



Constitution
of the
Gamma Kappa
Chapter
Of
Tau Beta Sigma

Revised Spring 2019



Table of Contents

Preamble

ORGANIZATION AND STRUCTURE

2.1 GENERAL

3.1 SISTERS

3.2 MEMBERSHIP CANDIDACY

3.3 HONORARY MEMBERSHIP

3.4 ATTENDANCE

CHAPTER LEADERSHIP

4.1 OFFICERS

4.2 OFFICER DUTIES

4.3 ELECTIONS

4.4 CHAIRS

5.1 GENERAL

6.1 GENERAL COMMITTEES

7.1 GENERAL

7.2 DUTIES

FACULTY ADVISOR

8.1 GENERAL

AMENDMENTS TO THE CONSTITUTION

9.1 GENERAL

MEMBERSHIP**MEETINGS****FINANCES****Preamble**

Be it known that Tau Beta Sigma, National Honorary Sorority for members of the collegiate band, is an organization operating for the college and university bands for the following purposes:

- (1) To promote the existence and welfare of the collegiate bands and to create a respect and appreciation for band activities and achievements among the listening public everywhere.
- (2) To honor outstanding members of the band through privilege of membership, extended in recognition of musical achievement, demonstrated leadership, and an enthusiastic approach to band activities.
- (3) To develop leadership through active participation with the band, and through it, to strengthen these traits of conduct, thought, and idealism which characterize the responsible membership of the band.
- (4) To encourage a close relationship between collegiate bands and promote a high average of attainment by the performance of good music and selection of worthwhile projects.
- (5) To provide a meaningful and worthwhile social experience for all engaged in collegiate band work, and to cooperate with other musical organizations and societies in every manner consistent with our mutual purposes and those of the institution at which chapters are located.

Tau Beta Sigma - Gamma Kappa Mission Statement

The Gamma Kappa chapter of Tau Beta Sigma lives by the pillars of Music, Sisterhood, and Service in equal parts, and always strives to integrate them to enrich not only our lives, but the lives of others.

Constitution of the Gamma Kappa Chapter of Tau Beta Sigma

NAME

1.1 GENERAL

- 1.101 The name of the organization is the Gamma Kappa chapter of Tau Beta Sigma, herein referred to as “Gamma Kappa”.

ORGANIZATION AND STRUCTURE

2.1 GENERAL

- 2.101 The purpose of this organization is to act as a service sorority to enhance, promote, and improve the University of Connecticut bands.
- 2.102 Gamma Kappa recognizes the Delta Omicron chapter of Kappa Kappa Psi, herein referred to as Delta Omicron, as an equally affiliated organization with a similar purpose, function, and role in the university band setting.
- 2.103 Gamma Kappa does not recognize any organizations not formally recognized by the University of Connecticut or like institutions.
- 2.104 The current edition of Robert’s Rules of Order: Newly Revised shall govern the deliberation of all component parts of the chapter assembled in meeting.
- 2.105 All contents of this Constitution are superseded by the Northeast District and National Constitutions of Tau Beta Sigma and by all regulations of the University of Connecticut.
- 2.106 All references to gender herein shall refer to individuals of any gender identity.
- 2.107 The beneficiary of Gamma Kappa shall be the Department of Music at the University of Connecticut. All monies shall be turned over to the beneficiary in the event that the chapter folds. All ritual paraphernalia and secrets shall be turned over to Honorary

members of Gamma Kappa in said Department of Music. If there are no Honorary members of Gamma Kappa in said music department, ritual paraphernalia and secrets shall be turned over to available Alumni or other Honoraries of the chapter.

