities. The President shall have completed at least one consecutive year of active membership in the Fraternity come within the first fall semester of his or her term.

Section Two – Vice-President of Membership

The Vice-President of Membership Education shall preside at meetings and activities of the chapter in the absence of the President. The Vice-President of Membership shall educate all potential new members of Beta Rho. The Vice-President of Membership shall develop and execute programs to continue the education of all members of Beta Rho. He or she shall be responsible for rituals and ceremonies. The Vice-President of Membership shall serve as Advisor to the Membership Committee. The Vice-President of Membership shall develop the Membership Education Program of Beta Rho. He or she shall attend the NCD Membership Education Retreat or appoint a representative to attend in his or her place. The Vice-President of

Membership shall have completed at least one consecutive year of active membership in the Fraternity come within the first fall semester of his or her term.

Section Three – Vice-President of Service

The Vice-President of Service shall preside at meetings and activities of the chapter in absence of the President and Vice-President of Membership. He or she shall coordinate service to the University of Toledo Band Program. The Vice-President of Service shall serve as the Advisor of the Service Committee. He or she retains the right to appoint any member to head a specific service project who shall in turn report directly to the Vice-President of Service. It is recommended The Vice-President of Service shall have completed at least one consecutive year of active membership in the Fraternity come within the first fall semester of his or her term.

Section Four – Vice President of Programs

The Vice-President of Programs shall promote and publicize the chapter and district programs of the Fraternity to the membership. He or she shall oversee and plan all Brotherhood events, organize the Rocket Marching Band banquet, organize the Kappa Kappa Psi formal, and release a chapter newsletter to the alumni membership. The Vice-President of Programs shall be responsible for all correspondences to and from Beta Rho and the North Central District. Additionally, he or she shall be responsible for all correspondences between Beta Rho and any other chapters of Kappa Kappa Psi, any external organizations, or external parties. He or she shall keep on file copies of these correspondences. He or she shall also be responsible for Beta Rho's submissions to The Podium and The Arpeggio in the event that such publications are in existence. The Vice-President of Programs shall serve as advisor to the Programming Committee.

Section Five – Secretary-Treasurer

The Secretary-Treasurer shall manage and maintain all financial and business records of Beta Rho. The Secretary-Treasurer shall record, maintain, and distribute minutes from the meetings of Beta Rho. The minutes of every business meeting shall be made available to the active chapter via the chapter's website within 72 hours of the previous meeting. The Secretary-Treasurer and President shall disburse chapter funds as approved by Beta Rho. The Secretary-Treasurer shall give regular reports on the status of the finances of Beta Rho. He or she shall be responsible for the ensuring a timely collection of dues, fines, etc. The Secretary-Treasurer shall also be responsible for creating and submitting a semester budget to the Student Senate Appropriations Committee or other appropriate office. The Secretary-Treasurer shall create a budget based upon the needs of the officers, committees, and chapter as a whole. The Secretary-Treasurer shall maintain attendance records and inform the brotherhood of infractions with regard to membership responsibilities. He or she shall serve as Advisor of the Recording committee.

Section Six – Parliamentarian

The Parliamentarian shall advise the President on matters of parliamentary procedure. He or she shall have a copy of all relevant governing documents available at all meetings of Beta Rho. The Parliamentarian shall assist the President in maintaining order during meetings. He or she will serve as Advisor on an as needed basis, for any ad-hoc Jurisdiction Committee. The

Parliamentarian shall only exercise a voting right in executive board meetings if he or she does not already hold another office.

Chapter Five - Impeachment or Removal from Office

Impeachment of officers of Beta Rho shall take place in accordance with Article IV, Chapter Four.

Chapter Six- Executive Board

Section One – Composition

The Executive Board shall be composed of all elected and appointed officers of Beta Rho.

Section Two – Duties

The Executive Board shall meet at least once a month while school is in session to determine the agenda for the meetings of Beta Rho. The Executive Board shall discuss all business of Beta Rho and ensure that all relevant information is presented to the chapter. The Executive Board shall exercise judgment in excusing absences of members from meetings. In addition, the Executive Board shall perform duties as directed by the chapter as a whole and the Chapter Sponsor.

