**Constitution**

**Of the**

**Iota Pi Chapter**

**Of**

**Tau Beta Sigma**

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**CONSTITUTION**

**Organization and Structure**

* 1. GENERAL

1.101 The name of the organization is the Tau Beta Sigma, National Honorary Band Service Sorority at Lincoln University of Pennsylvania, herein referred to as the Iota Pi Chapter.

1.102 The purpose of this organization is to provide service to the Lincoln University  band programs, ensure growth among the bands physically, academically, and socially, assist in the development of the band programs by providing an enthusiastic atmosphere and approach to new ideas and encourage the development of musicianship and to serve as role models to men and women in music at Lincoln University, surrounding areas, and community.

* 1. The Lincoln University Iota Pi Chapter of Tau Beta Sigma recognizes the Lincoln University Mu Sigma Chapter of Kappa Kappa Psi as an equally affiliated organization with a similar purpose, function, and role in the university band setting.
	2. The Lincoln University Iota Pi Chapter does not recognize any organizations not formally recognized by Lincoln University or like institutions.
	3. The current edition of Robert’s Rules of Order Newly Revised shall govern the deliberation of all component parts of the colony assembled in the meetings.
	4. The beneficiary of the Lincoln University Iota Pi Chapter shall be Lincoln University Band Programs.
	5. All contents of this Constitution are superseded by the Northeast District and National Constitutions of Tau Beta Sigma and by all regulated documents of Lincoln University of Pennsylvania.

# **Chapter Leadership**

2.1 GENERAL

(Refer to Section 6 of the National Constitution)

* 1. To run for the offices of President and Vice President, applicants are required to: Be an Active Member of the Lincoln University Iota Pi Chapter for at least one full academic year, not including the Membership Education Process. Exceptions must be approved by the Chapter Sponsor and Director of Bands.
	2. The elected officers of the Lincoln University Iota Pi Chapter are: President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary; they shall be referred to as the Executive Board.
	3. The Historian, Senator, Parliamentarian, and Alumni Secretary are appointed officers.
	4. All officers on the Executive Board and appointed officers shall be an Active member of the sorority and have a minimum cumulative Grade Point Average of a 2.5 at the time of election, and must maintain a semester GPA of at least a 2.5 for each semester while holding office. If an officer is unable to maintain the required GPA, they must inform the Executive Board prior to the first meeting of the academic semester and relinquish their position.
	5. Each officer is to have a high level of professionalism and should represent the chapter in the best possible way at all times as well as have the chapter’s best interest at heart.
	6. Each officer, except the President and the Parliamentarian, shall have one vote at all meetings of the chapter. The President’s vote shall only be counted once to break a tie. All Active members of the chapter will vote during a written secret ballot.
	7. Outgoing officers and chairs shall relinquish all materials connected with their respective offices to the proper incoming officers and shall be available during a transitional period for at least a month following elections to assist the new officer with any questions or concerns regarding the position.
	8. The President-elect shall be responsible for accepting application for the office of Parliamentarian, Senator, Historian, and Alumni Secretary and shall appoint said officer for the upcoming term of office, prior to the beginning of the academic semester.
	9. Any officer may be called before the remaining Executive Board to answer any questions of improprieties. The Executive Board may decide (by vote) if the matter needs further examination.
	10. If an officer is found to have acted in a fashion improper for his/her office, or to have willfully neglected the duties of his/her office, the officer shall be removed from office by a two-thirds (2/3) vote of the total eligible voting membership.
	11. Each officer shall communicate and work with Nationals Officers, District Officers, their respective Kappa Kappa Psi Officers, Lincoln University Student Life and Development, and any other officers or band members as needed throughout officer term.

2.2 DUTIES

2.201 The duties of the President are:

1. To preside at all meeting of the chapter.
2. To develop agenda for meeting.
3. To be a non-voting member of the chapter unless required.
4. To render all possible assistance to Sponsor and Director of Bands.
5. To assign all chapter members to committees at the start of each semester.
6. To sign all contracts and other instruments of business incurred by the chapter.
7. To be designated as the default official representative of the chapter whenever such representation is required.
8. To be responsible for filing all official reports and documents concerning membership status by the predetermined date set by the National Office, along with the Vice President.
9. To be responsible for filing all official reports and documents on time.
10. To reserves all rooms for meetings and membership activities.
11. To insure that all officers are fulfilling the responsibilities of the office.
12. To communicate regularly with Sponsor, Director of Band, Kappa Kappa Psi President, Chapter Officers, Districts Officers, and National Officers.
13. To enforce Policy on Anti-Hazing during Membership Education Program as well as throughout the academic year.
14. To keeps an up-to-date and accurate notebook to be handed down to the next raising president.

