

Kappa Kappa Psi

Rho Chapter Constitution

The Tulane University of Louisiana

Created Fall 2009

Revised March 18th, 2026

ARTICLE I - PREAMBLE

(1.1) Be it known that Kappa Kappa Psi, National Honorary Fraternity for College and University Band Members, is an organization operating exclusively in the field of college and university band, and for the following noteworthy purposes:

1. To promote the existence and welfare of the college and university bands and to cultivate at large a wholesome respect for their activities and achievements.
2. To Honor outstanding band members through privilege or membership extended as a reward for technical achievement and appreciation for the best in music.
3. To stimulate campus leadership and promulgate an uncompromising respect through the medium of the college band for gracious conduct, good taste, and unswerving loyalty.
4. To foster a close relationship between college bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.
5. To provide a pleasant and helpful social experience for all engaged in college band work, and to cooperate with other musical organizations in any manner consistent with the purpose of the institution at which Chapters are located.

(1.2) Kappa Kappa Psi is a diverse fraternity dedicated to advancing college and university bands for the benefit of its members and society through:

1. Meaningful musical experiences and enrichment
2. Transformational leadership development
3. Purposeful service to bands and support to band members
4. Lifelong fellowship and community

(1.3) Kappa Kappa Psi empowers and influences the vibrant and diverse college band movement through purposeful programming, unified messaging, and excellence in service and operations.

(1.4) We, the brothers of Kappa Kappa Psi, believe that service to the college or university band program fosters responsibility, loyalty, and leadership; that a spirit of brotherhood is enhanced by the participation in a band program; that music is a universal language and truly the greatest of the arts; and that through fraternal participation, each member will strive for the highest.

ARTICLE II - GENERAL

(2.1) The name of this organization shall be Rho of Kappa Kappa Psi at the Tulane University of Louisiana by the authority of the National Kappa Kappa Psi Fraternity for College and University Band Members.

(2.2) This constitution shall in no way conflict with or receive priority over the National or Southwest District Constitutions of Kappa Kappa Psi.

(2.3) The Rho Chapter shall be non-commercial, and the name of the Chapter or the names of any members in their official capabilities shall not be used in connection with a commercial concern.

(2.4) The Rho Chapter shall cooperate with the Tulane University of Louisiana to support the improvement of education in ways that will not interfere with administration of the University and abide by all University policies and local, state, and federal laws.

(2.4.1) The Rho Chapter shall be in full compliance with Tulane's non-discrimination policy, which prohibits discrimination on the basis of race, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, gender identity, gender expression, pregnancy, marital status, military status, veteran status, or any other status or classification protected by federal, state or local law.

(2.5) The Rho Chapter may cooperate with other organizations and agencies, but persons representing the Chapter in such matters shall make no contractual commitments that bind the Chapter.

(2.6) A current version of Robert's Rules of Order, unless otherwise stated in this Constitution, shall govern all Chapter deliberations.

ARTICLE III - MEMBERSHIP

(3.1) Membership in this Chapter shall be as prescribed in the National Constitution of Kappa Kappa Psi Fraternity.

(3.2) **Active members** of the chapter must:

(3.2.1) Be enrolled in or formally recognized by the Executive Board as a member of the Tulane University Bands Program for both the fall and spring semesters of the academic school year.

(3.2.1.1) An active member may waive the requirement listed in article 3.2 for one academic semester, so long as they continue to fulfill all other requirements of active membership. The Executive Board must be notified in writing by the third meeting of the semester. After one semester, if they do not join or rejoin an ensemble, that member shall be suspended.

(3.2.1.2) If a member fails to notify the Executive Board in the allotted amount of time, the member must write a letter explaining why they are not enrolled in an ensemble, what they will do to make up for not being enrolled during the semester, and what they will do to change that for next semester.

(3.2.2) Retain a 2.5 cumulative grade point average (GPA). If a member is unable to retain this minimum GPA, they will be put on academic probation for the time being.

(3.2.3) Maintain an exceptional record of ensemble attendance, exhibit good character, and be in good standing with directors and membership.

(3.2.3.1) Question of such status shall be discussed and determined by the Executive Board and Chapter Sponsor.

(3.2.4) Fulfill all parts of (11.2). If national dues are not paid on time and no payment plan is in place, then the brother will be registered as inactive with the national fraternity.

(3.2.5) Be registered students at the Tulane University of Louisiana.