MEMBERSHIP

3.1 SISTERS

- 3.101 Chapter membership shall consist of seven (7) types: Active, Conditional, Associate, Inactive, Honorary, Alumni, and Life membership as set forth in section 6.6 of the national constitution. Only Active and Associate members have voting privileges.
- 3.102 An Active sister must maintain a cumulative Grade Point Average of a 2.0. Barring extenuating circumstances, a sister who does not meet this requirement will come before the Officer Board to discuss possible corrective actions as laid out in section 6.6 of the National Constitution.
- 3.103 Each Active sister should take an active, enthusiastic interest in assisting with service, fundraising, and membership events.
- 3.104 All newly Active sisters are expected to attend the neophyte meeting(s) held by the membership team by the end of their process. If unable to attend, the neophyte will contact the Vice President of Membership to schedule an alternative meeting(s).
- 3.105 Conditional status in the Sorority may be granted to an Active sister in good standing and may be maintained for a maximum of two (2) semesters within the time of active membership. The sister will meet with the Officer Board to discuss the conflicts preventing them from meeting the requirements of Active membership, or submit a written statement if extenuating circumstances prevent such a meeting from taking place. Members who meet these criteria shall be granted Conditional status upon payment of the current year's Member Dues within a timetable deemed suitable by the Treasurer (or establishment of an alternative with the Treasurer) and approval of the Chapter Sponsor.
- 3.106 After one (1) year, if the member has not reclaimed active status or become an Alumni or Life member, the member will be classified as inactive with the Chapter.
- 3.107 Associate membership to Gamma Kappa shall be granted to members of Kappa Kappa Psi who transfer to the University of Connecticut, if the University no longer has an Active Kappa Kappa Psi chapter, and if said members meet the requirements of the University of Connecticut's present transfer policy. Before becoming eligible for Associate membership, the potential Associate must be educated in the Ritual and traditions of Tau Beta Sigma. Associate members may vote and hold office. Any exceptions must be approved by the National Council. Associate membership may be granted by a two-thirds (2/3) vote of the total eligible voting membership.
- 3.108 Inactive sisters wishing to reactivate must meet the requirements of an active sister and write a letter at least one (1) week prior to the meeting in which they expect to become an Active member. They must also receive a three-fourths (3/4) positive vote of the total eligible voting membership.

3.109 If there are any questions of impropriety of a sister, the Officer Board may decide on disciplinary action as set forth in Section 6.6 of the National Constitution.

3.2 MEMBERSHIP CANDIDACY

3.201 Membership Candidacy may be offered to any undergraduate student of the University of Connecticut that has been enrolled and actively participating in a University of Connecticut music ensemble for at least one (1) semester.

3.202 Before becoming a Membership Candidate, eligible persons will be voted on in the following manner: nominations must be held at least one week prior to the date of discussion and vote; a sister must nominate the person; an Active sister, preferably the one who gave the nomination, will give an explanation of the nominee's qualifications for membership followed by a four (4) minute (with optional one (1) minute add-ons up to a maximum of six (6) additional minutes on each Membership Candidate) discussion containing only pertinent¹ comments; they must receive a two-thirds (2/3) positive vote of the present eligible voting membership, *i.e.*, $\frac{2}{3}$ *(Present Membership-2) The ineligible members are the President and the Parliamentarian.

Note on Motion to Reconsider: The motion to reconsider is a legal motion under Robert's Rules. The appropriate time to move to reconsider is after all other nominees have been considered. The motion is only able to be called once per nominee, with a brief justification for the motion. No discussion is held on the justification. The motion to reconsider must be passed by a simple majority before the nominee may be reconsidered. If the motion passes, a discussion will be held following the vote for four (4) minutes with optional one (1) minute add-ons up to a maximum of six (6) additional minutes. They must receive a two-thirds ($\frac{2}{3}$) positive vote of the present eligible voting membership.

3.203 At least $\frac{2}{3}$ of the active membership from the chapter must be present to constitute a quorum for membership voting. If $\frac{2}{3}$ of the active membership is not present at the membership vote, an immediate rescheduling of the vote will be made to take place some time in the following 24 hours. If this second attempt at having a membership vote does not meet quorum as well, a class may not be taken.

3.204 Only Active sisters may be present for membership discussions or votes, non-active sisters may not be present while a membership discussion or vote is taking place.

3.205 Before being eligible for Active membership, a Membership Candidate must serve a Membership Education Program of not less than six (6) academic weeks.

3.206 The details and requirements of the Membership Education Program shall be proposed by the Vice President of Membership and must be approved by a two-thirds (2/3) positive vote of the total eligible voting membership not less than once per year.

