

KAPPA KAPPA PSI - ALPHA OMEGA CHAPTER CONSTITUTION

Adopted: January 25, 1996

Amended: January 5, 2022

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PREAMBLE

*From the National Constitution of
Kappa Kappa Psi National Honorary Band Fraternity*

Be it known that Kappa Kappa Psi, National Honorary Fraternity for College Bandmembers, is an organization operating exclusively in the field of the college and university bands, and for the following several 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 bandmembers through privilege of 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 purposes of the institution at which chapters are located.

I. GENERAL

- 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.
- 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.
- 1.3) The Chapter Constitution shall be amended or rewritten at least every two (2) years. It shall be done after the revised National Constitution is received.
- 1.4) Upon receipt of the revised National Constitution, a copy shall be submitted to the required University entity within two (2) weeks.
- 1.5) This Constitution was officially adopted at the special session held on January 25, 1996. After adoption, it became effective subject to approval by the Chapter Sponsor.
- 1.6) 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Constitutions of the Alpha Omega Chapter, together with any and all amendments thereto, shall become void and are superseded by this Constitution.
- 1.7) This Constitution is superseded by the National Constitution of Kappa Kappa Psi unless otherwise stated and approved by the National Council.
- 1.8) As per Section 6.403 of the National Constitution, fifty (50) percent of all active and associate members in a chapter together with at least two (2) Chapter officers shall constitute a quorum at all meetings.
- 1.9) Voting privileges are limited to currently enrolled or cross-registered Pitt student members in good standing with the organization. Voting privileges are limited to active and associate members of the Alpha Omega Chapter of Kappa Kappa Psi.
- 1.10) All materials purchased with Chapter funds are the property of the Alpha Omega Chapter of Kappa Kappa Psi.
- 1.11) The Alpha Omega Chapter of Kappa Kappa Psi and its membership accept and will fully comply with the requirements and limitations of registration. Registration is defined by the University of Pittsburgh's Student Organization Resource Center.
- 1.12) The Alpha Omega Chapter of Kappa Kappa Psi will submit its annual re-registration application during the re-registration period following the election of new officers.

- 1.13) In compliance with the Publications Code for Student Organizations, all publications of the organization will comply with current copywriter laws, be distributed according to policies and procedures, refrain from expressions that are considered obscene or libelous according to current statute, advocate or insight the material interference or physical disruption of the educational process of the peace, order and decorum of the campus, or that advocate or insight imminent, lawless action or the violent overthrow of the government and identify the organization as publisher and specify that the group is a registered student organization at the University of Pittsburgh.

II. AMENDMENTS TO THE CONSTITUTION

- 2.1) Amendments to the constitution may be proposed by any member of the Chapter possessing active or associate status.
- 2.2) An active or associate member must move to accept an amendment, and amendments must be tabled for a period of at least one (1) week if requested by any member possessing active or associate status.
- 2.3) A positive vote of seventy-five (75) percent of total active and associate membership 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 (2) weeks, or earlier if required within a shorter designated time frame by the University.
- 2.5) The Parliamentarian may make format changes to the Constitution that do not affect the meaning without a formal vote of the Chapter. These changes include indentations, line breaks, page layout, fixing spelling and grammatical errors, and the alphanumeric characters in the outline. These changes must be brought to the attention of the Chapter immediately. An active or associate member may move to reject any of these changes at the next meeting. If no such motion is made, the changes may be kept.
- 2.6) All amendments to the constitution are subject to the approval of the Chapter Sponsor.
- 2.7) All constitution revisions, additions, and deletions must be reported to the SORC.

III. BYLAWS

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 bylaw shall be effective until amended or repealed. A bylaw shall be amended or repealed by a simple majority or a proposal enacted by a simple majority which supersedes it.

IV. 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, Vice President of Membership, Vice President of Service, , Vice President of Programs, Secretary, Treasurer and Historian/Alumni Liaison. Any additional officers shall not sit on the Executive Board.
- 4.2) The order of officers shall be the order listed in Section 4.1.
- 4.3) The highest ranking officer present shall call all votes of the Chapter and the Executive Board.
- 4.4) Executive Board meetings may be called by the Chapter Sponsor or any member of the Executive Board.
- 4.5) Seventy-five (75) 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 (2) weeks during fall and spring semesters and at least once during the summer semester. If the Executive board is unable to meet in person during the summer semester, electronic means are permitted.
- 4.7) The President, Vice President of Membership, and the Treasurer shall be the officers to register with the University when re-registering the Chapter.

V. OFFICERS

- 5.1) The officers of the Alpha Omega Chapter are as listed in section 4.1.
- 5.2) To be elected as President, an active or associate member must have served for at least one (1) full semester as an officer or committee chair of the Alpha Omega Chapter.
- 5.3) An active or associate member who does not meet the requirement described in Section 5.2 may petition the Sponsor or Director of Bands to be considered for the office of President.
- 5.4) The duties of President shall be to:
- a) *Preside at all meetings of the chapter and shall be a member ex officio of all Chapter committees (6.207).*
 - b) *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 (6.207).*
 - c) *Act as the advisor to the Service Committee.*
 - d) *Collect cumulative GPAs at the start of each academic term from all Active and Associate members to ensure that no member is on academic probation as defined by his/her College or University.*
 - e) *Prepare and submit the list of new officers to the required University entity immediately following new officer elections.*
- 5.5) The duties of the Vice President of Membership shall be to:
- a) *Serve as the acting President when they are not available.*
 - b) *Educate, train, and initiate all members as outlined in the National Constitution.*
 - c) *Chair the Education Committee.*
 - d) *Ensure that all eligible prospective members are not on academic probation as defined by his/her College or University.*
- 5.6) The duties of the Vice President of Service shall be to:
- a) *Arrange and coordinate all service projects.*
 - b) *Chair the Service Committee.*
 - c) *Promote the ideals of the Fraternity with regards to service among the Chapter.*
 - d) *Collect monthly reports from all committee heads to deliver to the Executive Board.*
 - e) *Bring up any active or associate member for probation who did not meet his/her service hour requirement.*