(3.3) Conditional status in the Fraternity may be requested by an active member when that member cannot continue to meet the requirements for active status. The request shall be in writing and shall state the specific reasons for requesting conditional status. The letter must be submitted by the final meeting of the preceding semester and must be submitted to the President, Secretary, and Chapter Sponsor. The request shall be approved by a majority vote of the Chapter, with approval from the sponsor. Conditional status shall not be maintained for more than one year, after which time a request must be submitted to maintain Conditional status.

(3.4) **Conditional members** of the chapter:

(3.4.1) Must pay national dues, though is exempt from chapter dues.

(3.4.2) May not hold an officer position.

(3.4.2.1) Must suspend any current office positions. The remaining officers will decide whether the position is to be filled or become suspended until the member is reinstated.

(3.4.2.2) May run for office, contingent upon their return to Active Membership status for the entirety of their term.

(3.4.3) May not vote on any matters.

(3.4.4) May not introduce/propose business (including candidates for membership or office).

(3.4.5) May not act in the capacity of a new Big Brother.

(3.4.5.1) A conditional member may take on a new Little Brother in the event of 1) Chapter Sponsor approval or 2) a majority vote of the executive board.

(3.4.6) May (and should when able) attend all Chapter functions and events such as weekly meetings, conventions, fundraising & service projects, Ritual, and Chapter social events.

(3.4.7) May participate and contribute to a committee with 1) Chapter Sponsor approval or 2) a majority vote of the Executive Board.

(3.5) See National Constitution 6.514-6.516 for regulations regarding Alumni, Life, and Honorary memberships.

(3.6) If an active member of another Kappa Kappa Psi Chapter transfers to Tulane University and petitions the Rho Chapter for membership, they will be accepted per the national protocol.

ARTICLE IV - PROBATION, SUSPENSION, AND EXPULSION

(4.1) As it pertains to **probation**:

(4.1.1) A member of the Fraternity may be placed on immediate probation on any of the following bounds:

(4.1.1.1) Their schedule or GPA is not submitted to the Secretary by the third meeting.

(4.1.1.2) Their dues are not submitted to the Treasurer prior to the deadlines outlined in Article XI.

(4.1.1.3) A vote of 75% of the Chapter's eligible voting membership and approval of the reasons and obligations by the Chapter Sponsor following the vote.

(4.1.2) Probation is appropriate for constitutional violations and other offenses not deemed serious enough for suspension.

(4.1.3) Members on probation must still participate in required Fraternity business, projects, meetings, or activities.

(4.1.4) A member placed on probation shall be informed in writing of each of the following:

1. The reasons for probation, citing a specific constitutional clause (4.1.1.1, 2, or 3)

2. The obligations to be fulfilled

3. A specified time period in which to make restitution.

(4.1.5) Fulfillment of all obligations within the specified time period shall return the member to previous membership status, contingent upon approval of the Executive Board and Chapter Sponsor.

(4.1.6) Failure to complete all obligations is cause for either 1) an extension of probationary term or 2) the initiation of suspension proceedings.

(4.2) As it pertains to **suspension**:

(4.2.1) A member of the Fraternity shall be placed on immediate suspension on any of the following bounds:

(4.2.1.1) A vote of 75% of the Chapter's eligible voting membership, via a secret ballot, and approval of the reason(s) for suspension by the Chapter Sponsor.

(4.2.1.2) Committal of serious violations deemed superior to probation protocol.

(4.2.1.3) Any case where probation requirements are not fulfilled.

(4.2.2) Suspension is appropriate for violations that should render the member as non-participating.

(4.2.3) Suspended members may not participate in any Fraternity business, projects, or activities.

(4.2.4) A member placed on suspension shall be informed in writing of each of the following:

1. The reasons for suspension

2. The obligations to be fulfilled

3. A specified time period in which to make restitution.

(4.2.5) Fulfillment of all obligations within the specified time period shall return the member to previous membership status, with approval of the Executive Board and Chapter Sponsor.

(4.2.6) Failure to complete all obligations is cause for either 1) an extension of the suspension term or 2) the initiation of expulsion proceedings.

(4.3) As it pertains to **expulsion**:

(4.3.1) Upon due cause, a member of the Fraternity may be expelled following a favorable vote of 75% of the eligible voting membership and approval of the Chapter Sponsor.

(4.3.2) Such expulsion must conform to the rules and regulations of the Tulane University of Louisiana.