2.202 The duties of the Vice President are:

1. To preside at all meetings of the chapter in the absence of the President.
2. To be able to use Parliamentary Procedure.
3. To keep in contact with Chapter President regularly about Chapter Goals.
4. Responsible for the membership candidacy, training, and initiation of all incoming members of the chapter.
5. To promote and implement continuing membership education within the active sisterhood.
6. To be responsible for filing all official reports and documents concerning membership status by the predetermined date set by the National Office, along with the President.
7. To be responsible for contacting National Headquarters if there is a change in a sister’s status, and also the Northeast District Councilor in the event a sister becomes Inactive.
8. To be responsible for setting all ritual dates in collaboration with the Vice President Kappa Kappa Psi.
9. To be responsible for distributing copies of the current membership Education Packet to active members, the District Counselor and District Council, chapter Sponsor and Director of Bands; prior to Membership process.
10. To be responsible for setting and reviewing new and old service projects and goals.
11. To oversee Membership Committee.
12. To oversee Service Committee.

2.204 The duties of the Treasurer are:

1. To be responsible for the collection, receipt, and disbursement of all monies of the chapter in a timely manner.
2. To handle all monies in accordance with the rules of the Business Office, Vail Hall.
3. To submit recommendations concerning financial policies as necessary
4. To be responsible for the ordering of all paraphernalia from the National Headquarters.
5. To set deadlines for dues payments and the fines thereof, at the discretion of the Executive Board, as well as abiding by the dates set by the National Officer.
6. To maintain a set of financial records (or books) of the chapter’s financial status.
7. To have both the incoming and outgoing Treasurer collaborates on the fiscal year audit.
8. To propose a budget for the next fiscal year by the first scheduled chapter meeting of the fall semester.
9. To submit annual Chapter Fee and Membership dues to Nationals prior to due date.
10. To make sure all forms submitted to National Headquarters have proper signatures.
11. To oversee Travel/Fundraising Committee.

2.205 The duties of the Recording Secretary are:

1. To responsible for recording the minutes at all meetings of the chapter.
2. To presents a legible copy of the minutes at the next regularly scheduled meeting.
3. To take attendance at all activities, events, and meetings upholding the attendance policy.
4. To be responsible for pursuing any violations of the attendance policy.
5. To maintains a permanent record of each member of the colony.
6. To be responsible for maintaining a historical archive of previous minutes for up to two semesters at which point they pass to the Historian.
7. To be responsible for sending out, with the minutes, a calendar of upcoming dates to the chapter, including, but not limited to, special events, football games, basketball games, and concerts.
8. To be responsible for communicating a report of compiled absences to the chapter and the individual who has the absences.
9. To be responsible for distributing records of service/fundraising credits to the chapter and to each Active sister individually, at least twice per semester.

2.206 The duties of the Corresponding Secretary are:

1. To communicates with other chapters, especially those in the Northeast District.
2. To send all articles to districts publication as well as the National Publication (The Podium) and News Notes.
3. To promote publication deadlines to those within the Chapter who are wishing to submit articles to the Podium, or district publications.
4. To maintain the chapter email account, the password of which will only be known by the corresponding secretary and the President, and must forward all appropriate e-mails received within 24 hours.
5. To take minutes in the absence of the Recording Secretary.

2.207 The duties of the Historian are:

A. To maintains a written record of the activities of the chapter and band.

B. To take pictures of all events performed by the chapter and band.

C. To Oversee the History Committee.

2.208 The duties of the Senator are:

A. To attend all Lincoln University Senate meeting.

B. To report all information pertaining to the sorority from the senate meeting.

C. To forward all appropriate e-mails.

2.209The duties of the Parliamentarian/Sergeant at Arms are:

1. To be familiar with and be able to implement Robert Rules of Order.
2. To knows and enforce the proper way to conduct a meeting
3. To maintains order during meetings.
4. To creates a brief member’s guide which explains Roberts Rules of Order.

2.210 The duties of the Alumni Secretary are:

 A. To collect and keep permanent address information on chapter Alumni.

B. To works with alumni, promote alumni activities, and assist the Tau Beta Sigma Alumni Association.

C. To assist in dispensing Life Membership and Tau Beta Sigma Alumni Association applications to all sisters and brothers graduating or leaving the college or university.

