

Bylaws of the Lambda Tau Chapter of Kappa Kappa Psi

I. Amendments

- a. All proposed amendments to the Chapter Bylaws must adhere to the following procedure:
 - a.i. The proposed amendment must be submitted as a written motion, including the proposed section to be amended at a regularly scheduled meeting and be duly seconded.
 - a.ii. The motion will be tabled and the Executive Board will then check for conflicts with the National and District Constitutions.
 - a.iii. The motion will be brought to vote at the next regularly scheduled meeting and will require a two-thirds (2/3) majority vote to pass.

II. Officers

- a. The duties of the President are as follows:
 - a.i. To preside over all Chapter business meetings of the fraternity.
 - a.ii. To sign, complete, and disburse all contracts and other instruments of business incurred by the Chapter.
 - a.iii. Be designated as the official representative of the Chapter whenever such representation is required.
 - a.iv. Meet with the Director of Bands or Associate Director of Bands, and Chapter Sponsor biweekly and keep them informed on the current status, future opportunities, and anything else deemed necessary of the Chapter.
 - a.v. Be responsible for providing the Director of Bands, Associate Director of Bands, and the Chapter Sponsor with a calendar of dates and times of all service projects, social events, rush functions and rituals.
 - a.vi. To preside over the Executive Board.
 - a.vii. To be a member of all committees ex officio.
- b. The duties of the Vice President of Service are as follows:
 - b.i. Be responsible for all committees and committee reports.
 - b.ii. Be responsible for the revision of the committee structure if necessary, and the appointment of members to each committee in consultation with the President.
 - b.iii. To serve as the Service Committee Chairperson.
- c. The duties of the Vice President of Membership are as follows:
 - c.i. Be responsible for the education of Membership Candidates, along with the continuing education of all active members.
 - c.ii. To serve as Membership Education Committee Chairperson.
- d. The duties of Secretary are as follows:

- d.i. To record, maintain, and distribute to the Chapter the minutes of all meetings.
- d.ii. To maintain and make available a record of each active member of the Chapter including name, address, phone number, instruments played, initiation date, and any other pertinent information.
- d.iii. To maintain attendance records and inform the brotherhood of infractions in regard to membership responsibilities.
- e. The duties of the Treasurer are as follows:
 - e.i. To manage and maintain the Chapter accounts and, along with the President, authorize all disbursements of Chapter funds.
 - e.ii. Organize the accounts on a weekly basis and make said information available upon request.
 - e.iii. Be responsible for ensuring a timely collection of dues.
 - e.iv. Be responsible for creating and submitting a budget to Student Budget Allocation Committee when necessary.
 - e.v. To make a line item Chapter budget based on the requests of Chapter officers and committees. The Chapter must approve the budget presented within the first month of the semester.
 - e.vi. Be a member of the Fundraising Committee.
 - e.vii. Collect receipts and record all Chapter transactions.
 - e.viii. Make allocations for reimbursements following Section VI (e) of the Chapter constitution.
 - e.ix. The treasurer must submit two reports during the academic year:
 - e.ix.1. At the end of the fall semester.
 - e.ix.2. At the end of the spring semester prior to the changing of officers.
- f. The duties of the Fundraising Chairperson are as follows:
 - f.i. To serve as Chair of the Fundraising Committee.
 - ~~f.ii. Be responsible for all revenues from fundraisers.~~
- g. The duties of the Brotherhood Chairperson are as follows:
 - g.i. To serve as Chair of Brotherhood Committee.
 - g.ii. To be responsible for communications between the other School of Music Greek Organizations.
 - ~~g.iii. To be available for all Brothers to conduct business confidentially regarding interpersonal relationships within the Chapter.~~
- h. The duties of the Musicianship Committee Chairperson are as follows:
 - h.i. To serve as Chair for the Musicianship Committee.
 - h.ii. To conduct chapter music rehearsals.
- i. The duties of the Alumni/Corresponding Secretary are as follows:
 - i.i. Be responsible for working with and promoting alumni activities.
 - i.ii. Send news items to the National and District Publications.
 - i.iii. Collect permanent address information and dispense life membership applications to all brothers graduating or leaving the university and maintain a roster of said information and supply this information to the National Headquarters.

- i.iv. Inform the chapter of district and national events.
 - i.v. Be a member of the Brotherhood Committee.
- j. The duties of the Assistant to the Vice President of Membership Education are as follows:
 - j.i. To act as assistant to the Vice President of Membership.
 - j.ii. To act as Sentinel during rituals.
 - j.iii. Be responsible for rituals and ceremonies.
- k. The duties of the Historian are as follows:
 - k.i. Be responsible for maintaining a written and photographic record of the activities of the Lambda Tau Chapter and the bands.
 - k.ii. Be responsible for the maintenance of the Chapter archives.
- l. The duties of the Webmaster are as follows:
 - l.i. Be responsible for maintaining and updating the Chapter Website at least once a month.
 - l.ii. Be responsible for up keeping our social media presence as warranted.
- m. Each officer must maintain an Officer Binder and flash drive to be passed down to the next Brother holding the position.
 - m.i. This should include an updated copy of the Chapter Constitution and Bylaws; duties, event and activity reports, follow up reports, helpful hints, and any other necessary information regarding the position in question.