Article IV Election of Officers

Chapter One - Timing

The election and installation of officers shall occur during the general meeting immediately following nominations.

Chapter Two - Nominations

Nominations shall occur at the regular business meeting immediately following the North Central District Convention. A candidate will only be considered nominated following a motion by two active Members and candidate's consent. Any active or associate member may nominate a candidate for office. Immediately before the election for each office, the chair shall reopen the floor for additional nominations.

Chapter Three - Elections Procedures

Section One – Order of Elections

The order of elections shall be as follows: President, Vice-President of Membership, Vice-President of Service, Vice-President of Programs, and Secretary-Treasurer.

Subsection One – Parliamentarian

The Parliamentarian shall be an active brother of the fraternity and shall be nominated by the President. The nominee need only accept the President's nomination; a second is not required. The present brotherhood will then approve this nomination by a majority vote. In the event that a nominee is not approved, the process shall repeat until a parliamentarian is approved. The process must be completed during the course of one

business meeting immediately following a vacancy of the office. Once approved, the new parliamentarian shall immediately be sworn in. The Parliamentarian's term of office shall expire upon occurrence of a change of presidents or active status. The Parliamentarian shall remain given the re-election of an incumbent president.

Section Two – Candidates' Speeches

The candidates shall address the chapter in the reverse order of nominations. A time limit as determined by the chair shall be enforced by the Parliamentarian. During these speeches, only one candidate shall be present.

Section Three – Discussion

After all candidates for office have spoken and been questioned, Beta Rho shall discuss each candidate for the office at hand. During this discussion, no candidates shall be present. Other rules of this discussion shall be determined by the chair.

Section Four – Voting

All voting with regard to officer elections shall use secret ballots. All candidates shall have the right to vote. Ballots shall be collected by the Parliamentarian and be counted by the President and Parliamentarian. A simple majority is required. The President shall have a vote in the event of a tie. Should no candidate achieve a simple majority, a runoff vote of the two (2) candidates with the largest number of votes shall occur immediately. Should only one candidate stand for any office, a motion of unanimous consent may be made.

Section Five – Secrecy

No elements of the discussion, speeches, or votes shall be announced other than the winner of each election.

Section Six – Installation

Each officer shall be considered installed upon receiving a majority vote from the present active brotherhood and completion of the Installation Ceremony.

Chapter Four – Removal of Officers

Section One – Introduction of Motion

At any regular business meeting, a motion may be made to remove an officer from his or her position. This motion requires a second. If the motion is seconded, it shall be tabled immediately.

Section Two – Notification

The officer in question shall immediately be notified in writing of the motion.

Section Three – Procedures

The officer in question shall be given five (5) minutes to speak on his or her own behalf at the next business meeting. Following said speech, a question and answer session shall occur. The motion shall then be discussed. The officer in question shall not be present during this discussion. At the discretion of the chair, the officer may return to answer additional questions

that may arise. The vote shall be a secret ballot. A seventy-five (75) percent vote and approval of the Sponsor shall be required to remove an officer. The officer in question shall not vote.

Section Four – Results

If the motion is successful and the officer is removed, he or she shall retain all rights and privileges of membership. If the motion is not successful, the officer shall retain his or her office and the brother who made the motion to remove may not do so during the remainder of the academic year.

Chapter Five – Vacancies

If a vacancy in any office occurs, the vacancy shall be filled by a special election. All voting procedures as outlined in Article IV, Chapter Three of this Constitution shall be observed.

Chapter Six – Duration of Office

Each chapter officer shall serve for a period no longer than one (1) election cycle. If an officer is eligible to run again, he or she may be elected to serve in any capacity, including his or her previously held office(s).

Chapter Seven – Special Elections

A special election shall be held to fill a vacancy in the Executive Committee. A special election shall be held as soon as is reasonably possible after a vacancy in the Executive Committee has been realized. Nomination, speech, and election procedure shall be as stated in Article IV, Chapters Three and Four.

