

**Constitution and By-Laws**

**Tau Beta Sigma**

**Iota Beta Chapter**

**East Texas Baptist University**

**Revised: Spring 2012**

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# Preamble

Be it known that Tau Beta Sigma, National Honorary Sorority for members of the college band, is an organization operating exclusively in the field of 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, in the Sisterhood, 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 those 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.

# Mission Statement

Tau Beta Sigma National Honorary Band Sorority provides service to collegiate bands, encourages the advancement of women in the band profession, and promotes and enriches an appreciation of band music through recognition, leadership development, and education of its members.

# Article I: Organization and Structure

1. The name of the organization is Tau Beta Sigma Iota Beta Chapter of East Texas Baptist University.
2. The purpose of the organization is stated in the Preamble and five purposes of the National Constitution of Tau Beta Sigma.
3. This organization shall conform to the standards, rules, and policies of a professional and academic sorority as set forth by East Texas Baptist University.
4. This Constitution and subsequent by-laws may be amended by a 75 percent favorable vote of the active membership of the Chapter on the following conditions:
   1. The Executive Council, the Sponsor, and the Director of Bands must approve the proposed change.
   2. The proposed change must be presented to the membership both orally and in writing at a weekly chapter meeting at least one week before it is acted upon.
   3. If approved, the change is effective immediately unless otherwise stated. No change can be implemented retroactively.
   4. In the event that a proposed amendment fails to get the needed majority, it is defeated and may not be submitted for reconsideration for a month.
   5. The Recording Secretary shall make any needed corrections to the text of the Constitution and/or by-laws.

# Article II: Executive Officers

## Section 1: General

1. The elected Executive Council is the following:
   1. President
   2. Vice President
   3. Treasurer
   4. Recording Secretary
   5. Chaplain
2. Terms of Executive Office shall last one year unless the Chapter deems a change necessary before the second semester.
3. Elections will be held at least one week before District Convention. New officers will take office two weeks before classes end.
4. Each Executive Officer should be capable of upholding the ideals and purposes of the Sorority at all times.
5. Each Executive Officer, except the President, shall have one vote at all meetings of the Chapter. The President shall vote only when the floor vote results in a tie.
6. Each Executive Officer must be an active member in good standing at the time of election and during his/her term of office as defined in Article VI.
7. All Executive Officers must be active members for at least one year prior to election; exceptions can be made with the approval of the Chapter Sponsor and/or the Director of Bands.
8. No executive offices may be held concurrently unless the chapter size demands such. An Executive Officer may hold an appointed office with the approval of the Chapter Sponsor and/or the Director of Bands.
9. The approval of the Chapter Sponsor and the majority of the Executive Council shall have the authority to exempt any officer from a specific requirement of his/her office.
10. Any duly-elected officer shall be removed from his/her position for failing to perform his/her duties or for failing to maintain high moral and ethical standards consistent with the rules, regulations, and policies of both Tau Beta Sigma and East Texas Baptist University. A motion to tender such a vote shall come from a member of the Executive Council and must pass unanimously within the Council, excluding the officer in question, before moving for a majority vote of the membership.
11. Excluding the removal of the President, any vacated position shall be filled temporarily by an active member selected by the President. Nominations will be held to elect the new officer. At the following weekly chapter meeting, secret ballot elections will be held.