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5.7) The duties of Vice President of Programs shall be to:

- a) Plan and execute any programs consistent with our purposes and pillars of our Fraternity.*
- b) Chair the Programs Committee,*
- c) Supervise the Brotherhood and Joint Committees.*
- d) Lead and Assist the Events Chair.*

5.8) As per Section 6.209 of the National Constitution, the Chapter Operations Handbook, and our Chapter, the duties of Secretary shall be to:

- a) Record and prepare the meeting minutes of all meetings of the Chapter (6.209).*
- b) Sign all contracts and other instruments of business incurred by the Chapter (6.209).*
- c) Maintain the attendance policy and records (6.209).*
- d) Compile and distribute a roster or membership directory.*
- e) Communicate with other chapters, especially within the Northeast District.*
- f) Submit articles to the Podium.*
- g) Maintain a database of previous reports that were given by past officers, delegates, and committee chairs.*
- h) Chair the Communications Committee.*

5.9) As per Section 6.210 of the National Constitution, the Chapter Operations Handbook, and our chapter, the duties of Treasurer shall be to:

- a) Act as advisor to the fundraising committee*
- b) Control the receipts and disbursements of all monies of the chapter, and shall submit recommendations concerning the financial policies of the chapter as may be required (6.210).*
- c) Prepare and be responsible for keeping records of all chapter finances (6.210).*
- d) Keep a running ledger of the chapter's bank account.*
- e) Provide a financial report at each meeting that entails the previous week's balance, income, expense, and the new balance, as well as the current balance of funds allocated by the Student Government Board.*
- f) Act as the Business Manager when dealing with the University and Student Government Board.*
- g) Represent the Alpha Omega Chapter to the Student Government Allocations Committee and to the Student Government Board in all financial matters.*
- h) Submit budget and supplemental funding requests to the Student Government Board.*
- i) Ensure that all debts owed by the Alpha Omega Chapter to the University are paid back by the due date.*

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- j) 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/her term.*
 - k) Bring up any active member for probation who did not meet his/her fundraising requirement.*
- 5.10) As per Section 6.211 of the National Constitution, the Chapter Operations Handbook, and our chapter, the duties of Historian/Alumni Liaison shall be to:
- a) Keep a written and pictorial record of the activities of the Chapter and Band (6.211).*
 - b) Present a Chapter history report at the end of the year.*
 - c) Maintain the constitution and take on Parliamentary duties in the absence of a Parliamentarian.*
 - d) Collaborate with historians in the other Pitt Band organizations.*
 - e) Chair the Alumni and Awards Committee.*
 - f) Act as advisor to the Jurisdiction Committee.*
 - g) Remind the Local Alumni Association to complete and submit annual paperwork by June each year.*
- 5.11) An active or associate member may not hold the same office for more than four (4) academic terms, not including the summer term or the term in which they are elected, and may not occupy two (2) offices at the same time.
- 5.12) Each Chapter officer shall be an active member of the Fraternity at the time of election and a regularly enrolled student at the University of Pittsburgh or another university or college cross registered with the university's band program. Officers shall maintain these requirements throughout their period of office unless deemed otherwise by the Chapter.
- 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 Sections 5.11 and 5.12, or any of his/her constitutional duties, that officer is to step down from office. The election procedure as outlined in Section 10 will then be held to fill the vacancy.
- 5.15) If the position of President becomes vacant, the Vice President of Membership 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. Other elections will then be held for other offices if needed following the procedures outlined in Section 10.

- 5.16) 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 they will surrender all materials to the Chapter Sponsor immediately.
- 5.17) The Parliamentarian is a selected chair. The duties of Parliamentarian are as follows:
- a) *Ensure that meetings run smoothly and follow the guidelines set in both the Chapter Constitution and Robert's Rules of Order.*
 - b) *Maintain the constitution and take on Parliamentary duties.*
 - c) *Chair the Standards Board*
 - i) *The Standards Board will be dedicated to ensuring the conduct of active or associate members is appropriate both in and outside of meeting*
 - ii) *Operations of the Standards Board should follow Section 8 of the Bylaws*
 - d) *Handle organization and execution of Chapter voting*
 - e) *Every two (2) years, the Parliamentarian shall Prepare an updated version of the Constitution of the Alpha Omega Chapter of Kappa Kappa Psi after the release of the National Constitution of Kappa Kappa Psi.*
 - f) *Encourage active and associate members to offer additions, deletions, and changes to the Chapter Constitution.*
 - g) *Present the updated Constitution at a regularly scheduled Chapter meeting for approval of the active membership as outlined in Sections 2 and 3.*

VI. ATTENDANCE

- 6.1) At the beginning of every meeting and mandatory function, the Secretary shall be responsible for taking roll.
- 6.2) An active or associate member is allowed to obtain two (2) unexcused absences for each semester.
- a) *Meetings count as one (1) and degrees, bid meetings, and election meetings count as two (2).*
 - b) *For each absence, an excuse for each meeting or mandatory function missed may be provided by the member and must be submitted to the Secretary of the Alpha Omega chapter within seven (7) days starting the day missed. Failure to do so will result in an irreversible unexcused absence unless deemed excusable by the Executive Board. If no excuse is received in seven (7) days, the member shall receive notification on their standing from the Secretary.*
- 6.3) Validity of excuses will be determined by the Executive Board of the Alpha Omega Chapter. A favorable vote of seventy-five (75) percent is required for an excuse

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to be considered valid. Regardless if the absence is considered excused or unexcused by the Executive Board of the Alpha Omega Chapter, the active or associate member shall receive notification on their standing from the Secretary.