Article V Committees

Chapter One – Standing Committees

The standing committees of Beta Rho shall consist of the Service Committee, Membership Committee, Programming Committee, and Recording Committee. All brothers shall serve on at least one of these committees. Each standing committee shall be advised by an Executive Board member and headed by a committee chairman. Committee chairmen shall be selected by the executive board. The President of Beta Rho shall serve as a member ex-officio of all Standing Committees.

Section One – Service Committee

The Service Committee shall be advised by the Vice-President of Service. The Service Committee shall propose service events to Beta Rho. The Service Committee shall plan, coordinate, and evaluate all service activities as directed by the Vice-President of Service and Beta Rho. The service Committee shall also maintain the Fraternity Bulletin Board.

Subsection One – Service Committee Chairman

The Service Committee Chairman shall organize and maintain all Rocket Marching Band uniform distribution and maintenance. He or she shall retrieve and set up refreshments at

concerts and shall aid the Vice President of Service in coordinating service to the University of Toledo Band Program.

Section Two – Membership Committee

The Membership Committee shall be advised by the Vice-President of Membership. The Membership Committee shall assist in the initial and continuing membership education of the chapter. It shall be responsible for determining Rush Week activities, and for keeping contact with Alumni of Beta Rho as much as possible. It shall establish dates, plan, and carry out all Alumni events. The Membership Committee shall also assist the Membership Committee Chairman with record-keeping duties as needed, and shall assist the Vice-President of Membership with any activities deemed necessary by the Vice-President of Membership. It shall be available to set-up and fill positions for Rituals.

Subsection One – Membership Committee Chairman

The Membership Committee Chairman shall be responsible for maintaining a written and photographic record of the activities of Beta Rho. He or she shall maintain an up-to-date record of all alumni members of Beta Rho and keep a record of the family trees of the Beta Rho chapter.

Section Three – Programming Committee

The Programming Committee shall be advised by the Vice-President of Programs. The Programming Committee shall plan receptions for special band or Fraternity functions, as well as any organized social functions of the Fraternity. The Programming Committee shall be responsible for establishing dates and activities of Brotherhood Days. It shall inform all members and Sponsor of all meetings and special events related to Beta Rho and Kappa Kappa Psi. It shall maintain a calendar of events and shall ensure that the band is recognized throughout the University of Toledo as well as the City of Toledo. It shall create slideshows for the Marching Band Banquet and any Beta Rho Formals. The Programming Committee shall keep members of the chapter aware of all national and North Central District awards and programs as detailed in each respective Policy Handbook. It shall choose presenters as necessary for any awards for which Beta Rho becomes eligible. The Programming Committee shall be in charge of compiling all information necessary for such awards.

Subsection One – Programming Committee Chairman

The Programming Committee Chairman shall be responsible for any North Central District or National fraternity event announcements. He or she shall be responsible for the completion and submission of the North Central District Governor's Cup application, and for submitting articles to the Arpeggio when necessary. The Programming Committee Chairman will aid the Vice-President of Programs in planning and organizing the Rocket Marching Band Banquet, and Beta Rho Formal.

Section Four – Recording Committee

The Recording Committee shall be advised by the Secretary-Treasurer. The Recording Committee shall propose fundraisers to Beta Rho. It shall plan, coordinate, and evaluate all fundraising activities as directed by the Treasurer and Beta Rho. The Recording Committee shall

work to ensure that the proper maintenance of chapter funds is executed. It shall aid the Recording Committee Chairman in the upkeep and maintenance of the fraternity website.

Subsection One – Recording Committee Chair

The Recording Committee Chair shall be responsible for insuring the collection of all active members' class schedules and to maintain the chapter website. The Recording Committee Chair shall maintain and make available information about each active member of Beta Rho. This shall include name, address, phone number, instruments played, initiation date, and any other pertinent information. The Recording Committee Chairman shall aid the Secretary-Treasurer in organizing and facilitating RMB Merchandise and any other chapter fundraisers.

Chapter Two – Ad Hoc Committees

Ad Hoc Committees shall be created by the President to address temporary needs of Beta Rho. The President shall have the authority to appoint a committee chairperson and committee members at his/her discretion.