## Section 2: Duties

1. The duties of the President are as follows:
   1. To preside at all chapter meetings.
   2. To be the official representative of the Chapter unless otherwise delegated to another member.
   3. To serve as the liaison between the Chapter and the Chapter Sponsor and/or the Director of Bands and to meet with the Chapter Sponsor and the Director of Bands on a regular basis. The Member-at-Large will be the liaison should the President be unable.
   4. To prepare and send all reports to National Headquarters or to delegate this responsibility to another member of the Executive Council.
   5. To register the Chapter with the university.
   6. To nominate members to fill the Appointed Officer positions to be approved by the active membership.
   7. To co-sign with the Recording Secretary, contracts and other instruments of business in the Chapter.
   8. To meet with the Executive Council prior to each regularly scheduled chapter meeting as needed.
   9. To be an ex-officio member of chapter committees.
   10. To vote only in the event of a tie.
2. The duties of the Vice President are as follows:
   1. To serve as Membership Recruitment and Education Coordinator, responsible for:
      1. Arranging programs and sites for said activities.
      2. The education, candidacy training, and initiation of all members of the Chapter.
   2. To distribute copies of the approved membership education program to membership candidates, active members, the Chapter Sponsor and the Director of Bands.
   3. To promote and implement a continuing education program within the active membership of the Chapter.
   4. To preside at chapter meetings in the absence of the President.
   5. To assume the duties of President until the election of a new President should the President be removed from office.
   6. To serve as the chairperson of the Membership Committee.
3. The duties of the Treasurer are as follows:
   1. To control the receipts and disbursement of the chapter monies and to submit recommendations concerning the financial policies of the Chapter as needed.
   2. To assure that all debts, bills, or other financial obligations are properly addressed and promptly settled.
   3. To maintain two sets of financial records of the Chapter’s status.
   4. To propose a budget for each fiscal year to be given at the third weekly chapter meeting of the year.
   5. To prepare a written statement of the sorority’s financial activities and financial information once a semester and when needed for national reports.
   6. To present all financial records to the Executive Council and the Chapter Sponsor and/or Director of Bands for and internal audit at the end of each semester. In the spring, the incoming and outgoing Treasurers will work together with the Executive Council.
   7. To prepare a financial report to present to the membership at each weekly chapter meeting.
   8. To co-sign with the President and/or Chapter Sponsor on checks for all monies disbursed.
   9. To set deadlines for payments of all dues and any fines.
   10. To order all paraphernalia from National Headquarters.
   11. To serve as the chairperson of the Financial Committee.
4. The duties of the Recording Secretary are as follows:
   1. To record the minutes of all chapter meetings, and to post them by email for review by the membership, the Chapter Sponsor, and the Director of Bands within 72 hours of the meeting. The minutes will be approved at the following weekly chapter meeting.
   2. To record minutes at all executive council meetings.
   3. To record attendance at all weekly chapter meetings and other chapter functions.
   4. To keep a permanent record of all members.
   5. To compile and distribute a chapter roster each semester.
   6. To co-sign with the President contracts and other instruments of business of the Chapter.
   7. To register chapter activities with the university, with the exceptions of those regarding the Membership Education and Recruitment Program.
   8. To reserve rooms for weekly chapter meetings and other chapter functions.
   9. To organize information regarding conventions and facilitate attendance at such events.
5. The duties of the Chaplain are as follows:
   1. To exhibit exceptional moral character.
   2. To attend to the spiritual and moral needs of the Chapter.
   3. To encourage sisterly behavior consistent with Biblical teaching among the membership.
   4. To provide a brief devotional during each weekly chapter meeting.
   5. To email the prayer requests from the band devotional time to the entire band each week.
   6. To present the contents of the prayer box to the membership each week.
   7. To send sympathy care and recognize birthdays, as well as other special days for the membership and band.

# Article III: Appointed Officers

## Section 1: General

1. The Appointed Officers are the following:
   1. Alumni/Corresponding Secretary
   2. Chapter Historian
   3. Parliamentarian
   4. Member-at-Large
   5. Any other created office
2. Appointed Officers are nominated by the President and approved by the membership.
3. The Executive Council can create a new position with approval from the membership. The President shall seek counsel from the Chapter Sponsor and/or the Director of Bands before appointing the new officer at the next weekly chapter meeting.
4. Approval from the Chapter Sponsor and/or the Director of Bands and 75 percent of the Executive Council is needed to remove an Appointed Officer.