- 6.4) An officer shall present an excuse for every Chapter meeting, degree, and Executive Board meeting at which they were absent. The validity of an officer's excuse shall be determined by a favorable vote of seventy-five (75) percent of quorum. This meeting will be the next meeting after the absence.
- 6.5) After three (3) unexcused absences in a term, the Secretary of the Alpha Omega Chapter shall move to place said member on probationary status and the proceedings will follow Section 7.11 of the Kappa Kappa Psi Alpha Omega Chapter Constitution. If the member returns to good standing before the end of the current term, their unexcused absences will be reduced to two (2). Both excused and unexcused absences will reset to zero (0) at the end of the current term.
- 6.6) After five (5) or more unexcused absences in a term, the chair shall entertain a motion to suspend said member and the proceedings will follow Section 6.523 of the National Constitution.

VII. MEMBERSHIP

- 7.1) Membership is open to currently enrolled or cross-registered Pitt students as defined herein.
- 7.2) All members must accept and comply to all of the requirements and limitations of registration as a condition of membership.
- 7.3) Membership in the Alpha Omega Chapter of Kappa Kappa Psi is voluntary and all risk of personal injury, property damage or other losses that occur incidental to membership or participation in activities are assumed solely by the student organization and/or individual member(s) or non-member participant(s). Accordingly, the University of Pittsburgh, its officers and agents shall not be responsible nor liable for any claims or causes of action for damage or loss of property or personal injury of any kind or nature which may arise out of or are incidental to the conduct of any organization's activities or that of any individual's participation in any group-related activity. It is further understood and agreed that it is the responsibility of the officers of the organization to assure that all of the organization's members and non-member participants in all activities sponsored by the Alpha Omega Chapter of Kappa Kappa Psi are fully informed and advised of this ASSUMPTION OF RISK, and in the event any individual member or participant should express or indicate non-acceptance, the organization's officer shall

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forbid participation and/or membership of such individual. In regard to the organization member and non-member participant Assumption of Risk, the Alpha Omega Chapter of Kappa Kappa Psi acknowledges that the University recommends that the organization members and non-member participants make every effort to arrange for the acquisition of liability insurance sufficient to protect all participants against those risks being assumed. For sport-related organizations the University recommends that each individual have insurance sufficient to allow for any risks by participation, accident or by deficiencies in physical health.

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- 7.4) No hazing or illegal discriminatory criteria for membership, including those listed in the University of Pittsburgh's non-discrimination policy and Kappa Kappa Psi's Policy against Discrimination, will be used as a condition for membership in the organization. These factors include race, color, religion (except for religious organizations which may restrict membership to those who share their faith-based beliefs), national origin, ancestry, sex (except same sex organizations permitted under Title IX), age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability or status as a veteran. This non discriminatory policy will be applied in a manner consistent with the requirements of the First Amendment of the United States Constitution and other laws applicable to student organizations.
- 7.5) The types of membership in the Alpha Omega Chapter shall be: Active, Associate, Conditional, Inactive, Alumni, Life, and Honorary Membership. The privileges and requirements for these types of membership shall be those outlined in the Kappa Kappa Psi National Constitution.
- a) *Active and associate members shall be registered students and members of the University band program who have been formally initiated after the completion of the Membership Education Program of the Fraternity.*
- 7.6) Active and Associate members of the Alpha Omega Chapter shall be registered students and members of the college or university band program who have been formally initiated after the completion of the Membership Education Program of the Fraternity. Active and Associate members of the Alpha Omega Chapter are expected to:
- a) *Pay dues as outlined in Section VIII.*
 - b) *Fulfill the fundraising, service, and social requirements as stated in the bylaws.*
 - c) *Abide by the Attendance Policy outlined in Section VI.*
 - d) *Uphold the standards of the Alpha Omega Chapter.*
- 7.7) Upon due cause, a member of the Fraternity may be placed on probation.
- a) *Due cause includes, but is not limited to - failing to abide by the standards of the Alpha Omega Chapter, failing to abide by the attendance policy or not fulfilling the fundraising, service, and social requirements*
 - b) *According to Section 6.520 of the National Constitution, a member of the Fraternity may be placed on probation following a favorable vote on the motion of seventy-five (75) percent of the Chapter's eligible voting membership and approval by the Chapter Sponsor. This action must be reported in a timely manner to the National Vice President for Membership and Expansion and to the National Executive Director.*

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- c) Following a favorable vote of seventy-five (75) percent, the Chapter will place the member under probation following section 6.521 of the National Constitution.*
- d) If no disciplinary action is taken for an active member with outstanding obligations, those obligations will either be absolved or rolled over to the next semester as deemed appropriate by the chapter.*
- e) Members currently on probation may not participate in or vote on any official Fraternity business or act as Proxies or Delegates.*
- f) Members currently on probation may not run for or hold office within the Alpha Omega Chapter.*

7.8) According to section 6.522 of the National Constitution, a member of the Fraternity may be suspended following a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership and approval from the chapter sponsor. To be effective, this action must be reported in a timely manner to the National Vice President for Membership and Expansion and to the National Executive Director.

- a) Due cause includes, but is not limited to - failing to abide by the standards of the Alpha Omega Chapter, failing to abide by the attendance policy or failing to make restitution within the probationary period.*
- b) Following a favorable vote of seventy-five (75) percent, the Chapter will suspend the member following section 6.523 of the National Constitution.*
- c) Suspended members may not participate in any Fraternity business, projects, or activities.*
- d) Suspended or previously suspended members may not run for or hold office within the Alpha Omega Chapter.*

7.9) According to section 6.525 of the National Constitution - upon due cause, a member of the Fraternity may be expelled following a favorable vote of seventy-five (75) percent of the chapter's eligible voting membership and approval of the Chapter sponsor.