Section One – Jurisdiction Committee

The Jurisdiction Committee shall be advised by the Parliamentarian. The Jurisdiction Committee shall maintain the Constitution making sure any amendments are added or deleted. It shall provide an updated Constitution to the brothers of the Fraternity.

Chapter Three – Committee Meetings

Section One – Frequency

All standing committees shall meet and conduct business at least once per month. Ad Hoc committees shall meet as directed by the President.

Section Two – Scheduling

All committee meetings shall be scheduled at least one week in advance.

Section Three – Attendance

In order for a meeting to be held and for business to be conducted, at least fifty (50) percent of the committee and the committee chairperson must be present.

Chapter Four – Assigning Committees

Membership of committees shall be determined at the first general business meeting of the academic year. Committees shall be assigned by the President with the assistance of the Executive Committee and preferences of the active members.

Chapter Five – Executive Officers as Committee Members

Members of the Executive Committee may not play an active role or be a voting member of any committee other than the committee he or she advises and the Executive Committee.

Section One – Past President

All past presidents of the Beta Rho chapter of Kappa Kappa Psi that are enrolled at the University of Toledo as either undergraduate or graduate students and maintain Active status in the fraternity and chapter are considered *ex-officio* presidents. This designation means that this person has experience on the executive committee and has the ability to serve in an advising role to the committee, but shall have no additional voting powers. The *ex-officio* president can choose to serve in this capacity by attending officer meetings and fraternity meetings.

Article VI Meetings

Chapter One - Scheduling

Beta Rho shall meet at least once a month. Beta Rho shall schedule meetings and events in accordance with the policies of The University of Toledo. Regularly scheduled meetings of the chapter for the semester shall be held on those dates approved by a favorable seventy-five percent vote of the active brotherhood. This vote shall occur at least four weeks prior to the end of the previous academic semester. Only those times where 100% of the active brotherhood may be in attendance will be voted upon to determine the next semester's meeting time. If a time where 100% can attend is not found, then the highest percentage able to attend will be used. These votes and meeting dates do not include the summer semester.

Chapter Two - Special Meetings and Events

The President or any other two Executive Committee members shall have the authority to call a special meeting of Beta Rho. Notice of this meeting must be made no fewer than seventy two (72) hours in advance and must be given to the entire chapter.

Chapter Three - Quorum

A simple majority of members and two executive officers shall be present for the conduct of business.

Chapter Four - Study Sessions

Starting with the second meeting of each semester, Beta Rho shall hold mandatory study sessions for all members except conditional members of Beta Rho for at least the period of one hour biweekly. The times of the study sessions will be decided upon at the first business meeting of the semester. The locations of the study sessions will be decided based upon availability and by the Event Planner.

Section One - Definition of Studying

Members of Beta Rho shall use study session to work on class assignments including but not limited to: homework, discussion posts, papers and presentations.

Chapter Five - Attendance

Section One - Regular Meetings

Attendance to all regularly scheduled or formally announced chapter meetings, mandatory events, and rituals shall be required.

Subsection One - Formal Announcements

Formal announcements shall include verbal announcements in any chapter meeting and/or announcements made through ListServ.

Section Two – Special Meetings and Events

The attendance for all concerts and equipment moves on the same day shall be considered one event. Attendance to all special meetings and events shall be required only if notice of no fewer than fourteen (14) days is given following a formal announcement.

Section Three – Study Sessions

Attendance to study sessions shall be mandatory and subject to Article VI, Chapter 5 of this Constitution.

Section Four – Excused Absences

For an absence to be considered “excused”, a member must inform, in writing, the Recording Secretary of any conflict. This notice shall be given before the Executive Board meeting immediately preceding the meeting or event in question. The Executive Board shall have the authority to excuse absences with a majority vote. The Executive Board shall have the authority to excuse absences ex post facto in the event of an emergency. An excuse must be submitted to the Recording Secretary within three (3) days of the absence.