(4.3.3) The member shall be given a hearing before the said motion is voted on.

(4.3.3.1) A hearing shall include a rebuttal phase followed by further discussion.

(4.3.4) The vote will be a secret ballot, and the member shall be informed of the vote totals.

(4.3.5) Having been expelled, the member shall return all regalia and property of the Fraternity being held to the Chapter, and their name shall be stricken from the Master Chapter Roster at the National Headquarters.

(4.4) Membership status in Kappa Kappa Psi may not be terminated by the member via resignation.

(4.4.1) A member may be suspended or expelled of their affiliation for due cause by the Chapter. (As stated in (4.2), (4.3), and in 6.519, 6.520, 6.521, 6.522, and 6.523 of the National Constitution)

(4.4.2) A member may remove him/herself from the Rho Chapter's current directory by informing the Executive Board in writing.

(4.4.2.1) This member will still have a record of being a member of the Rho Chapter and will become an inactive member of the Rho Chapter and National Organization.

(4.5) For all probation, suspension, and expulsion procedures, only active members and the Chapter Sponsor may be present.

ARTICLE V - MEMBERSHIP EDUCATION PROGRAM (MEP)

(5.1) Prospective membership shall be offered to all those meeting the requirements as stated in the National Constitution.

(5.2) An eligible applicant must:

(5.2.1) Satisfactory completion of one scholastic semester as a university ensemble member unless an exception is granted by 1) the Chapter Sponsor or 2) unanimously by the Executive Board.

(5.2.2) Be a member of a university ensemble during the semester of their Membership Education Program.

(5.2.3) Maintain an exemplary record of ensemble attendance and exhibit good character in ensemble work.

(5.2.4) Attend at least 50% of recruitment events.

(5.2.5) Adhere to the Chapter's eligibility guidelines for active membership.

(5.3) The President shall be responsible for the following at the beginning of each recruitment season.

(5.3.1) The Vice President of Membership shall present a list of eligible membership applicants at least 24 hours prior to voting on bids.

(5.3.2) Active members vote on all eligible membership candidates according to the procedure below.

1. An eligible applicant shall be introduced, and any supplemental/application material presented.

2. The voting membership may have an open discussion for a maximum of 5 minutes.

3. Any member may motion to close discussion early.

4. Vote by secret ballot; submitted to the Secretary.

5. Lines 1-4 are repeated for each eligible applicant.

(5.3.3) Any active member that feels they do not have sufficient knowledge about an applicant to adequately complete a form must mark that form "Abstain" and return it to the Secretary.

(5.3.4) A negative vote of at least 25% of the active and associate members of the chapter shall be required for an individual to be denied entry to the Membership Education Program. As per National Constitution Article 6.504. (2023)

(5.3.4.1) An abstention **shall not** count toward a negative vote total and **shall** count toward the total voting population.

(5.3.5) The Vice President of Membership shall:

1. Oversee the presentation of bids to applicants that have been voted on.
2. Invite all bid recipients to a formal Orientation Meeting.
3. Serve as the point of contact for applicants throughout the recruitment/membership education process.

(5.3.6) If an applicant is determined ineligible for a bid, they may apply during the next recruitment cycle.

(5.4) A Membership Candidate (MC) can remove themselves from the Membership Education Program at any point via written notice to the Executive Board.

(5.5) Prior to Third Degree/initiation, each Membership Candidate must receive at least 75% approval from the active membership to be formally initiated into the Rho Chapter (as per National Constitution article 6.505).

(5.5.1) An abstention **shall not** count toward a positive vote total and **shall** count toward the total voting population.

(5.6) If an Initiate has not paid the National Initiation fee or instituted a payment plan by the date set by the Vice President of Membership, then they will have their prospective membership terminated.

(5.7) Terminology clarification:

(5.7.1) Prospective member: a member of the respected ensemble who may attend recruitment events.

(5.7.1) Membership Candidate: a participant who has successfully completed the Ritual of the First Degree.

(5.7.2) Initiate: an MC who has successfully completed the RTW and the Ritual of the Third Degree.

(5.8) The Vice President of Membership shall assign Big/Little Brother relations at their own discretion.

(5.8.1) To serve in the capacity of a **Big Brother**, a member must:

- (5.8.1.1) Meet eligibility requirements for Active Membership.
- (5.8.1.2) Appropriately apply and/or inform the Vice President of Membership of interest.
- (5.8.1.3) Attend appropriate/required Membership Education meetings.
- (5.8.1.4) Purchase and provide appropriate Letters for their Little Brother.