D. To oversee Alumni Relations.

2.211 The duties of the Web Master are:

1. To design and maintain website for Chapter.
2. To keeps Website updated with new information.

2.212 If the total number of members is not equal to the number of offices needed, an office can be combined, split, or changed to best serve the colony.

2.3 ELECTIONS

* 1. The election of the Iota Pi Chapter officers will be held two month before the end of the academic semester.
	2. Nominations will be a week prior to the Election Day, and all officers will be installed between the Election Day and the last scheduled meeting.
	3. All nominees for President will go through a brief interview with the chapters Sponsor and/or Director of Bands and current Tau Beta Sigma members. If the nominee doesn’t have the qualities that the sponsor and/or the director of bands deem suitable for the position, the nominee will be taken of the ballot.
	4. For each office, the list of nominees will be read by the Recording Secretary. The floor will be reopened for further nominations. The Parliamentarian will then read the responsibilities for each office as stated in the constitution. The candidates will each be allowed to make a brief two minute presentation. A separate, individual question and answer session with each of the candidate will then occur for two minutes followed by a discussion of each candidate in the order of nomination. During this last discussing none of the candidates for that office will be present.
	5. The method of voting shall be by written secret ballot. There will be no proxy votes.
	6. The order of election shall be: President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary.
	7. After election, all newly appointed officers will meet with the retired officers to have a brief informational session about the different task which will now be appointed to them.
	8. When an individual candidate has been elected, if s/he has any nominations for lower offices, those nomination process shall be done over.
	9. An officer will be considered elected by a majority vote of the total present eligible voting membership. If at any point of the election a nominee doesn’t receive a majority total votes, the candidate or candidates with the fewest votes will be eliminated and a second ballot will take place. This can be repeated if one candidate still doesn’t receive the majority vote from all present eligible voting members.

2.310 Each elected officer will serve one full term or one academic year between installments.

2.311 If an officer of the chapter should resign or is deemed incapable of holding office, nominations will take place no later than one week after the effective withdrawal of that person.

2.312 In case of the withdrawal of the President, the Vice President becomes the President effective immediately and a new Vice President will be elected immediately.

# **Membership**

3.1 SISTERS

(Refer to Section 6, Part 6 of the National Constitution)

* 1. All members must be students at Lincoln University and participate in the Lincoln University band programs each year.
	2. A Chapter member must maintain a cumulative Grade Point Average of a 2.5.
	3. Sisters requesting Conditional status as set forth in the National Constitution (6.604) must be approved by a two-thirds (2/3) vote of the chapter’s total eligible voting membership.
	4. Conditional sisters wishing to reactivate must meet the requirements of an active sister.
	5. Inactive sisters wishing to reactivate must meet the requirements of an active sister.
	6. Any person who has made an outstanding contribution to and supports the Lincoln University Bands, the “colony” of Tau Beta Sigma at Lincoln University, and/or the Music Department, or furthermore someone that supports the ideals of TBS may become a candidate for Honorary Status (as defined in 6.607 of the National Constitution) in the following manner: nominations must be held at least one week prior to the date of discussion and vote, a member in good standing with the chapter must nominate the person; a member in good standing with the chapter, preferably the one who gave the nomination, will give an explanation of the nominee’s qualifications for Honorary Status, followed by a discussion containing only pertinent comments; s/he must receive a two-thirds (2/3) vote of the total eligible voting membership.

3.2 MEMBERSHIP CANDIDACY

3.201 All candidates for membership must be a Lincoln University student who participants in a band ensemble once per school year, and maintain a 2.5 cumulative G.P.A.

3.202 All people (s) interested in becoming candidates for Tau Beta Sigma Honorary Band Sorority should attend the informal and formal interest meetings.

3.203 Applications will be passed out during the formal meeting and are due one week later.

3.204 All applicants will be discussed among the active sisters. An active sister will nominate candidates best fits the standards in which the chapter stands for. After all nominations, a vote will be cast. Each nominee must get two-third (2/3) votes of the total eligible voting members.

3.205 Candidates chosen by the Active sisters will be given invitations to be interviewed for the prospective member class.

3.206 A list of prospective members will be sent to the Director of Bands and/or Sponsor to be approved or disapproved.

3.207 Before being eligible for Active membership a candidate must serve a Membership Education program of not less than six weeks or no more than nine weeks as stated in the National Constitution.

3.208 The details and requirements of the Membership Education Program, including the MEP curriculum, and Membership Packet, shall be proposed by the Vice President and must be approved by a two-thirds (2/3) vote of the total eligible voting membership.