## Section 2: Duties

1. The duties of the Alumni/Corresponding Secretary are as follows:
   1. To be responsible for chapter correspondence
      1. To maintain the chapter email account and inter-chapter correspondence.
      2. To communicate as necessary with other Chapters, District Council members, National Council members, and/or National Headquarters.
      3. To maintain correspondence with chapter alumni.
      4. To review chapter mail before each weekly chapter meeting and be prepared to give a brief summary of the correspondence.
   2. To keep current records and compile a roster of Alumni, Honorary, and Life Members of Iota Beta with the following information:
      1. Name
      2. Current Address
      3. Telephone Number
      4. Email Address
      5. Employment Information
      6. Status in Tau Beta Sigma Alumni Association (TBSAA)
2. The duties of the Chapter Historian are as follows:
   1. To take pictures at various chapter and band activities or delegate that responsibility to other membership.
   2. To maintain a chapter scrapbook with pictures from various chapter and band activities throughout the year.
   3. To make arrangements with the Director of Bands for the composite picture and/or yearbook picture.
   4. To maintain the chapter website.
   5. To make a tabletop display for District Convention if the Chapter so votes to prepare a display for that year’s convention.
   6. To serve as the chairperson of the History Committee.
3. The duties of the Parliamentarian are as follows:
   1. To be highly knowledgeable of Robert’s Rules of Order.
   2. To assure that weekly chapter meetings are conducted accordingly.
   3. To assure that only members in good standing with the Chapter are admitted to weekly chapter meetings.
   4. To be the chairperson of the Judiciary Council as specified in Article VIII.
   5. To affect disciplinary measures deemed necessary by the membership and the Chapter Sponsor and/or Director of Bands.
4. The duties of the Member-at-Large are as follows:
   1. To serve as the liaison between the Chapter and Kappa Kappa Psi.
   2. To serve as the liaison between the Chapter and other student organizations.
   3. To serve as the liaison between the Chapter and the Chapter Sponsor and/or the Director of Bands if the President is unable to do so.

# Article IV: University Administration

## Section 1: Director of Bands

1. The duties of the Director of Bands are as follows:
   1. To govern and monitor the affairs of the local Chapter as set forth in the National Constitution
   2. To be an ex-officio member of chapter committees
   3. To meet with the President on scheduled dates.

## Section 2: Chapter Sponsor

1. The duties of the Chapter Sponsor are as follows:
   1. To be selected by the Chapter with the approval of the Director of Bands to have direct jurisdiction over the Chapter.
   2. To act as Sponsor in goal setting, problem solving, policy making, and upholding the guidelines and purposes of Tau Beta Sigma.
   3. To interpret the regulations and policies of East Texas Baptist University for the Chapter.
   4. To be an ex-officio member of chapter committees.
   5. To meet with the President regularly.
   6. To attend at least Third Degree, Joint Banquet, and 25 percent of all weekly chapter meetings and/or activities unless absolutely impossible.

# Article V: Chapter Operations

## Section 1: Committees

1. The standing committees of the Chapter are:
   1. Financial Committee
   2. History Committee
   3. Membership Committee
   4. Ritual Committee
   5. Service Committee
2. The President has the authority to establish committees that are deemed necessary by the approval of the membership.
3. The President will appoint chairpersons and members to each committee before the first weekly chapter meeting of the year.

## Section 2: Delegates and Proxies

1. A delegate or chapter proxy shall represent the Chapter as specified in the National Constitution.
2. A delegate or chapter proxy shall be a member in good standing and shall have been a member of the Chapter for at least one full semester.
3. Simple majority of the membership present at a weekly chapter meeting shall elect the delegate and/or alternate delegate no later than two weeks prior to the deadline for convention registration.
4. The Chapter will pay the delegate fee only for those persons who have been elected according to 5.203 of this Article. A delegate or chapter proxy shall serve without further compensation unless approved by the President and the Treasurer.

## Section 3: Meetings

1. The Chapter will meet weekly during the semester as determined by a majority vote of the membership present at the first weekly chapter meeting of each semester.
2. Fifty percent of the active members in good standing, with the President or Vice President and at least one other member of the Executive Council, shall constitute a quorum at all weekly chapter meetings.
3. The President, a majority vote of the Executive Council, or a favorable vote of 75 percent of the membership may call a special chapter meeting. The Recording Secretary will give notice to all members in good standing in the Chapter.
4. All weekly chapter meetings are organized and conducted in accordance with Robert’s Rules of Order. The President and Parliamentarian are charged with maintaining order and decorum.
5. The Chapter will follow the National Constitution, Article 6, Section 5, Paragraph 4 for order of meetings.