¹ Pertinent here is used to mean comments applicable to the discussed position, not personal life, not time availability, only things directly related to the position. Comments should only be

3.3 HONORARY MEMBERSHIP

- 3.301 Honorary membership as defined in section 6.607 of the National Constitution may be offered to any person who makes outstanding contributions to and supports the University of Connecticut Marching Band, the Gamma Kappa chapter, the University of Connecticut School of Fine Arts, and/or someone that supports the ideals of Tau Beta Sigma. Undergraduates are not eligible for this recognition.
- 3.302 Before becoming an Honorary member, eligible persons must be voted on in the following manner: nominations must be held at least one (1) week prior to the date of discussion and vote; a sister must nominate the person; an Active sister, preferably the one who gave the nomination, will give an explanation of the nominee's qualifications for Honorary membership followed by a discussion containing only pertinent comments; they must receive a two-thirds (2/3) positive vote of the total eligible voting membership.

3.4 ATTENDANCE

- 3.401 All Active sisters are required to attend all meeting of the chapter, the Joint Assembly, rituals, Membership Candidacy events, and Officer Board meetings when appropriate. In addition, all Active sisters are required to fill out all forms/polls which are given deadlines. Exceptions will be made at the discretion of the Officer Board.
- 3.402 Each Active sister must also attend a minimum of three (3) performing arts events that they are not participating in per semester, one (1) of which includes a Sister or a Membership Candidate of Tau Beta Sigma performing, and another of which includes a Sister, Membership Candidate of either organization, or Brother. Exceptions will be made at the discretion of the Officer Board.
- 3.403 Each Active sister must also attend a minimum of ten (10) service hours per semester, Exceptions will be made at the discretion of the Officer Board. The service event organizer will submit attendance and hours to the Secretary.
- 3.404 Each Active sister must attend a minimum of 4 chair setups per semester. Exceptions will be made at the discretion of the Officer Board. The Treasurer will submit attendance to the Secretary.
- 3.405 The chapter will be notified at least one (1) week in advance of all mandatory activities as specified in Section 3.401. If inappropriate notification of an activity results in the sister's inability to attend the event, that sister will not be assessed an absence at the discretion of the Officer Board.
- 3.406 The Secretary must be notified at least 24 hours in advance of an anticipated absence of an Active sister, barring extenuating circumstances. If an officer is going to be absent they must also notify the President. Absence of an officer from both Chapter and Officer Board meetings on the same day will count as two absences.
- 3.407 If an Active sister has acquired ten (10) or more marks, given based on the following guidelines, the sister will be subject to disciplinary action at the discretion of the Officer Board:
- A. One half (.5) marks will be given for:

- a. Tardies, defined as being more than 15 minutes late to an event,
 - b. Leaving early will be defined by case at the discretion of the Officer Board,
 - c. Failure to fill out forms/polls by their specified deadlines. The poster is required to give forty eight (48) hours' notice before the deadline to those who have not seen the post.
 - d. Music ensemble related absences,
- B. One (1) mark will be given for:
- a. Sickness, or other sudden/unexpected event,
 - b. Class/prior academic commitment,
 - c. Failure to attend a service project after signing up, without giving organizer at least twenty four (24) hours' notice prior to cancellation, or finding a replacement
 - d. Family events
- C. Two (2) marks will be given for:
- a. Work
 - b. Schoolwork/Studying
- D. Three (3) marks will be given for:
- a. Any absence incurred without prior notification of the Secretary, barring extenuating circumstances.
- E. Each Active sister will receive one "Free Absence" per semester. This can be taken for any reason, with no marks being given. If the Secretary is not notified of this absence at least twenty four (24) hours in advance, it will be treated as a three (3) mark absence.

CHAPTER LEADERSHIP

4.1 OFFICERS

4.101 The elected officers of Gamma Kappa are: President, Vice President of Membership, Vice President of Service, Vice President of Music, Treasurer, and Secretary. The Parliamentarian is an appointed officer. The officers shall be collectively referred to herein as the Officer Board.

4.102 Each officer's term of office will be one (1) academic year, with elections occurring at the end of the spring semester. No member shall serve more than two (2) terms in the same office.

4.103 Each officer is to be an Active member of the sorority and have a minimum cumulative Grade Point Average of 2.3 at the time of election, and must attain a semester GPA of at least 2.3 for each semester (spring and fall) while in office.