1. The Membership Guide must be approved no less than once per year.
2. The Membership Packet must be approved each semester.
3. Must have a prospective membership class.

3.3 ATTENDANCE

* 1. All Active sisters are required to attend all meetings, and rituals of the chapter, exceptions will be made at the discretion of the Executive Board.
	2. All exceptions should be submitted by a typed letter that states reason for the absence. Letters are to be submitted within a week, except in the case of an extreme emergency.
	3. The sisterhood will be given appropriate notice of all activities. This notice shall generally be at least 2 weeks in advance of the activity. If inappropriate notification of an activity results in a sister’s inability to attend the event, that sister will not be assessed as absence.
	4. If a sister is absent from more than six (6) required events, the sister will be subject to disciplinary action.

### **Meetings**

4.1 GENERAL

(Refer to Section 6, Part 5 of the National Constitution)

4.101 A regularly called meeting of the chapter will be held once a month at Lincoln University of Pennsylvania. Meetings may be held more frequently when appropriate. The exact time of the meeting will be determined by the chapter.

* 1. The general order of business for all chapter meetings will be:
1. Opening Ceremonies (only once a semester)
2. Reading of the Minutes
3. Report of the chapter officers
4. Individual committee meetings
5. Report of committees
6. Old business
7. New business and Announcements
8. Closing ceremonies (only once a semester)

When appropriate, the general order of business may be changed by a motion from the floor.

#### **Finances**

5.1 GENERAL

(Refer to Section 6, Part 3 of the National Constitution)

* 1. All monies of the chapter are to be received and expended by the chapter Treasurer. All expenses shall be distributed by check from the “colony’s” account and must be signed by the Treasurer and/or President.
	2. The fiscal year is from July 1 to June 30.
	3. Dues will be determined by the chapter, but will include National membership fee, as prescribed by the National Office. Dues must be paid by the date assigned by the Treasurer. A member’s failure to meet this obligation promptly will constitute due cause for disciplinary action, except in extenuating circumstances.
	4. Each year, the chapter will pay an annual National chapter fee as prescribed by the National Office on or before September 30.
	5. Each year, the chapter will pay an annual Delegate fee as prescribed by the District Constitution on or before the date designated by the District Council.
	6. Every other year, the chapter will pay a National Delegate fee as prescribed by the National Council on or before the designated due date.

### **Committees**

6.1 GENERAL

(Refer to Section 6, Part 4 of the National Constitution)

* 1. The standing committees are: Service, Membership, Travel/Fundraising, Sisterhood Enrichment, History, and Alumni Relation.
	2. All Committees will be appointed by the President and will consist of as many members as the President deems necessary.
	3. The Service Committee will aid in generating new ideas for service projects and implementation of both old and new service projects.
	4. The duties of the Membership Committee will be:
		1. To be responsible for assisting in the membership education process.
		2. To plan and implement rush activities.
		3. To assisting the Vice President in the revising of the Membership Guide, and other membership information.
	5. The Duties of the History Committee will be:
		1. To keep all historical records of the “colony” (excluding minutes) and must be able to produce these material upon request in a timely manner.
		2. To create a digital and/or print record of all colony activities during the academic year.
		3. To keep track of all Membership Candidate class songs and be able to produce them in a timely manner.
		4. To keep band history updated and in good order.
	6. The Travel/Fundraising Committee will be responsible for organizing and executing all fundraising activities of the chapter as well as determining all travel expenses.
	7. The duties of the Alumni Relations Committee will be:
1. To be responsible for the creation of an Alumni newsletter each semester, to be completed no later than the fourth week of each semester,
2. To maintain a roster of Alumni and Honoraries of the colony.
3. To collaborate with the Lincoln University Bands Alumni Liaison for the purpose of maintaining an alumni database.
4. To be responsible for the planning of the Alumni picnic in the spring semester and other alumni events.
5. To notify chapter alumni and life members of upcoming events pertinent to them at least two weeks in advance of the event.

### **Amendments to the Constitution**

7.1 GENERAL

* 1. Amendments to this Constitution shall be decided upon by majority vote of colony members.
	2. This Constitution is subject to the approval of the Iota Pi Chapter Advisor, Director of Bands, and National Vice President of Colonization and Membership.
	3. This Constitution is a revised form of the original Constitution of the Lincoln University Iota Pi Chapter as started on June 16, 2009 and takes effect on March 23, 2010.