ARTICLE VI - OFFICERS

(6.1) The Executive Board of the Chapter shall consist of the following officers, in order of rank: President, Vice President of Membership, Vice President of Service, Secretary, Treasurer, Historian/Parliamentarian.

(6.2) The President shall:

1. Order and preside at all meetings of the Chapter, including Executive Board meetings, and oversee meeting agendas.
2. Be a member ex officio of all Chapter committees.
3. Sign all contracts and other instruments of business incurred by the Chapter.
4. Be the official representative of the Chapter whenever required.
5. Prepare and send all reports to the National Executive Director of the Fraternity before the deadline.
6. Attend the District Convention and National Convention when applicable.
7. Maintain the Chapter's status as a registered student organization at Tulane University (via WaveSync) and enforce all rules and regulations.
8. Maintain duties regarding the Membership Education Program (5.3).
9. Keep Chapter Sponsor(s) well informed.
10. Set and follow through on Chapter goals.

11. Appoint any special committees as needed (10.7).

12. Ensure all other officers are fulfilling their responsibilities and regularly communicate with the Executive Board.

(6.3) The Vice President of Membership shall:

1. Be responsible for education, training, and the initiation of all members.
2. Be extremely knowledgeable of Membership Education procedure.
3. Advance 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.
4. Preside at meetings of the Chapter in the absence of the President and assist when the President is present.
5. Maintain duties regarding the Membership Education Program in Article V.
6. Maintain a strong relationship with the president regarding the Chapter's status and goals.
7. Know and be able to use Parliamentary procedure.
8. Create membership education ritual materials.
9. Be automatically nominated for Membership Education Committee Chair.

(6.4) The Vice President of Service shall:

1. Preside over Chapter service projects and efforts.
2. Work with music ensemble director(s) to fulfill service projects.
3. Actively engage with community contacts regarding service opportunities.
4. Oversee planning efforts for TUMB Social events. (TUMBboo, TUMBball, Rhocital, etc.)
5. Works with the Treasurer to plan and implement all Chapter fundraisers.
6. Be automatically nominated for Service Committee Chair.

(6.5) The Secretary shall:

1. Record and disburse the minutes of all meetings of the Chapter.
2. Keep in contact with the Chapter Sponsor.
3. Along with the President, sign all contracts and other instruments of business incurred by the Chapter.
4. Maintain a permanent record of each member of the Chapter and compile the Chapter roster.
5. Keep a list of all Chapter activities and maintain attendance records.
6. Be responsible for all Chapter correspondence and progress, including announcements and invitations.
7. Moderate activity of the email server.
8. Present a list of attendance issues at each Executive Board meeting.
9. Maintain duties regarding the Membership Education Program in Article V.
10. Maintain a strong relationship with the President in respect to the National Headquarters and Southwest District Council.
11. Submit articles to The Podium and the Southwest District population in congruence with the Historian/Parliamentarian.
12. Verify that all members meet the GPA requirement.
13. Maintain and update the Chapter website to reflect current information and events.
14. Be responsible for collecting permanent address information, dispersing Life and Sustaining Membership applications to all brothers graduating or leaving the college or university, and supplying said information to the National Office.
15. Oversee the publishing of an Alumni Newsletter and email server.

16. Oversee relations with the Southwest District Alumni Association and the National Alumni Association.

(6.6) The Treasurer shall:

1. Control and provide the receipts and disbursement of all monies of the Chapter.
2. Submit recommendations concerning the financial policies of the Chapter as may be required and work with the President within these disciplines.
3. Co-sign all checks for monies disbursed.
4. Prepare and be responsible for keeping records of all Chapter finances.
5. Present the balance to the Chapter account at each full Chapter meeting.
6. Propose a budget for approval by the Chapter.
7. Be responsible for keeping the Chapter within the accepted budget.
8. Works with the Vice President of Service to plan and implement all Chapter fundraisers.
9. Provide a financial report at every meeting.
10. Take care of monetary reimbursements.
11. Be automatically nominated for Fundraising Committee Chair.