A. Any officer who does not comply with these academic stipulations must inform the Officer Board prior to the first meeting of the academic semester and, barring extenuating circumstances as approved by the Officer Board and the Chapter Sponsor, must step down from office.

4.104 To run for the office of President, Vice President of Membership, or Vice President of Service candidates are required to be an Active member of Gamma Kappa for at least one (1) full year, not including their Membership Candidacy period. Extenuating

circumstances and exceptions must be approved by the Chapter Sponsor and Director of Bands.

- 4.105 Each officer is to possess business ability and should be capable of representing the chapter. In addition, each officer should have the best interest of the sorority at heart and should be able to devote the necessary time to the execution of that office.
- 4.106 Each officer, except the President, shall have one (1) vote per addendum at all meetings of the chapter. The president's vote shall only be counted to break a tie. All members of the chapter will vote during a written secret ballot.
- 4.107 Outgoing officers and chairs shall relinquish all materials connected with their respective offices to the proper incoming officers within one (1) week following installation and shall be available during a transitional period for at least ninety (90) days following elections to assist the new officer with any questions or concerns regarding the position.
- 4.108 Outgoing officers must provide a set of charges, outlining the goals and objectives for that officer for the following year. Charges should be given to the newly elected officer by the outgoing Sister within one (1) week of leaving office. A copy of such charges must be furnished to the Secretary for archival purposes within one (1) week.
- 4.109 The president-elect shall be responsible for accepting statements of interest for the office of Parliamentarian, and shall appoint said officer for the upcoming term of office with the approval of outgoing and incoming Officer Boards prior to their installation.
- 4.110 Each officer shall be responsible for accepting statements of interest for committee chairs for the committees on which they serve as liaison, and shall appoint said committee chairs for the upcoming term of office with the approval of the outgoing and incoming Officer Boards prior to their installation.
- 4.111 Each officer shall send dates of events to the Secretary in a timely manner as needed so that the Secretary may create a master calendar of all events.
- 4.112 Each officer shall communicate and work with the National officers, District officers, the Delta Omicron officers, the UCMB Band Council, and any other officers or band members as needed throughout their term. Officers shall share any pertinent information with the chapter in their reports.
- 4.113 Any officer may be called before the remaining officers to answer any questions of improprieties. The Officer Board may decide (by vote) that the matter needs further investigation.
- 4.114 If, following an investigation by the Officer Board as specified in Section 4.113, an officer is found to have acted in a fashion improper for their office, or to have willfully neglected the duties of their office, the officer may be removed from office by a two-thirds (2/3) favorable vote of the total eligible voting membership.

4.2 OFFICER DUTIES

- 4.201 The duties of the President are:
- A. To preside at all meetings of the chapter,
 - B. To sign all contracts and other instruments of business incurred by the chapter,

- C. To be designated as the default official representative of the chapter whenever such representation is required,
- D. To be responsible for filing all official reports and documents on time,
 - 1. It is recommended that both the incoming and outgoing presidents collaborate on the Chapter Summary Report,
- E. To reserve all rooms for meetings,
- F. To create an agenda for each week's chapter meeting which outlines the order of business and topics to be discussed and present it to the chapter at least forty-eight (48) hours prior to chapter. The President will consult with the Officer Board and Chapter Membership as to the items on the agenda,
- G. To update the list of chapter officers on Online Membership and Reporting System within one (1) week following officer installations.
- H. To be active in appropriate District correspondence,
- I. To act as a resource for Gamma Kappa and Delta Omicron officers as needed,
- J. To communicate chapter activities to the Delta Omicron president as they see fit and share the information with Gamma Kappa when available.