Section Five – Unexcused Absences

An absence is considered “unexcused” for the following reasons: failure to inform the Recording Secretary of said absence within three (3) days of absence; lack of justification as determined by the Executive Board; other reasons as determined by the Executive Board. Studying or completing homework assignments will be considered an unexcused absence by Beta Rho.

Subsection One - Tardiness

A tardy will occur exactly ten minutes after the official start of an event. Three (3) tardy marks will result in an unexcused absence

Subsection Two – Consequences of Unexcused Absences

Upon a brother’s third unexcused absence, the brother will be placed on probation pending an appeal according to Article II, Chapter Nine, Section Two, Subsection One.

Subsection Three – Appeal

A member shall have the right to appeal the decision of the Executive Board with regard to unexcused absences. Said member shall notify the Executive Board, in writing, of their appeal. The Executive Board shall, at its next regular meeting, allow said member to discuss the absence. A simple majority of the Executive Board shall be required to excuse an absence.

Chapter Five – Voting

Section One – Regular Voting

A member who is present and in good standing shall have the right to vote in all business matters as prescribed by this Constitution.

Section Two – Proxy Voting

A member whose absence is excused may designate a proxy. Said member must inform the Secretary-Treasurer of this designation. During a vote, the proxy shall receive two (2) votes (his/her own and that of his/her designator). A proxy may cast his/her votes in any way.

Article VII Potential New Members

Chapter One – Membership Education Program

The Vice-President of Membership shall create the Membership Education Program of Beta Rho. The Membership Education Program shall be submitted, in writing, to Beta Rho. The Membership Education Program shall be approved, by simple majority vote, before it may be executed.

Chapter Two – Qualifications

To be considered for membership, Potential New Members shall be enrolled as students at The University of Toledo and participate in The University of Toledo Band Program as defined in Article II, Chapter Two of this Constitution. Potential New Members shall be selected in accordance with the Preamble of the National Constitution and in a manner consistent with the ideals and purposes of Kappa Kappa Psi and Beta Rho. Potential New Members must meet the minimum GPA requirements in accordance with the policies of the University of Toledo.

Chapter Three – Selection

Eligible individuals shall be permitted entry into the Membership Education Program at the request of an active or associate member of Beta Rho. A negative vote of twenty-five (25) percent or five (5) members, whichever is greater, of the eligible and voting active and associate membership shall be required to prevent a person from entering the Membership Education Program of Beta Rho. If a candidate is rejected on a second ballot in the same meeting, the name shall not be proposed again during the current academic year. Potential Associate members must receive a favorable vote of seventy-five percent of the eligible voting membership in order for a request for Associate membership in Beta Rho.

Chapter Four – Retention Votes

At least once during the Membership Education Program, Beta Rho shall hold a retention vote. A favorable vote of (75) seventy-five percent of active and associate members present and voting shall be required to retain Potential New Members in the Membership Education Program. The precise timing of said vote shall take place before Third Degree and be determined by the Vice-President of Membership with the advice and consent of Beta Rho.

Chapter Five – Initiation

Potential New Members shall satisfy all requirements of the Membership Education Program before their initiation. All financial obligations to the National Fraternity and to Beta Rho shall be fulfilled before their initiation.

Article VIII

Finances

Chapter One – Fiscal Year

The fiscal year of Beta Rho shall begin July 1 and end June 30 of the following calendar year.

Chapter Two – Budget

The Secretary-Treasurer of Beta Rho shall prepare a chapter budget. This budget shall include: projected income from dues, fundraisers, and donations; expenditures for service projects, recruitment, and other events; funding to be secured from The University of Toledo Student Senate; any other items as determined by the Secretary-Treasurer, Executive Board, and Beta Rho as a whole. The Secretary-Treasurer shall obtain budgets from all officers before the creation of the budget of Beta Rho. The budget shall be submitted to Beta Rho for approval by a seventy five percent favorable vote of those members present and voting and the chapter sponsor. The budget shall be completed within the first month of each semester.

Chapter Three – Student Activities Committee

The Secretary-Treasurer of Beta Rho shall make requests for funding for appropriate items from the University of Toledo Student Activities Committee. The Secretary-Treasurer shall determine “appropriate items” with the advice and consent of the Executive Board, Beta Rho, and chapter sponsor.