(6.7) The Historian/Parliamentarian shall:

1. Be familiar with and be able to implement Robert's Rules of Order and know the proper way to conduct a meeting.
2. Enforce all Chapter procedures, rules, regulations, and ritual procedures.
3. Enforce formal dress policies when applicable.
4. Appoint someone responsible for the entrance and exit of all persons to rituals and other official activities.
5. Be automatically nominated for Rituals & Regalia Committee Chair.
6. Be responsible for maintaining a written and pictorial record of the activities of the Chapter. This shall be defined as the creation and ongoing maintenance of a scrapbook and the collection and preservation of all other historical records.
7. Submit articles to The Podium and other district publications in conjunction with the Secretary.
8. Present updates on the progress of the scrapbook and Chapter website as appropriate.

(6.8) All officers of the Rho Chapter shall be active members of the Rho Chapter and should not hold more than one Executive office.

(6.8.1) The following roles may be assumed by a member who already has an Executive office for that term if such a need is declared by the Executive Board. Such assumptions may occur on a volunteer basis.

1. Alumni Relations Secretary
2. Social Media Chair
3. Programs Chair
4. District Convention Planning Chair
5. Music Chair(s) (refer to (10.2))

(6.9) An eligible candidate for office must:

1. Be an active member of the Chapter
2. Be in good standing with the University
3. Be in good standing with the Tulane Band program (3.2.3.1)
4. Have been an active member for at least 1 academic year (can include semester of elections)
5. Candidates for the office of President must have previously served at least one full term on the executive board prior to

being eligible to run for the presidency (however, if no current or former executive board member declares candidacy by the close of nominations, the eligibility requirement may be waived and any active member that meets requirements 1-4 may run for President)

(6.10) The Chapter Sponsor shall have the authority to exempt any officer from a specific requirement of office.

(6.11) Officers shall serve a one-year (two-semester) term of office.

(6.12) The outgoing officers shall be responsible for the training of the incoming officers.

(6.12.1) The outgoing officers shall be responsible for planning an executive transition meeting or meal, of which the attendance of all outgoing and incoming officers is required.

(6.13) Incoming officers shall attend available Executive Board meetings and shall aid the outgoing officers in their duties. Outgoing officers must turn in all materials associated with their position to the incoming officers.

(6.14) If an office is vacated prior to the end of the term, a special election shall be held to fill that office.

(6.16.1) A specially elected officer shall be elected through proper election procedure and be installed the week of their election.

(6.16.2) If the President's position is vacated, the Vice President of Membership shall immediately assume the office of the President and a new Vice President of Membership will be voted in via special election.

(6.15) A resigning officer shall remain in good standing upon satisfaction of the following:

(6.15.1) Submission of a written resignation to the Chapter stating their reasons for resigning.

(6.15.2) Fulfillment of their duties until their replacement is specially elected and installed.

(6.15.3) Nominations for the special election should take place within 1 week of the resignation notice.

(6.16) All officers must abide by and conform to any directives from the National Office as outlined in the Chapter Operations Handbook and the National Constitution that have not been specified in this section.

(6.17) Officers not required by the National Constitution can be created and eliminated as the Chapter sees fit.

(6.18) Decisions made by the Executive Board as outlined in this Constitution may be overridden by a unanimous vote of the general membership (excluding the Executive Board).

ARTICLE VII - ELECTION OF OFFICERS

(7.1) Election of officers shall be held near the end of each Spring academic semester, on a date agreed upon by the Executive Board.

(7.2) Nominations will begin at the chapter meeting 1-2 weeks before the election. At this time, current officers should present a brief summary of their offices.

(7.2.1) An active member may nominate any eligible member, including themselves, with eligibility requirements defined by clauses (6.9) & (6.10).

(7.2.2) Nominations may be submitted 1) verbally or 2) in written form to the President and/or Secretary.

(7.2.3) A member who is nominated may accept or deny the nomination to run for office.

(7.2.4) A member may hold a nomination for only 1 office at any given time.

(7.2.5) Nominations close 24 hours before the election.

(7.3) Election Day procedure:

1. Candidate speech: All candidates running for an office must leave the room before the speeches begin. Each candidate is given two minutes for their speech with notification when 30 seconds remain.

2. Question/Answer session: The chapter will ask the candidate questions for a maximum of 5 minutes.

3. Discussion session: The chapter will spend a maximum of 10 minutes discussing the positive and negative aspects of the

candidate as it pertains to office. Only relevant points and comments should be mentioned at this time. Such discussion shall remain confidential and implement “Vegas rules,” as with all Chapter voting business.