4.202 The duties of the Vice President of Membership are:

- A. To preside at all meetings of the chapter in the absence of the President,
- B. To be responsible for the training and initiation of all Membership Candidates,
- C. To set all ritual dates in collaboration with the Vice President of Membership of Delta Omicron and to report all ritual dates to the Secretary and the at least two (2) weeks in advance, and to report all rush dates to them at least one (1) week in advance, barring extenuating circumstances.
- D. To reserve all rooms for ritual, sisterhood, and membership activities,
- E. To keep a record of the membership statuses of all chapter members; if a member is not in good standing the terms and conditions should also be kept on record,
- F. To update the Membership Education Program at least once per year and to send it to the District Vice President of Membership on time,
- G. To be responsible for distributing the Membership Education Packet to all Active members,
- H. To collect Membership Candidate contact information including, but not limited to, cell phone number and email address by the first Membership Candidate meeting and distribute it out to the chapter,
- I. To send in the Initiation Report of each membership class, including any Honoraries, to National Headquarters within thirty (30) days of Third Degree,
- J. To update all online membership records through the Online Membership Recording System (OMRS) on time,
- K. To be active in appropriate District correspondence,
- L. To be liaison to the Membership Committee,

M. To be liaison to the Ritual and Regalia Committee.

4.203 The duties of the Vice President of Service are:

- A. To preside at all meetings of the chapter in the absence of the President and the Vice President of Membership,
- B. To guide and manage ideas for new service projects,
- C. To implement both old and new service projects,
- D. To host a chapter wide service project once per month during an allotted chapter time
- E. To be active in appropriate District correspondence,
- F. To keep a log of all service projects completed by the chapter
- G. To be liaison to the Service Committee.

4.204 The duties of the Vice President of Music are:

- A. Coordinate chapter performance schedules
 - a. Each active Sister may perform for the Chapter at least once during each semester.
- B. Enforce concert attendance requirements for all active Sisters
- C. Appoint (an) assistant(s), at their discretion, who will give a report in their absence
- D. Collaborate with the Vice President of Service to create and orchestrate service opportunities pertaining to music
- E. Be responsible for the music advancement of the Chapter
 - a. Facilitate workshops for practicing the performance of the Sorority Hymn, Affirmation, and Loyalty Song
- F. Coordinate receptions for performances by University of Connecticut music ensembles
- G. Appoint a liaison to communicate between the chapter and the music department.

4.205 The duties of the Treasurer are:

- A. To control the collection, receipt, and disbursement of all monies of the chapter in a timely manner,
- B. To handle all monies responsibly,
- C. To submit recommendations concerning the financial policies of the chapter as necessary,
- D. To order all paraphernalia from the National Office,
- E. To set deadlines for dues payments and the fines thereof, at the discretion of the Officer Board,
- F. To maintain a set of financial records (or books) of the chapter's status,
- G. To present financial records to the chapter at least once per semester,
- H. To have both the incoming and outgoing Treasurer collaborate on the fiscal year audit,

- I. To propose a budget for the next fiscal year as late as the last scheduled chapter meeting of the spring semester,
- J. To apply and be responsible for USG Funding as needed,
- K. To take attendance at chair setups, or delegate someone to do so.
- L. To be active in appropriate District correspondence,
- M. To be a liaison to the Ways and Means Committee.

4.206 The duties of the Secretary are:

- A. To be responsible for facilitation of all chapter correspondence with other chapters, the district, nationals, and the promotion of inter-chapter relations,
- B. To make sure a contribution is made to The Podium, as well as all required submissions for conventions
- C. To maintain a permanent record of all active and conditional Gamma Kappa chapter members to be distributed to the chapter by the third week of each semester, including but not limited to: name, e-mail, phone number, and relevant social media,
- D. To pass down current contact information of all outgoing seniors to the incoming Secretary.
- E. To maintain the chapter e-mail account, the password of which will only be known by the Secretary and the President, and to forward all appropriate emails received within twenty-four (24) hours,
- F. To extend a formal invitation regarding rituals to Gamma Kappa Honorary members,
Chapter Sponsor, other chapters and other appropriate dignitaries associated with the University of Connecticut at least two (2) weeks in advance, barring extenuating circumstances,
- G. To announce the dates of all Northeast District events and all associated due dates for required materials at least thirty (30) days prior to the close of registration,
- H. To coordinate registration for all Northeast District and National events, and to be responsible for organizing lodging and transportation to said events,
- I. To be active in appropriate District correspondence,
- J. Gather materials and apply to Golden Typewriter Award in the Spring
- K. To record the minutes of all meetings of the chapter, including O-board meetings
- L. To maintain a historical archive of previous minutes,
- M. To send out an electronic copy of the minutes to the chapter e-mail account within forty-eight (48) hours of the meeting barring extenuating circumstances at the discretion of the Officer Board,
- N. To send out, with the minutes, a calendar of upcoming dates to the chapter, including Membership Candidates, as well as maintain a master calendar of all dates relevant to the chapter, including, but not limited to, special events, football games, basketball games, and concerts,
- O. To maintain and compile all attendance records,