- a) Due cause includes, but is not limited to - failing to abide by the standards of the Alpha Omega Chapter, disclosing closed business to someone outside of the Fraternity or being expelled from the college or university.*
- b) Following a seventy-five (75) perfect vote, the Chapter will follow section 6.525 of the National Constitution for expulsion procedures.*
- c) An expelled member is no longer eligible for membership in Kappa Kappa Psi*
- d) Expelled members must return any Fraternity regalia in their*

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possession and may no longer be associated with the Alpha Omega Chapter.

7.10) According to section 6.511 of the National Constitution - Conditional status in the Fraternity may be requested by an active member when that member cannot, without undue hardship, continue to meet the requirements for active status. The request shall be in writing and shall state the specific reasons for requesting conditional status. To become effective, the member shall have paid national member dues for the current academic year. The request shall be approved by a majority vote of the chapter, with the approval of the Sponsor and Director of Bands. Conditional status shall not be maintained for more than one (1) year.

- a) Active or Associate members of the Alpha Omega Chapter may request conditional status any time throughout the semester, but each granted request may only last until the end of the semester. Members wishing to extend their conditional status must submit another request the following semester according to the guidelines listed in section 7.10.*
- b) Conditional members may attend Chapter meetings, District and National conventions or events, participate in Ritual, participate in Chapter fundraisers or service projects, and attend Chapter social functions.*
- c) Conditional members are excluded from the band participation requirement, service, fundraising and social requirements listed in the bylaws.
 - i) Conditional members may still participate in a band if they so choose.**
- d) 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.*

7.11) Inactive members are former active members who are enrolled in the college or university but do not pay member dues.

- a) Inactive members may not participate in any Fraternity business, projects, or activities, or wear Fraternity regalia.*
- b) To return to active status, said member must submit a request, in writing, to rejoin the Chapter.
 - i) Upon approval by a favorable seventy-five (75) percent vote of the Chapter as well as approval from the Sponsor and Director of Bands, a previously inactive member may rejoin the Chapter.*
 - ii) Payment of all financial obligations must be made to the National Headquarters and the Alpha Omega Chapter.**

7.12) 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 their college or university.

- a) At the discretion of the Chapter, Sponsor and Director of Bands, any alumni member shall have privileges including, but not limited to, attending Chapter Meeting, fundraisers, social events and Rituals.*
- b) Alumni members may not vote in official Chapter business.*

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- c) In the event an alumni member wishes to reactivate with the Alpha Omega Chapter, said member must be registered as a student and be an active member of the college or university band.*
 - d) A previously inactive member who has completed their education and terminated their affiliation with the college or university that wishes to be granted Alumni status may petition to the Chapter with a written letter describing why they wish to be granted Alumni status. The Chapter must vote with seventy-five (75) percent in favor of the member along with approval from the Sponsor and Director of Bands.*
- 7.13) Honorary members of the Fraternity shall possess the same general qualifications as active members except that they shall not be regularly enrolled in the college or university where the chapter is located 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 college or university band or Fraternity.
- a) Honorary members are eligible to purchase Life Membership in the Fraternity without further obligations as stated in section 6.517 of the National Constitution.*
 - b) 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.*
 - c) Honorary membership shall be granted to individuals by a seventy-five (75) percent vote of the active membership present of the Alpha Omega Chapter.*
 - d) Honorary membership cannot be granted to individuals who are currently an undergraduate student at any college or university following section 6.517 of the National Constitution.*

VIII. DUES

- 8.1) Chapter member dues shall be fixed at \$15.00 above the National Membership Dues.
- 8.2) Chapter membership candidate initiation fees shall be fixed at \$10.00 above the National Membership dues.
- 8.3) Dues and/or initiation fees must be paid to the Treasurer by the date decided upon by the Executive Board. This date shall be at least two (2) weeks prior to the due date set by the National Chapter. Members and membership candidates 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 in which payment was originally due.

IX. 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 Road to Wisdom*, the National Membership Education Curriculum.
- 9.2) An informational meeting shall be held prior to the beginning of the Membership Education Process. This meeting will inform all those seeking membership 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 or Chapter Sponsor.
- 9.3) The Membership Education Program will be set according to the Vice President of Membership's guidelines and approved by both a seventy-five (75) percent vote of the active and associate membership and the Chapter Sponsor.
- 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.
- 9.5) All bids extended by the Alpha Omega Chapter shall be in the form of a letter that must contain the full name of the person receiving the bid. This letter must also include an outline of the requirements for membership.
- 9.6) All Chapter Ceremonies and the Ritual must include the Director of Bands, Chapter Sponsor, or the Director's designee in attendance.

X. OFFICER ELECTIONS

- 10.1) Elections shall take place after the initiation of the spring class. If there is no spring class, elections shall be no later than two (2) weeks before the Monday of finals week during the spring semester.
- 10.2) To be elected to office, a member must not have been initiated in the same semester in which the election is taking place.
- 10.4) Nominations may be taken from the floor of a regularly scheduled meeting for each office at least one (1) week before elections are held, but candidates may choose to run the day of elections.
- 10.5) Elections shall be conducted using a secret ballot.
- 10.6) If a candidate is running unopposed, the Chapter may elect by acclamation.
- 10.7) As per Section 6.204 of the National Constitution, each candidate must receive a simple majority of all votes cast in order to be elected.
- 10.8) In the event that no simple majority is reached, a runoff will be held until a simple majority is reached.

XI. DELEGATES

- 11.1) The Chapter shall elect one (1) delegate and three (3) alternate delegates for National Convention and one (1) delegate and two (2) alternate delegates for the Northeast District Convention with regards to District and National deadlines.
- 11.2) These election procedures shall follow those outlined in the bylaws.
- 11.3) 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 mandatory convention meetings and all appropriate committee meetings. If it is discovered by anyone of active or associate membership in the Alpha Omega Chapter that a delegate is poorly representing the chapter they are seated for, the Brother will be brought up for probation by the Secretary of the Alpha Omega Chapter at the next regularly scheduled Chapter meeting.
- 11.4) The delegates shall make sure that the Alpha Omega Chapter is represented and informed concerning all committees at convention.