4. Lines 1-3 are repeated for each candidate.

5. Vote of chapter by secret ballot.

6. Declaration of non-elected for subsequent nomination & trickle down.

(7.4) Trickle down: A candidate not elected to a position is automatically nominated for the next position elected.

(7.4.1) Candidates may opt out of running for any combination of subsequent offices if they choose.

(7.5) Election of officers shall be in the following order: President, Vice President of Membership, Vice President of Service, Secretary, Treasurer, Parliamentarian.

(7.6) In the case of a tie between any position:

1. In the event of abstentions, initiate immediate revote with no further discussion

2. In the event of no abstentions, the Chapter Sponsor shall cast a tie-breaking vote

(7.7) Following election of the final position, the elected officers shall take the Oath of Office.

ARTICLE VIII - IMPEACHMENT AND CONVICTION OF OFFICERS

(8.1) Any officer who fails to fulfill their duties as outlined in the National Constitution or in the Constitution of the Rho Chapter shall be subject to impeachment and conviction.

(8.2) A Petition of Impeachment stating the cause and reasons of impeachment, accompanied by the signatures of 25% of the total active membership, and the signature of the Chapter Sponsor, must be presented at a regularly scheduled meeting. A majority vote of the total active membership is required for the acceptance of the petition.

(8.3) Conviction proceedings must take place at the meeting following the acceptance of the Petition of Impeachment. The petition shall be read and discussed, granting the impeached officer the right to present their case.

(8.4) A vote for conviction of 75% of the total active membership is required for conviction. Upon conviction, the officer is removed from their office and a new officer is elected through special election procedure.

ARTICLE IX - MEETINGS AND ATTENDANCE

(9.1) A regularly called meeting of the Rho Chapter of Kappa Kappa Psi shall be held weekly while the Tulane University of Louisiana is in regular class sessions.

(9.1.1) The exact time and place of the meetings shall be determined by the Chapter membership at the start of each semester. Proper dress may be required at some meetings; if so, all members will be notified at least 24 hours in advance.

(9.2) Special meetings may be called by 1) a favorable majority of the eligible voting membership or 2) the recommendation of the President and approval by a majority of the Executive Board.

(9.2.1) All members shall be notified of special meetings at least 24 hours in advance.

(9.2.2) Any member not notified of a special meeting at least 24 hours prior will be automatically excused from that special meeting.

(9.2.3) Special meetings cannot be held until 24 hours after being called unless all active members are present and consenting.

(9.3) Active members are required to attend all Chapter functions. Active members shall be allowed 2 unexcused absences from Chapter functions.

(9.3.1) As it pertains to **excused absences**:

(9.3.1.1) The Executive Board must receive written notice of absences at least 24 hours in advance of a function. (Specifically, the Secretary and/or President)

(9.3.1.2) Absences will be considered excused at the discretion of the Executive Board majority.

(9.3.1.3) Excused absences will include but are not limited to: work, family obligations, widely recognized religious obligations, and valid emergencies.

(9.3.1.4) Academic meetings called by a professor where attendance is required warrant excusal.

(9.3.1.5) If the member does not notify the President and Secretary 24 hours in advance or greater, then the absence cannot be excused for any reason other than emergency.

(9.3.1.6) In the event of an excessive number of excused absences, the Executive Board may recommend Conditional Membership to a member.

(9.3.2) As it pertains to **unexcused absences**:

(9.3.2.1) Any absence not specified to be excused shall be recorded as unexcused.

(9.3.2.2) Unexcused absences will result in the loss of voting privileges at the following Chapter meeting for any member.

(9.3.2.3) Upon an offense following the second unexcused absence, the active member shall initiate probation protocol.

(9.3.2.3.1) To be removed from probation, the member must plan and execute an event, such as a service project, fundraiser, brotherhood bonding event, or a recruitment event. Other events may be proposed to the Executive Board and decided upon by a vote of the executive board. Once the event has been held, the brother is removed from probation.

(9.4) Active members must be present at the open or call time of a Chapter function or be considered tardy. After fifteen minutes, any member not present will be considered absent unless previously excused by the Executive Board.

(9.4.1) A tardy shall be equivalent to one-third of an unexcused absence.

(9.4.2) Members leaving before the close of a function must obtain permission by the President and/or Secretary or risk being counted absent.