- P. To communicate a report of compiled absences to each Active sister individually at least once per semester,
- Q. To notify the Officer Board when a member violates the attendance policy,
- R. To deal with the requests for archived minutes in the following manner: In the event a member in good standing with the chapter, or an Alumni or Life member of the chapter wishes to read or obtain sections from the minutes archive, they must make a written request to the Secretary who must acknowledge the request within forty-eight (48) hours, whereupon the Secretary can decide which information is appropriate to disclose or withhold,
- S. To give proper warnings to any sister approaching the limit of ten (10) marks. This warning shall be given once the sister reaches 6 marks,
- T. To be active in appropriate District correspondence,

4.207 The duties of the Parliamentarian are:

- A. To keep order at meetings through knowledge of Robert's Rules of Order: Newly Revised, as well as the chapter constitution and all superseding constitutions,
- B. To distribute the constitution and make it available to the District Council, Chapter Sponsor, Student Activities office, and the chapter members at the beginning of the academic year,
- C. To tally votes with the presiding officer when the vote is done by secret ballot, except when party to the election,
- D. To moderate discussion on the state of the chapter at least twice (2) per semester, at the start and end of the semester,
- E. To be responsible for annual constitution revisions and to file a revised copy to the Student Activities Office.
- F. To collaborate with the appropriate University of Connecticut office to determine whether each active sister has met the academic requirements of the chapter, and to report these findings to the President.

4.3 ELECTIONS

4.301 The election of the chapter officers will be held at least one (1) week prior to the last meeting of the academic year. Nominations will begin at least one (1) week before elections. Installation will take place between elections and the end of the current semester.

4.302 Prior to elections it is required that the nominee speak with the current officer about the duties of that office with the exception of incumbents. All candidates for President, Vice President of Membership, Vice President of Service, and Vice President of Music must also speak with the Chapter Sponsor and Director of Bands.

4.303 For each office, the list of nominees will be read by the Secretary. The floor will then 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 four (4) minute presentation. A separate, two (2) minute question and answer session with each candidate will occur followed by a two (2) minute (with optional one (1) minute add-ons up to a maximum of three (3) additional minutes) open discussion of each candidate in the order of nomination, during which none of these candidates will be present.
- 4.304 The method of voting shall be by written secret ballot. There will be no proxy votes or abstentions.
- 4.305 The order of elections shall be: President, Vice President of Membership, Vice President of Service, Vice President of Music, Treasurer, and Secretary. When an individual candidate has been elected, if she has any nominations for lower offices, those nominations shall be automatically rescinded.
- 4.306 An officer will be considered elected by a majority vote of the total eligible voting membership.
- A. In the event that no candidate for a given office receives a majority vote of the total eligible voting membership, the candidate or candidates receiving the fewest votes will be eliminated from the election, and a second ballot will be held. This process may be repeated until one candidate achieves a majority vote.
- B. In the event that only one candidate is willing and able to run for a given office, the candidate may be elected to that office by acclamation. In conjunction with Roberts Rules of order newly revised, an election by acclamation takes place when: an active member moves to vote a candidate in by acclamation, the candidate leaves the room, voting is done by a heads down eyes closed vote, and the candidate must receive 100% positive vote of the present active members.
- C. In the event that a vote for election by acclamation is defeated, the names of eligible individuals not formally nominated may be written on the ballot.
- 4.307 If an officer of the chapter should resign or for some reason is deemed incapable of holding office, nominations will take place no later than one (1) week after the effective withdrawal of that person.
- 4.308 In the case of the withdrawal of the President, the Vice President of Service becomes the President effective immediately and subsequently a new Vice President of Service will be elected immediately.

4.4 CHAIRS

- 4.401 The appointed committee chairs of Gamma Kappa are: Membership Chair, Service Chair(s), History Chair, Ways and Means Chair, Sisterhood Chair, and Ritual and Regalia Chair.
- 4.402 The Vice President of Service will appoint committee chairs for service projects as appropriate. The president will appoint chairs for all other ad-hoc committees.