## Section 4: Finances

1. All monies of the Chapter will be received and disbursed by the Treasurer. All expenditures will be made by check drawn from the Chapter’s personal account. Checks are to be signed by the Treasurer, the President, and/or the Chapter Sponsor.
2. The Chapter may not enter into debt beyond the equivalent of 30 percent of the yearly receipts, excluding national dues. If at any time the Chapter’s debt exceeds that amount, all non-essential disbursements may be suspended. The Treasurer will exercise measures to control the Chapter’s debts. Until the Chapter’s debts are reduced to 30 percent of the income, the Chapter shall remain in this status. No expenses by the membership will be reimbursed until that time.
3. The financial policies of the Chapter will be governed by a budget presented to the membership by the Treasurer at the third weekly chapter meeting of each semester and approved by a majority of the membership at that meeting.
4. The income of the Chapter will be derived from the chapter dues collected from each member and any fundraisers conducted.
5. A member’s failure to promptly meet financial obligations will constitute that member to be declared in bad standing.
6. The Chapter’s fiscal year shall be from June 1 to May 31.

# Article VI: Membership

## Section 1: General

1. Membership consists of seven types:
   1. Active
   2. Alumni
   3. Associate
   4. Conditional
   5. Honorary
   6. Inactive
   7. Life
2. No member will be recognized until all initiation fees have been paid and the membership education process has been completed.
3. Active membership is recognized when the following requirements are met:
   1. Participation in the East Texas Baptist University Band. Exceptions may be granted to members who are student teaching or as approved by the Chapter Sponsor and/or the Director of Bands.
   2. Registration as a full-time student at East Texas Baptist University. An exception can be granted to part-time students with the approval of the membership.
   3. Maintenance of a cumulative 2.0 GPA.
   4. Payment of dues.
   5. Maintenance of good standing with the Chapter in accordance with 6.104 of this Article.
4. Good standing is defined as meeting the following requirements and the by-laws:
   1. To serve and help with the day-to-day operations of the East Texas Baptist University Band.
      1. The Vice President and the Parliamentarian will monitor member participation.
      2. A verbal warning will be given to any member the Vice President and/or the Parliamentarian find lacking in their service participation.
      3. Failure to show improvement within two weeks will result in a referral to the Judiciary Council for appropriate action.
   2. To fulfill all duties and responsibilities as outlined by the rules, regulations, and policies of the Sorority and East Texas Baptist University. Failure to do so will result in a referral to the Judiciary Council for appropriate action.
   3. To settle all financial obligations to the Sorority by the fifth weekly chapter meeting unless the Executive Council grants an exception.
   4. To abide by all the by-laws.
5. Information regarding Alumni, Associate, Conditional, Honorary, Inactive, and Life membership statuses can be located in the National Constitution, Article 6, Section 6, Paragraphs 8, 6, 4, 7, 5, and 16 respectively.
6. A request regarding conditional membership status should be made in writing within the first three weekly chapter meetings of the semester.
7. Tau Beta Sigma Iota Beta Chapter of East Texas Baptist University welcomes transfers from other chapters upon completion of the requirements found in 6.621 of the National Constitution and the requirements for active membership at East Texas Baptist University. Transfers who have become active members must stay in good standing with the Chapter before holding an elected position.

## Section 2: Membership Education Program

1. The Iota Beta Chapter derives its membership education program from the National Headquarters Membership Program.
2. The Vice President is the official liaison between the membership candidates and the active membership.
3. **Candidates must be currently enrolled in the East Texas Baptist University Band to be eligible for the Membership Education program that semester.**
4. Candidates will be qualified musicians, possess unusually good character, and demonstrate leadership potential.
5. In a weekly chapter meeting, any active member may propose the name of an eligible candidate to be involved in the membership education program.
6. A positive vote of 75 percent of the voting membership is required to allow a candidate into the membership education program. If a candidate does not qualify on the second ballot in the same meeting, the name will not be proposed again during that semester.
7. Prior to initiation, the Chapter Sponsor and the Director of Bands must be consulted for final approval of the possible candidates.
8. Prior to initiation, the candidates must pay their chapter dues and that year’s national dues unless otherwise decided upon by the Executive Council.
9. An eligible candidate can be nominated a total for four semesters over the course of their time in the East Texas Baptist University Band.