(9.5) Chapter functions shall include joint Chapter meetings, social events, service projects, recruitment events, required fundraising events, required membership education events, and all other official chapter and joint-chapter functions which have been approved by the Chapter.

(9.5.1) All official Chapter events shall be governed by the rules and provision of the National, District, and Chapter Constitutions.

(9.5.2) Official Chapter events must be approved by the Executive Board.

(9.6) Eligible voting membership is defined as the active membership present at any Chapter meeting that has voting privileges.

(9.6.1) Absent members shall not receive a vote and under no circumstances shall be contacted regarding voting matters.

(9.6.1.1) Absent members shall receive a vote for the ballots specified in (5.3.4) & (5.5).

(9.7) Unless otherwise dictated by the President the order of business for Chapter meetings shall be:

1. Opening ceremonies and announcements
2. Officer Reports
3. Committee Reports
4. Business (outstanding, old, & new)
5. Open forum
6. Closing ceremonies

(9.8) A quorum is required to call a meeting to order.

(9.8.1) A quorum shall constitute: at least 50% of the active members of the Chapters, including at least two officers. One of the two officers must be the President or Vice President of Membership.

(9.9) Virtual meeting arrangements may be provided for situations that would otherwise make a member unable to attend a weekly Chapter meeting (traveling out of town, transportation issues, etc).

(9.9.1) All requests for non-emergency virtual accommodations must be made at least 24 hours before the meeting to count for a full attendance credit; otherwise, it will count as ½ of an unexcused absence.

(9.9.3) The Executive Board shall determine the validity of a non-emergency request.

(9.9.2) Members attending chapter meetings virtually shall not vote on matters covered in that meeting.

(9.10) Meetings shall be called to order at the intended start time if a quorum is present. Refer to (9.8).

(9.11) Meetings shall be called to close at a maximum duration determined by the Executive Board per academic year.

(9.11.1) Meetings including elections and constitution revisions may run longer and shall contain at least 1 recess. Such meetings shall be declared at least 24 hours prior.

ARTICLE X - COMMITTEES

(10.1) Committees listed in this article shall be known as Standing Committees, signifying that they shall exist as written unless changed via a Constitutional revision or amendment.

(10.1.1) Each committee shall elect a chair at the establishment of the committee each academic year.

(10.1.2) A committee may be declared as inactive and listed under (10.9).

(10.2) The Membership Education Committee (MEC) shall:

1. Be chaired by the Vice President of Membership in absence of the elected chair.
2. Compile, maintain, and uphold the standards and regulations of a comprehensive Membership Education Program.
3. A Music Chair may be delegated by the Vice President of Membership to oversee the teaching of fraternity music. This should be someone very knowledgeable in the field of Music.
4. Prepare materials required for the Membership Education Process.

(10.3) The Service Committee shall:

1. Be chaired by the Vice President of Service in absence of the elected chair.
2. Plan and organize service events.
3. Plan and organize social events.
4. Present planned events to the Chapter during regular Chapter meetings.

(10.4) The Fundraising Committee shall:

1. Be chaired by the Treasurer in absence of the elected chair.
2. Plan and organize fundraising events.
3. Present planned events to the Chapter during regular Chapter meetings.
4. Approve funding for Chapter activities.
5. Assist the Treasurer in issues regarding the Chapter budget when necessary.

(10.5) The History and Traditions Committee shall:

1. Be chaired by the Historian in absence of the elected chair.
2. Maintain a written and pictorial record of the activities of the Chapter. This shall be defined as the creation and ongoing

maintenance of a scrapbook and the collection and preservation of all other historical records.

3. Assist in maintenance of the Chapter website when necessary.

(10.6) The Rituals and Regalia Committee shall:

1. Be chaired by the Parliamentarian in absence of the elected chair.
2. Be familiar with and assist in the enforcement of Robert's Rules of Order.
3. Know the proper way to conduct a meeting.

(10.7) Special Committees may be created and terminated by the President as they deem necessary.

(10.7.1) Special committees shall be staffed/seated by a volunteer basis.

(10.8) The chapter may establish a committee for the purpose of reviewing applications for a fine arts scholarship.

1. The scholarship committee includes one member of each standing committee and the Chapter President.
2. All scholarship applications must include the following: a budget of specific expenses for the activity the grant may be applied to (even if this budget exceeds the total grant award amount), essay on qualifications and reasons grant is needed.