- 4.403 All open chair positions must be filled within two (2) weeks of their opening. The Officer Board shall notify the Active membership of all open chair positions at least one (1) week prior to the expected date of appointment. All statements of interest must be received by the appropriate officer liaison prior to said date of appointment. In the event that no statements of interest are received by the end of the two (2) week period the officer liaison will assume the chair's responsibilities until such time as a chair can be found.
- 4.404 Chairs will be held accountable for the implementation of the duties and responsibilities of their respective committees as set forth in section 7.2 of this constitution.
- 4.405 No elected or appointed officer shall hold a chair position unless absolutely necessary. No member shall hold more than one (1) chair position unless absolutely necessary.
- 4.406 Each chair must update and maintain a record with all relevant materials for their committee. This record should contain a record of past and current activities and projects, as well as ideas for future activities and projects.

MEETINGS

5.1 GENERAL

- 5.101 A regularly called meeting of the chapter and the Officer Board will be held at least once a month during the regular academic year of the University of Connecticut. Meetings may be held more frequently when appropriate. The chapter will determine the exact time of the meeting.
- 5.102 More than fifty percent (50%) of all active members of the chapter, including at least half the Officer Board will constitute a quorum at all meetings, with the exception of membership votes, in which more than $\frac{2}{3}$ of all active members of the chapter will constitute quorum.
- 5.103 The general order of business for all chapter meetings will be:
- A. Opening Ceremonies (optional)
 - B. Reading of the Minutes
 - C. Report of the chapter officers
 - D. Report of committees
 - E. Old business
 - F. Closed Business
 - G. New business and Announcements
 - H. Closing ceremonies (optional)
- 5.104 When appropriate, the general order of business may be changed by a motion from the floor.
- 5.105 Use of electronics for business unrelated to chapter is discouraged except at the discretion of the Officer Board.
- A. Use of electronics is prohibited during closed business except for chapter related business.

FINANCES

6.1 GENERAL

- 6.101 All monies of the chapter are to be received and expended by the chapter Treasurer. All expenditures are made either by check signed by the Treasurer, by the use of chapter debit card by approved members, or by money transfer service.
- 6.102 The fiscal year is from July 1 to June 30.
- 6.103 Dues will be determined by the chapter but will include the 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 (see section 6.6 of the National Constitution), except in extenuating circumstances.
- 6.104 In the event that a sister owes any monies to the chapter, any reimbursements made to that person will be applied to the balance owed.
- 6.105 Each year, the chapter will pay an annual National chapter fee as prescribed by the National Office on or before September 30.

COMMITTEES

7.1 GENERAL

- 7.101 The standing committees are: Service, Membership, History, Ways and Means, Ritual and Regalia. Committees will meet during chapter according to a rotational schedule organized by the Officer Board each semester in conjunction with the committee chairs. Each committee will meet a minimum of one (1) time per semester, with more meetings as necessary.
- 7.102 Ad Hoc committees will be determined as deemed necessary by a discussion of the Officer Board. The Vice President of Service may create committees for special projects as appropriate.
- 7.103 Members of the Ad Hoc committees will serve until relieved of their appointment by the President
- 7.104 Liaisons to Ad Hoc committees will be assigned, as the Officer Board deems necessary.
- 7.105 Outgoing committee chairs must provide a set of charges, outlining the goals and objectives for that chair for the following year. Charges should be given to the newly elected chair and the Secretary by the outgoing Sister within one (1) week days of leaving office.

7.2 DUTIES

- 7.201 The duties of the Service Committee are:
- A. To aid the Vice President of Service in generating ideas for new service projects,

- B. To aid the Vice President of Service in the implementation and execution of both old and new service projects,
- C. To aid the Membership Candidates in selecting and completing an appropriate class service project.
- D. To make and distribute the Morning Beat to Marching Band busses during the fall semesters
- E. To create and execute an individual service project during the spring semesters

7.202 The duties of the Membership Committee are:

- A. To assist in the education of Membership Candidates,
- B. To plan and implement rush and membership activities,
- C. To aid the Vice President of Membership in revising the Membership Education Packet,
- D. To work alongside the Sisterhood Enrichment Chair in creating continuing education activities.