Chapter Four – Expenditures

All expenditures of Beta Rho shall be made by check. All checks must be approved by the chapter Secretary-Treasurer and President. All expenditures which are not specifically budgeted shall require the approval of Beta Rho. Expenditures of more than \$150 which are not specifically budgeted shall require the additional approval of the chapter sponsor.

Chapter Five – Reimbursements

All reimbursements of Beta Rho shall be made by check. All checks must be approved by the chapter Secretary-Treasurer and President. Reimbursements of under \$20 shall require the majority approval of the Executive Board. Reimbursements of more than \$20 shall require the majority approval of Beta Rho. Any expenditure under \$5 made by a Member shall be considered a donation to Beta Rho.

Chapter Six – Dues

The chapter Secretary-Treasurer shall collect national and chapter dues from all active and associate members. These dues shall be collected before September 30. The chapter Secretary-Treasurer shall remit all national dues and chapter fees to the National Fraternity before September 30.

Section One – National Dues

National dues shall be determined by the national fraternity. All active and associate members shall pay this amount.

Section Two – Chapter Dues

Chapter dues shall be determined by a majority vote of active and associate members at the first meeting of Beta Rho in each fiscal year.

Section Three – Payment Plans

Should a member inform the chapter Secretary-Treasurer of his/her inability to pay dues, a written payment plan shall be created at the discretion of the chapter Secretary-Treasurer and Executive Board. All dues shall be paid before the end of the fiscal year. Failure to satisfy a payment plan shall constitute a failure to meet the financial obligations of membership.

Section Four – Initiation Fees

Initiation fees for active membership candidates shall be determined by the Executive Committee, subject approval of the brotherhood. Prospective member fees are due at or before Third Degree. If dues remain unpaid after this time, the prospective member shall not be allowed to become an active brother, unless special arrangements have been approved by the chapter President and Secretary-Treasurer.

Article IX Amendments

Chapter One – Approval

This Constitution shall require the approval of Beta Rho by a seventy-five (75) percent vote of present and voting active and associate members.

Chapter Two – Amendments

Section One – Proposal

Amendments to this Constitution shall be proposed by any active or associate member of Beta Rho and a second at any regularly scheduled business meeting. Following a first reading of the proposed amendment, a typed copy shall be submitted to the Secretary-Treasurer, who shall in turn enter it into the Minutes and provide copies to Beta Rho. The motion to amend this Constitution shall then be tabled.

Section Two – Constitutionality

The Executive Board of Beta Rho shall determine the constitutionality of any amendments to this Constitution. The Executive Board shall determine said constitutionality using the National Constitution, Risk Management Policies of the National Fraternity, and relevant documents of The University of Toledo.

Section Three – Approval of Amendments

No sooner than one week following the first reading of the proposed amendment, the constitutionality of the amendment shall be reported by the Parliamentarian. A seventy five (75) percent vote of present and voting active and associate members present and voting shall be required for the passage of an amendment. If said amendment is approved, the President and Recording Secretary shall sign a typed copy of the amendment and submit to the Chapter Sponsor. Following the approval of the Chapter Sponsor, the Parliamentarian shall update the

official Constitution of Beta Rho and shall distribute official copies to all active and associate members.

Section Four – Failure to Approve

Should an amendment fail to achieve a seventy five (75) percent vote of present and voting members, said amendment shall not be proposed again by the same member for a period of thirty (30) days. Should an amendment fail to be approved by the Chapter Sponsor, the Chapter Sponsor shall suggest changes to the amendment. Said changes shall then be proposed as a new amendment in a manner consistent with this Constitution.

Chapter Three - Suspension of Constitution

This constitution may be suspended at any regular business meeting by a two-thirds (2/3) favorable vote of the present active brotherhood.

Chapter Four - Constitutional Questions

Any constitutional question which is not specifically enumerated in this Constitution or the National Constitution shall be determined by majority vote of the active and associate members of Beta Rho.