(10.9) As of April 2025, the Rho Chapter shall declare the following committees as inactive:

1. The Rituals and Regalia Committee
2. The History and Traditions Committee

ARTICLE XI – FINANCES

(11.1) All dues shall be paid prior to the third meeting of each semester.

(11.1.1) This deadline may be delayed on an individual basis if that member communicates with the President and/or Treasurer and the Executive Board approves via a majority vote.

(11.1.2) A member may coordinate a payment plan with the Treasurer.

(11.2) Active member dues and prospective member fees shall be proposed by the Treasurer and established as needed by a majority of the eligible voting membership.

(11.2.1) If an active member does not have their dues paid by the set deadline, they will be considered inactive. The chapter will not pay national dues on behalf of any member, as to avoid the procurement of debts.

(11.2.2) Each active member shall have all debts to the Chapter paid by the end of each semester. If not paid, that member shall be suspended and may not regain active status until his/her debts are paid and he/she has gone through the proper procedures for re-obtaining active membership.

(11.3) The fiscal year for the Chapter shall be from June 1st to May 31st.

(11.4) In order for a Chapter member to be reimbursed for a purchase, the member must provide proof of purchase to the Treasurer and/or Ways and Means Committee, who shall administer such via Venmo payment or paper check.

(11.4.1) Reimbursements of any amount are considered to be a Chapter purchase.

(11.5) All major Chapter purchases (those exceeding \$50.00) must be approved by a majority vote of the Chapter prior to the purchase.

ARTICLE XII - DELEGATES

(12.1) Delegates and Proxies to the National and District Conventions shall be elected as prescribed by the National and District Constitutions.

(12.2) To choose a chapter Delegate to the National and District Conventions, the chapter will open nominations at least 1 week prior to the voting meeting. Nominations can either be submitted verbally or in written form. Nominations end 24 hours before the election.

(12.3) Election Day procedure:

1. Candidate speech: All candidates running for the delegate position must leave the room before the speeches begin. Each candidate is given two minutes for their speech with notification when 30 seconds remain.
2. Question/Answer session: The chapter will ask each candidate questions for a maximum of five minutes.
3. Discussion session: The chapter has a ten-minute maximum session where members weigh the positive and negative aspects of each candidate. Only relevant points and comments should be mentioned at this time.
4. Vote of chapter by secret ballot.

(12.4) If the elected delegate is unable to carry out their duties to the National or District Convention, the runner-up will take their place. In the case of only 1 nomination, the chapter president will apply for a proxy.

(12.5) If there are no nominations accepted, then the chapter president will apply for a proxy.

ARTICLE XIII - AMENDMENTS

(13.1) This Constitution may be amended by a 75% majority vote of the eligible voting membership. All such amendments shall have been presented in writing to the President and read at a regularly scheduled Chapter meeting.

(13.2) Upon acceptance of the amendment, it shall be incorporated into the body of this Constitution, and it shall be renumbered appropriately.

(13.3) If at any time this Constitution conflicts with the National Constitution of Kappa Kappa Psi, this document shall automatically be revised to adhere to the National Constitution and renumbered appropriately.

(13.4) If at any time this document is amended or revised, the Secretary shall have the responsibility of making sure each active member has access to the complete and updated copy of the entire Constitution of the Rho Chapter of Kappa Kappa Psi at the meeting immediately following the acceptance of that change.

(13.5) Revision procedure:

1. Presentation of amendment: Proposed amendment will be provided to the chapter and read aloud.
2. Discussion session: The chapter will spend a maximum of 5 minutes discussing the proposed amendment.
3. Vote of chapter by typical procedure.
4. Repeat lines 1-3 for each subsequent amendment.
5. At least one recess of x minutes shall be provided if voted on by the chapter.

(13.6) Constitutional amendments may only be suggested by active members who have been in the chapter for at least 1 academic semester.

ARTICLE XIV - APPROVAL

(14.1) Upon approval of the Chapter Sponsor and a 75% majority of the total active membership, this document becomes the sole valid and binding Chapter Constitution of the Rho Chapter of Kappa Kappa Psi at the Tulane University of Louisiana. All previous Constitutions of this Chapter shall be void. Any item that is not covered in this Constitution is to be treated as stated in the appropriate sections of the National and Southwest District Constitutions.

(14.2) When this Constitution is amended, any additions that correspond to the sections that already exist will be added into their respective sections. Any new headings will follow this article of the document.