7.203 The duties of the History Committee are:

- A. To be responsible for all historical records of the chapter (except the minutes) and be able to produce these materials upon request in a timely manner,
- B. To create a digital and/or print record of the chapter's activities during the academic year.
- C. To coordinate items for the chapter's display at any appropriate event including, but not limited to, District and National Conventions.

7.204 The duties of the Ways and Means Committee are:

- A. To be responsible for organizing and executing all fundraising activities of the chapter, including chair setups
- B. To secure all Tau Beta Sigma related merchandise requested by the sisterhood.
- C. To make and/or secure all merchandise to sell at District and National Conventions

7.205 The duties of the Ritual and Regalia Committee are:

- A. To oversee the preparation of ritual and regalia,
- B. To maintain and clean all ritual materials at least once every academic year, and update regalia as needed
- C. To work alongside the Vice President of Membership in planning and holding the Neophyte meeting(s).
- D. To hold a ritual workshop for all active sisters

8.1 GENERAL

- 8.101 The Faculty Advisor for Gamma Kappa shall be the full-time faculty member of the University of Connecticut Music Department who is currently serving as the Director of the University of Connecticut Marching Band, herein referred to as the Director of Bands.
- 8.102 The duties of the Director of Bands are:
- A. To appoint an individual as the Chapter Sponsor,
 - B. To meet with the Gamma Kappa officers on a regular basis,
 - C. To serve as a member ex-officio of all committees.
- 8.103 The duties of the Chapter Sponsor are:
- A. To serve the chapter in duties as set forth in section 6.101 of the National Constitution.
- 8.104 The Director of Bands has ultimate authority in matters pertaining to Gamma Kappa, but shall defer to the chapter and Officer Board whenever possible.

Joint Assembly

9.1 GENERAL

- 9.101 The Joint Assembly of Delta Omicron and Gamma Kappa shall be comprised of all active members and membership candidates of each organization. Voting rights shall be extended to all active members.
- 9.102 The current edition of Robert's Rules of Order - Newly Revised shall govern all Joint Assembly business.

9.2 MEETINGS

- 9.201 A regularly called meeting of the Joint Assembly shall be held at least once per semester during the regular academic year of the University of Connecticut, with the recommendation of once per month.
- 9.202 Meetings of the Joint Assembly shall be governed by the Presidents of Delta Omicron and Gamma Kappa jointly. All officers from each organization shall be responsible for performing their duties as coordinated by the Presidents.
- 9.203 The agenda for each meeting of the Joint Assembly shall be determined jointly by the Presidents prior to each meeting.
- 9.204 More than fifty (50) percent of the active membership from each chapter, including fifty (50) percent of the officers from each chapter, shall constitute quorum.
- 9.205 A motion shall only be considered when moved by a member of one organization and seconded by a member of the other organization
- 9.206 A simple majority of all active members from each organization shall be required to pass a motion.

9.3 COMMITTEES

- 9.301 There shall be four standing committees of the Joint Assembly: Service, Fundraising, Music, and Social.
- 9.302 The committee chairperson's positions shall be filled by their respective chapter's relative chairs, with the exception of the service committee, which shall be filled by each chapter's Vice President of Service.
- 9.303 Ad-Hoc committees shall be determined and appointed as necessary and shall serve until relieved of appointed duties by the Joint Assembly Presidents.

AMENDMENTS TO THE CONSTITUTION

10.1 GENERAL

- 10.101 Proposed amendments to this constitution must be presented at a regularly called meeting of the chapter. If two-thirds ($\frac{2}{3}$) of the votes of the total eligible voting membership are favorable, the proposed amendment is declared effective immediately unless otherwise stated in the amendment
- 10.102 Corrections to spelling, grammar, punctuation, and numbering that do not affect the content of the constitution will be made at the discretion of the Parliamentarian and shall not require a vote by the chapter.
- 10.103 This constitution is subject to approval of the Director of Bands.
- 10.104 This constitution is a revised form of the original Constitution of the Gamma Kappa chapter of Tau Beta Sigma. It was officially adopted at the University of Connecticut on April 7, 2019 and supersedes all previous editions.