11.5) 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, as well as distributing it to any chapter for which the delegate may have been seated as a proxy.

XII. IMPEACHMENT

12.1) To begin impeachment proceedings, a petition of charges and signatures of at least fifty (50) percent of the active and associate members of the Alpha Omega Chapter shall be presented to the President and Chapter Sponsor at least forty-eight (48) hours prior to the next regularly scheduled meeting. Impeachment proceedings will then be brought up under new business.

12.2) In the event that the charges are being brought against the Chapter President, this petition shall be presented to the Chapter Sponsor and to the Vice President of Membership. It will then be brought up at the next regularly scheduled meeting.

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

12.4) A seventy-five (75) percent vote of the active and associate members shall be required to remove an officer from office.

12.5) Failure to comply with requirements stated in the Chapter Constitution and Bylaws is due cause for impeachment proceedings.

12.6) It is the responsibility of the active membership to inform the officer, or the Chapter Sponsor, if an officer is not performing in the best interest of the Fraternity and/or not following the Constitution or Bylaws.

12.7) In the event that the Chapter members vote to remove an officer from office (as per section 12.4), an election will be held for that position at the next chapter meeting. This election will follow the procedures outlined in section 10.

XIII. FINANCES

- 13.1) All purchases in the name of the Alpha Omega Chapter of Kappa Kappa Psi must be signed and countersigned by two (2) of the following: The President, the Treasurer, or the Chapter Sponsor.
- 13.2) The Executive Board will determine those brothers responsible for repaying any late fees, with approval by the Chapter Sponsor.
- 13.3) All debts and bookkeeping 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 prior Treasurer.
- 13.4) The budget shall be prepared and presented to the Chapter for approval no later than two (2) weeks before the presentation of the budget to the Student Government Allocations Committee.
- 13.5) The proposed budget of the Alpha Omega Chapter must be approved by seventy-five (75) percent of active members. Failure to do so will result in a line-by-line vote on each request which must be passed by seventy-five (75) percent of the eligible voting membership. Items not passed will be stricken from the budget.
- 13.6) Emergency Request or Budget Modifications must be passed by a vote of seventy-five (75) percent of a quorum. Failure to pass will prevent the matter from going in front of the Student Government Allocations Committee unless deemed necessary by the President and/or Treasurer of the chapter. In the latter case, both the President and Treasurer can approve an Emergency Request or Budget Modification.
- 13.7) The President and Treasurer will represent the chapter at the Allocations Interview during the Budget Supplemental Request Hearings.
- 13.8) The Alpha Omega Chapter of Kappa Kappa Psi will not maintain an outside bank account if it receives funding from SGB.
- 13.9) The Alpha Omega Chapter of Kappa Kappa Psi shall fully comply with the University fundraising policies and procedures for registered student organizations.

XIV. COMMITTEES

- 14.1) There will be ten (10) standing committees of the Alpha Omega Chapter: Service, Programs, Brotherhood, Joint, Alumni and Awards, Fundraising, Communications, Education, and Music Any other committees will be appointed by the President.
- 14.2) Committees will consist of a group of active and/or associate members and a chair as appointed by the President unless the chair of the committee is an Officer on the Executive Board, which is outlined in the section for each respective committee. Some committees will also have an advisor, as outlined in this constitution. Committees will be responsible for reviewing all charges given to them by the Chapter, Executive Board, President, and/or Chapter Sponsor.
- 14.3) The committee chair will be responsible for holding committee meetings, preparing weekly reports to the chapter. The committee chair is ultimately responsible for their committee.
- 14.4) The advisor will be responsible for guiding the committee and acting as a resource to the committee chair.
- 14.5) The active and associate members on the committees will be responsible for attending all committee meetings.
- 14.6) The Service Committee will be chaired by the Vice President of Service and will be advised by the President. The duties of the Service Committee shall be to:
- a) *Plan and execute service projects consistent with the goals and purposes of the Fraternity.*
 - b) *Keep an accurate log of all service hours completed by active members.*
- 14.7) The Brotherhood Committee will be chaired by the Brotherhood chair and advised by the Vice President of Programs. The duties of the Brotherhood Committee shall be to:
- a) *Organize events and socials in order to promote brotherhood.*
 - b) *Aid the Vice President of Membership with planning and execution of retreat.* c) *Bring up any active or associate member for probation who did not meet his/her social requirement.*
- 14.8) The Alumni and Awards Committee will be chaired by the Historian/Alumni Liaison. The duties of the Alumni and Awards Committee shall be to:
- a) *Organize and hold a reunion at the end of the spring semester for the Alpha Omega Chapter, alumni members, and guests. On anniversaries ending in zero (0) or five (5), the committee must hold a banquet-style reunion. On anniversaries ending in zero (0), the committee is responsible for maintaining the tradition of*

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the time capsule, the contents of which are held by the President of the Alpha Omega Chapter.