III. Committees

- a. General Committee Responsibilities:
 - a.i. Each committee will submit a committee budget to the Treasurer no more than two (2) weeks after the first regularly scheduled business meeting.
 - a.ii. Committees will meet at least once every month, at the discretion of the committee chair.
 - a.iii. Attendance by committee members will be required.
 - a.iv. The chairperson will submit any minutes to the secretary and inform the Executive Board of reports and business to be added to the agenda for the next regularly scheduled meeting.
 - a.v. The Committee Chairpersons will be responsible for informing all committee members at least twenty-four (24) hours in advance of a change in meeting time.
- b. The executive board will meet on a weekly basis during the semester, excluding exam weeks and other weeks where meetings would not occur, to set an agenda for the next scheduled business meeting and to discuss any business current to the chapter.
- c. The Fundraising Committee will propose and organize all fundraisers for the Chapter's consideration.
- d. The Service Committee will propose, research, and organize all service projects for the Chapter's consideration.

- e. The Membership Education Committee will be responsible for all recruitment activities, education of Prospective Members, and continued education of active brothers.
- f. The Brotherhood Committee will propose events to encourage positive social and business interaction between the brothers of the fraternity.
- g. The Musicianship Committee will propose, research, and organize all musicianship projects for the Chapter's consideration.

IV. Service Hours:

- ~~a. All active members must complete ten (10) service hours during the fall semester and five (5) service hours during the spring semester.~~
 - ~~a.i. Members who complete more than 50% of their required hours but do not meet the total required hours in a semester will receive one (1) unexcused absence marked toward their next semester; members who complete 50% or less of their required hours per semester will have two (2) unexcused absences marked toward their next semester and will have voting privileges revoked for thirty (30) days per Article III, Section a.ii of the Chapter Bylaws.~~
 - ~~a.ii. Graduating seniors and active brothers seeking conditional status for the following semester must complete at least 50% of their hours thirty (30) days before the last regularly scheduled meeting of the semester. If 50% of their service hours are not completed at this time, they will have their voting privileges revoked for the remainder of the semester; however, completion of additional hours after this date is encouraged.~~
 - ~~a.ii.1. This revocation of voting privileges may be reduced or eliminated upon appeal to the Executive Board to determine just cause for the non-completion of the required hours.~~
- ~~b. In the event of an active brother failing to attend a service activity that they committed themselves to participate in, said brother will be required to complete additional hour(s) greater than or equal to that which was missed. The additional hour(s) will be in addition to the required hours for that semester.~~
 - ~~b.i. In the event that the required number of hours has been met prior to the service absence, the missed hours must still be made up.~~
 - ~~b.ii. If the service absence is excused in accordance with Section V.d.i.1 and V.d.i.2 of the Constitution of the Lambda Tau Chapter of Kappa Kappa Psi, missed hours will not be required to be made up.~~
 - ~~**b.iii.** If the commitment cannot be met by the brother in question, they may send a proxy in their place.~~

V. Membership Education Process

- a. The membership education process of the Lambda Tau Chapter may consist of, but is not limited to the following:
 - a.i. Signatures
 - a.ii. A Prospective Member shall complete one signature sheet for both secondary vote and final vote.
 - a.iii. Interviews

- a.iii.1. Contact for an interview shall be initiated by a Prospective Member in any form of professional communication and noted.
- a.iii.2. Active Brothers have forty-eight (48) hours from the first professional form of communication to set up a meeting time with the Prospective Member.
- a.iii.3. If an Active Brother fails to set up an interview within forty-eight (48) hours, the Prospective Member will not be penalized at secondary vote or final vote for not having an interview from said Brother.
- a.iii.4. Contact initiated less than seventy-two (72) hours before secondary vote or final vote will not qualify for this exemption.
- a.iv. Reflections
 - a.iv.1. All Prospective Members shall attend events and activities hosted by the Brotherhood and reflect upon their experience and how it fits into the overall framework of the organization and the operations of the Chapter.
 - a.iv.2. Reflections shall include the following: one (1) service event, one (1) brotherhood event, one (1) committee meeting, and one (1) other event of the Prospective Member's choice.
- b. Service or Fundraising Project
 - b.i. Each class of Brothers in Training shall propose both a Service and Fundraising project to the Executive Board.
 - b.i.1. The Executive Board must approve both proposals for the Prospective Members to successfully complete their Membership Education Process
 - b.ii. Once approved by the Executive Board, the class of Prospective Members shall propose one of their projects to be approved by the Chapter.
 - b.iii. The Service or Fundraising project that has been approved by the Chapter must involve all members of the class of Brothers in Training and be completed before the end of the Membership Education Process for the class.
 - b.iii.1. A formal request for an extension of time to complete the approved project may be submitted by the Prospective Members and will be granted pending a unanimous vote in favor of extending time by the Executive Board.
 - b.iii.1.a. The penalty for not passing secondary vote or final vote shall be decided by the Brotherhood and agreed upon by a two-thirds (2/3) majority of voting members.
 - b.iii.1.b. If at any point in time, the Chapter Sponsor or Director of Bands finds a portion of the Membership Education Process defunct or unnecessary and formally addresses the problem, it shall be suspended until further notice.