# Article VII: Disciplinary Matters

1. The Chapter Judiciary Council is comprised of the following members:
   1. Parliamentarian, chairperson
   2. Chaplain
   3. Three at-large members, appointed by the President no later than the second weekly chapter meeting of the semester. If one of these members becomes in bad standing, they shall be replaced by a member appointed by the president when needed.
   4. If membership is low and there are no at-large members available, the Parliamentarian, the Chaplain, and the Chapter Sponsor will comprise the Judiciary Council.
2. In the event that a problem occurs involving either the President or a member of the Judiciary Council, then the Sponsor shall be responsible for dealing with the matter and taking appropriate action.
3. The jurisdiction of the Judiciary Council includes matters concerning attendance, monetary obligations, service requirements, failure to uphold the duties of an office, and other problems affecting the operation of the Chapter.
4. The Judiciary Council reviews allegations and recommends possible disciplinary measures to the active membership.
   1. The majority of Judiciary Council members must agree in order for a recommendation to be made to the active membership.
   2. Any disciplinary measures not specifically provided for in this constitution and subsequent by-laws must be approved by a simple majority vote of the active membership.
5. The Judiciary Council meets only when called upon by the Parliamentarian to review allegations filed against another member.

# Article VIII: Reports

1. All reports of the Chapter must be submitted to National Headquarters in writing at times specified and on forms prescribed by National Headquarters.
2. The preparation and mailing of all reports is the duty and responsibility of the President unless he/she delegates the task to another member of the Executive Council, typically the Recording Secretary, within a reasonable amount of time before the report is due.
3. Each Chapter committee and each member of the Executive Council submits a report of their activities in writing to the Recording Secretary for inclusion in the semester’s minutes and orally to the membership on or before the final weekly chapter meeting of the semester.

# Attendance Policy

* Every active member must attend ALL weekly chapter meetings, fundraisers, service projects, and other events unless:
  + He/she is ill
  + He/she has a death in the family
  + He/she is unavailable due to a school function, work, etc
  + An unexpected event occurs over which he/she has no control (this must be approved by the Executive Council)
* If such an occasion occurs, he/she must turn in a note of explanation to the Recording Secretary at least 24 hours before the event. In case of an emergency, the note explaining the absence must be received within 24 hours after the scheduled event.

If such an occasion occurs, he/she must turn in a note of explanation to the Recording Secretary at least 24 hours before the event. In case of an emergency, the note explaining the absence must be received within 24 hours after **returned back on campus or incident has been revolved.**

* The note should include the member’s name, the date of the event, the reason for the absence, and the date the note was written.
* If no note is received or if a member has an unexcused absence according to the above guidelines, the member will be charged a fine of $6. The payment of said fine is due two weeks from the scheduled date of the missed event unless otherwise approved by the Executive Council.
* If a member misses more than two weekly chapter meetings or misses more than 25 percent of weekly chapter meetings in one semester without an approved excuse, he/she will be put on probation and may be considered in bad standing with the Chapter.
* If a member is more than 15 minutes late for a weekly chapter meeting or event and is unexcused, he/she will receive a fine of $3. The deadline for payment of the fine is the same as above.

# Hazing Policy

* From the Kappa Kappa Psi and Tau Beta Sigma Policy on Hazing
  + “No chapter, colony, student, membership candidate or alumnus of Kappa Kappa Psi or Tau Beta Sigma shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:
  + Any action taken or situation created, intentionally, to produce mental or physical harm, discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, unnecessary road trips, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic or musical achievement; Kappa Kappa Psi/Tau Beta Sigma law, ritual, or policy; or the regulations and policies of the educational institution, band program, or applicable state law.”
* From the East Texas Baptist University Policy on Hazing
  + It is the policy of East Texas Baptist University to enforce the state mandate prohibiting hazing.
  + Hazing is defined as any intentional, knowing, or reckless act occurring on or off the campus of ETBU, by one person alone or in action with others, directed against a student, that endangers their mental or physical health or safety for the purposes of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at ETBU.
  + Hazing includes but is not limited to:
    - Any type of physical brutality, such as whipping, beating, stiking, branding, electric shocking, placing a harmful substance on the body, or similar activity.
    - Any type of physical activity, such as sleep deprevation, exposure to elements, confinement in a small space, calisthenics or other activity that subjects that student to an unreasonable risk of harm or adversely affects the mental or physical health or safety of the student.
    - Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
    - Any activity that intimidates or threatens the student with ostracism, that subjects the students to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student upon entering or remaining registered at ETBU, or that may reasonably be expected to cause students to leave ETBU or an organization of ETBU rather than submit to acts described herein.
    - Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.