- b) Compile a chapter newsletter to distribute to the Northeast District and alumni members of the Alpha Omega Chapter.*
- c) Communicate with Alumni of the Alpha Omega Chapter.*
- d) Maintain the alumni database.*
- e) Organize joint events for alumni and current members.*
- f) Notify the chapter of awards offered by the National Headquarters and Northeast District and to organize the required documentation for applying for such award*

14.9) The Fundraising Committee will be advised by the Treasurer. The duties of the Fundraising Committee shall be to:

- a) Plan and execute fundraisers.*
- b) Keep an updated and accessible record of fundraising points for active and associate members to keep track of their quota.*
- c) Meet with the Chapter President at least once during the fall semester and once during the spring semester the academic year before the National Convention to discuss fundraising plans for the academic year and summer.*

14.10) The Joint Committee will be chaired by the Joint chair and advised by the Vice President of Programs. The duties of the Joint Committee shall be to:

- a) Work with other Pitt Band organizations to plan joint service and social events.*
- b) Keep an updated and accessible record of joint points for active and associate members to keep track of their quota.*

14.11) The Education Committee will be chaired by the Vice President of Membership. The duties of the Education Committee shall be to:

- a) Assist the Vice President of Membership in planning and executing the Membership Education Program.*
- b) Plan and execute Post Initiate Education activities at least once per semester.*
- c) Plan and execute Fall and Spring Retreat for the Brotherhood.*
- d) Help with set-up and clean-up of all Degrees of the Ritual and Chapter ceremonies.*
- e) A Ritual Chair will be appointed by the President from the Education Committee and will be responsible for organizing all Degrees of the Ritual and Chapter ceremonies.*

14.12) The Communications Committee will be chaired by the Secretary. The duties of the Communications Committee shall be to:

- a) Organize events with other Chapters of Kappa Kappa Psi.*
- b) Promote and increase awareness of Precinct, District, and National events within the Chapter.*
- c) A Webmaster will be appointed by the President from the Communications Committee. Their duties will include:*

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- i) Updating and maintaining the website on a regular basis.*
- ii) Backing up the website to the chapter hard drive once per semester.*
- iii) Possessing the chapter hard drive and ensuring the storage of relevant files.*
- iv) Managing the Chapter email address.*

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14.14) The Programs Committee will be chaired by Vice President of Programs. The duties of the Programs Committee shall be to:

- a) Organize events programs that are consistent with the goals and purposes of the Fraternity.*
- b) Keep track of successfulness of each program made.*
- c) An Events Chair will be appointed from the Programs Committee. The duties of the Benefit Concert Chair will be to schedule, organize, and oversee operation of the Benefit Concert.*
- d) A Wellness Chair will be appointed from the Programs Committee. The duties of the Wellness Chair will be to promote mind and body wellness to the Chapter through small activities, resource sharing and other ways the Chapter sees fit.*

14.15) The Music Committee will be chaired by the Musicianship Chair and advised by the President. The duties of the Music Committee shall be to:

- a) Facilitate a greater appreciation of music through activities, exercises and education during and outside of Chapter meetings.*
- b) Dedicate time throughout the semester to teach the Fraternity Song and Hymn.*
- c) Collaborate with the Vice President of Service to coordinate music related service such as, but not limited to; Conduct Us, Pep Bands and Tuba Christmas.*
- d) Collaborate with Programs Committee to oversee and music- related projects that the Chapter may partake in.*
- e) Coordinate any Alpha Omega ensembles such as, but not limited to; The KKPsi Brass Quintet, Sax Choir, Flute Choir, etc.*

XV. BIG BROTHER REQUIREMENTS

- 15.1) Any active member requesting to take a Little Brother shall be a member with active or associate status for the current semester. Newly initiated members are ineligible to take a Little Brother until they have retained active or associate status for one (1) full semester.
- 15.2) Before becoming a Big Brother, a brief Big Brother Reflection Essay will be administered by the Vice President of Membership to those who meet the requirements. The essay, in order to encourage guided reflection on the choice to take a Little Brother, must be taken each semester the active member desires to take a Little Brother. If an active member already has a Little Brother, they must still complete the essay, but may complete it after choosing another Little Brother. A Big Brother Quiz will also be administered by the Vice President of Membership to those who meet the requirements. This must be taken once per academic year by a brother in order to take a Little Brother. A score of eighty (80) percent must be obtained in order to take a Little Brother.
- 15.3) The highest active member on the Little Picking Order who meets the above requirements and has not yet received a Little Brother shall be the first member eligible to take a Little Brother. Selection shall continue to the next active member in the order who has met the above requirements and has not yet received a Little Brother.
- 15.4) If no eligible active members without a Little Brother remain, the selection process continues back to the eligible active member of the Chapter at the top of the Little Picking Order who has completed the requirements outlined in the Chapter Constitution regardless of whether or not they already have a Little Brother.
- 15.5) An active or associate member who wishes to take a Little Brother but did not complete the requirements of Section 7.5, has extenuating circumstances, or is otherwise ineligible, may petition for a Little Brother. This request must be submitted in writing to the Vice President of Membership and must pass chapter approval with a seventy-five (75) percent vote of the eligible voting membership.
- 15.6) Any active member requesting to take a Little Sister from Tau Beta Sigma shall be a member of active status that has fulfilled fundraising, service, and social requirements, as listed in Section 7.5, for the previous semester. The active member must also complete a Big Brother Quiz separate to that of Section 15.2, the content of which is to be determined by the Vice President of Membership. There is no requirement for the length of time the member must have retained active status.

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CHAPTER BYLAWS

I. Bylaws and Amendments

- 1.1) Any act of business passed by the members of the Alpha Omega Chapter by simple majority of the active members present shall be considered a bylaw.
- 1.2) A bylaw shall be effective until amended or repealed.
 - a) *A bylaw shall be amended or repealed by a simple majority of the active members present or a proposal enacted by a simple majority of active members present which supersedes it. Amendments may be proposed by any active member of the Alpha Omega Chapter.*
- 1.3) Amendments must be proposed in writing.

II. Membership Initiation

- 2.1) Every two (2) weeks, an informal discussion should be held during closed meeting about the Membership Candidates about any concerns brothers may have. Any problems should be brought up to their Big Brother in order for them to approach the Little Brother and attempt corrective action.
- 2.2) Prior to Membership Candidates completing the Membership Education Program and being initiated into the Fraternity, they are required to complete the following charges:
 - a) *Arrange and host a social for all Membership Candidates.*
 - b) *Arrange and host a social for all active members of the Alpha Omega Chapter and Membership Candidates.*
 - c) *Arrange and host a service project for all Membership Candidates.*
 - d) *Arrange and participate in a fundraising project that will benefit the Chapter.*
 - e) *Arrange and host a joint social with the Membership Candidates of Tau Beta Sigma.*
- 2.3) A vote of seventy-five (75) percent of the present eligible voting members must be achieved at least twenty-four (24) hours prior to the admittance of any membership candidate into the Fraternity.
- 2.4) Upon admittance into the Fraternity, the Little Picking Order within their class shall be determined by the Vice President of Membership and Education Committee.

III. Service

- 3.1) Service Requirements for the Fall Term are 10 service hours.
- 3.2) Service Requirements for the Spring Term are 15 service hours.
- 3.3) Any and all service hours that an active member completes beyond the required ten (10) in the Fall Term will be counted toward that brother's Spring Term Service Hours Quota.
- 3.4) Any and all service hours completed by a conditional brother in the Fall Term will be counted toward that brother's Spring Term Service Hour Quota.
- 3.5) If the requirements above are not met, the Vice President of Service of the Alpha Omega Chapter shall move to place said member on probationary status and the proceedings will follow Section 7.11 of the Kappa Kappa Psi Alpha Omega Chapter Constitution.

IV. Fundraising

- 4.1) Fundraising Quota is ten (10) points for the Fall term and ten (10) points for the Spring term.
 - a) *The points are to be defined as follows: each dollar in profit sold is worth one (1) point; each hour spent fundraising is also worth one (1) point.*
 - i) *Hours may be defined as time spent at a fundraising table at an event such as (but not limited to) a concert, convention, or before/after a band practice.*
 - ii)
 - b) *A combination of points can be used to reach the quota each semester, but at least five (5) of those points must come from profit and five (5) points from hours, however all ten (10) points can come from profit.*
 - c) *The fundraising tracking form, whether personal or for a table, will be used to keep track of the amount of items sold and who was present during what times at a table fundraiser.*
- 4.2) The quota, if exceeded in the fall, will carry over into the spring; however an exceeded spring term quota will not carry over into the fall of the next academic year.
- 4.4) If the requirements above are not met, the Treasurer of the Alpha Omega Chapter shall move to place said member on probationary status and the proceedings will follow Section 7.11 of the Kappa Kappa Psi Alpha Omega Chapter Constitution.

V. Brotherhood

- 5.1) Social quota is four (4) points for the Fall Term and six (6) points for the Spring Term.

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a) Points will not roll over from the Spring to Fall Term

5.2) A Brotherhood event is any social event attended by five (5) or more Brothers. c) The point breakdown for events is as follows:

- a) One (1) Point for Brotherhood Events and additional opportunities granted by the brotherhood chair; however, two (2) points in the Fall Term and three (3) points in the Spring Term must be met through Brotherhood events.*
- b) One (1) point for joint events with other Pitt Band Organizations; one (1) point is required per semester*
- c) Three (3) Points for attending a Precinct Meeting, District Convention, National Convention, or an event with another chapter.*
- d) Half (1/2) of a point may be awarded, at the discretion of the Brotherhood chair, to a Brother who attends an event that does not meet the attendance requirement.*

5.3) The Brotherhood and Joint chairs are responsible for planning an adequate number of events such that the social quota can be realistically met.

5.4) If the requirements above are not met, the Brotherhood Committee Chair of the Alpha Omega Chapter shall move to place said member on probationary status and the proceedings will follow Section 7.11 of the Kappa Kappa Psi Alpha Omega Chapter Constitution.

VI. Elections

6.1) Delegates

- a) To choose delegates, nominations may be taken from members.*
- b) Voting will be done by a secret ballot where members will rank nominees in order to choose the delegates.*

6.2) Proxies

- a) To choose proxies, nominations may be taken from members.*
- b) Voting will be done by a secret ballot where members will rank nominees in order to choose the proxies.*

VII. Expenditures

7.1) Any expenditure costing over \$40 must be preapproved by the executive board except in extenuating circumstances.

IIX. Little Picking Order

8.1) Brothers will be ordered as per the following system of Little Picking Points.

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- a) *Upon completion of the Brother's quotas, they will be awarded one point.*
- b) *For each additional point for service, fundraising, or brotherhood quotas, Brothers will be awarded one point, respectively.*
 - i) *Additional fundraising points obtained past the required quota through monetary sales will not be factored into Little Picking Points.*
 - ii) *Adjacent projects that would be award points are worth one point per hour of meaningful commitment to that project.*
 - 1) *i.e. if a Brother spent 4 hours making merchandise to be sold, they would receive four points.*
 - iii) *Unique awards can be given a Little Picking Point value at the discretion of the E-Board member or committee head.*
- c) *The initial ordering of Membership Candidates will follow the same procedure, accounting for the different quota requirements.*

8.2) Brothers' standings will be adjusted per the following standards of placement.

- a) *The standings of the Brotherhood are to be altered at the end of every semester per the end of year service/fundraising/brotherhood point totals.*
- b) *A Brother's position can and will fluctuate, but the order will never be adjusted outside of a brother's respective class.*
 - i) *i.e. a Fall 2020 initiate would never be listed before a Spring 2020 initiate.*
- c) *The standings of the Brotherhood will still be organized into a list of Brothers without littles and a master list of the entire Brotherhood.*
 - i) *When adjusting the Little Picking Order at the end of the semester, the master list is altered according to the totals.*
 - ii) *The Little Picking Order is then created by removing Brothers who have littles from this list.*
- d) *Conditional Brothers are skipped in Little Picking until they return to active status,*
 - i) *The recorded point total from when they were last active will reflect their new spot in the Little Picking Order.*

8.3) The Little Picking Procedure will be as follows:

- a) *The order of Brothers without littles will be referenced first.*
- b) *If there are still Membership Candidates without a Big, the Master Little Picking List will be referenced for Little Picking*
- c) *In the event of ties, precedence is given to the Brother of the higher academic year, followed by physical age.*
- d) *A Brother's point total will not change regardless of how many Littles they have.*
- e) *Brothers are not eligible to take a Little in the Spring Semester if they took a Little in the Fall Semester.*
- f) *This procedure will be followed for picking Tau Beta Sigma Littles.*

III. Standards Board

9.1) The Standards Board is a group of peer advisors that should strive to create positive changes in behavior with the main goal of maintaining the ideals of the fraternity. The

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Board acts as a body of trustworthy active or associate members who set and uphold standards for the Chapter pertaining to individual behavior and act as an accountability mechanism for the Chapter. This Board must be willing to hold the members of the Chapter accountable for their individual actions. The board is not a body with the purpose of punishing members. It should not be considered a Chapter police force, but rather a means of using active or associate members to deal with internal conflict.

- a) The goal of the Standards Board is to uphold the ideals of the school, band and Fraternity and overlook the behavior of each active, associate or conditional member. In the case that an active, associate or conditional member is not following the policies and procedures set forth, a referral can be sent to the Parliamentarian or President and discussed with the Standards Board. This may be done anonymously if the member so chooses.*
- b) A referral that cites any illegal activity must be sent immediately to the Sponsor and Director of Bands so further action may be taken.*

9.2) The Standards Board will be composed of the Executive Board of the Alpha Omega Chapter, the Parliamentarian and three (3) randomly selected active or associate members, who are selected prior to each hearing.

- a) Active or associate members may choose to decline to be a part of the Standards Board if they so choose.*
- b) Conditional members may not serve on the Standards Board.*
- c) Should any of the accused members be a member of the Standards Board, they will be replaced by a randomly selected active or associate member during the hearing.*
- d) Should a member of the Standards Board feel as though another member of the board cannot properly hold the accused member accountable, they may motion to replace said member for the hearing by a vote of simple majority of the Executive Board, Parliamentarian and selected members.*
- e) Before a hearing is called, the Board has the ability to make an executive decision on the validity of the referral. If the referral is deemed invalid, a hearing will not be held.*
- f) Once the Standards Board has been engaged, the Sponsor and Director of Bands must be made aware of the referral and kept up-to-date on any proceedings. The Sponsor and Director of Bands also have the ability to make an executive decision on the validity of the referral.*

9.3) An active, associate or conditional member may be referred to the Executive Board or Parliamentarian by another active, associate or conditional member or Membership Candidate either in-person or through an anonymous form.

- a) The Chapter President and Parliamentarian will oversee the anonymous form.*
- b) Once a referral is made, three (3) randomly selected active or associate members will be asked to sit in on the hearing in addition to the Executive Board and Parliamentarian.*

9.4) A hearing will be conducted within two (2) weeks of the referral.

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- a) *If the accused member cannot attend a hearing within the two (2) week time person, then a meeting will be conducted without the accused where a decision will be made.*
 - i) *The decision made will be shared in writing with the accused member.*
- b) *During the hearing, the Parliamentarian will discuss the referral states, the Board will hear the accused member's perspective and give possible repercussions to the situation*
- c) *Hearings involving more than one (1) accused member will be done separately and then with both accused as applicable.*
- d) *After the hearing, the Standards Board will pass down sanctions that may include, but are not limited to:*
 - i) *Additional service requirements*
 - ii) *Removal of allowed excused absences*
 - iii) *Attending educational talks relating to the incident*
 - iv) *Recommending probationary status*
 - v) *Recommending suspension from the Chapter*

9.5) Should the Standards Board recommend probation or suspension, the Parliamentarian will explain the reasoning and conditions behind the recommendation and motion to vote on the matter.

- a) *The content of the hearing may be revealed at the discretion of the Parliamentarian.*
 - i) *The Parliamentarian shall not vote in this matter unless there is a tie.*

9.6) A two(2)-strike system will be followed regarding referrals.

- a) *Should a member be referred twice in the same semester and the first referral received disciplinary action and the newest referral is deemed valid, said member will be brought up for probation by the Parliamentarian without a hearing.*
- b) *A probationary vote will follow section 7.7 of the Chapter Constitution.*

9.7) In no particular order, examples of referrals are, but not limited to:

- a) *Violations against active or associate member*
 - i) *Racial, sexual, religious slurs and offensive material*
 - ii) *Destruction of personal property*
 - iii) *Disloyal actions against the Chapter or individual members*
 - iv) *Sharing sensitive information*
 - v) *Hazing and harassment/violent actions*
- b) *Violations of academic integrity*
- c) *Violations Against Service*
 - i) *Missing service events without adequate notice or valid reasoning*
 - ii) *Failure to adequately participate in service events while at the function*
- d) *Violations Against Common Courtesy*
 - i) *Excessive displays of arrogance and lack of humility*
 - ii) *Failure to comply by common courtesy standards*
 - iii) *Repeatedly arriving late to scheduled events*

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- iv) Obscene or lewd behavior and language, especially while in letters or band attire*
- v) Theft and vandalism*
- vi) Inappropriate posts/pictures on digital mediums (ie Facebook, Twitter, Instagram, Snapchat, etc) especially while in letters or band attire*
- vii) Allowing a person that is not a active or associate member to wear regalia of Kappa Kappa Psi*
- e) Violations Against Excellence*
 - i) Failure to contribute positively to the Chapter or band*
 - ii) Failure to comply with University guidelines*
 - iii) Failure to comply with band guidelines*
 - iv) Attending Chapter events, community events, band events and university functions under the influence*
 - v) Violations of state, local, and federal law*
 - vi) Use of drugs/illegal substances*
 - vii) Revelation of Ritual and formal meetings*
 - viii) Failing to adequately represent the fraternity*